

**DEVELOPED REGIONAL PARKS  
SPECIAL EVENT REQUEST APPLICATION  
For Balboa Park, Mission Bay Park and Shoreline Parks**

City of San Diego/Park & Recreation – Developed Regional Parks Division  
2125 Park Boulevard, San Diego, CA 92101  
Phone (619) 235-1104 Fax (619) 235-1112

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Mitigation of Impact Required:  Yes  No

A mitigation of impact measure is required if your event may affect entities in the park area used.  
You must present your event concept, in advance, to the Community Group that governs the venue area.

You must also meet with the residents, businesses, places of worship and schools that may be impacted by noise and street closures related to your event.

- All Special Event Request Applications must be submitted to the Permit Center or Special Event Manager at least 60 days prior to the event date. Please attach event site layout and proposed map of walk/run route (if applicable).
- All Park & Recreation Department permit fees are due (30) days prior to the date of the event. Please make checks payable to: City Treasurer. Mail to: Park & Recreation, 2125 Park Blvd., San Diego, CA 92101, Attn: Permit Center or Special Events Manager.
- A walk through with the Event Organizer may be required (30) days prior to the date of the event. This is to determine if there are any impacts to the park during the event as well as determine placement of all equipment.
- For many Special Events, a City Wide Special Event Application is required. Contact the City of San Diego Office of Special Events at (619) 685-1331 for more information. All events with alcohol or road closures will require review by the City’s Office of Special Events.
- Summer Moratorium - No “new” Special Events are permitted in Mission Bay Park, Balboa Park or Shoreline Parks during the summer months (Memorial Day weekend through Labor Day). For Shoreline Parks, Mission Bay Park and Balboa Park, all “new” special event requests must be presented to the appropriate Area Committee or Community Organization for review. No “new” Special Events will be permitted on official City Holidays.

# SPECIAL EVENT REQUEST APPLICATION

City of San Diego/Park & Recreation – Developed Regional Parks Division  
 2125 Park Boulevard, San Diego, CA 92101  
 Balboa Park Events Manager Phone (619) 235-1104 Fax (619) 235-1112  
 Permit Center Office Phone (619) 235-1169 Fax 235-1197

Area Requested- Park or Facility: ( A Map must be attached)	Event Day/Date	Start Time	End Time

Event Title: (be specific)	Event Type: (Walk Run, Special Event, etc.)	Attendance:

Set Up Date	Start Time	End Time	Breakdown Date	Start Time	End Time

**Briefly describe the activities to be conducted during the event:** (Please attach additional information if necessary.)

**Host Organization Name** \_\_\_\_\_

Does your organization have a tax-exempt Non-Profit IRS 501(C) status?     Yes (please attach)     No

Address \_\_\_\_\_

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

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

**Contact Name or Event Organizer** \_\_\_\_\_  
 (Must be available on the day of the event)

Address \_\_\_\_\_

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

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

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

**ALCOHOL:**    Will there be alcohol?     Yes     No    Alcohol sales?     Yes     No

Alcoholic Beverage Control (ABC) Permit may be required. Alcoholic beverages are not permitted in many areas within Developed Regional Parks (SDMC 56.54). Glass containers of any kind are prohibited in all park areas (SDMC 63.0102).

**Are patron admission charges or participant fees required?**     Yes     No    If so, how much? \_\_\_\_\_

**Are there any vendor booth charges or other fees required?**     Yes     No    If so, how much? \_\_\_\_\_

**Will there be on-site food preparation or concessions?**     Yes     No    If so, may require DEH permit

# SPECIAL EVENT REQUEST APPLICATION

**SITE PLAN/ROUTE MAP ATTACHED?** If not, why \_\_\_\_\_

Number of Portable Toilets (if required) \_\_\_\_\_ One Portable Toilet for every 250 persons is required. 10% ADA accessible.

Number of Dumpsters (if required) \_\_\_\_\_ One Dumpster with a Lid for every 300 persons is required. All others must remove all trash off site at the conclusion of your event.

Number of Recycling Containers (required) \_\_\_\_\_ One recycling container is required per each trash container provided. A Recycling Dumpster is required for all events over 300 persons.

