

## Special Events Priority List for Balboa Park Committee

Presentations will be limited to 5 minutes.

For meeting information, please visit: [Balboa Park Committee | City of San Diego Official Website](#)

1. Name of Event:
2. Name of the Event Organizer:
3. Event:
  - a. Date(s) and Times of set-up:
  - b. Date(s) and Times of event:
  - c. Dates(s) and Times of breakdown:
  - d. During the Moratorium (Memorial Day – Labor Day): Yes  No
4. Location (Provide map(s) showing location & site plan):
  - a. Road Closures: Yes  No  List Closure(s):
  - b. Parking Lot Closure(s): Yes  No  List Closure(s):
  - c. Bridge Closure: Yes  No  Time of Bridge Closure:
5. Estimated Attendance:
6. Certificate of Insurance:
  - a. Copy of Insurance Provided: Yes  No
  - b. Is the Host Organization (company) a bona fide tax exempt non-profit entity? Yes  No   
Note: A copy of the non-profit (501 exemption) letter is required and must be attached with the application.
7. Other special event of 500 or more in attendance occurring concurrently? Yes  No 
  - a. Location(s) in the Park:
8. Amplified Music: Yes  No 
  - a. Other prolonged noise impacts? Yes  No
  - b. Acts on a local or national level? Yes  No  Name of Act:
  - c. Date(s) and Times of sound checks?
9. Do you plan to apply for an Alcohol Permit? Yes  No
10. Partnering with a park entity(s)? Yes  No 
  - a. List the names of the park entity(s):
11. Provided notice to all Balboa Park Institutions? Yes  No 
  - a. List the Institute:
12. Other Performances in the area? If unsure, please reach out to the organizations responsible for booking.
  - a. Old Globe: Yes  No
  - b. Spreckels Organ Pavilion: Yes  No
13. Will you be donating to Balboa Park, a facility or institution located in the Park or outside the Park? Yes  No 
  - a. Quantity:
  - b. List the facility and/or Institute:
14. Provide a brief description outlining specific event components:
15. For events previously approved by Balboa Park Committee, please note the new modifications: