

# FACILITY AND PARK USE PERMIT APPLICATION

City of San Diego – Developed Regional Parks Division

2125 Park Boulevard, San Diego, CA 92101

Monday – Friday 8:00 a.m. to 4:00 p.m.

Phone: 619.235.1169

Event Name \_\_\_\_\_ No. of Attendees \_\_\_\_\_

Customer Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Event Day Contact Person \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

501c, bona fide tax exempt non-profit entities must provide (IRS) tax exempt letter in order to receive the non-profit rate.

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

**Note for caterers/organizers:** Written authorization is required which authorizes an event organizer to apply for a permit on customer behalf. Applications will not be accepted without such written authorization.

Facility Name (park, building, or room) \_\_\_\_\_

Event Type (wedding, birthday party, boot camp, etc.) \_\_\_\_\_

Set-up Date \_\_\_\_\_ Set-up time from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

Event Date \_\_\_\_\_ Time of use from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

Clean Up Date \_\_\_\_\_ Clean-up time from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

Picnic Shelter/Gazebo (Mission Bay Park only), time of use from \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

Alcohol Use  Yes  No (alcohol is prohibited in all shoreline parks and beaches and most outdoor areas of Balboa Park)

Water Activity – please describe (baptism, swimming, etc.) \_\_\_\_\_

How many of each item below:

\_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ PA System \_\_\_\_\_ Megaphone \_\_\_\_\_ Air Horn

\_\_\_\_\_ Boom Box/Radio \_\_\_\_\_ 10'x10' Canopy \_\_\_\_\_ 10'x20 Canopy \_\_\_\_\_ 20'x20' Canopy

\_\_\_\_\_ Inflatable Jumper; Company Name \_\_\_\_\_

Other equipment (list): \_\_\_\_\_

**Customers Please Note:**

- Inflatable jumper companies must provide to permit holder a Certificate of Liability that lists the City of San Diego, its Officers, Employees and Agents as additional Insured. Liability insurance requirements are 1 million occurrence and 2 million general aggregate. The City of San Diego also requires an additional endorsement accompany each certificate of insurance also naming the City of San Diego as an additional insured. **Park Use Permit is invalid without proper insurance.** \_\_\_\_\_  
**(Customer Signature, if applicable)**
- Shade structures larger than 20'x20' require a fire permit and Park and Recreation District Manger approval.
- Indoor facilities (Balboa Park only) must provide room set up diagram
- Alcohol (indoor facilities, Balboa Park only) require insurance, licensed security guard, licensed bartender. Alcoholic Beverage Control (ABC) Permit may be required in addition to the Facility Park Use Permit.
- Amplification by battery operated units only; use is limited by time of day and park sites.

**Additional Requirements (outdoor only):**

- Number of Toilets \_\_\_\_\_ 1 portable toilet required for 300 people or more and 1 additional for each additional 150 people.
- Number of Dumpsters \_\_\_\_\_ 1 dumpster with lid for each full increment of 300 people.
- Number of Recycling \_\_\_\_\_ 1 recycling for every dumpster with lid

**Activities Occurring During Event (briefly describe activities/event):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please notify this office in writing if your event is cancelled. Full refunds are granted for grounds use cancellations made no less than 60 calendar days prior to event/setup date. For all other events, cancellations must be made no less than 30 calendar days prior to date of event. Cancellations received less than 30 calendar days will be charged 25% of the fee paid. Cancellations received less than 10 calendar days prior to the event will be charged 50% of the fee paid. **No refunds or cancellations less than 48 hours prior to event.**

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

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

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