



# City of Malibu

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Phone (310) 456-2489 · Fax (310) 456-7650 · [www.malibucity.org](http://www.malibucity.org)

SEP No. \_\_\_\_ - \_\_\_\_

## SPECIAL EVENT PERMIT APPLICATION (Events in residential zones only)

The City of Malibu will not accept incomplete applications.

### GENERAL INFORMATION

Please provide complete information. Print clearly.

EVENT ADDRESS: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNER PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

APPLICANT E-MAIL ADDRESS: \_\_\_\_\_

SPONSORING ORGANIZATION NAME: \_\_\_\_\_

### SUBMITTAL CHECKLIST

1. \_\_\_\_\_ Special Event Permit Application  
This form completed and signed by the Applicant.
2. \_\_\_\_\_ 8½"x11" Site Plan  
Show lot dimensions, access to site, parking areas, valet area, if any, location of all temporary structures, including location of restrooms (200 feet from food stations), food service locations, bar location, utensil and hand washing stations, water supply (potable water), generators, lighting, fires, candles, step and repeat, media, stage, dance floor, bounce house, bleachers, trash cans and recycling bins, valet, etc.
3. \_\_\_\_\_ Form of Payment (\$105.00):  CHECK # \_\_\_\_\_  CASH  CREDIT CARD
4. \_\_\_\_\_ Letter of Authorization  
The property owner must sign the application or the Applicant shall submit written permission from the property owner.
5. \_\_\_\_\_ Parking Plan  
Location of event parking and authorization from the property owner of the parking lot site for the event vehicles and/or a shuttle plan. Provide proof of the shuttle service and a map of the shuttle route. Additional permits may be required for parking. If parking at an offsite property, a separate special event permit and fee required.

### EVENT INFORMATION

Date: \_\_\_\_\_ Hours (8 hours maximum): From \_\_\_\_\_ until \_\_\_\_\_

Number of guests expected: \_\_\_\_\_ Residence is being rented for this event:  yes  no

This event is a fundraiser for (charity name): \_\_\_\_\_

Donations will be solicited at the event  An admission fee will be charged

Funds will be raised by (method, e.g. silent auction): \_\_\_\_\_

- This event will be a promotional event for (describe product/service/company): \_\_\_\_\_
- Other: \_\_\_\_\_
- There will be no music    there will be    acoustic    amplified music from \_\_\_\_\_ until \_\_\_\_\_
- Temporary tents will be erected (#) \_\_\_\_\_ tents (size(s): \_\_\_\_\_)
- Other temporary structures: (describe number and size): \_\_\_\_\_
- There will be no outdoor fires    outdoor fires or candles inside tents are described as follows: \_\_\_\_\_
- There will be no temporary lighting    Temporary lighting will be as follows: \_\_\_\_\_

Is the subject property located within a homeowners / property owners association? Yes  No   
 If yes, please list? \_\_\_\_\_

**PARKING INFORMATION**

- Guests will self park    onsite    other \_\_\_\_\_
- Valet parking will be provided with cars to be accepted at (location) \_\_\_\_\_ and to be parked at (location) \_\_\_\_\_ (show both locations on the site map.)
- Guests will be shuttled from (location) \_\_\_\_\_; the shuttle will drop off passengers at (location) \_\_\_\_\_ (show both locations on the site map.)

I certify that I am presently the legal owner or authorized agent of the above described property. Further, I acknowledge the filing of this application and certify that all of the information contained within the application is true and current. I also understand that failure to provide truthful and accurate information or to provide public notice as required may result in a delay in processing the application or may cause grounds for revocation of the permit. In addition, I grant permission to the City to conduct site visits necessary to investigate the proposed event. (If the legal property owner does not sign the application, then a letter of authorization must accompany this form).

