



EVENT DESCRIPTION

Date of Request: _____

Name of Applicant: _____

Event Type: _____

Event Date and Title: _____

Estimated Attendance: _____

NOTE: Events that have more than 100 people including profession or service staff, must first obtain a Coastal Development permit through the Planning Department, prior to obtaining a special event permit.

Location Is Not Guaranteed:

No Fires/Flame Allowed At These Locations: Scenic and 8th _____ Scenic and 9th _____

Fires/Flame Allowed: Scenic and 10th _____ Scenic and 11th _____ Scenic and 12th _____

NOTE: Events are not permitted at the North Dunes area at the foot of Ocean Avenue, or in the Scenic & 13th Avenue coves.

Describe the event. Please be as specific and detailed as possible. Include ALL equipment to be utilized for the event, including number of, tables, chairs, any proposed sound equipment, props, lights, etc. Attach additional information on a separate page if needed. In addition, provide a diagram of how the event will be set up.

Who will be delivering equipment, chairs, tables, etc _____

Will you be charging people to attend this event: _____

APPLICANT AND SERVICE PROVIDER INFORMATION

Applicant Name _____

Address : Street _____

City _____ State _____ ZIP _____

Telephone Day _____ Cell _____ Fax _____ Cell _____

E-mail Address: _____

Contact person the Day of the Event: _____ cell phone _____

Please list any professional event organizers, event service providers, or commercial fund-raisers hired by you that are authorized to work on your behalf to plan, produce and/or manage your event. Attach additional names and information on a separate page if needed. Note: Any person, firm or business conducting or carrying on any type of business within the City must have a City of Carmel-by-the-Sea business license.

1. Service Provider Name _____

Address: Street _____

City _____ State _____ ZIP _____

Telephone Day _____ Evening _____ Cell _____ Fax _____

City of Carmel-by-the-Sea Business License Number: _____

2. Service Provider Name _____

Address: Street _____

City _____ State _____ ZIP _____

Telephone Day _____ Evening _____ Cell _____ Fax _____

City of Carmel-by-the-Sea Business License Number: _____

3. Service Provider Name _____

Address: Street _____

City _____ State _____ ZIP _____

Telephone Day _____ Evening _____ Cell _____ Fax _____

City of Carmel-by-the-Sea Business License Number: _____

ATTACH ADDITIONAL PAGE IF NECESSARY.

EVENT SCHEDULE / TIMELINE

SCHEDULE

	Date	From	To	Number of Hours
Set up / Load in		AM PM	AM PM	
Time of event		AM PM	AM PM	
Take down/ Load out		AM PM	AM PM	
TOTAL HOURS REQUIRED		AM PM	AM PM	

- **All equipment must be removed from the beach by 10:00 p.m.**

NARRATIVE TIMELINE

Please provide a narrative timeline of your event. Attach additional information on a separate page if needed.

PROPOSED SIGNAGE

Use this space to enter any information on any proposed signage. Note that for any such signage, specifics on number of signs, material of the signs, location(s), size, mounting fashion and a photo or rendering of any proposed signage is required in the application (Signage may need to be approved by the Community Planning and Building Department - CMC 17.40 Signs).

PARKING AND/OR SHUTTLE PLAN

Please describe where individuals will be parking. Will your event involve a shuttle to get individuals to and from the beach? If yes, please describe (or provide an attachment of your plan). **Only small 12-15 passenger vans are allowed on Scenic Road. NO large shuttle vans.**

ALCOHOL

Yes **No** Does your event involve the use of alcoholic beverages? *CMC Section 17.20.200L: Commercial Activity Prohibited on Carmel Beach Lands. It is unlawful to conduct sales or undertake commercial activities on Carmel Beach, along the bluff, or in Del Mar parking area west of Scenic Road. Alcohol may not be sold on the beach.*

IF YES, PLEASE DESCRIBE HOW ALCOHOL WILL BE SERVED:

CATERING AND PREPARATION

Yes **No** Does your event include food catering areas? If yes, please describe how food will be served and/or prepared: Who will be catering the event? *Note: Coal or wood burning fires are only allowed in the City installed fire devices. These are communal fire pits and must be shared. No tiki torches, sky lanterns or balloons allowed.*

