



**CITY OF NEWPORT BEACH  
RECREATION & SENIOR SERVICES DEPARTMENT**

**WHEN DO I NEED A SPECIAL EVENT PERMIT?**

**If your event/activity is one of the following, it will likely require a special event permit:**

- Outdoor concert and entertainment, public or semi-public, dance, recreation, or sporting events.
- Circuses, carnivals, fairs and festivals.
- Farmer’s Markets and swap meets.
- Walks, runs, athletic, bicycle and vehicle races and rides.
- Organized / Sponsored vehicle and boat shows
- Sales event outside the normal sales area of a business, such as sidewalk and parking lot sales and other special promotions.
- Auto dealer sales events involving promotional attractions such as barbecues, tents, canopies, special signage, and similar facilities.
- Fireworks display
- Street fair, craft show on a residential or commercial right-of-way which is likely to obstruct, delay or interfere with normal flow of pedestrian or vehicular traffic.
- Car washes whereby the public may attend.
- Outdoor amplified sound.
- Harbor activities and events.
- Other events as described by NBMC 11.03.

**FOR SPECIFIC QUESTIONS, PLEASE CALL 949-644-3151 TO SPEAK TO THE SPECIAL EVENT SUPERVISOR**

**PERMIT LEVELS AND DEADLINES**

<p><b>LEVEL 1</b> Applications should be submitted <u>1-2 months</u> before event.</p>	<p><b>LEVEL 2</b> Applications should be submitted <u>3-4 months</u> before event.</p>
<ul style="list-style-type: none"> <li>• One day event only</li> <li>• Less than 1,000 people</li> <li>• No road or lane closures</li> <li>• No city services needed</li> </ul> <p>Late fee applies to applications received less than 20 calendar days before event.</p> <p><b>Applications received less than 6 calendar days before event will be denied.</b></p>	<ul style="list-style-type: none"> <li>• Up to 4 consecutive days (include set-up &amp; break down)</li> <li>• Limited City services required as determined by Recreation &amp; Senior Services Department</li> <li>• 1,000 – 5,000 attendees over the course of the event</li> <li>• Event occurs on public right-of way except parks under reservation</li> </ul> <p>Late fee applies to applications received less than 60 calendar days before event.</p> <p><b>Applications received less than 21 calendar days before event will be denied.</b></p>
<p><b>LEVEL 3</b> Applications should be submitted <u>6-9 months</u> before event.</p>	
<ul style="list-style-type: none"> <li>• More than 4 consecutive days including set-up and break down</li> <li>• More than 5,000 in attendance over the course of the event</li> <li>• Traffic plans required</li> <li>• Road closures/ traffic control required</li> <li>• City services required</li> <li>• Code enforcement required to monitor sound</li> <li>• Pre event meeting required</li> </ul> <p>Late fee applies to applications received less than 120 calendar days before event.</p> <p><b>Applications received less than 90 calendar days before event will be denied.</b></p>	

**CITY OF NEWPORT BEACH  
RECREATION & SENIOR SERVICES DEPARTMENT**

**BUNDLED**

Applications should be submitted 6 weeks before first event.

- Up to 20 multiple events that are similar in nature at same location in same calendar year (applies to Level 1 and Level 2 Permits only, with Department Director approval).

Late fee applies to applications received less than 20 calendar days before event.

**Applications received less than 6 calendar days before event will be denied.**

***If Special Event requires use of a City facility or additional City permits, the event organizer is expected to pay the appropriate fees and charges as they apply to that permit / facility / area.***

**FEE SCHEDULE**

PERMIT LEVEL	DEPOSIT*	PERMIT FEE		LATE PERMIT FEE	
		Resident	Non-Resident	Resident	Non-Resident
Level 1		\$527	\$1,043	\$664	\$1,335
Level 2	\$815	\$1,098	\$2,357	\$1,695	\$3,381
Level 3	\$1,746	\$3,123	\$5,973	\$5,267	\$10,537
Bundle		\$3,493 (Up to 20 events)		\$616 (per event)	
<b>APPEAL FEE</b>					
<p>A permit will be categorized in the highest level that includes one or more identifying criteria. (i.e. if event has less than 1,000 attendees but requires limited City services will be a Level 2 Permit.) Final decision of level of permit can be appealed to the City Manager. The Appeal Fee is \$1,953.</p>					

*\* Used to pay for City services for the event or subsequent cleanup of the event. Remaining portion will be returned to the event organizer within 30 days after event is completed.*

