COUNTY OF LOS ANGELES
DEPARTMENT OF BEACHES AND HARBORS
BEACH USE PERMIT REQUIREMENTS

GENERAL INFORMATION

- **RESERVATIONS**
  Must contact Department of Beaches & Harbors to schedule date and location of event.
  Applications must be submitted a minimum of two weeks in advance.
  Depending on type/size of event, a detailed proposal may be required.
  Applications may be faxed (310-823-6841) or mailed to: Department of Beaches and Harbors, 13837 Fiji Way, Marina del Rey, CA 90292, Attn. Permit Section.

- **FEES**
  All permit fees must be paid in advance.
  Mail or deliver in person to: Department of Beaches and Harbors,
  13837 Fiji Way, Marina del Rey, CA 90292, Attn. Permit Section.

- **REFUNDABLE SECURITY DEPOSIT**
  Determined by the size and type of event.
  Permittee will be notified of amount during the application processing period.

- **INSURANCE**
  An original (hard copy) insurance certificate must be issued to the Department of Beaches and Harbors.

- **TRASH CONTAINERS**
  A dumpster will be required for all groups of 500 or more attendees.
  Permittee will bring in at their expense.
  Must be dropped in parking lot (Permittee will pay for all parking spaces utilized).
  Dumpster must be removed promptly after event.

- **PORTABLE RESTROOM FACILITIES**
  Depending on type/size of event, portable restrooms may be required.
  Must be dropped in parking lot (Permittee will pay for all parking spaces utilized).

- **POWER**
  No electrical hook-ups available.
  Permittee must supply their own power.

- **PARKING** (only parking lots under County control)
  For information regarding parking lot use, contact Vivian Paquin, Department of Beaches and Harbors, (310-305-9508) or Parking Concepts, Inc. (parking contractor at 310-821-1081)

- **MUSIC**
  - AMPLIFIED LIVE MUSIC IS PROHIBITED. (No bands)
  - Any acoustic music will need written approval by the Department of Beaches and Harbors.
  - Music to remain as “background” music for all events.
  - Lifeguards and/or any Peace Officer will be the determining factor in what is considered too loud and are authorized to modify and/or nullify the permit or any part thereof at any time.
  - Should any part of the amplified sound portion of your permit be breached, you will jeopardize the completion of your event, any future events, and your security deposit.
  - All speakers must face the water.
  - No amplified sound to begin prior to 9:00 a.m. (10:00 a.m. at Manhattan Beach)

- **COOKING**
  - **Cabrillo** – All cooking must be contained in the fire ring.
  - **Dockweiler** – All cooking must be contained in the fire ring. Must obtain permit to cook in parking lot.
  - **Malibu Surfrider** – Cooking prohibited on the beach. Must obtain permit to cook in parking lot.
  - **Manhattan Beach** – Cooking prohibited.
  - **Marina “Mother’s” Beach** – Cooking prohibited on the beach. All cooking must be contained in the picnic shelter area.
  - **Nicholas Canyon** – Cooking prohibited on the beach. Must obtain permit to cook in parking lot.
  - **Point Dume** – Cooking prohibited on the beach. Must obtain permit to cook in parking lot.
  - **Redondo Beach** – Cooking prohibited.
  - **Royal Palms** – Cooking prohibited on the beach. Must obtain permit to cook in parking lot.
  - **Topanga** – Cooking prohibited.
  - **Torrance** – Cooking prohibited.
  - **Venice** – Cooking prohibited.
  - **White Point** – Cooking prohibited on the beach. Must obtain permit to cook in parking lot.
  - **Will Rogers** – Cooking prohibited on the beach. Must obtain permit to cook in parking lot.
  - **Zuma** – Cooking prohibited on the beach. Must obtain permit to cook in parking lot.

