



THE CITY OF SAN DIEGO



**OFFICE OF  
SPECIAL  
EVENTS**

**SPECIAL EVENT PERMIT APPLICATION**

THE CITY OF SAN DIEGO OFFICE OF SPECIAL EVENTS

# SUMMARY OF EVENT

## DESCRIPTION

**Event Title** \_\_\_\_\_

**Description**

(This should be promotional in nature and cannot exceed 300 characters)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Admission**

(Information cannot exceed 300 characters)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

**Event Category**

- |  |  |                                   |
|--|--|-----------------------------------|
| <input type="checkbox"/> Athletic/Recreation     | <input type="checkbox"/> Concert/Performance       | <input type="checkbox"/> Circus   |
| <input type="checkbox"/> Exhibits/Misc.          | <input type="checkbox"/> Farmer/Outdoor Market     | <input type="checkbox"/> Carnival |
| <input type="checkbox"/> Festival/Celebration    | <input type="checkbox"/> Museum Special Attraction |                                   |
| <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Dance                     |                                   |

**Anticipated Attendance**

Total \_\_\_\_\_ Per Day \_\_\_\_\_

**Anticipated Participants**

Total \_\_\_\_\_ Per Day \_\_\_\_\_

## DATE/TIME

**Setup**

Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

**Event Starts**

Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

**Event Ends**

Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

**Dismantle**

Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

## LOCATION

**Location**

**Description**

(Information cannot exceed 300 characters)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# SUMMARY OF EVENT

## NEIGHBORHOOD REGION

(Select one or more)

- Central San Diego (includes Gaslamp & Balboa Park)
- Eastern San Diego
- Mid-City San Diego
- Northern San Diego (includes Mission Bay Park)
- Southeastern San Diego
- Southern San Diego
- Western San Diego
- Northeastern San Diego

## CONTACTS

**Host Organization**

\_\_\_\_\_

**Professional Organizer**

\_\_\_\_\_

**Public Contact** (Required)

Name: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

**Non-Public Contact**

(Required for internal use only)

Name: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

**Media Contact**

(If different than Public Contact)

Name: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

**Vendor Contact**

(If different than Public Contact)

Name: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

**Web Address**

\_\_\_\_\_

## Yes No

Is this an annual event? How many years have you been holding this event? \_\_\_\_\_

Is your event part of a larger marketing campaign (i.e. *Buds 'n Blooms*, *San Diego for the Holidays*, etc.)?

If yes, please list \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization \_\_\_\_\_

Chief Officer of Host Organization \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cellular \_\_\_\_\_

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

Applicant Name \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cellular \_\_\_\_\_

## ORGANIZATION STATUS/PROCEEDS/REPORTING

**Yes No**

Is the Host Organization a commercial entity?

Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

Are patron admission, entry or participant fees required?  
If yes please provide amounts: \_\_\_\_\_

Are vendor or other fees required?  
If yes please provide amounts: \_\_\_\_\_

\$ \_\_\_\_\_ Estimated gross receipts including ticket, entry, vendor, product and sponsorship sales from this event.  
Please explain how this amount was computed: \_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_ Estimated expenses for this event.

\$ \_\_\_\_\_ What is the projected distribution or net dollar amount the Host Organization will receive from this event?

# SITE PLAN/ROUTE MAP

Your event site plan/route map should be submitted in blueprint or CAD format and include but not be limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulances.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other related event components not listed above.

# NARRATIVE

Please provide a narrative and timeline of your event. You may provide this information as an attachment if necessary.

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# SECURITY PLAN

Yes No

- Have you hired a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

Security Organization \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cellular \_\_\_\_\_

Private Patrol Operator License # \_\_\_\_\_

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# MEDICAL PLAN

Yes No

- Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?

If yes, please list: \_\_\_\_\_

Medical Services Provider \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cellular \_\_\_\_\_

Please describe your medical plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas. You may attach the plan to this application if necessary. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACCESSIBILITY PLAN

This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may attach more detailed information if necessary.

**Yes** **No**

- Will there be a Clear Path of Travel throughout your event venue? Please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Have you developed a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event? Please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Will a minimum of 10% of portable rest rooms at your event be accessible? Please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Will all food, beverage and vending areas be accessible? Please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Will all signage be provided in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility? Please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- If telephones are provided, will at least one telephone at each phone bank have a volume control and is hearing aid compatible? Please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- If an information center is provided at your event will customer service representatives be available to assist disabled individuals? Please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- If all areas of your event venue cannot be made accessible will maps or programs be made available to show the location of accessible rest rooms, parking, phones (if any), drinking fountains, and first aid stations? Please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PARKING AND SHUTTLE PLAN

**Yes** **No**

- Will your event involve the use of a parking and/or shuttle plan?  
If yes, please describe or provide an attachment of your plan \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SAFETY EQUIPMENT

Yes No

- Will your event involve the use of traffic safety equipment?