Number of Generators (if needed) \_\_\_\_\_ Generators are based on your event power needs. All locations must be approved by the Park & Recreation Manager. All cables must be ramped and a drip pan placed.

Any road or parking lot closures associated with the event?  Yes  No If so, which? \_\_\_\_\_

**EQUIPMENT SET-UP INFORMATION** – Please list all additional equipment to be used (i.e. tables, chairs, canopies, stages, etc)

**Please note:** The Park and Recreation does not provide power, water, or any equipment for outdoor events. Certain types of equipment may adversely affect the turf in the parks. If it is determined that there will be an adverse effect, you will be notified.

**MUSIC/VOICE AMPLIFICATION:** All amplification is subject to Park Manager approval. If permitted, the maximum allowance is 65 decibels at 50 feet between 7:00 a.m. and 7:00 p.m. (SDMC 59.5.0501)

No  Yes If yes, indicate type: \_\_\_\_\_

Purpose: \_\_\_\_\_ Intended Hours of Use: \_\_\_\_\_

If this event is CANCELLED, the Event organizer must provide written notice of cancellation to the Park & Recreation Manager or Permit Center Supervisor at least 60 days prior to the event date. A \$50 processing fee will be charged. Cancellations less than 60 days prior to the event are non-refundable. If applicable, the Event Organizer must also notify the City of San Diego Office of Special Events at (619) 685-1331 at least 60 days prior to the event date.

“I understand and agree by submitting this request 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 this request should in no way be construed as a final approval/confirmation of this event.”

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

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

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

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

\*\*\*\*\*  
*To be completed by the Park & Recreation Department Manager/Permit Center Staff:*

Date Application received: \_\_\_\_\_ Staff Initial \_\_\_\_\_

Permit # \_\_\_\_\_ Fees Paid:  Date \_\_\_\_\_

Citywide Special Event Application Required:  No  Yes Verified by \_\_\_\_\_ Date \_\_\_\_\_

**City of San Diego Park and Recreation Department**  
**STORM WATER POLLUTION PREVENTION PROGRAM**  
**BEST MANAGEMENT PRACTICES**

PERMITTEE NOTIFICATION

The permittee shall comply with San Diego Municipal Code Section 43.0301, Storm Water Management and Discharge Control, in performing or delivering services at City-owned, leased or managed property, or in performance of services and activities on behalf of the City of San Diego, regardless of the location.

1. The permittee shall be responsible for all clean up associated with the event.
2. The permittee must have available at the event, a copy of the following items:
  - The Park Use Permit with the rules and regulations related to the scheduled event
  - The Good Housekeeping Guidelines for Park Usage
  - Best Management Practices for the type of event scheduled
  - Storm water inlet/drain map for the area permitted

GOOD HOUSEKEEPING GUIDELINES

*The following guidelines are provided to assist you in preventing pollutants from entering the storm drains due to your permitted activity.*

1. Familiarize yourself with park ground. Prior to your event, locate park amenities, parking lots, restroom, picnic tables, drinking fountains, barbecues, hot coal receptacles and, most importantly, storm drain inlets. For the location of park/site facilities, amenities, and storm drain inlets, please refer to the general development plan (GDP).
2. Use each permitted area and the amenities associated with the area for its intended use only.
3. If at a grounds area where staff is present, notify staff immediately of any problems associated with the area (ex. excessive trash, hazards, standing water, etc.)
4. Respect all park rules and regulations. If unclear, please ask staff for assistance.
5. All motor vehicles are restricted to roadways. Vehicles are not permitted on sidewalks or lawn areas at any time. Drop-off equipment must be done from parking lots or street curbing and walked onto the park grounds. All vehicles must be legally parked. No stopping in red zones.
6. The delivery date/time, placement, and pickup date/time of portable toilets and/or dumpsters must be approved prior to permit issuance.
7. Do not dispose of, discard or place any items, debris or objects in or around storm drain inlets as per the general development plan (GDP).
8. Please leave the park grounds in a reasonable and clean condition. Litter pickup and removal is the responsibility of the permittee. Trash is not to be left in the park. As a reminder, please bring additional trash liners to aid in the removal. ***Noncompliance will result in cost recovery charges.***
9. Ice **must not** be placed in or near the storm drains. Ice, in small quantities, may be left on lawns or shrub areas away from the storm drains. Or, ice must be removed from the park area by the permittee.

