

Pismo Beach Wedding Permit Application



Please Submit to:
Mail: Pismo Beach conference & Visitor's Bureau
760 Mattie Road, Pismo Beach, CA 93449
Fax: 805.779.1202
Email: events@pismo-beach.org
Questions: 805.773.7034



WEDDING PERMIT APPLICATION

Please return completed application to the Conference & Visitors Bureau:
760 Mattie Road, Pismo Beach, CA 93449 (805) 773-7034

Pismo Beach is a city that celebrates special events and we are thrilled and honored that you have chosen to celebrate one of life's greatest milestones in our city. So congratulations and thank you for choosing Pismo Beach for your wedding location.

PERMITS REQUIRED

Wedding Permits are required for **all** weddings on Pismo Beach.

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. Wedding Permits may be denied during holidays and peak season.

Wedding Permit Applications and supporting documentation along with application fee can be submitted to the Conference and Visitor's Bureau, 760 Mattie Road, Pismo Beach, CA 93449, Monday-Friday 8am-5pm, via email to events@pismo-beach.org or via fax (805) 779-1202.

WEDDING APPLICATION, INSURANCE & FEES

It is important to provide all required information and documentation in a timely and complete manner throughout the permit review process.

All weddings must have Insurance Coverage naming the City of Pismo Beach as additionally insured, and supply an additional endorsement certificate with the following wording: The City of Pismo Beach, and its employees, officers, agents and volunteers, are added as additional insured.

The Wedding Permit Non-Refundable Application Fee partially offsets the cost of reviewing your permit application and coordinating the event review process.

In addition to the permit application fee, you may be assessed other City permit fees, department rates and fees, cost and fees associated with personnel or resources provided to your event by a City department, program or division, as well as fines that may be assessed by the City for the cost to repair and/or restore any public property damaged by an event. The current Schedule of Fees is included with this Planning Guide and Application.

APPLICATION PREPARATION CHECKLIST: All applicants must include the following:

- Spouse names
- Event date/Location
- Signed Application
- Non-Refundable Application Fee
- Insurance and Endorsement Certificate for Event and all Vendors in the amount of \$2 million
- Hold Harmless Agreement



WEDDING PERMIT APPLICATION

Please return completed application to the Conference & Visitors Bureau (CVB):
760 Mattie Road, Pismo Beach, CA 93449 (805) 773-7034

Names of Applicants: _____

Location: _____

Date / Day: _____ Event Time Begin: _____ End: _____

Wedding Organizer: _____

Contact Person(s): _____

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

Telephone: _____ Cell: _____ Email: _____

Please describe your event including location and detailed set-up for event (chairs, arch, etc.):

Estimated Number of Participants: _____

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.

Receptions are not allowed as alcohol, amplified sound, and cooking is not allowed on the beach, however we do rent city owned Parks and Halls that do allow receptions. 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.

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 Wedding 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 and any other documents required by the City. Applications 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 must be submitted to the Conference & Visitors Bureau within 60 working days prior to the date of the event along with the application fee of \$66.00/\$174.00 (if encroachment permit is required) 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 \$51 fee. Acceptance of late applications depend on there being time to process and review the application. Make check payable to: "City of Pismo Beach".
- 3. Insurance Requirements.** All events must request 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, agents and volunteers, are added as additional insured. Coverage must be at minimum: Each occurrence: \$1M, Damage to Premises: \$100k, Med Exp: \$10k, Personal Injury: \$1M, General Aggregate: \$2M.
- 4. Applicants Financial Responsibility.** By submitting this application, the applicant understands that he/she will be financially responsible for any City fees or costs that may be imposed for 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. Use of Private Property.** If private property is to be used for the event, applicant must provide written authorization of the property to be used, with dates and time from beginning to end.
- 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 invite guests 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).

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@pismo beach.org. However, no clarification made by the City is binding unless incorporated into the terms of the Special Event Permit.

