

ENTERTAINMENT PERMIT

An entertainment permit must be issued by the City before any person can carry on, maintain or conduct any entertainment activity within the city boundaries. Entertainment activity includes, but is not limited to, dancing, live musical performances, musical entertainment provided by disc jockey, karaoke and any similar entertainment activity involving amplifies, reproduced music. The entertainment permit regulations are governed by the Brea City Code under § 5.228.210. Shall you have any questions regarding the contents of this application, please contact the Planning Division at 714-990-7674 or planner@cityofbrea.net.

APPLICANT INFORMATION:

Applicant's Name: _____ Phone No. _____

Applicant Address (Street, City, State, Zip): _____ Email: _____

Business Name: _____ Phone No. _____

Business Address: _____ Business License No. _____

CONTACT PERSON: Check if same as Applicant

Contact Name: _____

Email: _____ Phone No: _____

PROPOSED ENTERTAINMENT INFORMATION:

Date(s) of Entertainment: _____

Hours: _____ Admission Fee: _____

Location of Entertainment within the business: _____

Number of Persons Engaged in Entertainment: _____

Detailed entertainment proposal:

STAFF USE ONLY

Accela Record Number: _____

Project Manager: _____

Entitlement File Number(s): _____

SUBMITTAL INFO:

Date Time Received: _____ Received by: _____ \$550 Deposit Received: _____

APPLICANT ACKNOWLEDGMENT:

Deposit Fee (\$550)

I understand the above amount is an initial deposit and may not cover all costs associated with processing my application. I agree to deposit additional funds as requested by the City and I understand that failure to deposit requested funds could cause all processing activity to cease until the funds are received. After completion of the project, the remaining funds are refundable upon my request.

BY SIGNING BELOW, I HEREBY CONSENT THAT I UNDERSTAND THE MATTERS AS DESCRIBED IN THE APPLICATION AND AGREE TO THE TERMS RELATING TO THE DEPOSIT FEE. I HEREBY FURTHER REPRESENT THAT I HAVE AUTHORITY TO BIND MY BUSINESS BY SIGNING ON ITS BEHALF.

Applicant's Signature

Date

SUBMITTAL CHECKLIST AND INSTRUCTIONS

If you obtained this application through our website, please contact a Planner at 714-990-7674 to confirm applicability of the submittal items. The items listed below are *considered minimum*. Additional information may be necessary for clarification during the review process.

To submit the entertainment permit application, double-check you have the below listed submittal requirement. Once you have all items, please submit the application to the Planning Division via email at planner@cityofbrea.net or in person on the 3rd floor front counter at 1 Civic Center Cir. Brea, CA 92821.

1. COMPLETED APPLICATION

2. FLOOR PLAN – The floor plan shall clearly identify the location of the entertainment within the business.

3. PUBLIC NOTIFICATION PACKET – Prior to notice of hearing, provide a 300-foot property owner public notification packet. Submitted materials should include:

- An area map identifying the Assessor's Parcel Numbers (APNs) of all properties within a 300-foot radius of the subject parcel(s),
- Two sets of gummed mailing labels addressed to the project applicant and property owner and to property owners within a 300-foot radius including name, address, zip code, and corresponding APNs, and
- Dated signature that the property owner information was prepared by either a mapping data service or a title company. The preparer shall certify that the information was obtained from the latest available tax rolls.

4. DEPOSIT – The application will NOT be considered until payment is received. Deposit can be made via credit card over the phone with a Planner at 714-990-7674 or a check can be delivered or mailed to the Planning Division at 1 Civic Center Cir. Brea CA, 92821 payable to the City of Brea.