FEES

NEW FEES EFFECTIVE JANUARY 1, 2006

PERMIT	DESCRIPTION	RESIDENT	NON RESIDENT	RESIDENT LATE FEE	NON RESIDENT LATE FEE
LEVEL 1 (Level 1 Permits will not be processed without a minimum of 6 full calendar days before event) Appeal Feel - $85	• One day event only • Less than 1,000 people • No road or lane closures • No city services needed	$190 .	375	$250 Applies when completed permit is submitted with less than 20 full calendar days before event.	$500 Applies when completed permit is submitted with less than 20 full calendar days before event.
LEVEL 2 (Deposit of $565 required) (Level 2 Permits will not be processed without a minimum of 21 full calendar days before event) Appeal Feel - $100	• Up to 4 consecutive days including set-up and break down • Limited City services required as determined by Recreation Department • 1,000 – 5,000 attendees over the course of the event • Event occurs on public right-of way except parks under reservation	$395	$845	$635 Applies when completed permit is submitted with less than 60 full calendar days before event.	$1,265 Applies when completed permit is submitted with less than 60 full calendar days before event.
LEVEL 3 (Deposit of $1,125 required) (Level 3 Permits will not be processed without a minimum of 90 full calendar days before event) Appeal Fee - $255	• More than 4 consecutive days including set-up and break down • More than 5,000 in attendance over the course of the event • Traffic plans required • Road closures/ traffic control required • City services required • Code enforcement required to monitor sound • Pre event meeting required	$1,120	$2,140	$1,970 Applies when completed permit is submitted with less than 120 full calendar days before event.	$3,940 Applies when completed permit is submitted with less than 120 full calendar days before event.
BUNDLED	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).	$2,255			
Additional Event Meeting - $110					

DEPOSIT — Used to pay for City services for the event or subsequent clean up of the event. Remaining portion will be returned to the event organizer within 30 days after event is completed.

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.

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.

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.
- Organized / Sponsored vehicle and boat shows
- Sales event outside the normal sales area of a business, such as a 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 is encouraged to attend.
- Outdoor amplified sound.
- Other events as described by NBMC 11.03.
- Harbor activities and events.

FOR SPECIFIC QUESTIONS PLEASE CALL 644-3151 AND SPEAK TO THE SPECIAL EVENT PERMIT COORDINATOR.

HOW SOON SHOULD I START THE PROCESS?

Level 1	— 1 to 2 months prior to event
Level 2	— 3 to 4 months prior to event
Level 3	— 6 to 9 months prior to event
Bundled	— at least 6 weeks prior to your first event

TERMS AND EXPLANATIONS TO HELP YOU FILL OUT YOUR SPECIAL EVENT PERMIT APPLICATION

Alcohol Service

Please be sure to describe the type of service you are planning. The following are 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 – a portion of the alcohol is included (i.e. one free drink with ticket) and the remainder is purchased by the participants
- Beer only
- Beer and wine
- Full bar offered

Amplified Sound

If your event has amplified sound but is NOT open to the public, you may only be required to have an amplified sound permit. Otherwise please see "noise" below.

Applicant

This must be the Chief Officer or a representative of the Host Organization who has been authorized by the organization to apply for the event.

Banners

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

Business License Requirement

All businesses affiliated with your event that provide a service or product must obtain a business license from the City of Newport Beach Revenue Department. (Municipal Code Section 5.04.020)

Therefore, we request that you complete the vendors list that is attached to the Special Event Permit Application. Should you have any questions, please call 949-644-3148 or 949-644-3140.

WHEN DO I NEED A SPECIAL EVENT PERMIT (continued)

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:

- Musical entertainment features
- Number of stages, including height and size
- Number of performers and type of music
- Sound checks – time and date
- Sound amplification used, yes or no
- Dancing permitted (yes or no)
- Fireworks (additional permit required)
- Signs, banners or decorations
- Lighting

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
- Electric cooking appliances
- Propane

Insurance

Before the final permit can be mailed all the 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 644-3225.

Onsite Contact

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

WHEN DO I NEED A SPECIAL EVENT PERMIT (continued)

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 (s), fines and denial of future permit applications.

Plot Plan

For indoor events, a detailed drawing of all fixed and movable objects is required. Drawing should 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.

Road Closure

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

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

According to 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 – To ensure proper review of your event, it is required that you submit a site plan for your event. 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 the names of all streets or areas that are part of the venue. Include the direction of travel if it is 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. This detailed plan shall include all the routing plans for traffic and any barricades, signs or police or volunteer locations. This plan must be signed off by a certified traffic engineer for major road 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, permitees and events to follow the City Water Quality Guidelines. Please refer to NBMC 14.36 or to www.cleanwaternewport.com/ for information regarding water quality regulations.