

Date Received _____
Date Sent to Office of Special Events _____
Method of Payment _____
Cash _____ Check # _____
Official City Receipt No. _____
(attach a copy)



Control Number EXAMPLE

CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT

RESERVATION FORM
FOR USE OF PARK SPACE (This is not a permit for park use)

Park/Field Name _____

Event Type _____ (Attach a detailed description)

Date(s) Desired _____ Time of use from _____ to _____ total hrs. _____

Set-up Date _____ Set-up time from _____ to _____ total hrs. _____

Clean-up Date _____ Clean-up time from _____ to _____ total hrs. _____

Name of Person/Host Organization/Company _____ Telephone () _____

On Site Contact Person _____ Cellular () _____

Address _____ Zip Code _____

Email address: _____

Estimated Total Attendance _____ Estimated Attendance at any given time _____

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

If yes, a copy of the 501 tax exemption letter is required and must be attached to the application.

Is admission, participation, registration and/or any other fees required? Yes No

Fund Raiser/Commercial/Promotion Activity Yes No

SITE PLAN/DIAGRAM Yes No **(IF YES, MUST BE ATTACHED TO PROCESS RESERVATION FORM)**
ROUTE MAP Yes No **(IF YES, MUST BE ATTACHED TO PROCESS RESERVATION FORM)**

No. of Portable Toilets (if required) _____ One Portable Toilet for every 250 persons is required. 10% ADA accessible.

No. of Dumpsters (if required) _____ One Dumpster with a Lid for every 300 persons is required.

No. 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.

No. of Generators (if needed) _____ Generators are based on your event power needs. All locations must be approved by the park supervisor. All cables must be ramped and a drip pan placed underneath the unit.

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

ALCOHOLIC BEVERAGE: Yes No

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 Hours: _____

Alcoholic beverages are not permitted in facilities, parks and beaches where there is a prohibition via SDMC 56.54 without a Special Event Permit as issued by the Office of Special Events. The granting of such permit may require CEQA review. Glass containers of any kind are prohibited on all the beaches and park areas (SDMC 56.54).

EQUIPMENT SET-UP INFORMATION – Please list all additional equipment to be used and the company providing equipment: (i.e. tables, chairs, canopies, stages, inflatables, etc. Attach additional sheets if necessary) _____

Please note: The Park and Recreation does not provide power, water, or any equipment for outdoor events.

MUSIC/VOICE AMPLIFICATION: All amplification is subject to park supervisor approval, restrictions may apply.

Yes No If yes, indicate type: _____

Purpose: _____ Intended Hours of Use: _____

Application must be completed and received by this office **at least 120 Calendar Days** in advance for a permit. **This application/permit may be cancelled by Park & Recreation staff if all requirements are not met a minimum of 30 days before your event. ANY FAILURE TO FULLY DISCLOSE COMPLETE DETAILS OF YOUR EVENT MAY WARRANT YOUR APPLICATION TO BE RESUBMITTED WHICH INCLUDES THE REMITTANCE OF ADDITIONAL APPLICATION FEES.** Please notify this office in writing if your event is CANCELLED. I have read and understand all the rules and regulations governing the use of City parkland and/or facilities that are attached to and a part of this application and agree to abide by same.

By (print name) _____, who hereby certifies that he/she is the duly qualified and authorized representative of PERMITTEE as set forth in this Application and Permit.

Authorized Signature _____ Date ____/____/____

Park & Recreation Department Representative _____ Date ____/____/____

DEVELOPMENT SERVICES DEPARTMENT (DSD) PLANNING REVIEW AND RECORDS FEE (collected upon submittal of this application, other fees may apply, non-refundable): \$193

Park use fees will be determined upon approval of this application and the submittal of a Permit for Park Use application.

FINAL CEQA DETERMINATION ATTACHED UPON DSD FINAL REVIEW