



## **Special Event Guidelines**

### **Host Organization, Primary Contact and Billing Information**

#### Host Organization

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The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. A Host Organization can be a non-profit tax-exempt organization or commercial entity and is referred to as the Event Organizer in the Special Events Ordinance.

#### Host Organization Chief Officer

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The Chief Officer of the Host Organization must be identified on the permit application and sign the permit application. Typically, the Chief Officer is the Chief Executive Officer, President, Executive Director or Board Chair of the Host Organization.

#### Primary Contact

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The Host Organization must designate a Primary Contact. The Primary Contact works closely with the Citywide Team throughout the permitting process and must have authority to make planning, operational, and financial decisions on behalf of the Host Organization. Correspondence directly related to operational planning issues may be directed to the Primary Contact.

The Primary Contact can be the Chief Officer; employee, or volunteer of the Host Organization; or a professional service provider contracted by the Host Organization. If the Primary Contact is not the same as the Chief Officer of the Host Organization, the Chief Officer of the Host



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Organization, through their signature on the permit application, authorizes the Primary Contact to sign city permits and other documents as well as make financial and operational commitments on behalf of the Host Organization. The Primary Contact, if different from the Chief Officer of the Host Organization, must also be identified on the permit application and sign the permit application.

#### **Non-Profit Tax Exempt Organization**

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To qualify as a non-profit organization under the provisions of the Special Events Ordinance, an organization must be recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to the event date and be in good standing with the IRS. If the Host Organization is a bona fide tax-exempt non-profit organization, a copy of the IRS 501(c) tax exemption letter certifying its current tax exempt, non-profit status is required.

#### **Commercial Entity**

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Under the provisions of the Special Events Ordinance, all entities or organizations without an IRS 501(c) valid tax exemption status are considered to be commercial in nature. The Special Events Ordinance includes provisions for the negotiation of revenue-generating agreements with entities that are commercial in nature.

#### **Billing Information**

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The Host Organization is legally responsible and financially liable to the City of San Diego for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities.

The Host Organization maintains ultimate liability for payment of all fees and costs assessed by the City of San Diego even if the Chief Officer of the Host Organization authorizes the City of San Diego to send invoices to the Primary Contact or other entity.