10. Do not dispose of hot coals/ashes in any trash receptacles, lawn areas or tree wells. Please use the hot coal receptacles located in the park. If hot coal receptacles are not available, the permittee is required to remove coal/ashes from the park property.
11. Only rainwater is allowed in the storm drains! A copy of all "Best Management Practices" relating to the Storm Water Pollution Prevention Program associated with your event will be made available during the permit process.
12. At the conclusion of the event or activity, Park staff will inspect the permitted venue and surrounding areas for compliance in regards to Storm Water Pollution Prevention.

I, \_\_\_\_\_, understand all Good Housekeeping Guidelines associated with San Diego Municipal Code Section 43.0301, Storm Water Management and Discharge Control, and agree to follow all standards specified related to the permit process. I certify that I am duly qualified and the authorized representative of the person or group to whom this document is issued.

Signed \_\_\_\_\_ Date Signed \_\_\_\_\_

Title of Event \_\_\_\_\_

Location \_\_\_\_\_ Date of Event \_\_\_\_\_

<p><b>City of San Diego Park and Recreation Department</b>  <b>Developed Regional Park Rules &amp; Regulations</b></p>
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1. Areas within a Public Park cannot be reserved for the exclusive use of any one group and access to the area by the public **MUST BE** made available at all times. Parking Spaces **MAY NOT** be blocked off for an event unless approved in writing by City Staff. Parking Lot as a venue fees will be applied.
2. All motor vehicles are restricted to the roadways. Vehicles, dumpsters and portable toilets are NOT PERMITTED on the lawns or walkways at any time. This also include vehicles used for delivery service.
3. A cleaning/security deposit will not be required. If any damage occurs or a the area(s) used are not returned to their original condition conclusion of your event, the Parks & Recreation Department will charge a cost recovery fee to the Event Organizer and/or Host Organization. Any violations of rules, regulations or policies will also result in fines and/or charges to the Event Organizer and/or Host Organization. Applicant will be responsible for the cleanup of all areas impacted by the event and/or damages incurred during set up, during the event and after the event.
4. Staging, platforms, tables, chairs, risers, etc., IF PERMITTED, shall not damage turf, shrubbery or irrigation. Items cannot inhibit public access. Permittee MAY NOT stake anything into the turf, tie or adhere anything to trees, shrubbery, etc. All SIGNS **MUST BE FREE-STANDING**.
5. The City of San Diego does not provide any equipment or electrical power or water for outdoor events. Generators must be pre-arranged as a part of the permit process before the event. If the use of a generator is approved, generator cables must be properly covered and must not impede pedestrian traffic at any time. Generators may not be placed directly on the turf, a drip pan must be used and grounding rod placement must be approved by Park Staff. Permittee will be responsible for any damages incurred by the use, installation and or removal of a grounding rod.
6. Electronic amplification for music or voice projection requires special permission from this office and must be approved in writing in the final permit. (SD MUNICIPAL CODE 59.5.0501)
7. Solicitation of funds within park property is PROHIBITED. (SD MUNICIPAL CODE 63.0102).
8. To engage in retail sales within park property is PROHIBITED, unless authorized through the permitting process and the Park & Recreation Manager. (SD MUNICIPAL CODE 63.0102)
9. City ordinances PROHIBIT GLASS BEVERAGE CONTAINERS in all City Parks (SD MUNICIPAL CODE 63.0102). Alcohol is permitted in designated areas only (SD MUNICIPAL CODE 56.54).
10. If dumpsters/portable toilets are required, they MUST be placed in the approved designated area and indicated on the attached map.

They must be delivered no sooner than one day prior to the event and removed by the end of the first day following your event, unless issued prior written approval.