Beach Use Permits are required under the following conditions:

1. Groups of 50 or more (except youth groups…permits are required for all regardless of size)

2. Canopies or tents (larger than 10x10)

3. Scaffolding, bleachers, or staging

4. Amplified sound (approval conditional on beach)

5. Cooking in the parking lots (cooking on the sand prohibited unless in the fire rings on Dockweiler State Beach or Cabrillo Beach

6. Generators

7. Events with catering or use of a rental company

8. Commercial events (e.g., surf contest or volleyball tournament with entry fees and/or sponsorship)

9. Alcohol (approval conditional on beach and must be catered)

There may be other circumstances that would constitute necessitating a permit.

DO NOT ALLOW

- No animals on the beach or parking lot of any Los Angeles County owned or operated beach/parking lot.

- No alcohol.

- No fires/cooking on the sand (this includes no Tiki torches)
    - Dockweiler State Beach and Cabrillo Beach have fire rings
    - Require permit to cook in County operated parking lots

- No live amplified bands on the beach or in the parking lot.

AMPLIFIED MUSIC

- No amplified music will be allowed at the following locations:
  (exclude normal boom boxes with no larger than six inch speakers)

    1. Dockweiler
    2. Marina “Mother’s” Beach
    3. Venice Beach

- No D.J.’s will be allowed at the following locations:

    1. Dockweiler
    2. Marina “Mother’s” Beach
    3. Venice Beach
    4. Manhattan Beach
    5. Redondo Beach
    6. Torrance Beach

- Manhattan Beach
  Amplified sound approved by the Department of Beaches and Harbors must also obtain an amplified sound permit from the City of Manhattan Beach Police Department.

INSURANCE

COMPREHENSIVE GENERAL LIABILITY:

Certificate of general comprehensive liability insurance in the amount of $1,000,000 **NAMING THE COUNTY OF LOS ANGELES AS AN ADDITIONAL INSURED WITH A $2,000,000 AGGREGATE. AN ORIGINAL INSURANCE CERTIFICATE IS REQUIRED.**

FIRE MARSHAL PERMITS REQUIRED

(Los Angeles County, Manhattan Beach, Redondo Beach, Torrance Beach)

- Tents are in excess of 200 sq. ft. (10x20 or larger)
- Canopies are in excess of 400 sq. ft. (20x20 or larger)

FIRE MARSHAL PERMITS REQUIRED

(Los Angeles City)

- Aggregate total of 450 sq. ft. or more

BUILDING AND SAFETY PERMITS REQUIRED

- Tents or canopies are 20x20 or larger
- Scaffolding or bleachers are erected
- Stages that are 30 inches above grade

County of Los Angeles Fire Marshal

Marina del Rey
864 N. San Vicente
North Hollywood, CA 90069-4007
310/358-2380

Marina "Mother's" Beach

Malibu
23533 W. Civic Center Way
Malibu, CA 90265
310/317-1801

Nicholas Canyon
Zuma
Point Dume
Dan Blocker (Corral)
Malibu Surfrider
Las Tunas
Topanga

Los Angeles City Fire Marshal

Inspector Michael Nealy
200 N. Main Street, Room 940
Los Angeles, CA 90012
213/485-6051

Will Rogers
Venice
Dockweiler
White Point
Royal Palms
Cabrillo
Marina Peninsula

City of Manhattan Beach Fire Marshal

400 15th Street
Manhattan Beach, CA 90266
310/802-5203

Manhattan Beach

City of Torrance Fire Marshal

Fire Prevention Division
3031 Torrance Boulevard
Torrance, CA 90503
310/618-2973

Torrance

City of Redondo Beach Fire Marshal

401 S. Broadway
Redondo Beach, CA 90277
310/318-0663

Redondo Beach

Los Angeles County Building & Safety
Lomita District Office
24320 S. Narbonne Avenue
Lomita, CA 90717
310/534-3760

Venice
Marina “Mother’s” Beach
Dockweiler
Manhattan Beach
Redondo Beach
Torrance
White Point
Royal Palms
Cabrillo (outside beach)
Marina Peninsula

Los Angeles County Building & Safety
Calabasas District Office
4111 N. Las Virgines Road
Calabasas, CA 91302
818/880-4150

Nicholas Canyon
Zuma
Point Dume
Dan Blocker (Corral)
Malibu Surfrider
Las Tunas
Topanga
Will Rogers