**CITY OF NEWPORT BEACH  
RECREATION & SENIOR SERVICES DEPARTMENT**

---

**TERMS AND EXPLANATIONS**

---

**ALCOHOL SERVICE**

Please be sure to describe the type of service you are planning. The following are some examples:

- Free/host alcohol – alcohol is covered in the cost of the event, no sales at the event
- Alcohol sales – all alcohol is sold at the site
- Host and alcohol sales – alcohol is included (i.e. one free drink with ticket) and purchase available.
- Beer only
- Beer and wine

**AMPLIFIED SOUND**

If event has amplified sound, but is NOT open to the public, you may only require an amplified sound permit. Otherwise, see “Noise” section.

**APPLICANT**

The event applicant is the person/organization who is financially and legally responsible for all components of the event, including permitting, providing liability insurance, attending meetings, conducting event correspondence with the City, and paying all event related fees as well as retaining the profits generated by the event.

**BANNERS**

Any banners, pennants, flags, signs, streamers, and other similar devices are regulated and must be listed on your permit application. Separate permits are required for banners on public property and these permits can take 4-6 weeks to acquire.

**BUSINESS LICENSE REQUIREMENT**

The event organizer and all businesses affiliated with an event in Newport Beach are required to pay a Special Events Temporary Business License. The special event organizer shall provide the Revenue Division with a roster of each vendor, exhibitor or other event service provider involved in its special event to the City as part of its Special Events Permit Application. The special event organizer shall collect the apportioned business license from each vendor, exhibitor or other event service provider and remit the payments to the City prior to the event date. Should the organizer or a participant in your event hold a valid of Newport Beach Business License Tax Certificate, you will not be required to collect or submit a tax payment; however, you are still required to list that business on the required roster. No waiver shall be authorized if the special event organizer fails to provide a roster. In the absence of the waiver, each individual vendor, exhibitor or other event service provider may be required to pay the full amount of the apportioned business license tax rate. We request that you complete the Special Events Temporary Business License and roster attached and submit with payment. Should you have any questions, please call 949-644-3141.

**CASINO GAMES OR DRAWINGS**

Any casino games or drawings must be declared in the permit, as they require special rules and regulations. There is no gambling in the City of Newport Beach at any time.

**ENTERTAINMENT AND RELATED COMPONENTS**

It is the event organizer’s responsibility to be sure all activities comply with City of Newport Beach noise ordinances. Please be aware that loud and unreasonable noise is a violation of NBMC 10.28 and 10.32. A police or code enforcement officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior. The following must be listed in your description of entertainment:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Musical entertainment features</li><li>• Number of stages, including height and size</li><li>• Number of performers and type of music</li><li>• Sound checks – time and date</li><li>• Sound amplification used, yes or no</li></ul> | <ul style="list-style-type: none"><li>• Dancing permitted (yes or no)</li><li>• Fireworks (additional permit required)</li><li>• Signs, banners or decorations</li><li>• Lighting</li></ul> |
|--|---|

**CITY OF NEWPORT BEACH  
RECREATION & SENIOR SERVICES DEPARTMENT**

**FOOD SERVICE**

Please be sure to describe the type of service you are planning. The following are examples:

- Free food to participants
- Food booths with food sales
- Food cooked off site and brought in
- Gas grills only
- Charcoal grills & propane
- Electric cooking appliances

**INSURANCE**

At a minimum, event organizer shall maintain commercial general liability insurance on an “occurrence” basis with limits of not less than \$1,000,000 per occurrence. The policy shall be endorsed to (1) name the “City of Newport Beach, its City Council, boards and commissions, officers, agents, volunteers and employees” as additional insureds, and (2) provide that this insurance is primary and non-contributory with any other valid and collectible insurance or self-insurance available to the City. A certificate of insurance and copies of the additional insured and primary and non-contributory endorsements are required for review and approval by the City.

Based on the risks associated with the Special Event, the City of Newport Beach reserves the right to require higher limits and/or additional coverages, including, but not limited to, workers’ compensation and employer’s liability, USL&H, automobile liability, garage keeper’s liability, sexual abuse/molestation liability, and liquor liability. Additional insured, waiver of subrogation, and primary and non-contributory endorsements may be requested. Insurance requirements for recurring Special Events may be modified each year

Before the final permit can be mailed, all proper insurance documentation must be received and approved by the City’s Risk Manager. Applicant may be charged for extra time spent on follow-ups for incomplete or inadequate insurance submissions. Please read all the requirements carefully.

