



City of Solana Beach

## SPECIAL EVENT USE PERMIT APPLICATION INSTRUCTIONS & CHECKLIST

Each applicant for a special event permit must complete and submit for review a special event permit application form.

To initiate an application, these forms must be obtained from City Hall, Parks and Recreation Department or City's website, and submitted to: Parks and Recreation Department, 635 S. Hwy 101, Solana Beach, CA, 92075.

**CHECKLIST:** Each submittal must contain the following:

- A Special Event Application for a permit must be filed with the Parks and Recreation Department not less than **sixty (60) days** before the proposed special event date. This time limit shall be waived when the application involves exercise of federal or state constitutionally guaranteed rights.
  - Events which require approval from other jurisdictions or authorities will require concurrent application review and approval
- A traffic control plan for the proposed event consistent with California Department of Transportation standards must be submitted with any application that involves traffic or parking variances. This plan must include the location of all traffic control personnel and a description of their training.
- A sketch or map, schedule of events and/or parade routes showing street closures/barricades, booths, beer garden, stage set-up or any other activities relating to the event and event site must be submitted with application(s).
- Any other permits pertaining to this special event must be submitted with the application for a special event permit (i.e. sound amplification permit, ABC/alcohol permits).
- Sponsor is responsible to remit applicable business license fees for any individual vendor associated with the event per Sections 4.020.30 and 4.04.010 of the SBMC.
- A certificate of insurance for up to \$2,000,000 per occurrence, and \$2,000,000 annual aggregate must be submitted with the special event permit application. The insurance must be endorsed per the requirements in the Risk Management section.
- A non-refundable processing fee as set forth in the City's current fee schedule must accompany applications for a special event permit. Resident: **\$53**, Non-resident: **\$973**. Applications that contain street closure requests: **\$867**. Neighborhood Watch Block Parties are exempt.

RECEIPT NO. \_\_\_\_\_ DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

- Applicants seeking any fee or deposit variance **MUST** submit a written request with the application for a special event permit **AND** the required processing fee. The request for a fee variance **MUST** include any reasons, justifications or authorities for granting a fee variance.

## SPECIAL EVENT USE PERMIT APPLICATION

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Specific Description: \_\_\_\_\_

Date(s) & Time of Event: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Exact Location of Event: \_\_\_\_\_

*Specifically describe special event area here or attach a site plan.*

Estimated Attendance: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Admission or parking charged? Amount \$ \_\_\_\_\_  YES  NO

Participants charged? Amount \$ \_\_\_\_\_  YES  NO

Will there be amplified music or P.A. system?  YES  NO

*If yes, you must submit a sound amplification permit (SBMC 11.40.110).*

### FIRE DEPARTMENT

Will a tent or canopy be used? *If yes, indicate on the site plan the number and size of tents.*  YES  NO

Will cooking equipment be used?  YES  NO

If yes, describe cooking equipment: \_\_\_\_\_

Will temporary electrical distribution equipment be used?  YES  NO

Will there be any fireworks?  YES  NO

Will there be any special seating arrangements (inside building or tents only)?  YES  NO

*If yes, you must submit seating plan to the Fire Department.*

Will there be any open flames or fires? *If yes, you must obtain a fire permit from the Fire Department.*  YES  NO

***If you've answered yes to any of the questions, please submit a site plan of the event.***

**RISK MANAGEMENT**

Has liability insurance in the amount of \$2,000,000 per occurrence and subject to an annual aggregate of \$2,000,000 been obtained?  YES  NO

The policies shall contain, or be endorsed to contain the following provisions:

- The City of Solana Beach, its officers, officials, employees, volunteers, and representatives shall be named as additional insured. The status must be reflected on an additional insured endorsement, which shall be submitted to the City.
- The policies are primary and noncontributory to any insurance that may be carried by the City, as reflected in an endorsement which shall be submitted to the City.

Insurance Company Name: \_\_\_\_\_

Will there be a children’s inflatable fun jump house?  YES  NO  
If yes, additional insurance and endorsements must be supplied from the fun jump vendor.

**GENERAL**

Will you need any services, personnel, or equipment from any of the following City departments?  YES  NO  
If yes, please state services required.

Public Safety/Law Enforcement: \_\_\_\_\_ Public Works: \_\_\_\_\_

Marine Safety (Lifeguard): \_\_\_\_\_ Other: \_\_\_\_\_

**PUBLIC SAFETY / LAW ENFORCEMENT**

I estimate the ages of the persons attending this event, will be as follows:

\_\_\_\_\_ % 0-12 \_\_\_\_\_ % 13-17 \_\_\_\_\_ % 18-25 \_\_\_\_\_ % 26-40 \_\_\_\_\_ % over 40

Will parking be occurring at a location or in a manner not usually permitted?  YES  NO  
*If yes, indicate on site plan.*

Will parking be prohibited at a location where it is generally allowed?  YES  NO  
*If yes, indicate on site plan.*

Will any portion of a public or private roadway be closed or modified in any way?  YES  NO  
*If yes, indicate on site plan.*

If yes to any of the questions above, a detailed map must be submitted with this application depicting the areas the special event will impact and how the event will be conducted. If public roadways are to be closed, the map should include the traffic control devices (barricades, signals, etc.) That will be used to affect the closure. (SBMC 10.56.010 and 11.40.100)

**ALCOHOL**

Will alcohol be permitted? Insurance provided to City must include liquor liability if alcohol will be provided.  YES  NO  
If yes, answer the next three questions:

Will alcohol be available to participants?  YES  NO

Has an “ABC” permit been applied for? (www.abc.ca.gov, 760- 471-4237)  YES  NO

Has an “ABC” permit been approved?  YES  NO

**GENERAL INFORMATION**

**Special Event:** any organized activity held completely or partially on public property (does not include park or recreation centers), (SBMC 11.40.010)

**Filing Date:** applications must be filed with the department no later than 60 days before the proposed event (SBMC 11.40.040)

**Fee:** the permit processing fee for all events is \$973.00 (nonresident) or \$53.00 (resident). Unless otherwise specified (SBMC 11.40.100). Enclose a check or money order for \$973.00 (non-resident) or \$53 (resident). Payable to the "City of Solana Beach."

This permit will be issued subject to the following terms and conditions:

1. Applicant shall comply with all applicable laws, rules and regulations of the City of Solana Beach.
2. Applicant shall keep the property and all equipment used in connection with this permit in a clean, safe, and sanitary manner and in good repair at all times.
3. Either party may cancel this permit by giving twenty-four (24) hours' notice in writing to the other party. Such cancellation shall be without liability of any nature.
4. The \$973.00 or \$53.00 permit processing fee is non-refundable.
5. This permit shall not be transferred or assigned.
6. Applicant shall defend, indemnify and hold harmless the City of Solana Beach its officers and employees against all causes of action, for judicial relief of any kind, for damage to property of any kind whatsoever, ad to whomever belonging, including applicant, or injury to or death of any person or persons, including employees of applicant resulting directly or indirectly from activities in connection with the issuance and performance of this permit or arising from the use of the property, facilities or services of the City of Solana Beach its officers or employees.
7. Applicant shall maintain comprehensive public liability (covering operations, products and completed operations) and blanket contractual coverage insurance throughout the term of this permit. Insurance certificates filed pursuant to this permit shall contain a non-cancellation without notice clause and shall provide those copies of cancellation notices to be sent to the City of Solana Beach. Applicant shall furnish the City with original certificates and amendatory endorsements effecting coverages as required by the risk management section of this permit.
8. The rights and privileges extended by this permit are non-exclusive.
9. Applicant shall not engage in any activity on property of the City of Solana Beach other than the activity for which this permit is expressly issued.
10. Applicant shall be subject to and comply with any special conditions attached hereto.
11. Applicant shall comply with all requirements and directives of the City Manager.
12. In the event of failure of permittee to comply with any provision of this permit, this permit may, at the discretion of the City manager (or his designated representative) be terminated immediately.
13. Costs incurred: the applicant will be required to compensate the City for any costs incurred due to the use of City personnel or equipment (i.e. lifeguards, law enforcement, beach maintenance, electricity, sanitary and cleaning supplies). The applicant may be required to post a surety bond or cash deposit in an amount sufficient to pay the additional costs of such personnel or equipment. (SBMC 11.40.060)

Applicant hereby agrees to comply with all the terms and conditions thereof.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
THIS PERMIT IS:	<input type="checkbox"/> CONDITIONALLY APPROVED <input type="checkbox"/> DENIED
City Manager's Signature: _____	Date: _____