If your event will utilize the bike path, please contact:

Department of Public Works
Bob Parsons
310/649-6300

County of Los Angeles
Department of Beaches and Harbors

Beach/Harbor Use Permit

13837 Fiji Way, Marina del Rey CA 90292

Permit #

Type of Program
- Commercial/Promotional
- Special Event
- Charitable Fund Raising
- Community Service
- Department Event
- Shuttle Service

Organization Name or
Permittee Name: _____
Permittee Address: _____
City: _____ State: ___Zip:_____
Phone: _____ Fax: _____
E-mail Address: _____

Beach/Harbor Area: _____ Location: _____
Event Date & Time: _____
Setup Date & Time: _____
Tear Down Date & Time: _____

Program Description: _____
Number of Participants: _____ Number of Spectators: _____
On-Site Contact: _____ Phone: _____
Comments:

Fees

Permit Fee	$_____		
Gross Receipts	$_____	Alcohol Permit	$_____
Security Deposit	$_____	Security Deposit Refund	$_____
County Insurance	$_____		
Misc./Other Fee	$_____	**Total**	**$_____**

Parking Fees: Pay Per Entry As Posted
Permit Fees Do Not Include Parking

Acceptance

The permit is accepted on the terms set forth in this permit form:

_____ _____
Signature of Permittee Date

_____ _____
Director or Authorized Representative Date

CLEAR FORM **PRINT FORM**

Date Printed

SPONSORSHIP: NO AUTOMOBILE, BOTTLED WATER OR CARBONATED BEVERAGE SPONSORS

List all sponsors and sponsorship fees on Addendum A.

RIGHT TO AUDIT

All accounting records shall be open for inspection at any reasonable time during the term of this permit and 5 years thereafter. County may audit the records of the Permittee to verify the accuracy thereof.

INSURANCE REQUIREMENT

Without limiting Permittee's indemnification of County and other named permittors, permittee shall provide and maintain at its own expense during the term of this permit the following policy or policies of insurance covering its operations hereunder. Such insurance shall be secured through a carrier satisfactory to the County Risk Manager and **MUST NAME THE COUNTY OF LOS ANGELES AS AN ADDITIONAL INSURED.** Evidence of such insurance satisfactory to the Risk Manager shall be delivered to the Department of Beaches and Harbors before the date of this permit. Such evidence shall specifically identify this permit and shall contain expressed conditions that the County is to be given written notice at least thirty (30) days in advance of any modification or termination of policy of insurance.

COMPREHENSIVE GENERAL LIABILITY

A. Certificate of General Liability insurance in the amount of $1,000,000 with a $2,000,000 aggregate and an Additional insured Endorsement (AI) naming the County of Los Angeles as an additional insured.

OR

B. Participation in the County's Special Event Liability Insurance Program (SELIP) through the payment of an insurance premium fee based on the event risk category and attendance.

WORKER'S COMPENSATION

Permittee shall cover its employees with Worker's Compensation insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California and which specifically covers the persons and risks involved in this permit.

INDEMNIFICATION

Permittee agrees to indemnify, defend and hold harmless the County of Los Angeles and any other agencies designated as permittor, their agents, officers, employees, and contractors from and against any and all liability, expense, including those arising from the conditions of the County-owned, occupied, or operated facilities or property; such claims may include, but shall not be limited to those alleging bodily injury, death, personal injury, or property damage arising from the operation, acts or omissions of permittee, its contractors, licensees, agents, servants, or employees hereunder. Permittee further agrees to indemnify, defend, and hold harmless County and any other named permittors from any and all Worker's Compensation suits, liability, or expense arising from or connected with any services for or on behalf of permittee by any persons pursuant to this permit.

RELEASE

In addition to the indemnification described above, Permittee agrees to require each participant in any athletic event undertaken in connection with this permit, to execute a written "Release of Liability" form. Permittee further agrees to retain each release form for a period of not less than one year after the event.

AUTHORITY

Permission is granted pursuant to the authority conferred by the Board Of Supervisors under the Provisions of Section 2.116.020 of the Los Angeles County Code.

