SPECIAL EVENT PERMIT APPLICATION

Please return completed application to the Conference & Visitors Bureau:
Email: events@pismobeach.org or Mail: 760 Mattie Road, Pismo Beach, CA 93449

Pismo Beach is a city that celebrates special events. From internationally renowned events to community-based festivals, parades, and athletic activities, the City of Pismo Beach is proud to host many events each year. It is our goal to enhance the vitality, quality of life, and economic prosperity of Pismo Beach through the support of special events. So, thank you for choosing Pismo Beach for your event location.

PERMITS REQUIRED

Special Event Permits are required for any person, group, or organization that wants to conduct, manage, aid, or solicit attendance for an event on City property that has 50 or more attendees, or any event that involves the use of public property or facilities or requires the use of City services.

Special Event Permit Applications and application fee can be submitted to the Conference and Visitors Bureau, 760 Mattie Road, Pismo Beach, CA 93449, Monday-Friday 8am-5pm, via email to events@pismobeach.org. The application fee must be paid before the application will be reviewed.

Beach Wedding Application Fee is $128.66. Applications must be received **no less than 60 calendar days** before the first day of the event and no sooner than 2 years before the first day of the event. Applications received less than 60 calendar days before the event are subject to a $106.02 late filing fee and applications received less than 30 days before the event are subject to a $329.38 late filing fee. Annual events must reapply for each recurring event. Special Event Permits may be denied during holidays and peak season (April – October).

Incomplete applications will not be reviewed by the Special Events Committee. Any incomplete applications will be returned to event organizers.

For new and/or large events, staff members from the Conference & Visitors Bureau (CVB) may contact your event coordinator to schedule an appointment with our Special Events Committee (SEC). During this appointment, you will have an opportunity to present and discuss the details of your event.

PROVISIONS - This application is made according to the rules set forth in Pismo Beach Municipal Code Section 12.16, regarding Special Event Permits. In this application, the phrase "Special Event Code" shall be used to refer to these Code requirements.

An application for a Special Event Permit is deemed completed when the applicant has provided all of the information required herein including any additional information requested, such as payment(s), insurance and endorsement certificates, park/hall application and fees, copy of ABC license, copy of security guard contract, insurance certificates, business licenses from vendors and any other documents required by the City. Application must be approved by City Manager.

1. **Pismo Beach Municipal Code Section 12.16.** By submitting this application, the applicant understands that the City shall review the application under the procedures set forth in the Special Event Code. If the City approves the application, the CVB will issue a Special Event Permit.
2. **Application Fee.** Application and $128.66 Application Fee must be submitted to the Conference & Visitors Bureau within 60 working days prior to the date of the event along with the application fee and required insurance. *Applications will not be processed or reviewed until application fee has been paid in full.* All fees, schedules and permits are subject to change without notice. Late applications may be accepted on a case-by-case basis and are subject to a $106.02 fee for applications received less than 60 days from the event and $329.38 fee for applications received less than 30 days from the event. Acceptance of late applications depends on there being time to process and review the application. Make check payable to: "City of Pismo Beach".

3. **Insurance Requirements.** All events must obtain a Certificate of Liability Insurance policy naming the City of Pismo Beach as additionally insured ***and*** an additional Endorsement Certificate with following wording: The City of Pismo Beach and its employees, officers, elected and appointed officials, agents and volunteers are added as additional insured. Coverage must be at minimum: Each Occurrence: $1M, Damage to Premises: $100k, Med Exp: $5k, Personal Injury: $1M, General Aggregate: $2M.
4. **Applicants' Financial Responsibility.** By submitting this application, the applicant understands that they will be financially responsible for any City fees or costs that may be imposed on the event.
5. **Designee of Organization.** If the application is submitted on behalf of an organization, written documentation giving authority to the applicant to sign this application on behalf of the organization by the head of the organization must be supplied.
6. **Sales/Vendors.** If selling of any sort is conducted, all vendors must provide and pay for a Special Events Vendor Business Tax License, and insurance certificate if vendor(s) is/are not covered by event organization. All booths and activities will be monitored by the City of Pismo Beach and upon request vendor must provide proof of this license.
7. **Display of Special Event Permit.** A copy of the Special Event Permit shall be displayed in the special event venue and shall be presented upon demand of any City official. Organizers may not advertise or market their event until final approval of permit.
8. **On-site Presence of Event Organizer.** The event coordinator or a designated representative is required to be on-site for the duration of the event for coordination and management purposes.
9. **Accessibility.** It is the event coordinator's responsibility to comply with all City, County, State and Federal accessibility requirements pertaining to the Americans with Disabilities Act (ADA).
10. **Use of City Logos Prohibited Without Authorization.** Use of the City Logo, Experience Pismo Beach Logo, or any other City insignia in association with a third-party special event is prohibited. The City Manager's Office may approve an exception, by explicit written authorization, in cases where the event organizers and City have agreed to an official sponsorship arrangement. Issuance of a Special Event Permit does not constitute such authorization. Unauthorized use of City insignia is subject to prosecution under Pismo Beach Municipal Code.

