



PARKS, RECREATION AND CULTURAL ARTS

SPECIAL EVENT PLANNING GUIDE AND PERMIT APPLICATION

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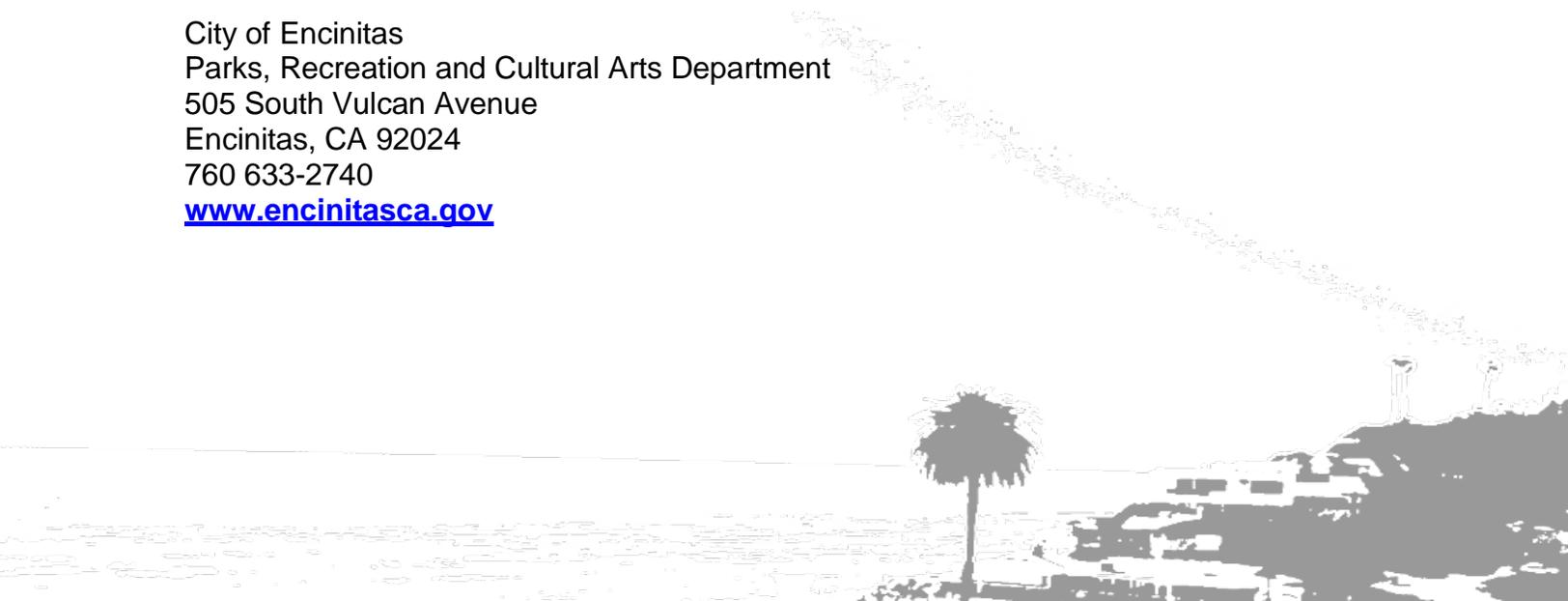