LAWS AND REGULATIONS

The permittee is required to ensure that participants and spectators of the event abide by the rules and regulations contained in the Los Angeles County Beach Code and all other applicable local, state, and federal laws. Permittee shall obtain any additional necessary permits to stage this event.

PARKING

Certain events may require additional parking lot staffing. If so, Permittee will incur additional personnel costs.

NON-DISCRIMINATION
The permittee certifies and agrees that during the term of this permit they will not exclude any qualified person from being an employee, a sub-contractor, a vendor, a participant, a spectator, or a guest, or otherwise subject anyone to discrimination because of the person's race, color, religion, national origin, sex, age or handicap.

COMMERCIAL ACTIVITIES
There will be no commercial activities or sales on the premises in connection with this event without prior written permission of the County.

AUTHORITY TO STOP/CANCEL
In the event that an authorized representative of the County finds that the activities being conducted by the permittee unnecessarily endangers the health or safety or any person or that said activities are or will cause damage to real or personal property, said representative, at his sole discretion, may suspend or cancel this permit. The County reserves the right to cancel this permit at any time without incurring any liability to the permittee whatsoever.

SIGNS
Any signs intended to be placed in the area must be approved by the Department before being posted, and all signs must be removed at the expiration of the permit.

SOUND
Amplified sound and music for event activities may not be utilized prior to 10:00 a.m. Amplified sound for event activities must cease by 9:00 p.m. Sound shall not exceed such levels as may be prescribed by law and/or the County.
NO LIVE AMPLIFIED BANDS.

FIREWORKS
FIREWORKS ARE PROHIBITED.

MAINTENANCE
Permittee is to maintain event area clean of trash. Permittee is required to move event-generated trash and place in the trash receptacles.

WATER EVENTS
Permittee agrees that permission to commence with any in-the-water event is contingent upon approval of this permit by the Los Angeles County Fire Department/Lifeguard Division or Harbor Master within Marina del Rey. Permittee may incur additional personnel costs due to their water activities.

PREMISE CONDITION
The County does not assume any expressed or implied obligations on behalf of the County with respect to a duty to provide extraordinary maintenance and repairs to the area by reason of the occupancy. Therefore, the permittee must accept the area in its present condition, assume any and all legal duties arising out of this occupancy, and waive any and all legal rights to have such duties performed by the County.

OCCUPANCY
Permission is intended to create only a personal unassigned right of occupancy without conveyance of an estate or interest in the real property, and is granted to the permittee in permittee's capacity as an independent contractor occupying the real property for personal use of permittee in engaging in an activity in which the County has no interest or participation other than as the owner and/or property manager of the area to be occupied. Occupancy is restricted to the area designated in area to be occupied. Permittee assumes complete responsibility for securing, preparing and policing (including the placing of all refuse in proper trash receptacles) said area as needed to protect the safety of the beachgoing public and/or participants in said events.

ENTIRE CONTRACT
ALL THE TERMS OF THE CONTRACT RELATING TO YOUR OCCUPANCY OF THE AREA ARE SET FORTH IN THIS FORM AND YOU SHOULD NOT RELY ON ANY OTHER TERMS, PROMISES OR REPRESENTATIONS OTHER THAN THOSE CONTAINED IN THIS DOCUMENT.

County of Los Angeles
Department of Beaches and Harbors
Special Event Permit Addendum

Permit #

EVENT SPONSORSHIP

Will your event have sponsorship? ◯ Yes ◯ No

If Yes, must report on Addendum A form.

Will sponsor's name appear on signage? ◯ Yes ◯ No

What type of signage are you proposing to have at your event? How will it be secured, and where will it be placed?

Note: Automobile, bottled water and carbonated beverage signage is prohibited.

PUBLICITY/FILMING

How will event be publicized? Check all that apply.

☐ Invitation Only ☐ Printed Material ☐ Television
☐ Radio ☐ Other

Will your event be filmed? ◯ Yes ◯ No

Will there be live media coverage during your event? ◯ Yes ◯ No

If you answered, "Yes" to filming or media questions, please contact:

Entertainment Industry Development Corp (EIDC) at 323/957-1000 for film permits, or for information only, go to the EIDC website. (http://www.eidc.com)

RENTAL COMPANY

Will your event secure the services of a rental Company? ◯ Yes ◯ No

If Yes, must report on Addendum A form.

AMPLIFIED SOUND

LIVE AMPLIFIED BANDS PROHIBITED

Will your event have amplified sound? ◯ Yes ◯ No

If yes, check all that apply: ☐ Announcements ☐ Pre-Recorded Music ☐ D.J.

Requirements for all events with music:

- ***Background music only***
- ***Speakers must face the water***

Note: No amplified music permits will be issued for Dockweiler State Beach, Marina "Mother's" Beach, or Venice Beach.

BIKE PATH

Will your event utilize the bike path (triathlon, bike ride, etc.)? ◯ Yes ◯ No

SITE PLAN

Will your event have Bleachers, Stages, Platforms or Scaffolding? ◯ Yes ◯ No

If your event will have bleachers, scaffolding, platforms, or staging, you must provide a detailed, legible site plan to scale (1/8" to 1 foot). Please show specific locations of the following: tents, canopies, generators, tables and chairs, portable toilet facilities, scaffolding, bleachers, platforms, stages, dumpsters, exit openings and pathways and other event components not covered above.

County of Los Angeles
Department of Beaches and Harbors
Special Event Permit Addendum

Permit #

TENTS/CANOPIES

Will your event have tents? ☐ Yes ☐ No ☐ Undecided

If yes: Quantity _____ Size(s) _____

Will your event have Canopies? ☐ Yes ☐ No ☐ Undecided

If yes: Quantity _____ Size(s) _____

Note: All tents or Canopies 20X20 or larger will require a Building & Safety permit. All tents in excess of 200 sq ft or canopies in excess of 400 sq ft will also require a Fire Marshal permit.

FOOD

Will your event secure the services of a caterer? ☐ Yes ☐ No

If Yes, must report on Addendum A form.

Will food be cooked on site? ☐ Yes ☐ No

What cooking source do you propose use? ☐ Gas ☐ Briquettes ☐ Propane

Note: Fires are prohibited on County owned and/or operated beaches by County Ordinance (17.12.370). If your event is at Dockweiler or Cabrillo, you may cook in the fire rings. All other beach events must cook in parking lot (if parking lot under County control). A fire extinguisher will be required.

ALCOHOL

Will your caterer be serving alcohol? ☐ Yes ☐ No

Note: Only catered events may request alcohol permits. No alcohol permits will be issued for Dockweiler State Beach, Manhattan Beach, Redondo Beach, Torrance Beach, or Venice Beach.

If yes, will the alcohol be sold or given to the guests? ☐ Given ☐ Sold

If sold, contact: ABC (Alcohol Beverage Control), phone: (310) 412-6311

REFUND

MISCELLANEOUS

COMMENTS

Date Printed

CLEAR FORM PRINT FORM

County of Los Angeles
Department of Beaches and Harbors
Beach/Harbor Use Permit
Addendum A – Gross Receipts Itemization

Permit #

A fee will be charged prorated on the Gross Receipts of all monies realized by the permittee in conjunction with the permitted occupancy, including sponsorship dollars, prize money, entry fees, product sales, in-kind donations, catering budget, rental equipment and any other related entity of budgeted and/or collected monetary value.

Prepayment of the estimated Gross Receipts Fee must be made prior to the event date, otherwise the event permit will not be issued.

Final Payment of any outstanding balance of the Gross Receipts Fee is due within 30 days of the last event day.

A **Late Payment Charge** of ten percent (10%) per annum will be added to any outstanding balance 30 days following the last event day. Additionally, future permit request(s) and refunds related to the occupancy granted will not be approved until the Gross Receipts Fee is paid in-full and the permit related report(s) are received.

Permittee shall make all permit related records, including receipts, available to the County for inspection and photocopying within seven (7) calendar days of a written request.

LIST BELOW: Sponsors, Caterers, Rental Companies and other related companies.

Company Type	Company Name	Contact Name	Telephone Number	Amount

Subtotal: $ _____

Number of event participants: _____ **X Entry Fee $** _____ **= $**_____

Number of event participants: _____ **X Entry Fee $** _____ **= $**_____

Number of event participants: _____ **X Entry Fee $** _____ **= $**_____

Number of event participants: _____ **X Entry Fee $** _____ **= $**_____

Number of event participants: _____ **X Entry Fee $** _____ **= $**_____

Subtotal: $ _____

Estimated Gross Receipts Total: $ _____

Payable to Los Angeles County
Department of Beaches and Harbors: $ _____

Date Printed

CLEAR FORM

PRINT FORM

BEACH USE PERMIT
ALCOHOL ADVISEMENT

ALL ALCOHOL PERMITS REQUIRE $2,000,000 WORTH OF INSURANCE:

- **GENERAL LIABILITY $1,000,000**
- **HOST LIQUOR LIABILITY $1,000,000**

When approval has been obtained to serve alcohol on a public beach (catered events only) the permittee must provide the Department of Beaches and Harbors with one of the following (whichever applies):

ALCOHOL (SALES AT EVENT)

- Proof of an ABC (Alcoholic Beverage Control) off-site liquor license
- Provide certificate in the amount of $1,000,000 for Host Liquor Liability (in addition to the required $1,000,000 General Liability Insurance), which names the County of Los Angeles and Parking Concepts, Inc. as additional insured.

ALCOHOL (NON-SALES)

- Provide certificate in the amount of $1,000,000 for Host Liquor Liability (in addition to the required $1,000,000 General Liability Insurance), which names the County of Los Angeles and Parking Concepts, Inc. as additional insured.

THE FOLLOWING CONDITIONS MUST BE ADHERED TO:

- Area where alcohol is being served must be roped off, and no one can leave that area with alcohol.
- Permittee must provide, at own expense, at least one uniformed security guard for every fifty people of drinking age. Must furnish contact name and number of security company.
- No bottles or cans.
- Alcohol must be served in containers 12 oz. or less.
- No BYOB.
- Alcohol must be served in containers that are white or have color (no clear containers).
- Alcohol must be served from a three-sided tent (open side facing water).
- Serving must cease one hour prior to event conclusion.
- No swimming or water activity by participants consuming alcohol.

Date Printed

Permit #

County of Los Angeles
Department of Beaches and Harbors
Sale and/or Consumption of Alcoholic Beverages
Application Form and Permit Addendum B

Permit and Event Identification

EVENT DATE: _____

LOCATION: _____

Name and Title of Permittee:_____

Permittee Address: _____

Phone:_____ License Type:_____ License No. _____

Conditions of Permit Addendum

1. The sale and/or consumption of the alcoholic beverages must be limited to the "Location" described above and must be limited to the participants in the event who may legally consume such beverages.
2. Participants will not engage in water activity such as swimming, boating, or the operation of motorized vehicles or equipment or other similar activities.
3. Permittee agrees to obtain the appropriate license from the California Alcoholic Beverage Control Board (ABC) and comply with all license and operating requirements of ABC, federal, state, and local laws (documentation of such compliance will be provided to the Department by permittee with the written acceptance of the permit). **FOR SALES ONLY**
4. The permittee will provide at the permittee's expense the following number and type of peace officers or uniformed security guards determined by the Director and local law enforcement to be necessary for security at the special event: One uniformed security guard for every fifty people of drinking age.

- Security Contact (Name):_____

- Security Contact (Phone): _____

Permittee agrees to pay the County of Los Angeles 15% of Gross Receipts from the sale of alcoholic beverages. This fee is in addition to that specified in Addendum A of the Use Permit.

ACCEPTANCE

I do hereby agree to the conditions of this Addendum B to the Beach/Harbor Use Permit.

_____
Permittee/Organization Representative (Signature) Date

_____
Director or Authorized Representative Date

CLEAR FORM PRINT FORM

Date Printed