

OCCASIONAL EVENT PERMIT CHECK-OFF LIST

The following list can be used as a check-off list of the required forms and documentation needed for the Occasional Event Permit. Please submit the following items to the Special Events and Filming Office ***no later than 10 days prior to your event.*** Your application will be reviewed, and a Special Events and Filming staff member will contact you when your permit is ready. Occasional Event Permits shall not be issued for any premises or location more than twenty-four (24) times within any twelve (12) month period. For more information please visit our website at filmlongbeach.com or contact our office at (562) 570-5333.

- Completed Occasional Event Permit Application
- Plot Plan (A detailed diagram of your proposed set up with dimensions)
- Lease/Rental Agreement (If event is being held on property other than your own)
- Security information (If security is contracted)
- Alcoholic Beverage Control License – (562) 982-1337 (Special or Daily License)
- Copy of your current Fire Permit & Occupancy Rating from the property owner
- Charitable Solicitation Permit (562) 570-7219 (If raising money - does not apply to churches)

City staffing may occur if deemed necessary.

Any additional staffing fees shall be paid before the permit will be issued.

All hourly city staffing fees are paid at the scale rate of the department and/or position staffed.

- Permit Fee. (cash, check, or money order made payable to the City of Long Beach)

Additional permits from other City Departments may be required. Copies of the additional permits must be submitted before an Occasional Event Permit will be issued.

All promoters, vendors, and security companies shall have a valid business license with the City of Long Beach. Please contact Business Licensing at (562) 570-6211.