Yes **No** Do you intend to cook food in the event area? If yes, please specify method(s) and all equipment that will be used: *Note: Wood or charcoal fires are permitted only in the City supplied fire devices. Cooking on propane fire devices is allowed only south of 10th Avenue after 4:00 p.m.*

SANITATION AND RECYCLING

Describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event. (Note: Per Municipal Code Section 8.74, the use of single-use carryout plastic bags is prohibited at any special event. Additionally, cups, plates, or any type of food or liquid containers made of Styrofoam are not permitted.) *******
*Garbage may **not** be placed in the City trash cans. All event debris must be packed in and packed out.*

INSURANCE REQUIREMENTS

The City of Carmel-by-the-Sea requires liability coverage for One Million Dollars (\$1,000,000) or more. ALL property and locations that are to be utilized / insured must be listed and reflect the City's interest in the insured property. The policy must read as follows: The City of Carmel-by-the-Sea, its public officials, officers, agents, and employees are names as additionally insured in respect to <EVENT> on <DATE>.

This information is typed in the "Description of Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions. **A separate, "Additionally Insured" endorsement page, with the same wording as above, is also required.**

Proof of Workers Compensation is also required, if applicable. The policy must specify commencement and expiration dates for coverage of the event. NAME/ADDRESS OF INSURED must read: City of Carmel-by-the-Sea, PO Box CC, Carmel, CA 93921. The name of the insurance company writing the policy, policy number, address, phone and fax must be included. The Insurance Company must be a company doing business in California and must be rated A+ or better. The rating of the company must be attached to the Certificate of Liability/Additionally insured Endorsement. ***Proof of Insurance MUST be submitted 30 days prior to your event. If serving alcohol – alcohol liability is also required.**

REGULATIONS AND GUIDELINES THAT PERTAIN TO BEACH EVENTS

The following regulations pertain to **ALL Special Events**:

- Applications for a Special Event permit must be submitted at least ninety **(90) days in advance** of the event. **All conditions/revisions to the application are required sixty (60) days in advance of the permit.**
- Conditions that require a Special Event permit for use of public property include the following:
 - A request for the private use of any portion of City property to the exclusion of the general public
 - Any request that involves special outside or City support, e.g. traffic control, city equipment or staffing, signage, barricades, etc.
 - Any request that involves a gathering or assemblage of **50 or more people**
 - Any request for exemption from current City codes, rules, regulations, restrictions, and policies governing activities on city property
 - Any event requiring the support of professional or service business. The applicant must insure that each business obtains a City Business License.**
- It is unlawful for any person to drink any alcoholic beverage in or upon any public street, stairs to the beach, or the beach bluffs. Alcohol is allowed only on the beach. No person may serve, possess or consume alcoholic beverages of any kind between 10:00 p.m. and 7:00 a.m.. All person consuming alcoholic beverages must be 21 years of age and identification on their person.
- Signs must be approved in advance by the City Planning Commission. Unless signage is specified in the application and approved in advance by the City no signage is allowed.
- The use of single-use carryout plastic bags is prohibited from use at any business, restaurant, corporate or individual special event.
- Cups, plates, or any type of food or liquid containers made of Styrofoam are not permitted.
- Music/Sound equipment is allowed on the beach between the hours of 9:00 a.m. and 10:00 p.m. for the private entertainment of people within a range of 25 feet from such equipment, and amplified only to the degree suitable for the enjoyment of people within a range of 25 feet. No DJ's or bands are allowed.
- No smoking is allowed on the Scenic pathway, any beach access points, or on the beach itself.
- **Temporary structures including - but not limited to – tents, canopies, arches or similar structures, and enclosures are not permitted on the beach.** Umbrellas are permitted.
- You must provide your own garbage cans/bags and recycle bins on the beach, and pack all garbage and containers out. The area you use must be left clean. Garbage and recycling from special events may not be deposited in City garbage cans and must be taken off site.
- No foot traffic is allowed on beach bluffs. Use stairways or designated points for Beach Access only.
- Do not throw any items, including –but not limited to- firewood, chairs, tables, barbecues, etc., on or over the beach bluffs.
- Throwing of rice, loose flowers, or any item that can cause injury to ocean creatures is prohibited. No hay bales are permitted.
- Sky lanterns are prohibited by State Law.
- Events in the northern beach bluffs or dunes are prohibited, as they may damage protected plants and wildlife.

