

## OCCASIONAL EVENT PERMIT APPLICATION

**ANY AND ALL CHANGES, WHICH NEED TO BE MADE MUST BE DONE THROUGH THE OFFICE OF SPECIAL EVENTS AND FILMING**

- PUBLIC:** This event will be open to the public. Admission may be charged. Events promoted & advertised on Social Media are considered Public Events.
  
- PRIVATE:** This event will not be open to the public. No admission fee allowed. A copy of your invitation shall be submitted with the application.

### GENERAL EVENT INFORMATION

<b>NAME OF EVENT</b>			
<b>LOCATION OF EVENT</b>			
<b>TYPE OF EVENT</b> (Grand Opening, Concert, Other):			
<b>EVENT DATE(S):</b>		<b>EVENT HOURS:</b>	
<b>TYPE OF ENTERTAINMENT</b> (DJ's, Live Bands, Etc.)			
<b>EXPECTED NUMBER OF ATTENDEES:</b>		<b>ADMISSION FEE:</b>	
<b>WILL MERCHANDISE BE SOLD?</b>	<input type="checkbox"/> <b>YES</b> <u><b>VALID BUSINESS LICENSE REQUIRED</b></u> <input type="checkbox"/> <b>NO</b>	<b>WILL FOOD BE SOLD?</b>	<input type="checkbox"/> <b>YES</b> <u><b>VALID CITY HEALTH PERMIT REQUIRED</b></u> <input type="checkbox"/> <b>NO</b>
<b>WILL MINORS BE ALLOWED ON PREMISES?</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>		

### APPLICANT / ORGANIZATION INFORMATION

<b>NAME OF ORGANIZER</b>		<b>ORGANIZATION BUSINESS LICENSE #:</b>	
<b>STREET ADDRESS</b>			
<b>CITY</b>			
<b>PHONE #:</b>			
<b>E-MAIL ADDRESS</b>			
<b>DAY OF EVENT CONTACT NAME &amp; CELL PHONE</b>			

## SECURITY INFORMATION

WILL SECURITY BE PROVIDED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
NAME OF SECURITY COMPANY (If applicable):		PRIVATE PATROL OPERATOR (PPO) LICENSE #:
SECURITY SUPERVISOR'S NAME & PHONE #:		
NUMBER OF UNARMED SECURITY:		NUMBER OF ARMED SECURITY:
GENERAL SECURITY INSTRUCTIONS:		
SECURITY UNIFORM DESCRIPTION:		

**PLEASE LIST ON YOUR SITE PLAN, A DETAILED DEPICTION OF THE LOCATIONS OF WHERE YOUR SECURITY WILL BE STATIONED.**

**PLEASE INCLUDE PERIMETER SECURITY AND ROVING SECURITY PERSONNEL IF NEEDED.**

**PLEASE NOTE:**

Off Duty Police Officers working in a "Private Security" capacity, shall NOT wear anything identifying them as a peace officer.

## ALCOHOL INFORMATION

WILL ALCOHOL BE SOLD, SERVED, OR CONSUMED?	<input type="checkbox"/> YES Please go to the Procedure to obtain an ABC Permit section below	<input type="checkbox"/> NO Please skip to Security Information section of this application below
PROCEDURE TO OBTAIN AN ALCOHOL BEVERAGE CONTROL DAY PERMIT	<p><input type="checkbox"/> Contact the Long Beach Police Department Vice/Special Permits Unit at (562) 570-7219 to make an appointment to receive a signed ABC Application.</p> <p><input type="checkbox"/> The Vice Detective will review your application, and if approved, will sign the ABC Application and return the signed application to you.</p> <p><input type="checkbox"/> When you have the signed application, take the ABC Application to the ABC Office located at 3950 Paramount Blvd., Suite #250, Lakewood, CA 90712, Office - (562) 982-1337 &amp; Fax (562) 9821396.</p> <p><b><u>The ABC Office will not issue any Day Permits without a signed application.</u></b></p>	

## ALCOHOL CONTROL – CONDITIONS FOR LOCATIONS WITHOUT A LIQUOR LICENSE

- Private Patrol Operator (PPO) Security shall be required for ALL events providing alcohol without an existing Liquor License. Private Patrol Operator Security may be required at events with an existing Alcohol License and said security staffing is at the discretion of the City Manager, and/or his/her designee.
- Minimum security staffing requirements are calculated at (1) Security Guard for every (50) attendees. If the location has two or more levels, then an additional Security Guard shall be required. If the location of the event has numerous entrances and exits, stages, or due to the unique layout of the venue, additional Security Guards may be required.
- All alcohol sales & service shall cease one (1) hour prior to the scheduled end of the event. Nonalcoholic drinks and food shall remain available for patrons.
- If drink tickets are used, drink ticket sales shall cease one and a half (1 ½) hours prior to the end of the event.

### EVENT MARKETING/TICKETING/ENTRY:

**HOW IS THE EVENT MARKETED?**  
(Internet, TV, Radio, Flyers, etc.):

**HOW ARE TICKETS OBTAINED?**  
(Pre-Sale, At Door, etc.):

**IF EVENT SELLS OUT, WHAT  
PROCEDURE IS IN PLACE?**