

**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.
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## **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.**

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## **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
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## **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

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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

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**Los Angeles City Fire Marshal**

Inspector Michael Nealy  
200 N. Main Street, Room 940  
Los Angeles, CA 90012  
213/978-3653

Will Rogers  
Venice  
Dockweiler  
White Point  
Royal Palms  
Cabrillo  
Marina Peninsula

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**City of Manhattan Beach Fire Marshal**

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

Manhattan Beach

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**City of Torrance Fire Marshal**

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

Torrance

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**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

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**Los Angeles County Building & Safety**

Calabasas District Office  
4111 N. Las Virgenes Road  
Calabasas, CA 91302  
818/880-4150

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

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

Department of Public Works  
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 #

Organization Name or  
Permittee Name: \_\_\_\_\_  
Permittee Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Type of Program**

Commercial/Promotional  
 Special Event  
 Charitable Fund Raising  
 Community Service  
 Department Event  
 Shuttle Service

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:

<b>Fees</b>			
Permit Fee	\$ _____	Alcohol Permit	\$ _____
Gross Receipts	\$ _____	Security Deposit Refund	\$ _____
Security Deposit	\$ _____		
County Insurance	\$ _____		
Misc./Other Fee	\$ _____	<b>Total</b>	<b>\$ _____</b>

**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



**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 permitors, 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 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.**

**OR**

B. Participation in the County's Special Event Liability Insurance Program (SELIP) in the amount of \$1,000,000 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 permitor, 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 permitors 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 of 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 #
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**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). (<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 #
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**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**

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**MISCELLANEOUS**

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**COMMENTS**

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## **BEACH USE PERMIT ALCOHOL ADVISEMENT**

<b>ALL ALCOHOL PERMITS REQUIRE \$2,000,000 WORTH OF INSURANCE:</b>	
• <b>GENERAL LIABILITY</b>	<b>\$1,000,000</b>
• <b>HOST LIQUOR LIABILITY</b>	<b>\$1,000,000</b>



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.
- Wrist bands required 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

\_\_\_\_\_  
Stan Wisniewski, Director or Authorized Representative Date

Date Printed