

Matador Involvement Center

General Processing Times for Outdoor Space Reservation Request

Simple Events: Seven (7) to ten (10) business days to be processed.

- Event may include less than two (2) 10'x10' tents; one (1) to two (2) tables and/or chairs; individually wrapped or pre-packed non-potentially hazardous foods (e.g., granola bars, chips, candy, bottled drinks that do not require refrigeration). Event does not include games, activities, performances, chemical substances, paint, open flames, etc.

Mid-size events: Fourteen (14) to thirty (30) business days to be processed.

- Event may include more than two (2) 10'x10' tents; tables; chairs; amplified sound; games; activities; performances; non-potentially hazardous and/or potentially hazardous foods; animals; scientific experiments; open flames; expected attendance is more than 100 individuals. Note: Event may require a special event permit and/or a State Fire Marshal permit. If a State Fire Marshal permit is required the request must be submitted at least 30 business days in advance.

Large-scale events: thirty (30) to sixty (60) business days to be processed.

- Event may include more than two (2) 10'x10' tents; tables; chairs; a stage; fencing; other approved temporary structures; amplified sound; games; activities; performances; non-potentially hazardous and/or potentially hazardous foods; animals; scientific experiments; open flames; expected attendance is more than 300 individuals. Note: Event may require a special event permit and/or a State Fire Marshal permit. If a State Fire Marshal permit is required the request must be submitted at least 30 business days in advance.

Contact the Matador Involvement Center at 818-677-5111 with questions.