

SPECIAL EVENT FEE AND POLICY CHANGES



THE CITY OF SAN DIEGO

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City Council Action	Description	Implementation
Established a Special Event Permit Application Fee	<p><i>The City Council approved a \$150 permit application fee for special event permit applications received 60 or more days prior to an event. Special event permit applications submitted less than 60 days prior to an event will be assessed a \$10 per business day late fee in addition to the \$150 application fee.</i></p> <p><i>Effective Date: October 1, 2003</i></p>	<p>Special event permit applications must be substantially complete to be accepted by the City of San Diego for review. To be considered substantially complete an application must contain a minimum of the Applicant and Host Organization Information, Letter of Acknowledgement and proof of 501[c] status from the non-profit Host Organization (if applicable), Site Plan/Route Map, Narrative, Description of Entertainment and Related Activities, Food Preparation/Concession Plan, Alcohol Use Plan (if applicable), Security Plan, Medical Plan, Sanitation Plan, Parking and Shuttle Plan, and Accessibility Plan all of which are described in the permit application.</p> <p>During the review process, applicants may provide additional information detailed in the permit application such as letters of community support, proof of insurance, plan revisions, and the names of companies or entities providing professional services that may not have been identified at the time of submittal. Permit applications can be submitted up to two years in advance of an event date.</p> <p>Applications must be submitted to the Office of Special Events or San Diego Police Department Special Events Unit to be considered received by the City of San Diego. Following receipt of a permit application by the City of San Diego and upon confirmation by the City that the application is substantially complete, the primary applicant will be billed the appropriate permit application fee based on the date of receipt of all information required for a substantially complete application.</p>
Reduced the Level of Free City Services to 501[c] Organizations	<p><i>The City Council voted to reduce the level of free City services provided to bona fide tax exempt 501[c] organizations from \$3,000 to \$1,000.</i></p>	<p>Upon review of a substantially complete permit application, should the City determine that City services are required to support the event, the primary applicant will receive a cost estimate directly from the City department that will provide the service. Typically, these services include the provision of traffic control and police support services as well as on-site inspection by the Fire Marshal. The applicant is required to sign the cost estimates provided by City departments prior to the</p>

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	<p><i>Effective Date: October 1, 2003</i></p>	<p>issuance of a Special Event Permit. The applicant will be billed for the actual services provided, less \$1,000 if applicable, following the conclusion of the event.</p>
<p>Rescinded Council Policy 100-06</p>	<p><i>As part of the budget approval process, the City Council voted to rescind Council Policy 100-06 which provided unlimited free City services to 29 "Traditional Events".</i></p> <p><i>Effective Date: October 1, 2003</i></p>	<p>In 1989, when the original Ordinance addressing special events was approved, the City Council created Council Policy 100-06 which provided unlimited free City services to some events. These events will no longer receive unlimited free City services and will be evaluated individually in compliance with the Special Events Ordinance which provides the first \$1,000 of City services free to bona fide tax exempt 501[c] organizations and requires fees or revenue sharing agreements in addition to cost recovery for commercial events.</p>
<p>Reaffirmed the San Diego Police Department Special Services Rate; Increased Fire-Rescue Department Cost Recovery Rates and Revised Policies</p>	<p><i>The City Council reaffirmed the current San Diego Police Department Special Services Rate of \$22 per hour per Special Event Traffic Controller (SETC) and a flat \$55 per hour for any level of Police Officer required to support an activity or event.</i></p> <p><i>Effective Date: No change in current policy</i></p> <p><i>The City Council voted to increase the Fire-Rescue Department rate to \$80 per hour with a two hour minimum during non-business hours.</i></p> <p><i>The Council also voted to provide the first two hours of Stand-by and Inspection Services free of charge during customary business hours and bill at the Fire-Rescue Department rate with a two hour minimum following the initial two hours.</i></p> <p><i>Finally, the City Council voted to begin charging for on-site Fire-Rescue Department operational services when needed to support events.</i></p> <p><i>Effective Date: July 1, 2003</i></p>	<p>Upon review of a substantially complete permit application, should either the Police Department or Fire-Rescue Department determine that City services are required to support the event, the primary applicant will receive a cost estimate directly from each department that reflects the City Council approved billing rates. The primary applicant will be billed for the actual services provided, less \$1,000 to qualifying 501[c] organizations, following the conclusion of the event.</p> <p>Please be aware that these are discounted rates that have been established in acknowledgement of the community and economic development contributions events and other activities make to the San Diego economy. The San Diego Police Department does not typically bill for additional equipment and services such as the presence of undercover units or additional presence of the Area Command on the day of the event.</p>