

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 amplified, reproduced music. The entertainment permit regulations are governed by the Brea City Code under § 5.228.210. Should there be 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:

TRUST ACCOUNT OWNER INFORMATION:

All project applications require the specified minimum deposit to a Trust Account. Additional funds and/or subsequent deposits may be required depending on the specified project and level of staff time necessary. All unused funds will be reimbursed following the completion of project and/or review. Staff time devoted to your project will be billed according to our [Development Processing Fees](#). The necessary staff time will vary according to the complexity of the project and may include, initial review and ongoing project processing by City staff and consultant time, if necessary.

TRUST ACCOUNT OWNER:

Name of the Organization unless there is an Individual Financially Responsible for the Project:

Address:

State:

City:

Zip Code:

Email:

Phone:

*** Please note: Name and address will be used to generate invoices and refund checks ***

STATEMENT OF UNDERSTANDING AND AGREEMENT

I understand that my initial deposit is a retainer and not a fee. This deposit will be used to set up an account, against which fees shall be charged based on the hourly rate listed in the City fee schedule in effect at the time the work is performed. I understand that should the costs exceed the deposit, I will be billed monthly for any additional deposit amount intended to cover future charges. If I fail to pay the fees when due, I understand that the City will stop working on the application. If the final costs are less, the unused portion of the deposit will be issued to the contact information in the above section and returned to the organization and/or individual above after the conclusion of the process or final inspection of the completed project, whichever occurs later.

As the trust account owner, I assume full financial responsibility for all costs incurred by the City in processing this application(s).

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

Trust Account Owner's Signature

Date

Trust Account Owner Printed Name

STAFF USE ONLY

Accela Record Number:

Project Manager:

Entitlement File Number(s):

SUBMITTAL INFO:

Date Time Received:

Received by:

\$550 Deposit Received:

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.