



# FACILITY AND PARK USE PERMIT APPLICATION

City of San Diego - Permit Center Office

Submit application to: [prpermitcenter@sandiego.gov](mailto:prpermitcenter@sandiego.gov)

Balboa Park | Mission Bay | Shoreline

ADMIN USE ONLY:

Permit #: \_\_\_\_\_

Fees: \_\_\_\_\_

Date Permit Created: \_\_\_\_\_

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

Customer Name/Payee \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

SDRecConnect.com Account: ☐ Yes ☐ No\* Account Email \_\_\_\_\_

\*If no account, please fill out the information below:

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Other contact \_\_\_\_\_ Relation \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

501c3, bona fide tax-exempt non-profit entities must provide (IRS) tax exempt letter to receive the non-profit rate.

Non-profit status: ☐ Yes ☐ No

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, fitness, etc.) \_\_\_\_\_

All applications **must** be submitted **10 days** or more prior to the event date.

TOTAL  
HOURS:

Set-up Date \_\_\_\_\_ Set-up time from \_\_\_\_\_ to \_\_\_\_\_ ( )

Event Date \_\_\_\_\_ Event time from \_\_\_\_\_ to \_\_\_\_\_ ( )

Clean-up Date \_\_\_\_\_ Clean-up time from \_\_\_\_\_ to \_\_\_\_\_ ( )

**Picnic Shelter/Gazebo** (Mission Bay Parks Only) **Time of use** from \_\_\_\_\_ to \_\_\_\_\_ ( )

Alternative Dates \_\_\_\_\_ NOTE: Reservations are only permitted by the hour.

**Alcohol Use:** ☐ Yes ☐ No (Alcohol is prohibited in all shoreline parks, beaches, and most outdoor areas of Balboa Park.)

**Catering Service:** ☐ Yes ☐ No If so, please provide the company name: \_\_\_\_\_

**Charging Admission:** ☐ Yes ☐ No **Selling Food/Vendor Sales:** ☐ Yes ☐ No

**Music or Amplified Sound:** ☐ Yes ☐ No **75% of your participants youth:** ☐ Yes ☐ No

**75% of your participants seniors (age 62) or persons with disabilities:** ☐ Yes ☐ No

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

Below, indicate the quantity of each item you intend to bring. For Indoor facilities, please indicate the quantity of tables/chairs you require:

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

\_\_\_\_\_ 10'x10' Canopy \_\_\_\_\_ 10'x20 Canopy \_\_\_\_\_ 20'x20' Canopy

\_\_\_\_\_ Inflatable Jumper (Mission Bay Park's Only); Company Name & Size: \_\_\_\_\_

Other equipment: \_\_\_\_\_

**Customers Please Note:**

- This application is not a valid permit. All applications are approved based on availability/timeframe/logistics of each event and processed the order they are received.
- An event layout and timeline may be required.
- Wedding Ceremony's must be a maximum of four (4) hours.
- For Mission Bay events Only: 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 one (1) million occurrences and two (2) million general aggregates. 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.**

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**(Customer Signature, if applicable)**

- Shade structures larger than 20'x20' require a fire permit and Park and Recreation District Manager approval.
- Amplification by battery operated units only; use is limited by time of day and park sites.
- For Balboa Park Only: Indoor facilities must provide a room set up diagram.
- Alcohol
  - Balboa Park Indoor Only: Require insurance, licensed security guard, licensed bartender. An Alcoholic Beverage Control (ABC) Permit may be required in addition to the Facility Park Use Permit.
  - Mission Bay Park Only: Applications must be submitted 120 days prior to event, must be approved through City of San Diego Special Events office and are not permitted be during summer moratorium.
- Applications will not be accepted less than ten (10) days before the date on which the proposed activity or event is to be conducted (SDMC §63.0103) .

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):

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Please notify this office in writing if your event is cancelled. Refunds are granted for grounds use cancellations made no less than 60 calendar days prior to event/setup date, less a \$50 processing fee. For all other events, cancellations must be made no less than 30 calendar days prior to the 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. City Transactions fees and credit card fees are non-refundable.

**No refunds or cancellations less than 48 hours prior to event.**

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**(Print Name)**

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**(Signature)**

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**(Date)**