Recreation & Senior Services Department

3300 Newport Blvd - Newport Beach, CA 92663
Phone: (949) 644-3151 - FAX: (949) 644-3155

SPECIAL EVENT PERMIT APPLICATION

Only Completed Applications with Payment will be Accepted

Please Note: Most fields are required (if a field is not applicable, enter NA). Certain fields will become "hidden" when radio buttons are selected - meaning those fields do not require user input. When selecting Submit by Email, your document will automatically be checked for completeness prior to actually being sent. Alert messages will pop-up when fields with required input have been left empty. A final verification will highlight all required fields in red. It is very important to submit a ***COMPLETE*** form. Incomplete applications will not be accepted. All required documents must be sent as .pdf attachments when submitting via e-mail.

If you are unable to attach the required documents, please print and mail the application and documents per the instructions on page 3. Prior to printing and mailing the completed form - check the application for completeness by clicking the Submit by Email Button.

Event Information

◯ Casino ◯ Concert Performance ◯ Festival ◯ Fund Raiser
◯ Harbor ◯ Live Music ◯ Parade/Procession ◯ Race/Walk
◯ Sale ◯ Surf Contest ◯ Tournament ◯ Other

If other is selected from above, please enter a description:

For Office Use Only

SEP Number
Level
Application Fee

Event title | Event date | Number of consecutive days

Estimated attendance per day | Number of participants | Number of spectators | Site plan attached ◯ Yes ◯ No

Actual event hours ◯ AM ◯ PM - ◯ AM ◯ PM Set up date & start time ◯ AM ◯ PM ◯ NA

Break down date & completion time ◯ AM ◯ PM ◯ NA

Admission fee ◯ Yes ◯ No If Yes, please describe

Location (Exact Address)

Are any street closures required ◯ Yes ◯ No If yes, list

Applicant & Sponsoring Organization

Is this Event ◯ Commercial ◯ Non-Commercial

Host sponsoring organization contact

Address | City | Zip

Telephone | FAX | E-mail Address

Enter 10 digits only - no other characters

Has a professional organizer or event planner been hired by you to produce this event ◯ Yes ◯ No

(If a professional event organizer is applying for this permit, a letter from the Chief Officer of the organization which authorizes the organizer to apply for this event is required)

Name | Address | City

Zip | Telephone | eE-mail Address

A responsible person must be in attendance "on site" for the duration of the event. This person must be immediately available to City Officials

Responsible person "onsite" during event | Cell phone

Please continue to the next page.....

Submit by Email

Print Form

Event Details

Telephone number for event details

Parking plan attached ◯ Yes ◯ No

Describe parking arrangements in detail

Is this event open to the public ◯ Yes ◯ No If Yes, describe

Traffic safety equipment required ◯ Yes ◯ No If Yes, Describe

A detailed traffic plan for road closure(s) must be provided - is the plan included ◯ Yes ◯ No

Describe entertainment & related activities - if none, please explain

Alcohol ◯ Sold ◯ Served ◯ No Contact person Telephone

Food ◯ Sold ◯ Served ◯ No Contact person Telephone

Will there be food preparation ◯ Yes ◯ No

Will there be a ◯ Drawing ◯ Casino ◯ NA Contact Person/Company Telephone

Amplified sound requires that a contact must be in attendance for the duration of the event and immediately available to City Officials.

Sound amplification ◯ Yes - Indoors ◯ Yes - Outdoors ◯ No Hours of Use ◯ AM ◯ PM - ◯ AM ◯ PM

Type of sound use & equipment

Contact person Cell phone

A separate permit is required for tents over 200 s.f. and/or canopies over 400 s.f.

Will there be canopies or tents ◯ Yes ◯ No If Yes, List the number and size

Install date Removal date Supplier

Will booths, bleachers, stages or structures be erected ◯ Yes ◯ No If Yes, describe

Inflatable signs/banners and searchlights are not permitted in the City of Newport Beach

Will signs or banners be used ◯ Yes ◯ No If Yes, Describe

Will there be generators, vehicles, boats or other equipment ◯ Yes ◯ No If Yes, describe

Will there be commercial filming of this event ◯ Yes ◯ No If Yes, Describe

Are there other commercial aspects ◯ Yes ◯ No If yes, describe

Additional information

Please continue to the next page.....

Submit by Email

Print Form

I THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE TO COMPLY WITH THE INFORMATION, RESTRICTIONS AND CONDITIONS OF THE PERMIT WHEN ISSUED. I HEREBY ACKNOWLEDGE RESPONSIBILTY FOR PENALTIES ASSOCIATED WITH NON-COMPLIANCE WITH PERMIT CONDITIONS, WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION. ☐ Accept Initial _____

☐ I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Newport Beach, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events, and/or criminal prosecution.

Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citations(s), fines and denial of future permit applications.

(BOX MUST BE CHECKED)

Name _____ Date _____

Signature _____

Refer to the fees on page 1 of the Special Event Instructions.pdf document that is included in this package

Method of Payment

◯ Cash ◯ Check Check No. _____ ◯ Credit Card Credit Card No. _____

Credit Card Type

◯ VISA ◯ AMEX ◯ MASTERCARD

Expiration Date

Month _____ Year _____

When selecting the E-mail submittal button your application will begin a validation process to determine whether or not the form has been completed correctly. Fields that are required will be highlighted in red. Please note that nearly every field on the Special Event Permits Application is required. There are some cases when a required field may not be applicable. In those cases - enter NA for those fields. Applications that are incomplete will be rejected. When submitting by E-mail it is recommended that all required support documents be sent as .pdf file attachments. If you are unable to attach documents via E-Mail Submittal, it is recommended that you fill out the form entirely, print the form and mail the form and attached supporting documents to:

City of Newport Beach
Recreation & Senior Services Department
Special Event Application
3300 Newport Boulevard
Newport Beach, California
92663

For Office Use Only

Attachments Received

☐ Site Plan (Outdoor) ☐ Plot Plan (Indoor) ☐ Tent Permit/application ☐ Insurance Certificate & Endorsements

Attachments Received by (staff member) _____

Please continue to the next page.....

Submit by Email

Print Form

All businesses affiliated with the event that have been hired to provide a service or product and are a for profit organization or company must obtain a business license from the City of Newport Beach Revenue Division. This also includes the Permitee and/or Organizer of the event. List all trades and occupations associated with your event, including but not limited to, DJ's, Magicians, Bounce Houses, Coordinators, Photographers, Caterers, Security, Cleaning Crews, Set-up and Take-down crews, Auctioneers, etc.

Services	Name of Business	Mailing Address	Telephone	Contact Name