

MISSION BAY PARK SPECIAL EVENT NARRATIVE AND IMPACT

Presentation to Mission Bay Park Committee will be limited to 5 minutes

[Mission Bay Park Committee | City of San Diego Official Website](#)

Name/Title of Event Coordinator/Presenter: Kieran Morris Today's Date: 03/23/2026

1. Name of Event: RunThrough USA Mission Bay Running Festival
2. Type of Event: Running Event
3. Location (Provide map(s) showing location & site plan): Attached
Attached
4. Estimated Attendance: 900
 - a. Estimated Participants: 800
 - b. Estimated Spectatorship: 100
5. When: 3/28/27
 - a. Date(s) and Times of set-up: 3/28/27 3:00am
 - b. Date(s) and Times of event: 3/28/27 6:00
 - c. Date(s) and Times of breakdown: 03/28/27 9:00
 - d. During the Moratorium (Memorial Day – Labor Day): Yes No
6. Road Closure(s): Yes No List Closure(s): Fiesta Island Road
7. Parking Lot Closure(s): Yes No List Closure(s): _____
8. Parking Plan: Yes No
 - a. Shuttle Plan: Yes No Map Attached: Yes No
9. Traffic Plan: Yes No
10. Amplified Music: Yes No
 - a. Other prolonged noise impacts? Yes No
 - b. P.A. System: Yes No
 - c. Acts on a local or national level? Yes No
 - i. Name of Act: _____
 - d. Day and Time of Sound Checks: 06:00 03/28/27
 - e. Other Prolonged Noise Impacts: None
11. Do you plan to apply for an Alcohol Permit: Yes No
 - a. Do you plan on selling Alcohol: Yes No
 - b. Do you plan on serving Alcohol: Yes No
 - c. Time frame for Alcohol Sales/Service: Yes No
12. Other special event of more than 500 people occurring concurrently? Yes No
 - a. Location(s) in the Park? _____
13. Please provide a detailed narrative of your event: Detailed event management plan attached

14. Describe unique event feature not covered above: _____



STAFF USE ONLY

Pending Park Use Permit No. 1872183

Special Event

New Special Event

**PARKS AND RECREATION DEPARTMENT
SPECIAL EVENT REQUEST FORM**

- Special Event Request forms will not be accepted without a site plan, operational timeline and/or route maps.
- Requests during the Summer Moratorium will not be accepted (Memorial Day Weekend thru Labor Day Weekend)
- New requests for Balboa Park/Mission Bay/Shoreline areas require community review processes. All required documents must be submitted at least 6-9 months in advance to ensure review timelines are met.
- Changes made after original submittal will require a submission of a new application.

Event Name RunThrough USA Mission Bay Running Festival

Applicant Name Kieran Morris Mobile [REDACTED]

Email Address [REDACTED]

On-site/Event Contact Kieran Morris Mobile [REDACTED]

Host Organization/Company RunThrough USA Phone [REDACTED]

Host Organization/Applicant Address [REDACTED]

Additional authorized representatives may be requested, in writing, by the original authorized representative or organization.

Is the Host Organization (company) a bona fide tax exempt nonprofit entity? - Yes No

A copy of the non-profit (501 tax exemption) letter is required and must be attached to the application.

Fundraiser/Commercial/Promotional Activity: Yes No

Copy of Insurance Provided: Yes No

\$1 million per occurrence/\$2 million general aggregate for events under 9,999 attendees

\$2 million per occurrence/\$4 million general aggregate for events over 10,000 attendees

In addition to the certificates of insurance, the City of San Diego requires proof of the following policy endorsements: The policy must be endorsed to name "The City of San Diego, its elected officials, representatives, employees and agents" as additionally insured. A copy of the endorsement must be provided.

#1 Venue/Park/Field Telecote Shores, Fiesta Island

IF EVENT WILL HAVE MULTIPLE VENUES PLEASE PROVIDE INFORMATION FOR EACH VENUE AS AN ATTACHMENT

Set-up Date	03/28/27	Set-up time from	03:00am	to	06:00am	3 Total hrs.
Event Date(s)	03/28/27	Time of use from	06:00am	to	09:00am	3 Total hrs.
Clean-up Date	03/28/27	Clean-up time from	09:00am	to	11:00am	2 Total hrs.