Questions? If the Applicant has any questions regarding the requirements of the Special Event Code, or this application, a request for clarification should be made to the Conference & Visitors Bureau Office, 805-773-7034, events@pismobeach.org. However, no clarification made by the City is binding unless incorporated into the terms of the Special Event Permit.

Pismo Beach Special Event Permit Process

01 COMPLETE AND SUBMIT SPECIAL EVENT APPLICATION FOR REVIEW

Applicants can download the Special Event application from the City's website. Please fill out application in as much detail as possible so that the Committee has all of the information required to make a recommendation to approve or deny the application.

02 PAY SPECIAL EVENT PERMIT APPLICATION FEE

Applicants can pay the SEC fee either in person by cash or check, by mail with check or online. This non-refundable fee partially offsets the cost of reviewing the permit application and coordinating the event review process. It is not a rental fee.

03 SPECIAL EVENT COMMITTEE REVIEWS APPLICATIONS

The Special Event Committee is made up of City staff and members of the community. SEC meets on the 4th Tuesday of each month to review applications and makes recommendations to the City Manager to approve or deny applications.

04 CITY MANAGER COMMITTEE REVIEWS APPLICATIONS

Once the Special Event Committee reviews applications, the City Manager then reviews them as well. Final approval depends on a number of criteria and requirements being met.

05 SUBMIT ADDITIONAL REQUIRED DOCUMENTATION

SEC permit approval is pending receipt of additional required documentation. At this phase of the process, you will pay any additional fees, obtain insurance, business licenses, ABC forms, layout maps, vendor lists, timelines for set up and clean up as well as schedules of events.

06 SPECIAL EVENT PERMIT IS ISSUED

Once all of the required documentation has been received, your Special Event Permit will be issued.

BEACH WEDDING SPECIAL EVENT PERMIT APPLICATION

Please return completed application to the Conference & Visitors Bureau (CVB):
Events@PismoBeach.org | 760 Mattie Road, Pismo Beach, CA 93449

EVENT ORGANIZER CONTACT INFORMATION

Applicant Name/s: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

EVENT INFORMATION

Specific Location: _____

Date/Days: _____ Estimated Number of Participants: _____

Start time: _____ End time: _____

Set-up time: _____ Take-down time: _____

Wedding Organizer: _____

Please describe event details (including set-up): _____

_____

_____

_____

BEACH EVENT GUIDELINES

Please Note: A Special Event / Wedding Permit does not grant exclusive use. Pismo Beach is a public use beach, so access for other visitors must not be impeded during event. You are welcome to host your wedding on the beach; however you may not rope off or delineate an area for the wedding that hinders public use. Available parking is limited, often crowded, and not guaranteed. Permits may be denied during holidays and peak season (April – October).
Beach weddings are only permitted from the south end of the City near the Monarch Butterfly Grove to the north end of the beach below SeaCrest hotel. Beach weddings are not permitted on any other beaches within the City of Pismo Beach. Receptions are not allowed as alcohol, amplified sound, and cooking is not allowed on the beach, City owned parks and halls are available for rent. Please work with the Pismo Beach Recreation Department to reserve a park or hall (805) 773-7063. We are also happy to help you find a local restaurant or hotel to work with for that purpose.

Beach Rules: Vehicles are not permitted on the beach. The use of chairs, alters and other decorations will require review and must be authorized by the City. Amplified sound is not permitted (you may have acoustic music). All trash associated with your event must be bagged and removed from City property. Prohibited acts on the beach include: driving, open flames, sky lanterns, fireworks, smoking, digging, gray or black water dumping.

REQUIRED: Initial to acknowledge: _____

HOLD HARMLESS AGREEMENT

The undersigned (hereinafter the "applicant") understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, as a result of his/her/its use of City property.

The applicant certifies that they have read and agree to the City's Special Event procedures and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall hold harmless, defend, and indemnify the City of Pismo Beach, its elected officials, officers, employees, agents and volunteers from any damages that may arise as a result of the conduct of the special event for which the permit is being sought. The applicant agrees to defend, protect, indemnify, and hold the City of Pismo Beach, its elected officials, officers, employees, agents and volunteers free and harmless against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or allegedly arising out of, related to, or resulting from the conduct of the permitted event or activity. The applicant shall, at applicant's own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City of Pismo Beach, its elected officials, officers, employees, agents and volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City of Pismo Beach, its elected officials, officers, employees, agents and volunteers resulting from the permitted event or activity.

I hereby submit this Application for a Special Event Permit for the event described in this application.

_____	_____	_____
Applicant Name	Applicant Signature	Date

FOR INTERNAL USE ONLY:

_____	_____
SEC Chairperson	Date
_____	_____
City Manager	Date

_____ Approve Event _____ Deny Event

SEC Comments:

_____
_____
_____

Stipulations for issuing permit:

_____
_____
_____

Notes:

_____
_____
_____

App Fee____ Ins ____ ABC/PD____ Security____ Map____ Schedule____ PW fees____
LG____ Elec____ Venue fees____ Rental Agreement____ Vendos____ BL____ Late____

Please indicate on map where wedding is to take place.

Please note, Beach Weddings are only permitted within the yellow beach area.



1/2023
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