



ESTIMATE OF EVENT FEES 2016-17

Event Permittee shall be responsible for all City departmental service charges and fees incurred in connection with this event. Rates quoted below are current on today's date, but actual costs will reflect rates current at the time of your event. This list may not be all inclusive, additional fees or charges may be required depending on the nature of the event.

- **APPLICATION FEE:**

The application fee, which must be submitted with the application, is between \$50 and \$292 depending on the event category and how far in advance the event application is submitted. The application fee is non-refundable.

- **ADMINISTRATIVE FEE:**

The administrative fee ranges from \$93 - \$680 and is based on the complexity of the event and the staff hours required to process the application. The administrative fee is non-refundable.

- **BIG BLUE BUS:**

Plan detour - \$95 per hour
Posting/writing of detour signs - \$95 per hour
Road Supervisor to monitor event - \$95 per hour
Bus stop closure - \$612 per 24-hour period

- **BUILDING AND SAFETY:**

Single Trade Permit Fee - \$430.00 (includes inspection during regular hours 8am – 4pm. After-hours inspection will be charged an additional fee.)

- **BUSINESS LICENSE:**

Supply and Service providers (e.g., caterer, valet, rental, etc.) are required to obtain a Santa Monica business license. Retail vendors and exhibitors at permitted events are exempt from having to obtain a Santa Monica business license.

New Applications:

- Businesses physically located in Santa Monica: \$75.00 plus the zoning review fee (additional fees may apply. Please contact the Business License Office for more information.)
- Businesses physically located outside of Santa Monica: \$75.00
- Delivery services only - \$50 per vehicle
- Event Planner/Promoter License - \$150.00 per day
- \$1.00 "State CASp Fee" added

Existing Businesses:

- Businesses that obtained a business license for the fiscal year 2015-16 must renew their business license. The business license tax due is a calculation based on the gross receipts generated in Santa Monica. Please contact the Business License Office for more information.

- **EVENT MONITOR:**

Depending on the event complexity and expected attendance, some Category 1 events may require an Event Monitor to be paid by the event organizer.

Event Monitor – TBD depending upon available staff

- **FACILITIES MANAGEMENT:**

Carpenter, Electrician, HVAC Technician, Painter, Plumber, and Facilities Supervisor shall be \$70/hour for regular time and \$100/hour for after-hours work (3 hour minimum)

- **FIRE:**

Fire Safety Officer (FSO) - 4-hour minimum of \$653.38; each additional hour is \$148.68/hr. Number of FSOs required TBD by the Fire Marshal.

Tent/Canopy Permit - \$196.83 to \$285.18 depending on size of tent/canopy.
Over 5,000 sq. ft. - 0.0748 per sq. ft.

Candles/Open Flame Permit - \$59.27

LPG/Propane Permit - \$196.83

Motor Vehicle(s) inside Building Permit - \$196.83

Carnival/Fair Permit - \$287.42

Fire Department vehicle - \$58.98

- **NEIGHBOR NOTIFICATION FEE:**

The Community Events Office will mail out notices to residents and businesses within 500 feet of a Category 1 event if there will be 1) amplified sound (other than brief, intermittent announcements) or live music outdoors or in a tent and/or 2) if the event requires a street closure(s).

Events at fixed venues - \$176.30

Events extending beyond a fixed venue (e.g., races) - .61 per piece

- **PARKING OFFICE**

Beach Lot daily use charge – Rental fees \$2,236.70, \$4,473.39 or \$8,946.79 per day depending on specific lot and event space.

- **PLANNING AND ZONING:**

Temporary Use Permit (TUP) - \$1,467.78; \$729.41 for a re-occurring event.
TUP may be required for events on private space.

- **POLICE:**

The number of police officers required for security, crowd control, traffic management, etc., to be determined by the Police Operations Division.

Police Sergeant (Supervisor) - \$263.51 per hour per officer, 4-hour minimum

Police Officer - \$191.04 per hour, 4-hour minimum

Traffic Safety Officer (TSO) - \$93.85 - \$110.00, 2-hour minimum

Public Safety Officer (PSO) – \$97.81, 2-hour minimum

Pier & Harbor Services Officer – \$124.87, 2-hour minimum

Police vehicle (car) - \$83.88 per day

Motorcycle - \$55.92 per day

Police Horse - \$27.96 per day
Rescue boat - \$223.67 for 4-hr minimum; \$27.95 for each additional hour

- **RESOURCE RECOVERY AND RECYCLING:**

Recycling (2 cu. yds.) – \$60.39 delivery per bin, includes one dump; \$60.39 per bin for extra dump
Recycling carts (95 gal.) – \$56.43 delivery (up to 10 containers)
Recycling carts (35 gal.) – \$56.43 delivery (up to 15 containers)
Trash/Food (2 or 3 cu. yds.) - \$187.88 per bin, includes one dump; \$60.39 per bin for extra dump
Trash/Food (95 gal.) - carts are \$38.50 each for servicing; delivery of up to 10 containers \$56.43
Food only (35 gal.) - \$38.50 each for servicing; delivery of up to 15 containers \$56.43

Refundable Integrated Waste Management fee of \$0 to \$1500 (depending on number of attendees and type of waste). Request for refund must be made in writing.

- **TRANSPORTATION ENGINEERING GROUP:**

Metered Parking Space Reservation – posted rate of the meter
Temporary “No Parking” signs - \$6.00 each

Event organizer is responsible for 1) submitting a list with the meter number for each parking space requested, 2) placing the “No Parking” signs on each meter 24 hours in advance of the event, and 3) removing the signs promptly after the event. There is a \$59.93 charge per sign that is not removed.

More information on how to obtain Temporary No Parking signs is located here: <http://www.smgov.net/Departments/PCD/Permits/Temporary-No-Parking-Signs/>

Guidelines for the posting of Temporary No Parking signs can be found here: <http://www.smgov.net/uploadedFiles/Departments/PCD/Applications-Forms/Temporary-No-Parking-Signs-Posting-Guidelines.pdf>

In addition to Temporary No Parking signs, an Oversize Load Permit may be required for large vehicles.

Temporary No Parking Sign Issuance - \$67.10

One-Day Valet Permit - \$167.75

Traffic Control Plan Review – Base Fee	
First two reviews, per page	\$252.75
Third and subsequent reviews, per page	\$320.97

Bike Racks - \$282.94
Block Parties - \$55.92
Permit – Auto Park - \$109.60

Event Permit: Parking Specialist - \$172.43
Event Permit: Parking Administrator - \$266.48

Bike Valet for large events (1,000-2000 attendees)

3-hour event staffing (staff of 3 attendants w/parking for 200-250 bikes):
Staffing - \$297.50
Increase 1 attendant per 1000- \$92.50
Rack delivery and drop-off - \$50
Additional event hours beyond 3 - \$59.50 per hour

For up-to-date information on all fees, please visit:
<http://www.smgov.net/Departments/Finance/content.aspx?id=11958>

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(Revised 7/20/16)