If this event is a parade, race or walk, please include the start and finish time: 6:00 - 09:00

Estimated Total Attendance: 950

Estimated Attendance at any given time: 950

Do you plan on having vendor sales?

Yes

No

List items that the vendor(s) are selling: _____

Do you plan on having alcoholic beverage service?

Yes

No

If yes, please check all that apply:

Free/Host Alcohol

Alcohol Sales

Host and Sales Alcohol

Beer, Wine and/or Distilled Spirits

Beer Garden Venue(s): _____ Beer Garden Hours: _____

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

Are there any proposed road or parking lot closures?

Yes

No

Event organizer is responsible for posting road closure signage no less than two (2) weeks prior to the event date. Event organizer is responsible for parking lot closures associated with this event. Signage must be posted no less than 72 hours in advance of the parking lot closure. Event organizer must remove all signage immediately after event.

Road/Parking Lot	Date	Start Time	End Time	Total Hours
Fiesta Island Road	03/28/27	04:00	09:00	5

Equipment: Please provide the number equipment to be used at this site and the company providing equipment: (i.e. tables, chairs, canopies, stages, inflatables, etc.)

Name of Agency providing equipment: RunThrough USA

Delivery Date & Time: 03/28/2027

Pick-up Date & Time: 03/28/2027 03:00am - 11:00am

Air Jump Company Name (where permitted) _____
 Carnival/Animal Rides (where permitted) _____
 Tables 20 _____ Chairs _____
 Canopy – up to 10' x 10' 12 _____
 Canopy – up to 10' x 20' _____

Canopy – up to 20' x 20' _____
 Vendors _____
 Stage _____
 Lighting _____
 Other _____

(Any shade structure with two or more sides, larger than 20' x 20' requires a fire permit)

Music/voice amplification (restrictions may apply)

Yes

No

Purpose: Information & announcements Hours of Amplification: 06:00 - 09:00 *No amplification during set-up or dismantle times. Time of Sound Check: 06:00

Please provide a detailed narrative of the event: Feel free to add attachment if more space is needed.

RunThrough USA is seeking to host a 'running festival' at this iconic venue in San Diego. We are experts in running events and are a company that is aiming to inspire active nations through running. A timeline of the events is attached along with a detailed Event Management Plan.

Portable Toilets

List Locations

No. of Portable Toilets (if required)

15

Telecote Shores

(One Portable Toilet for every 250 persons is required; 10% ADA accessible).

Delivery/Pick-up Date & Time

03/28/2027 4:00am / 12noon

Recycling and Trash Containers

(One recycling container is required per each trash container provided).

Container Type

Delivery/Pick up Date & Time

Recycling Single Container

1

03/28/2027 4:00am / 12noon

Trash Single Container

1

03/28/2027 4:00am / 12noon

Recycling and Trash Dumpsters

(One recycling dumpster is required for events over 300 persons).

Container Type

Delivery/Pick up Date

Recycling 3-Yard Dumpster (lid)

1

03/28/2027 04:00am - 12noon

Trash 3-Yard Dumpster (lid)

1

03/28/2027 04:00am - 12noon

Recycling 40-Yard Roll Off

Trash 40-Yard Roll Off

Electrical

No. of Generators (if needed)

1

Generators are based on your event needs. All locations must be approved by the park supervisor. All cables must be ramped and a drip pan placed underneath the unit. **Please note: Parks and Recreation does-not provide power, water, or any equipment for outdoor events.**

