

**City of Brawley**  
**SPECIAL EVENT FEES**

Fee Description	Department	Tier 1	Tier 2	Tier 3	Deposit	Notes	CPI
<b><u>Special Permits</u></b>							
1 ABC Letter	Police	n/a	\$ 35	\$ 35		The ABC Letter fee applies when an applicant requests an official letter from the City to the California Department of Alcoholic Beverage Control (ABC) in support of a Special Event permit involving the sale or service of alcoholic beverages. This fee covers the administrative review, preparation, and processing of the required documentation. Alcohol sales are subject to applicable ABC licensing requirements and City approval, as required.	Y
2 Assembly/Loud Speaker Permit	Police	\$ 20	\$ 20	\$ 20		The Loudspeaker Permit fee applies to any individual, business, or organization requesting authorization to use amplified sound or loudspeaker equipment within City limits. This fee covers the administrative review, processing, and issuance of the permit to ensure compliance with municipal code requirements.	Y
3 Fire Special Event Permit	Fire	n/a	\$ 385	\$ 385		A Fire Special Event Permit is issued to ensure that temporary events comply with fire safety regulations and do not create unsafe conditions for the public. The fee covers : Plan Reviews, Fire Safety Requirements, Inspection of Temporary Structures and On-site inspection at the event.	Y
4 Pyrotechnic Permit ( Review & Standby Charge)	Fire	n/a	\$ 924	\$ 924		Permit is required to authorize the use of fireworks, special effects, or other explosive/flammable display materials at an event. It is required to ensure activity is conducted safely and in compliance with fire codes and state law. Permit covers: Fireworks Displays, Indoor/Proximate Pyrotechnics and Special effects.	Y
<b><u>Security &amp; Safety</u></b>							
5 Event Officer ( per hour)	Police	n/a	n/a	\$ 88		The Police Department will determine, based on the size and nature of the event, the number of officers required to provide appropriate support.	Y
6 Fire Safety Officer Standby - Events ( per Hour)	Fire	n/a	n/a	\$ 154		For higher-risk events, the permit may require fire personnel on standby, a fire engine on-site, and/or EMT services. Requirements are determined based on event size, typically for events exceeding 1,000 attendees, and the nature of the event.	Y
<b><u>Set-up and Logistics Fees</u></b>							
7 Clean-up Fee - Park or non-street Event ( per event)	Parks	\$ 65	\$ 75	\$ 150		The Parks Department provides clean up associated with event-related clean-up activities.	Y
8 Clean-up Fee - Street Event ( per event)	Parks	n/a	\$ 150	\$ 450		The Parks Department provides clean up associated with the event before, during and after the event .	Y
9 Traffic Logistics Set-up (signage, per event)	Parks	n/a	\$ 65	\$ 95		The Parks Department provides signage installation for parking and pedestrian traffic before the event.	Y
10 Street Closure /Traffic Control ( per event)	Streets	n/a	\$ 600	\$ 1,200		The Public Works Department provides mobilization, demobilization and monitoring of traffic control. Fee includes Traffic devices and equipment rental.	Y
<b><u>Facility /Equipment Rental</u></b>							
11 Table and Chairs							
a) Tables/chairs	Parks	\$ 65	n/a	n/a	\$ 65	The Parks Department offers tables and chairs for events.	Y
12 Temporary Event Fencing ( controlled access gates)	Parks	n/a	\$ 95	\$ 95	\$ 300	The Parks Department fee includes transportation, staff time installation , removal and equipment wear and tear.	Y
13 Bleachers							
a) Small Bleacher Unit ( per day)	Parks	n/a	n/a	\$ 400	\$ 800	The Parks Department has bleachers available for rental, the fee includes transportation, setup and breakdown labor, equipment wear & tear.	Y
b) Large Bleacher Unit (per day)	Parks	n/a	n/a	\$ 800	\$ 1,000		Y
c) Additional Day Unit ( if multi-day event)	Parks	n/a	n/a	\$ 150			Y
<b><u>Other Fees</u></b>							
14 Special Event Seller's Permit	Finance	\$ 25	\$ 25	\$ 25		Special Event Seller Permit required in lieu of a business license. Fee assessed per event.	Y
15 Adult Business Performer Application and Licensing:	Finance						
a) New Application		\$ 250	\$ 250	\$ 250		Performing artists must obtain an Adult Business Performer License issued by the City.	Y
b) Renewal Application		\$ 50	\$ 50	\$ 50			Y

**Event Insurance ( If applicant does not provide coverage)**

16	Special Event Insurance ( passthrough costs)	HR/ Risk Management	\$	87	TBD	TBD	If the applicant does not provide the required Certificate of Insurance, the City may secure event insurance coverage on behalf of the applicant. The applicant shall reimburse the City for the actual cost of the insurance premium. No administrative markup shall be applied. Fee represents a pass-through cost and may vary based on market rates	N
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- (a) All fees are established to recover the reasonable cost of providing services and are subject to change by resolution of the City Council.
  - (b) Event fees are assessed based on the City's Special Event Classification Structure (Tier System), which categorizes events based on attendance, operational impact, and public safety requirements. Refer to the City's Special Event Classification Structure for detailed criteria. Final event classification is determined by the City.
  - (c) City Co-Sponsored Events: Pursuant to the City's Fee Policy Ordinance, only the City Council may authorize the waiver of applicable City-imposed fees for events officially designated as City-sponsored or co-sponsored. Such waiver shall not apply to direct costs, pass-through expenses, public safety staffing, or refundable deposits unless expressly approved by the City Council.
  - (d) Fees marked 'Y' are subject to annual CPI adjustment in accordance with City policy.

# City of Brawley

## SPECIAL EVENT CLASSIFICATION STRUCTURE

### Purpose

The tier system is designed to align event requirements with operational impact, public safety needs, and cost recovery.

Event classification is based on overall operational impact, not solely attendance. The City reserves the right to assign a higher tier based on event characteristics, including but not limited to alcohol service, street closures, or public safety considerations.

Events involving alcohol service, street closures, pyrotechnics, or other high-risk activities may be classified at a higher tier regardless of attendance. Final event classification is determined by the City.

Tier Classification	Criteria	Operational Impact
<p><b>Tier 1</b> <b>Small Event</b></p>	<p><b>Under 100 attendees</b></p> <p>No street closures No alcohol, or very limited alcohol service subject to City approval No tents over code threshold Minimal staffing required require a Loudspeaker Permit</p> <p>Examples: Small park birthday gathering Community meeting Small nonprofit fundraiser</p>	<p>May</p> <p>Limited Parks support</p> <p>No Police staffing typically required</p> <p>Standard permit processing</p>
<p><b>Tier 2</b> <b>Medium Event</b></p>	<p><b>101-500 attendees</b></p> <p>Amplified sound Multiple vendors Alcohol service Requires some Police or Parks staffing Temporary tents or generators</p> <p>Examples: Small festival Car Show Community fair Farmers Markets</p>	<p>Parks staffing required</p> <p>Police staffing may be required</p> <p>Fire plan review required</p>
<p><b>Tier 3</b> <b>Large Event</b></p>	<p><b>501+ attendees</b></p> <p>Street closures Full traffic control</p> <p>Multiple vendors and food trucks Alcohol sales Stage or live performance Fire and Police standby may be required based on event characteristics Complex logistics</p> <p>Examples: Major festivals Concerts Citywide celebrations Fireworks events</p>	<p>Full interdepartmental coordination</p> <p>Police staffing may be required</p> <p>Fire standby may be required</p> <p>Traffic control measures</p> <p>Pre-event planning meetings</p>