**MARKETING PLAN**

This is a description of how you intend to inform the public about your event. It can be brief and general, but include the date you intend to start publicity. It is strongly suggested that publicity not start until you have secured your event permit.

**NOISE AND AMPLIFIED SOUND**

The City of Newport Beach has several noise ordinances that regulate the use of amplified sound at Special Events. Having a Special Event Permit does not give the permit holder “permission” to violate the City Ordinances. All permit applicants are encouraged to work with sound engineers to make every effort to keep the noise produced by the event within the confines of the property site. Code enforcement officers can be required to make sound checks for events at your expense. A citation can be issued if your event is not in compliance with noise ordinances. It is highly suggested that event organizers maintain volume control over all entertainment in order to comply with direction from police or code enforcement officers. In most cases, limited outdoor amplified sound will be allowed only during the hours of 8am to 10pm.

**NOTICE TO COMMUNITY**

If you are required to notice the community, you must provide a copy of that notice a minimum of three weeks prior to the event to the Recreation Services office. All notices must be distributed at least two weeks prior to the event. Homeowner Association information can be obtained from the Planning Department at 949-644-3225.

**ONSITE CONTACT**

This is the name and cell number of a person who will be at the event, and can be contacted if needed during the event.

**PERMIT CONDITIONS**

Upon issuance of a permit, a number of “conditions” will be listed as part of your permit. These conditions must be followed during the course of your event. These conditions are required by law to be adhered to by the permit holder and any vendors or subcontractors involved in the event. Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citations, fines and denial of future permit applications.

**PLOT PLAN**

For all events, a detailed diagram of all fixed and movable objects is required. Include: fire exits, food tables, etc.

**RUNS OR RACES**

According to City Council Policy B-8, the City of Newport Beach limits runs, races or bicycle events to no more than twelve (12) per year. Before applying for such an event, please check with Recreation Services staff on availability.

**CITY OF NEWPORT BEACH  
RECREATION & SENIOR SERVICES DEPARTMENT**

**ROAD CLOSURE**

Any portion of a street or alley that will be blocked for vehicle or pedestrian traffic.

**SELLING TANGIBLE ITEMS**

Any participant desiring to engage in conduct as a seller is required by law to file with the State Board of Equalization and obtain a resale certificate. Each out of City seller shall comply with the reporting of sales tax and are required by law to inform the State Board of Equalization of their "Temporary Sales Location". The City of Newport Beach may request from each seller a copy of their Temporary Sales Location permit issued by the State Board of Equalization.

**SET-UP/BREAK-DOWN**

This will describe the time or area needed for setting up the event. Please include the hours anticipated for both set up and break down. If you require sound checks, the time and date must be included in your application.

**SURF CONTESTS**

In accordance with City Council Policy B-8, the City of Newport Beach is limited to eight surf contests per year and no more than six in any one location. Please check with staff prior to planning your event for availability of dates. Surf contests are not permitted during the summer months.

**SITE PLAN AND/OR ROUTE MAP**

A site plan for your event is required. This is applicable for moving routes and fixed venues. Based on your event site plan and components, the Fire Department may require an inspection of your venue at your cost before or during the event. Please include all portable structures, stages, bleachers, tables, tents, etc. in your plan. A detailed narrative should supplement your site plan or route map.

Please include if applicable:

- An outline of the entire event venue, including: names of streets, areas and direction of travel for a moving event.
- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision for a minimum of twenty-foot emergency access lanes throughout the event venue.
- Location of first aid facilities and ambulances
- Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking arenas, trash containers and dumpsters and other temporary structures.
- Detail of food booths and cooking area configurations.
- Generator locations and source of electricity.
- Placement of vehicles and/or trailers
- Exit location for outdoor events that are fenced or within tent or tent structures
- Identification of all event components that meet accessibility standards
- Parking and shuttle plan
- Other related components not listed above.

**TRAFFIC PLAN**

If there are any road closures, a detailed traffic plan is required. Plan shall include all the routing plans for traffic, and any barricades, signs, police or volunteer locations. Plan must be signed off by a certified traffic engineer for closures for races and or runs.

**TRASH REMOVAL**

Describe how you plan to pick up and remove trash generated by the event.

**WATER QUALITY**

The City of Newport Beach expects all contractors, permittees and events to follow the City Water Quality Guidelines. Please refer to NBMC 14.36 or to [www.cleanwaternewport.com](http://www.cleanwaternewport.com) for information regarding water quality regulation.