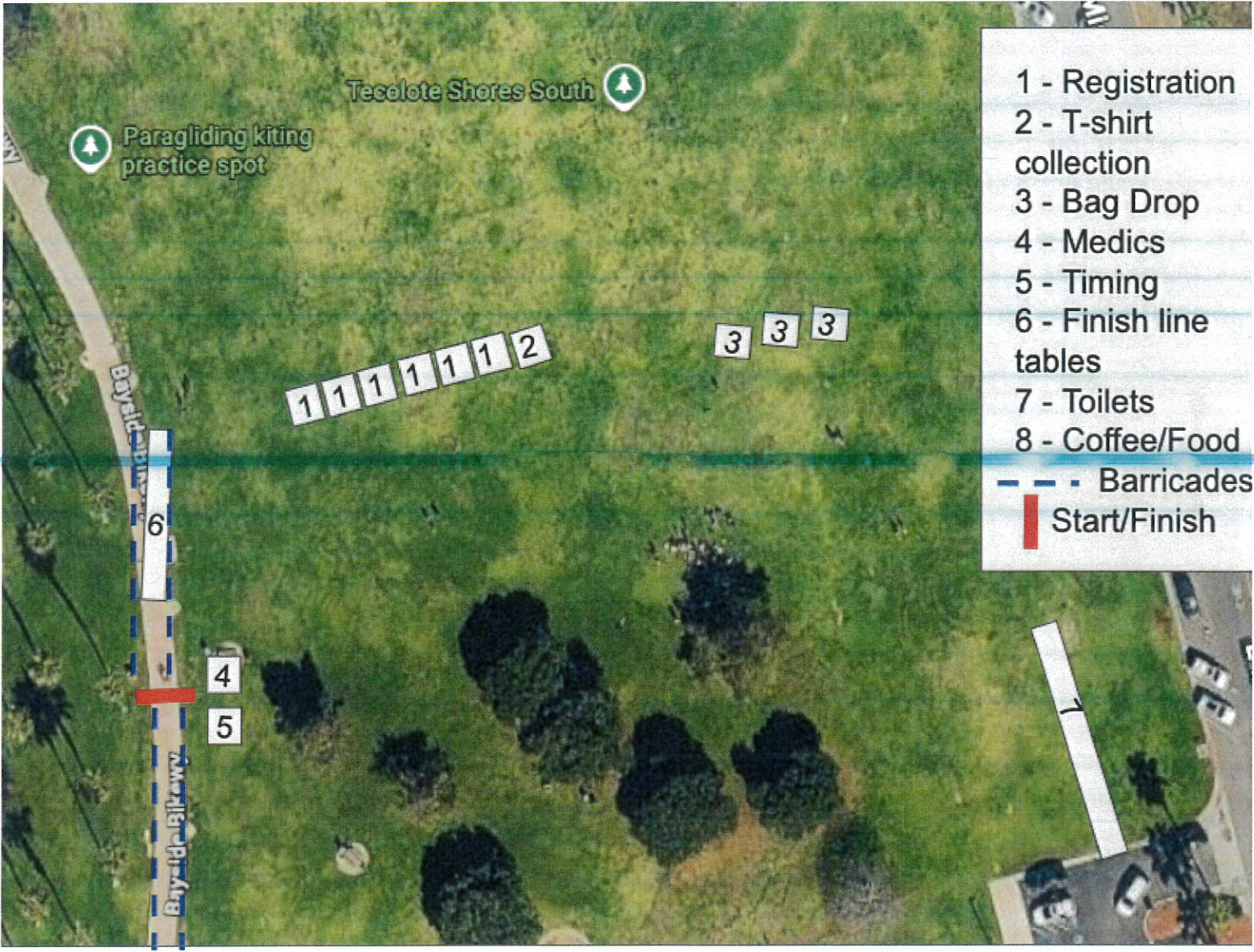
New Special Events

Not Approved

Name of Advisory Group _____

Meeting Date _____





- 1 - Registration
- 2 - T-shirt collection
- 3 - Bag Drop
- 4 - Medics
- 5 - Timing
- 6 - Finish line tables
- 7 - Toilets
- 8 - Coffee/Food
- - - Barricades
- █ Start/Finish

Event Timings

03:00 - Core team & contractors arrive on site

04:00 – Road closures in place

04:00 - All infrastructure in place within Event Village

04:30 - Medics arrive

04:30 - Event Village opens

04:30 - Marshals on site, briefed and deployed to positions

04:45 - Runners begin to arrive at the Event Village

05:15 - All course marshals in position

06:00 - Half Marathon Race begins (strict 3 hours cut off)

06:30 - 10 mile Race begins (strict 2.5 hours cut off)

07:00 - 10k Race begins (strict 2 hour cut off)

07:05 - 5k Race begins

07:15 - First runners expected to finish

09:00 - Last runners expected to finish

09:00 - All marshals return to Event Village

09:00 - All roads reopened

09:30 - Event Village breakdown commences

10:00 - All runners and spectators have vacated Event Village

11:00 - All infrastructure and event teams leave site (except lead organizer who remains for collections)

12:00 - Dumpsters and portable toilets collected