

# FACILITY AND PARK USE PERMIT APPLICATION

City of San Diego/Park & Recreation – Developed Regional Parks Division  
 2125 Park Boulevard, San Diego, CA 92101  
 Phone (619) 235-1169 Fax (619) 235-1197

*Monday thru Friday from 8:00 a.m. to 4:00 p.m.*

**New Special Event Permits are not issued for Balboa Park, Mission Bay Park, and Shoreline Beaches and Parks during the moratorium period of Memorial Day weekend through Labor Day.**

|  |                                  |                          |
|--|----------------------------------|--------------------------|
| <b>Area Requested- Park/Facility/Building or Room:</b> |                                  | <b>Event Date</b>        |
|  |                                  |                          |
| <b>Set-Up Start Time</b>                               | <b>Event/Ceremony Start Time</b> | <b>Clean-up/End Time</b> |
|  |                                  |                          |

**Company Name** \_\_\_\_\_

Address \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_\_) \_\_\_\_\_

**Customer Name** \_\_\_\_\_

Address \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Home No. (\_\_\_\_\_) \_\_\_\_\_

Work No. (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Event Organizer – No  / Yes  Name of Event Organizer \_\_\_\_\_

Day of Event Contact \_\_\_\_\_ Cell \_\_\_\_\_

Catered -  No  Yes Caterer \_\_\_\_\_

**Note for caterers:** Written authorization submitted on the Permittee’s letterhead stationery is required, which authorizes event organizer to apply for PUP on their behalf. Must include range of dates, location & participation attendance. Event organizer is prohibited to submit Park Use Permit application without providing this proof of representation.

|                    |   |                    |
|--------------------|---|--------------------|
| <b>Event Name:</b> | <b>Event Type:</b> (Picnic, Wedding, Reception, etc.) | <b>Attendance:</b> |
|                    |   |                    |

Is the Host Organization (company) a bona fide tax exempt nonprofit entity? Yes  No   
 If yes, a copy of the 501 (c) tax exemption letter is required and must be attached to the application.

Is admission, participant fees, registration fees or any other fees required? Yes  No

**ALCOHOL (Facilities):** No  Yes   Sell (ABC permit required)

Alcoholic Beverage Control (ABC) Permit may be required in addition to the Facility and/or Park Use Permit.

**ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN MOST AREAS OF THE PARKS/BEACHES WITHOUT A MODIFIED SPECIAL EVENT PERMIT (SDMC).** Details in regards to the MSEP and application are available upon request.

Glass containers of any kind are prohibited on all the beaches and park areas (SDMC 56.54).

**ADDITIONAL REQUIREMENTS:** No  Yes   Not Applicable for in-door facilities

Number of Toilets (if required) \_\_\_\_\_

**Over 250 People:** 1 Portable Toilet for each additional 150 People, or portion thereof, over the initial 250 people is required.

Number of Dumpsters (if required) \_\_\_\_\_

**300 People or more:** 1 Dumpster with Lid for each full increment of 300 people.

**EQUIPMENT SET-UP INFORMATION:**  No  Yes

**INDOOR FACILITIES:** Tables \_\_\_\_\_ Chairs \_\_\_\_\_ PA \_\_\_\_\_

Set-Up Style \_\_\_\_\_

**Please note:** We do not furnish Audio/Visual equipment such as projectors, screens, televisions, VCR's, extension cords, specialized microphones or easels. (Attach a separate sheet for your set-up diagram.)

**PARK AREA:**

Certain types of equipment may adversely affect the turf in the parks, please describe the type and amount of equipment to be used at your event (i.e. tables, chairs, archways, etc.) If it is determined that there will be an adverse effect, you will be notified. Any structure with two or more sides must have two sides open and there is an unobstructed view of the interior from outside on at least two sides per MC 63.20.II. Any shade structure that requires a fire permit needs District Manager approval.

Canopy (0 to 1 side) up to 10' x 10' \_\_\_\_\_ Canopy (0 to 1 side) up to 10' x 20' \_\_\_\_\_

Canopy (0 to 1 side) up to 20' x 20' \_\_\_\_\_ Canopy (2 or more sides) up to 10' x 20' \_\_\_\_\_  
Any shade structure w/ two or more sides, larger than 10' x 20' requires a fire permit. Any shade structure larger than a 20' x 20' needs a fire permit.

Other Shade Structures \_\_\_\_\_

Tables \_\_\_\_\_ Chairs \_\_\_\_\_  
[Tables are charged per (4) Tables with chairs per table for sit down dining]

Other Equipment \_\_\_\_\_

**VEHICLES ARE NOT PERMITTED ON LAWNs, BEACHES (SAND), AND PARK WALKWAYS AT ANY TIME.**

In addition, it is recommended that the guidelines provided by the County of San Diego, Department of Health Services, be followed. These procedures enable Permittee to plan food handling, preparation and distribution in the most responsible and legal manner.

**SPECIAL PARK USE ACTIVITY REQUEST:**  No  Yes

[Subject to additional requirements. Please refer to information provided in attached **Park Use Permit (PUP) General Information – Special Park Use Activity Requirements**].

Inflatable Party Jump \_\_\_\_\_ Equipment Provider \_\_\_\_\_ Insurance \_\_\_ Yes / \_\_\_ No

Describe Inflatable \_\_\_\_\_

Dunk Tank/Royal Flush \_\_\_\_\_ Equipment Provider \_\_\_\_\_ Insurance \_\_\_ Yes / \_\_\_ No  
(Permittee is required to bring in own water supply and remove it from site upon end of event. Park water hoses, bibs, faucets are not to be used.)

**VOICE/MUSIC AMPLIFICATION (Battery-Operated Only)**

Yes       No

- PA System       Boom Box/Radio       Bullhorn
- Megaphone       Air Horn (8am – 6pm only)       Other \_\_\_\_\_

**ACTIVITIES TO BE CONDUCTED DURING EVENT:**

Briefly describe activities to be conducted during your event. Feel free to submit an additional sheet of paper with a detailed narrative and a site map of your event, if necessary.

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Application must be completed and received by this office **at least** 15 Calendar Days in advance for a “Standard” Permit and 60 Calendar days for a “Special” Permit with special requirements. Please note that insurance listing the City of San Diego as an additional insured may be required. If this event is CANCELLED, notice must be given to this office at (619) 235-1169 and if applicable, the SDPD Special Events Liaison at (619) 533-5727. Otherwise, City Personnel and Equipment may be needlessly dispatched and you will be charged accordingly.

Marine Events require an Additional Application form and may require Lifeguard staffing as part of your event. Application must be received at least 60 days prior to event.

“I understand and agree by applying for this permit that I am responsible for the conduct of the attendees, and that any violation of the rules and condition of issuance of the permit by any attendee may result in the immediate cancellation of this permit, once issued, by any public officer or police officer of the City of San Diego. I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of San Diego. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.”

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Company, if applicable)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)