**Owner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that I am the hosting of the event. Further, I acknowledge the filing of this application and certify that all of the information contained within the application is true and current. I also understand that failure to provide truthful and accurate information or to provide public notice as required may result in a delay in processing the application or may cause grounds for revocation of the permit. In addition, I grant permission to the City to conduct site visits necessary to investigate the proposed event.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE / CITY STAFF USE ONLY**

Application received: (date): \_\_\_\_\_

<b>Approved for permit:</b> _____	Date: _____
Planning Staff	
<b>NOT Approved for permit:</b> _____	Date: _____
Planning Staff	
<b>Reason not approved or additional information required:</b>	
<input type="checkbox"/> Exceeds number of permits allowed per year <input type="checkbox"/> Other _____	

**SEP No.** \_\_\_\_\_ - \_\_\_\_\_

## CONDITIONS OF APPROVAL

1. This permit is for an event to take place on (date) \_\_\_\_\_ at (location) \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_
2. There will be a maximum of \_\_\_\_\_ guests.
3.  There will be no amplified sound or music  
 Amplified music is allowed  indoors  outdoors from \_\_\_\_\_ until \_\_\_\_\_.
4.  Guests will self park  onsite  
 Guest vehicles will be valet parked; vehicles will be received entirely onsite and will be parked: \_\_\_\_\_  
\_\_\_\_\_  
 Other: \_\_\_\_\_
5. Event parking shall comply with the approved event parking and/or shuttle plan.
6. Valet services shall comply with valet attendant safety requirements. Valet attendants shall wear high-visibility safety apparel while providing valet services in any public rights-of-way within City limits.
7. There will be no lane closures, obstruction of public streets, parking restrictions or similar encroachments into the public right of way unless required permits are obtained from the City of Malibu Public Works Department.
8. Applicant shall assure that guest vehicles do not at any time block any public or private street or driveway.
9. All noise shall be subject to Chapter 8.24 of the MMC. Violation of the Noise Ordinance shall be cause for revocation of the permit and may result in denial of any Special Event Permits requested for the subject property in the future.
10. If any agent of the City requests that the noise level be reduced, applicant shall ensure immediate compliance.
11. Noise from this event shall not emanate or interfere with the peace and comfort of the residences or their guests, or the operators or customers in places of business in the vicinity.
12. Noise shall not be plainly audible at a distance of five feet of any residential dwelling unit after 10:00 p.m.
13. Event staff shall ensure that no unnecessary noise is generated during the event, including during the above listed set up and clean up hours.
14. There shall be no outdoors fires  outdoor fires are permitted if required permits are obtained from the Fire Department.
15. Tents are not permitted unless required Fire Department permits are obtained. Candles inside tents are not allowed unless a Fire Department permit is obtained.
16. All trash shall be properly disposed of in a timely manner. Applicant shall provide clearly marked containers for recycling and shall properly dispose of recyclable materials.
17. Must use recyclable and/or compostable food ware/packaging; Prohibited items include plastic shopping bags, polystyrene foam products, and plastic sandbags.
18.  Temporary bathroom facilities must be provided to accommodate all event guests and event guests shall not use onsite bathrooms.
19. Fire Department emergency vehicle access shall be maintained at all times.
20. Applicant shall deposit the sum of \$\_\_\_\_\_ for the services of \_\_\_\_\_ Deputies from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_. If additional law enforcement services are required as a result of this event, the applicant will be billed for additional personnel and equipment costs and agrees to pay all charges within 10 days of receipt of an invoice from the City of Malibu.
21. This approval does not eliminate the need for any required permits from other agencies including, but not limited to, the Los Angeles County Fire Department, Sheriff's Department, Health Department, State of California Department of Alcoholic Beverage Control, and State Fire Marshal.
22. This permit shall be kept on site and produced to any agent or employee of the City of Malibu on request. Applicant shall not deviate from this permit without prior written approval.

23. Applicant, property owner, and successors in interest shall protect, defend, indemnify, and hold harmless the City of Malibu, its officers, employees, and agents from any claim, action, proceeding, liability and costs relating to or concerning the City's actions regarding this event, including without limitation any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decision in connection with this event. The City shall have the sole right to choose its counsel and property owner and / or applicant shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.

24. Applicant shall post the event notice in a publicly visible location onsite for the duration of the event.

25. \_\_\_\_\_  
\_\_\_\_\_

26. \_\_\_\_\_  
\_\_\_\_\_

**Indemnification Clause**

The property owners, and their successors in interest, shall indemnify and defend the City of Malibu and its officers, employees and agents from and against all liability and costs relating to the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel and property owners shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
PROPERTY OWNER NAME (PRINT)

\_\_\_\_\_  
DATE