11. All "No Parking" signs must be placed 72 hours prior to the event and removed immediately following the event. Applicant must contact the San Diego Police Department to arrange for "No Parking" signs and permits. The Event Organizer is responsible for providing and placing all traffic safety equipment, no parking signs and road closed advisory signs, as required.
12. No direct commercial advertising or commercial product placement is allowed on park property. Private corporations may be thanked for their sponsorship or involvement in the event. All signage must be free standing.
13. Flyers, pamphlets or handouts are not to be left on cars or distributed in the park. Literature may be placed on tables in your area to be voluntarily taken by interested citizens. (SD MUNICIPAL CODE 63.0102).
14. Signs, banners or arrows giving directions to your event are only allowed with prior approval from the Park & Recreation Manager. Copies of all publicity (posters, flyers, etc.) **MUST BE APPROVED** by Park & Rec. authorized staff prior to distribution. No sign spinners are allowed within Parkland.
15. If needed, the City of San Diego will require you to obtain a minimum of \$1,000,000 general liability insurance naming the City of San Diego as "Additionally Insured" for your event. A copy of the policy MUST be delivered to the park office no later than 10 days prior to your event.
16. Hot Air, Helium, Blow Up, Metallic or any Inflatable Balloons are PROHIBITED in all park areas. Balloon arches are also prohibited. Any type of "ASTRO JUMP" or "JUMPER" is PROHIBITED anywhere in Balboa Park (including Morley Field Sports Complex) or Shoreline Parks. (SD Municipal Codes 95.0135 & 142.1206). Jumpers are allowed in certain areas of Mission bay Park, a Park Use Permit is required.
17. APPLICANT WILL BE RESPONSIBLE for submitting a City Wide Special Event Application and notifying the City's Office of Special Events at (619) 685-1331 for any event requiring the use of staff from the San Diego Police Department for road closures or pedestrian access impacts.
18. Petting Zoos, pony rides or any animal-related activities are not allowed without specific approval by the Park & Recreation Events Manager or Permit Center Supervisor. Generally, these types of events are not allowed in Developed Regional Parks.
19. IT IS THE RESPONSIBILTiy OF THE PERMITTEE TO CLEAR WITH THE SPECIAL EVENT MANAGER ANY SPECIAL REQUESTS NOT ADDRESSED IN THE RULES AND REGULATIONS AS PRESENTED. FAILURE TO DO SO WILL RESULT IN THE CANCELLATION OF THE EVENT PERMIT OR ADDITIONAL FEES MAY BE APPLIED (MUNICIPAL CODE 63.0107).
20. PRIOR APPROVAL MUST BE GIVEN BY PARK AND RECREATION DEPARTMENT BEFORE ANY MODIFICATIONS TO PERMIT CAN BE CONSIDERED, ADDITIONAL FEES MAY BE APPLIED. REQUESTS NOT SUBMITTED IN WRITING 30 DAYS PRIOR TO THE EVENT DATE WILL NOT BE HONORED.
21. IT IS ILLEGAL TO SMOKE ON CITY BEACHES AND PARKS PER SAN DIEGO MUNICIPAL CODE 43.1003 (g) and violators are subject to a \$1000 Fine.
22. All rules and regulations regarding the use of Mission bay Park, Balboa Park and Shoreline Parks are enforceable by the City of San Diego and Park and Recreation Department staff. Park Rangers have the authority to enforce the requirements as stated in this permit and may issue citations for non-compliance.
23. Dogs are not permitted, weather leashed or unleashed, upon any public beach or public park adjacent thereto, or any sidewalk adjacent to any public beach ore any public park between the hours of 9am and 6pm. Before 9am and after 6pm, dogs are allowed only if on a leash in accordance with SDMC. Cleaning up after your dog is required at all locations.

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I have read and fully understand the above City of San Diego Developed Regional Park Rules & Regulations and I agree to abide by all items listed. I understand that my park use permit can be revoked if a peace officer or city official, if in the officer's official opinion, finds that I violated my permit or park rules.

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SIGNATURE OF APPLICANT, PERMITTEE OR EVENT ORGANIZER

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DATE

\* Permittee may be required to obtain an Authorization Letter from the Host Organization naming them as the Event Organizer.