



**CITY OF PALM DESERT**  
**DEPARTMENT OF DEVELOPMENT SERVICES**  
 73510 Fred Waring Drive, Palm Desert, California 92260  
 Phone (760) 776-6435 • Fax (760) 776-6392 • [permitcenter@cityofpalmdesert.org](mailto:permitcenter@cityofpalmdesert.org)

## ENTERTAINMENT SITE PLAN APPLICATION

---

Palm Desert Municipal Code (PDMC) Chapter 5.100 Entertainment Permit: No person shall operate, conduct, or manage any public place where food or beverages are sold, offered for sale, or given away, and where any form of entertainment is provided or furnished without first obtaining approval of an entertainment site plan.

**FILING REQUIREMENTS:**

**Entertainment Site Plan:** Any business operating with entertainment on a regular basis as part of the normal course of business must apply for an Entertainment Site Plan Permit.

This permit does not provide for special events that may have entertainment. Special events with entertainment must be filed with the Department of Development Services as a Temporary Use Permit application. If a business with an Entertainment Site Plan Permit holds a special event that is not the normal course of business, a Temporary Use Permit application must be filed separately for each event. A maximum of 10 days per calendar year can be approved for special events at any given business within the City of Palm Desert.

---

**Applicant Name:**

\_\_\_\_\_ Phone: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is:      An Individual      Partner      Association      Other (If other, please describe)

Have you ever been convicted of any felony crime as a result of an arrest, citation, or criminal complaint related to this business establishment? If yes, please explain: \_\_\_\_\_

**Property Owner Name:**

\_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Entity:      Corporation      Corporation Ltd. Liability      Sole Proprietor

Partnership:      Limited Partnership      Ltd. Liability Partnership      Other

Exact Nature of Business: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

---

### OFFICE USE ONLY

**Project No: ENT** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Case Planner:** \_\_\_\_\_

**CITY OF PALM DESERT  
ENTERTAINMENT SITE PLAN APPLICATION**

**ENTERTAINMENT SITE PLAN:**

Provide the following information if you are requesting approval of an Entertainment Site Plan per PDMC Section 5.100.030.

**Dance and/or Entertainment Information:**

Physical location of entertainment on the premises: \_\_\_\_\_  
\_\_\_\_\_

Days and hours of dance and/or entertainment: \_\_\_\_\_  
\_\_\_\_\_

Admission fee: \_\_\_\_\_

Occupancy limit as established by the Fire Marshal: \_\_\_\_\_

Will alcohol be served:    No    Yes    If yes, License Type and No: \_\_\_\_\_

**Site Plan:** Attach a scaled drawing depicting the premises, parking area, area of entertainment, food service areas (if any), and location of restroom facilities.

Detailed description of proposed entertainment (type of entertainment, number of persons engaged in the entertainment, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Area of Entertainment: Describe the area within or on the premises where the entertainment activity will be performed and observed with reference to the site plan: \_\_\_\_\_  
\_\_\_\_\_

Status of Entertainers: A statement as to whether entertainers/services are to be provided by employees of the business or nightclub, including the applicant, owner, operator, or whether entertainers are independent contractors. The statement shall include whether or not the entertainers are to be employed or utilized in food or beverage service, merchandise sales, or other non-entertainment related activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will minors be permitted on the premises during the entertainment activity:    No    Yes

If yes, what hours: \_\_\_\_\_

Do you plan to have any special events that will not be part of the normal entertainment provided by the business?

No    Yes

If yes, a separate Temporary Use Permit application will be required for each event. The maximum number of Temporary Use Permits is 10 days per calendar year.

**CITY OF PALM DESERT  
ENTERTAINMENT SITE PLAN APPLICATION**

Name(s) of the person(s) responsible for the operation management and supervision of the special event

**No. 1:**

Employee's Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Address (No PO Box): \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Has this employee been convicted of any crime as a result of an arrest, citation, or criminal complaint (do not include traffic infractions)? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**No. 2:**

Employee's Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Address (No PO Box): \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Has this employee been convicted of any crime as a result of an arrest, citation, or criminal complaint (do not include traffic infractions)? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

If there are additional names, please submit on a separate piece of paper.

- If the applicant is not the owner, a notarized statement by the property owner is needed to approve the use of their property for entertainment.
- Prior Licenses: Within the past five (5) years, has the applicant, owner, or any person responsible for the special event or entertainment had any permit or license issued in conjunction with the sale of alcohol or provisions of entertainment?

No Yes

If yes, during that period for the permit or license, was it suspended or revoked?

No Yes

If yes, provide the following information:

Name of Issuing Agency: \_\_\_\_\_

Reason/Explanation of the suspension or revocation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF PALM DESERT  
ENTERTAINMENT SITE PLAN APPLICATION**

**DECLARATION (REQUIRED):**

The undersigned applicant understands and agrees that any business or activity conducted or operated under any permit and license issued under the application must and shall be operated in full conformity with all laws of the State of California and the laws and regulations of the City of Palm Desert applicable thereto, and that any violation of any such laws or regulations in said place of business, or in connection therewith, shall render any permit and license therefore subject to immediate suspension or revocation, pursuant to Chapter 5.100 Entertainment Ordinance Section 5.100.095 and 5.100.097.

I, \_\_\_\_\_ declare under penalty of perjury that the statements contained in the attached application for an Entertainment Site Plan Permit are true and correct to the best of my knowledge and belief and that this statement is executed with the knowledge that misrepresentation or failure to reveal the information requested may be deemed sufficient cause for the refusal to issue or revocation of a permit.

---

**Applicant Signature:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Authorization:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---