



DTSM, Inc. Event Fee Schedule

Downtown Santa Monica, Inc. coordinates events in partnership with the City of Santa Monica. A **City of Santa Monica Event Application** can be found at <http://downtownsm.com/planning-an-event> along with information on the event planning process. To apply for a permit, please complete the Event Application and email it to events@downtownsm.com.

The City's requirements will vary depending on the event category and the specific activities planned. Permittees must pay individual City of Santa Monica departments directly for services, permits or staffing charges incurred due to the permitted event (e.g., police officers, fire safety officers, tent permits, clean-up/damage deposits, neighbor notifications, insurance, etc.). The amount of the permit administrative fee and the City's requirements will be provided in writing. The various City departments will provide fee estimates in advance. For more information on City fees please view the **City of Santa Monica Event Fee Schedule** on the page list above.

In addition to the fees charged by the City, Downtown Santa Monica, Inc. charges the following fees for its services and staff time:

\$200 (up to 4 hours) or \$500 (over 4 hours) for event permit coordination for one block events

\$50 an hour per staff person for site walks and/or meetings

\$50 an hour per person for day(s) of event oversight from setup through teardown

\$50 an hour per person for cleanup after teardown (if needed)

\$150 per cord for electrical cord rental and the deposit per cord is \$250 (The fee for the power is paid to the City of Santa Monica.)