

OCCASIONAL EVENT PERMIT

SHORT TERM RENTAL (STR) EVENT APPLICATION

This application is for events held in Short Term Rentals that may exceed maximum allowed occupancy.
ANY AND ALL CHANGES MUST BE COMPLETED THROUGH THE OFFICE OF SPECIAL EVENTS AND FILMING.

PLEASE NOTE THIS PERMIT DOES NOT GRANT PERMISSION TO DISTURB THE PEACE OF THE SURROUNDING AREA.

GENERAL EVENT INFORMATION

NAME OF EVENT			
DESCRIPTION OF EVENT <small>(ie: Family Gathering, Dinner Party, etc):</small>			
EVENT DATE		EVENT HOURS:	
DESCRIPTION OF ENTERTAINMENT <small>(DJ's, Live Bands, Etc.)</small>			
EXPECTED NUMBER OF ATTENDEES			

SHORT TERM RENTAL (STR) APPLICANT INFORMATION

SHORT TERM RENTAL EVENT APPLICANT		SHORT TERM RENTAL REGISTRATION #:	
SHORT TERM RENTAL ADDRESS			
CITY		ZIP	
PHONE #:			
E-MAIL ADDRESS			
DAY OF EVENT CONTACT NAME & CELL PHONE			

PLEASE SEND COMPLETED APPLICATIONS TO SEF-PERMITS@LONGBEACH.GOV

FOR EVENTS THAT MAY AFFECT THE SURROUNDING NEIGHBORHOOD, A SIGNATURE SURVEY OF THE COMMUNITY MAY BE NEEDED.

CITY STAFFING MAY OCCUR IF DEEMED NECESSARY.

ANY ADDITIONAL STAFFING FEES SHALL BE PAID BEFORE THE PERMIT WILL BE ISSUED.

EVENT SITE PLAN

*(insert image or sketch of event layout including location of entertainment, tables, etc)
If you cannot insert image, please send site plan to SEF-Permits@longbeach.gov*

GOOGLE MAP

(insert overhead image of google map)

ADDITIONAL TERMS AND CONDITIONS OF THE SHORT TERM RENTAL OCCASIONAL EVENTS PERMIT

Pursuant to City Ordinance No ORD-22-0011 CHAPTER 5.77.050 in regard to Short Term Rentals. Large-scale events (i.e., exceeding maximum allowed occupancy) such as commercial parties, weddings, fundraisers, and conferences, are prohibited as part of the short term rental use, unless a STR Occasional Event Permit has been issued.

The maximum number of Occasional Event Permits that can be issued during the annual term of registration per STR is four (4), and any application for an Occasional Event Permit thereafter and within the same registration term shall automatically be deemed null and void by the City.

At the conclusion of event hours, if the number of persons on premise exceeds the maximum occupancy of the short-term rental as determined by the Short-Term Rental registration/permit, the property may be considered in violation of the City's Short-Term Rental ordinance and subject to a \$1000.00 fine.

All activities shall comply with all provisions of the Municipal Code, including, but not limited to Chapter 9.31 (Loud Parties on Private Property) and Chapter 8.60 (Solid Waste, Recycling and Litter Prevention).

Granting of an Occasional Event Permit does not relieve the permittee from their obligation to comply with all applicable local, state, and federal laws, including those related to Alcoholic Beverage Control, Building Codes, Zoning, Fire, and other public safety regulations. Willfully making any false or misleading statements during the application process may cause this permit to be revoked by the City Manager or his/her designee.

Possession of an Occasional Event Permit does not allow the permittee to unduly disturb the peace and quiet of the neighborhood with excessively loud noise, unruly, or risky behavior.

Using or operating a loudspeaker for amplified noise for any purpose between the hours of 10:00 p.m. and 7:00 a.m. the following day, such that the sound creates a noise disturbance across fifty feet (50') or residential real property line (whichever is less), or at any time violates the provisions of Sections 8.80.150 or 8.80.170, except for any noncommercial public speaking, public assembly or other activity is not allowed.

Unless the Occasional Event Permit is combined with a City Special Event Permit wherein City streets, sidewalks, or public right of ways are specifically closed for the event, the permittee shall not block any street, sidewalk, or public right of way that is open to the general public at any time.

The City Manager or his/her designee may inspect the premises and site of the event to ensure proper compliance with the conditions of the Occasional Event Permit.

Upon issuance of an Occasional Event Permit, the permittee agrees to reimburse the City for additional City staffing arising from excessive police and fire services as well as costs associated with City staffing to ensure compliance with the permit as determined by the City Manager or his/her designee.