



Occasional Event Permit Checklist



L.B.M.C. 5.72.130

Please submit the following items to the Special Events and Filming Office located at 211 E. Ocean Blvd., Suite #410, **no later than 10 days prior to your event**. Your application will be reviewed, and a Special Events and Filming staff member will contact you when your permit is ready. Occasional Event Permits will not be issued for any premises or location more than twenty-four (24) times within any twelve (12) month period. For more information please visit our website at filmlongbeach.com or contact our office at (562) 570-5333.

- Completed Occasional Event Permit Application
- Plot Plan (A detailed diagram of your proposed set up with dimensions)
- Lease/Rental Agreement (If event is being held on property other than your own)
- Copy of Security Contract (If security is contracted)
- Signature Surveys (An 80% approval **may** be required.)
- Alcoholic Beverage Control License – (562) 982-1337 (Special or Daily License)
- Copy of your current Fire Permit & Occupancy Rating from the property owner (If applicable)
- Health Department Permit to Operate (562) 570-4132 (If food is being prepared)
- Charitable Solicitation Permit (562) 570-7219 (If raising money. Doesn't apply to churches)
- Contracts with Casinos, Amusement Companies, Promoters, Etc. (If applicable)
- Permit Fees. (Cash, Check, or Money Order made to the City of Long Beach)

City staffing may occur if deemed necessary.

Any additional staffing fees will need to be paid before the permit can be issued.

Additional permits from other City Departments may be required. Copies of the additional permits must be submitted before an Occasional Event Permit can be issued.

All Promoters, Vendors, and Security Companies must have a valid business license with the City of Long Beach. Please contact Business Licensing at (562) 570-6211.