### PARK AND RECREATION DEPARTMENT

**RESERVATION OF SPACE**

Reservations for Park Use Permit will not be accepted without a site plan and/or route maps.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Applicant Name</th>
<th>Mobile</th>
<th>On-site/Event Contact</th>
<th>Mobile</th>
<th>Host Organization/Company</th>
<th>Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Host Organization/Company Address</th>
<th>Email Address</th>
</tr>
</thead>
</table>

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

Commercial, fundraising and promotional activities must pay to the respective Recreation Council an additional $15.00 per hour (for youth activities) or $15.00 per hour (for adult activities).

**Estimated Total Attendance**

**Estimated Attendance at any given time**

**Do you plan on having alcoholic beverage service?**

- □ Yes □ No

- □ 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 the beaches and park areas (SDMC 56.54).

**Set-up Date**

**Set-up time from**

**Total hrs.**

**Event Date(s)**

**Time of use from**

**Total hrs.**

**Clean-up Date**

**Clean-up time from**

**Total hrs.**

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**Total hrs.**

**Clean-up Date**

**Clean-up time from**

**Total hrs.**

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

<table>
<thead>
<tr>
<th>Air Jump Company Name (where permitted)</th>
<th>Canopy – up to 20’ x 20’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carnival/Animal Rides (where permitted)</td>
<td>Vendors</td>
</tr>
<tr>
<td>Tables</td>
<td>Stage</td>
</tr>
<tr>
<td>Canopy – up to 10’ x 10’</td>
<td>Lighting</td>
</tr>
<tr>
<td>Canopy – up to 20’ x 20’</td>
<td>Other</td>
</tr>
</tbody>
</table>

*(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**:  

**Intended Hours of Use**:

**Set-up Date**

**Set-up time from**

**Total hrs.**

**Event Date(s)**

**Time of use from**

**Total hrs.**

**Clean-up Date**

**Clean-up time from**

**Total hrs.**
Park road or park parking lot closures associated with the event? [ ] Yes [ ] No [ ] Not Sure

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.

<table>
<thead>
<tr>
<th>Road/Parking Lot</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hours</th>
</tr>
</thead>
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Equipments: Select equipment to be used at this site and the company providing equipment: (i.e., tables, chairs, canopies, stages, inflatables, etc.)

Air Jump Company Name (where permitted) [ ]
Carnival/Animal Rides (where permitted) [ ]
Tables [ ] Chairs [ ]
Canopy – up to 10’ x 10’ [ ]
Canopy – up to 10’ x 20’ [ ]

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

Music/voice amplification (restrictions may apply) [ ]
Purpose: ____________________

Portable Toilets
No. of Portable Toilets (if required) [ ]

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

Recycling and Trash Containers
(One recycling container is required per each trash container provided).

Container Type Number of Containers
Recycling Single Container [ ]
Trash Single Container [ ]

Recycling and Trash Dumpsters
(One recycling dumpster is required for events over 300 persons).

Container Type Number of Dumpsters
Recycling 3-Yard Dumpster (lid) [ ]
Trash 3-Yard Dumpster (lid) [ ]
Recycling 40-Yard Roll Off [ ]
Trash 40-Yard Roll Off [ ]

Electrical
No. of Generators (if needed) [ ]

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

New Special Events
Approved Not Approved
Name of Advisory Group [ ]
Meeting Date [ ]
Appointing Authority [ ]

Application must be completed and received at least 120 Calendar Days in advance for a permit. This application may be cancelled by Park & Recreation 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 STAFF 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 Reservation of Space application. I further understand that only the authorized representative may cancel or make changes to the Reservation of Space.

Park use fees will be determined upon approval of this application. Fees will be calculated based on the City Council approved Park and Recreation Fee Schedule in effect at the time of application approval (not submittal date).

Authorized Signature [ ]
Date ___ / ___ / ___
Park & Recreation Staff (print name) [ ]
Phone [ ]
Staff Signature [ ]
Date ___ / ___ / ___

SITE PLAN/DIAGRAM

ROUTE MAP

Does the proposed ROS require a fully dimensioned close up of an enclosed area (s)? [ ]

Yes [ ] No [ ]

Yes [ ] No [ ]

Yes [ ] No [ ]