- Carmel Beach is open to the public. Use of the beach is first-come, first served. A special event permit for Carmel Beach is not a guarantee that your event will take place at the exact spot noted on the permit. You may not ask others to move for your event. You may not rope off your event or in any way deny access to any part of the beach.
- **Generators are not permitted on the beach. Fuel lighting is prohibited on the beach (such as tiki torches).**
- Wood and charcoal beach fires permitted only in the fire devices provided by the City. All fire devices are communal and must be shared. Propane warming devices are allowed south of 8th Avenue and 25 feet from any slope or retaining wall. Flame of any kind is only allowed after 4:00 p.m.
- *CMC Section 17.20.200L: Commercial Activity Prohibited on Carmel Beach Lands. It is unlawful to conduct sales or undertake commercial activities on Carmel Beach, along the bluff, or in Del Mar parking area west of Scenic Road.*
- If your event has 100 or more people (including professional or service providers) you will be required to obtain a Coastal Development Permit (CDP). CDP process can take up to 4-6 months or longer to complete.

FEE SCHEDULE

Special Event Non-refundable Application/Processing Fee	\$705
Beach Use/Rental Fee:	\$500
Sound Permit	\$25 per day
Refundable Deposit (Beach)	\$500 (Any violation of the use permit may cause forfeiting the this deposit)
Credit Card Processing Fee 2.5%	

AFFIDAVIT OF APPLICANT(S)

Note: This AFFIDAVIT OF APPLICANT(S) **must be signed by all parties**, including applicant(s) and all service providers (including, but not limited to, any and all caterers, event planners, and contractors/vendors that will provide support services for and/or at the event).

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Carmel-by-the-Sea Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the City Administrator's designee. I agree to comply with any other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the

Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Carmel-by-the-Sea. I understand that if there are any violations of the permit, the deposit will be forfeited.

I understand that submitting this application acts as a request, not a guarantee. THE NOTICE OF AUTHORIZED EVENT MUST BE POSTED DURING SET UP, THE EVENT, AND BREAKDOWN (THE DURATION OF YOUR EVENT).

1. Print Name of Applicant/Host Organization _____

Signature _____ Date _____

2. Print Name of Service Provider: _____

Business Name: _____

Signature: _____ Date _____

3. Print Name of Service Provider _____

Business Name: _____

Signature _____ Date _____

4. Print Name of Service Provider _____

Business Name: _____

Signature _____ Date _____

If necessary, attach additional signature pages to this document.

Thank you for completing your Special Event Permit Application. Before submitting your application, please review the checklist below to ensure that you have completed and attached all necessary information that pertains to your event.

As applicable to your request, have you:

- Signed and dated your application?
- Sign your environmentally-acceptable food packaging and disposal food service ware statement?
- Attached your application fee?
- Attached your event parking and/or valet and/or shuttle plan(s)?
- Provided copies of City of Carmel-by-the-Sea business or "in and about" licenses for **all** of the vendors you will be using for your event? (Caterers, Wedding Planners, Photographers, Officiant, Event Organizers, Delivery Services, etc.) Have they signed the application?

PLEASE MAKE YOUR CHECKS PAYABLE TO: CITY OF CARMEL-BY-THE-SEA
PLEASE SUBMIT YOUR COMPLETED APPLICATION AND FEES TO:

City of Carmel-by-the-Sea
Attn: Community Activities Department
PO Box CC
Carmel, CA 93921

EMAIL YOUR COMPLETED APPLICATION TO: communityactivities@ci.carmel.ca.us

For Information call: (831) 620-2020

Office use only

Approved by _____ Date: _____

Signature: _____ /Community Activities Department

Signature: _____ /Police Department (if necessary)

Yes /No: Attached City Council action (if necessary) _____

Yes/No: Insurance approved _____

Yes/No: Notification sent _____ Date _____