

FACILITY AND PARK USE PERMIT APPLICATION

City of San Diego – Developed Regional Parks Division

2125 Park Boulevard, San Diego, CA 92101

AskParks@sandiego.gov

Event Name _____ No. of Attendees _____

Customer Name _____ Phone () _____

Event Day Contact Person _____ Phone () _____

Address _____ City, State _____ Zip _____

Email _____

Company Name (if applicable) _____

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

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, boot camp, etc.) _____

Set-up Date _____ Set-up time from _____:_____ to _____:_____

Event Date _____ Time of use from _____:_____ to _____:_____

Clean-up Date _____ Clean-up time from _____:_____ to _____:_____

Picnic Shelter/Gazebo (Mission Bay Park only). Time of use from _____:_____ to _____:_____

Alcohol Use ___ Yes ___ No (alcohol is prohibited in all shoreline parks and beaches and most outdoor areas of Balboa Park)

Water Activity – please describe (baptism, swimming, etc.) _____

How many of each item below:

_____ Tables _____ Chairs _____ PA System _____ Megaphone _____ Air Horn

_____ Boom Box/Radio _____ 10'x10' Canopy _____ 10'x20 Canopy _____ 20'x20' Canopy

_____ Inflatable Jumper; Company Name _____

Other equipment (list): _____

Customers Please Note:

- 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 1 million occurrence and 2 million general aggregate. 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.**

(Customer Signature, if applicable)

- Shade structures larger than 20'x20' require a fire permit and Park and Recreation District Manger approval.
- Indoor facilities (Balboa Park only) must provide room set up diagram
- Alcohol (indoor facilities, Balboa Park only) require insurance, licensed security guard, licensed bartender. Alcoholic Beverage Control (ABC) Permit may be required in addition to the Facility Park Use Permit.
- Amplification by battery operated units only; use is limited by time of day and park sites.

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):

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 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.**

(Print Name)

(Signature)

(Date)