



City of Long Beach
DEPARTMENT OF PARKS, RECREATION AND MARINE
2760 Studebaker Road, Long Beach CA 90815---FAX (562) 570-3113

Application for Facility Use Permit

This application does not guarantee a reservation until approved by the Director of Department of Parks, Recreation and Marine or his/her designee. Please check the appropriate box(es) and indicate the facility requested:

- Athletic Field, Beaches/Waterways, Community Center, Gymnasium, Picnic Area, Special Use, Pool, Other (Please specify)

Facility/Park Site: 1st Choice, 2nd Choice

Name (Individual/ Organization):, Email, If Organization: 501 (c)(3), Private for profit

Contact Person/Representative:

Applicant must be at least 21 years of age and will be responsible for the entire event. Position Title

Address:, City, Zip

Telephone: Home: () Work: () Fax: () Cell: ()

Date of Event:, Day:, EVENT START TIME:

Start Time (SET UP):, End Time:, (12:00am Max) Total Hours Requested:, (Applicant must include set-up/decorating time and clean-up time.)

Name of Event:, Type of Event:

For birthday/graduation party, indicate age of celebrant: (Two security guards will be required for teen parties.)

Number of participants: Adults + Minors = Total

Please answer all questions correctly. Unanswered questions may delay your request.

- 1. Is the event open or advertised to the public? Yes No
2. Is this a car/motorcycle club? Yes No
3. Is this a fundraising/revenue producing event? Yes No
4. Will there be soliciting or selling of any kind? Yes No

If YES on items 1, 2, 3 or 4, please also complete items 16-29 on pages 3 & 4 (Special Use Information)

5. Is this an organized group, such as a club, school or business? Yes No

6. Will there be a caterer to provide food for your event? Yes No
If yes, please make sure that the caterer has a Long Beach Business License.

7. Will this event be having some type of music? Yes No

Please check: Live Band Disc Jockey Amplified Music P.A. System Radio
Please note that some facilities may not allow music.

8. Will the event be advertised prior to event date? How? Yes No

Please check: Flyer Newspaper Radio Internet

9. Will there be any type of display or advertising at the event? Yes No

10. Will you be displaying or judging any motor vehicles? Yes No

11. Will there be any promotionals or give aways/samples? Yes No

12. Will there be animals during the event? Yes No
Animal shows will require a permit from the Animal Control Office.

13. Will you be bringing in any sort of stage or structure? (must be pre-approved) Yes No

14. Will you be having a moonbounce? (Only on designated areas) Yes No

Name of authorized moonbounce company from current list:

SPECIAL USE INFORMATION

(Subject to approval from the Director of Parks, Recreation and Marine.)

Please answer all the questions and provide additional sheets if necessary.

16. Event Dates(s): _____ Time: _____
 _____ Time: _____
 _____ Time: _____

17. Set up Date(s)/Time: _____

18. Break Down Date(s)/Time: _____

19. Estimated No. of Attendance: Participants _____ Spectators _____ Staff _____
 Volunteers _____ Vendors _____ Other _____

20. How will the event be advertised? (Flyers, newspapers, radio, television, internet, etc.) Please describe.

21. Will monies or donations be collected at the event? Yes _____ No _____
If yes, please explain types of fees or charges and amounts.

22. How will the funds generated by the event be used?

23. Will food or merchandise be sold or displayed at the event? Yes _____ No _____
 If yes, anticipated number of food vendors: _____ Anticipated number of merchandise vendors: _____

24. Will food or merchandise be given away for free? Yes _____ No _____
 Please explain.

25. Will you require electricity for any portion of your event? Yes _____ No _____
 If yes, please explain in detail what the electricity will be used for and how it will be provided. (Electricity is only available at certain picnic sites.)

26. Will any temporary structures or equipment be brought to the site for the event? (Stages, fencing, generators, lighting, sound system, seating, bleachers, tents, booths, portable toilets, etc.) Yes _____ No _____
 If yes, please describe in detail and attach site plan. Tent/Canopies larger than 10 X10 need special permits & approval.

27. Will the event include music or amplified sound? (P.A.. system, live music, recorded music, DJ, etc.) Yes ____ No ____ If yes, describe in detail. (If live performance, please include names of performers.)

28. Please provide any additional information concerning the scope of your event not addressed above. (i.e. carnivals, game booths, animal rides, moonbounces, etc.)

29. If you answered "Yes" to questions 1 through 3, the following are additional permits or approvals required from other City Departments depending on the type of activity:

- a) CA Coastal Commission - Coastal Clearance for events by the beaches and waterways
- b) Financial Management - Business License for selling food or merchandise
- c) Fire Department - For tent/canopy, open flame, or site plans
- d) Health Department - Food permit from Environmental Health Division
- e) Parks, Recreation & Marine - Liability Insurance from Contract Division for events open to the public
- f) Planning & Building - Electrical, generator, stages, fencing and temporary structures
- g) Police Department - Special Event Coordinator for security
- h) Public Service - Charitable Solicitation Permit from the Special Permits Office
- Barricades/cones and "no parking" signs from Street Maintenance

The proposed event may require additional review, approval, permits, licenses and/or inspections from other City departments. I understand that if I have provided false or inaccurate information on this application, the event may be canceled prior to or during the event at the discretion of the Director of Parks, Recreation and Marine, or his/her designee, and will result in forfeiture of fees paid, deposits and/or denial of current and future applications for use of Department facilities and may incur additional City charges.

I am authorized to sign on behalf of the applicant/organization. I hereby certify that to the best of my knowledge and belief the above statements are true. I agree to reimburse the City of Long Beach for any loss or damage caused by this usage and to hold the City safe from any liability arising out of the use of the premises or equipment. I will be present throughout the activity and will be responsible for the adherence to regulations governing use of the facilities.

Name (Please Print) **Organization**

Signature **Title** **Date**

FOR DEPARTMENT USE ONLY

 Received by Date

 Department Approval Date

 Processed by Date

 Permit # Date Permit Sent to Permittee Staff's Initial Date Signed Permit Rcvd Processed by