If yes, please list: \_\_\_\_\_

Equipment Company \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cellular \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

## ENTERTAINMENT AND RELATED ACTIVITIES

Yes No

- Are there any musical entertainment features related to your event?

If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of Stages \_\_\_\_\_

Number of Performers/Bands \_\_\_\_\_

Performer/Band name and music type \_\_\_\_\_

- Will sound checks be conducted prior to the event?

If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_

- Will sound amplification be used?

If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_

- Do you plan to have a patron dance component to either live or recorded music at your event?

If yes, please describe \_\_\_\_\_

- Please describe the sound equipment that will be used for your event \_\_\_\_\_

- Will inflatables, hot air balloons or similar devices be used at your event?

If yes, please describe \_\_\_\_\_

- Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe \_\_\_\_\_

- Will your event include the use of any signs, banners, decorations, or special lighting?

If yes, please describe \_\_\_\_\_

- Will there be massage activities at your event?

If yes, please describe \_\_\_\_\_

- Do your event plans include any casino games, bingo games, drawings or lottery opportunities?

If yes, please describe \_\_\_\_\_



# ALCOHOL

Yes No

Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event. \_\_\_\_\_

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# FOOD CONCESSIONS OR PREPARATION

Yes No

Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared \_\_\_\_\_

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Do you intend to cook food in the event area?

If yes, please specify method:

- Gas
- Electric
- Charcoal
- Other (specify) \_\_\_\_\_

# CONCESSIONAIRES

Yes No

Will items or services be sold at your event?

If yes, please describe or attach a complete list of vendors and include a sample of the vendor pass that will be used. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will items or services sold at your event present unique liability issues (e.g. body piercing, massage, animal rides, etc.)?

If yes, please describe or attach a complete list of vendors. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PORTABLE REST ROOMS

You are required to provide portable rest room facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and nonaccessible facilities in the immediate area of the event site which will be available to the public during your event.

Yes No

Do you plan to provide portable rest room facilities at your event?

If yes: Total number of portable toilets \_\_\_\_\_

Number of ADA accessible portable toilets \_\_\_\_\_

If no: Please explain: \_\_\_\_\_

\_\_\_\_\_

Rest Room Company \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cellular \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

## SANITATION AND RECYCLING

Number of Trash Cans \_\_\_\_\_

Number of Trash Cans with Lids \_\_\_\_\_

Number of Dumpsters with Lids \_\_\_\_\_  
(One for every increment of 400 people)

Number of Recycling Containers \_\_\_\_\_

Sanitation Company \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cellular \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MITIGATION OF IMPACT

**Yes** **No**

- Have you presented your event concept to the officially recognized community groups that represent the venue area? If yes, please attach letters of endorsement or support from each of these groups.

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Have you meet with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities.

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Do you have a sample of the notice that you propose to distribute two weeks prior to your event? If yes, please attach.

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# MARKETING AND PUBLIC RELATIONS

Yes No

Will this event be marketed, promoted, or advertised in any manner?

If yes, please describe \_\_\_\_\_  
\_\_\_\_\_

Will there be live media coverage during the event?

If yes, please describe \_\_\_\_\_  
\_\_\_\_\_

Will media vehicles be parked within the event venue?

If yes, please describe safety plan \_\_\_\_\_  
\_\_\_\_\_

Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe \_\_\_\_\_  
\_\_\_\_\_

# INSURANCE REQUIREMENTS

Name of Insurance Agency \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Pager/Cellular \_\_\_\_\_

Contact Name \_\_\_\_\_

Policy Type \_\_\_\_\_

Policy Amount \_\_\_\_\_

Policy Number \_\_\_\_\_

# AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the San Diego Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply will all other requirements of the City, County, State, Unified Port District, MTDB, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of San Diego.

Print Name of Applicant/Host Organization \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name of Professional Event Organizer \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

***Thank you for completing your Special Event Permit Application. Before you submit your application to the City of San Diego, please make sure that the following steps have been completed:***

***Have you?***

- Signed and dated your application?
- Attached your event site plan?
- Attached your event security plan?
- Provided a copy of your security company's Private Patrol Operator's License?
- Attached your event medical plan?
- Attached a copy of your accessibility plan?
- Attached your event parking and shuttle plan?
- Attached a complete entertainment list and schedule?
- Included letters of support or endorsement from impacted entities and community groups within your venue area?
- Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- Attached your Certificate of Insurance?
- Attached a copy of your IRS 501(C) tax exemption letter?
- Included any County, State, Federal or Port of San Diego permits that may be required to hold your event in the selected venue?
- Applied for a Police Vice Permit, if applicable?

**Submit your completed permit application to:**

**City of San Diego  
Office of Special Events  
1250 Sixth Avenue, Suite 700  
San Diego, CA 92101**