Table of Contents

.....	1
LETTER FROM THE DIRECTOR	1
SPECIAL EVENT PLANNING GUIDE AND PERMIT APPLICATION.....	2
SPECIAL EVENT PERMIT PROCESS	2
APPLICATION SUBMITTAL DEADLINE	3
APPLICATION FEE.....	4
ADDITIONAL SPECIAL EVENT PERMIT FEES	4
REFUND POLICY	4
USER CLASSIFICATIONS.....	4
Non-Profit or Tax Exempt Organization	5
HOST ORGANIZATION	5
Authorized Representative	5
Primary Contact.....	5
Billing Information	5
EVENT SUMMARY	6
Admission.....	6
Attendance	6
Community Benefit	6
Event Time Line	6
Event Venues	6
Encinitas Community Park Venue	7
Private Property Venue.....	8
California State Parks Venue.....	8
Public Notification	8
Site Plan	8
INSURANCE AND INDEMNIFICATION REQUIREMENTS.....	9
Third Party Insurance	9
Waivers	10
PUBLIC HEALTH	10
Alcohol Sale or Service.....	10
Amplified Sound	10
Food Permit.....	10
Pollution Prevention.....	11
Portable Recycling Unit Application	11
Single-Use Plastic Bags	11
Styrofoam Food Containers.....	11
Waste Management Plan	12
PUBLIC SAFETY	12
Crowd Managers	12
Fire Prevention Inspection	12
Lifeguard Services and Fees	12
Medical Plan.....	12
North County Transit District Right-of Way	13
Parking and Shuttle Plans	13

Security	13
Sheriff Services	13
Tent and Canopy Permits.....	13
Traffic Control Plans	14
SPECIAL EVENT RELATED PERMITS/SIGNAGE	14
Temporary Sign/Banner Permit	14
APPLICATION MUST BE COMPLETE	14
ATTACHMENT A	16
SPECIAL EVENT APPLICATION.....	16
ATTACHMENT A CONTINUED	17
ATTACHMENT B - SUPPLEMENTAL EVENT INFORMATION CHECKLIST	18
ATTACHMENT C - POLLUTION PREVENTION QUESTIONS	19
ATTACHMENT D- SPECIAL EVENT APPLICATION CHECKLIST	20
ATTACHMENT E - SURF CONTEST AREA MAP	21
ATTACHMENT F- PUBLIC NOTICE TO OCCUPANT – SPECIAL EVENT.....	22

LETTER FROM THE DIRECTOR

Encinitas incorporated in 1986, and subsequently there have been thousands of special events such as celebrations, community based festivals, fairs, sporting events and other similar events conducted within the City that enhance the vitality, quality of life, and economic prosperity of Encinitas.

Encinitas is a coastal beach city located within Southern California and is approximately 25 miles north of San Diego in North County and about 95 miles south of Los Angeles. Encinitas sits right on the coastline in between the Batiquitos Lagoon and San Elijo Lagoon. The history of the area goes back much deeper than 1986, much like the rest of Southern California. Today, the City of Encinitas has a population of over 63,000 people and consists of five communities that take pride in their own distinct personalities. "Old Encinitas" occupies the Highway 101 corridor that parallels the beautiful beaches and ocean. "New Encinitas" centers on El Camino Real. "Cardiff-by-the-Sea" is made up of quaint homes dotting the hillsides overlooking the sea. "Leucadia" is famous for its eucalyptus trees along the main thoroughfare on Coast Highway. "Olivenhain" (which means "olive grove" in German) boasts plenty of open horse country, pastures, and a rural way of life.

The following information has been developed to help guide you through the City's Special Event Permit Application Process and to provide guidelines and requirements associated with special event management in the City of Encinitas.

On behalf of the City of Encinitas, thank you for contributing to the spirit and vitality of our community through your event.

Director of Parks, Recreation and Cultural Arts

SPECIAL EVENT PLANNING GUIDE AND PERMIT APPLICATION

This Special Event Planning Guide is designed to assist event organizers and serve as a guideline for developing event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

Event organizers have the responsibility to assess the venue, environment, anticipated attendees and event components of the proposed event in order to develop and implement management strategies that ensure the safety of the participants, citizens, and the surrounding environment affected by the event.

Special event permit applicants and/or their representatives agree to have sole responsibility, knowledge, understanding and the ability to meet or exceed all city, county, state and federal codes, laws, policies and regulations associated with the proposed event. Applicants and their representatives also agree to accept the venue in an as-is condition, inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees.

SPECIAL EVENT PERMIT PROCESS

The special event permit process is managed by the Parks, Recreation and Cultural Arts Department (PRCAD). City departments and divisions along with other public agencies, that may be affected by or have regulatory authority related to elements found in an event application, participate in the review process. The special event permit process provides a coordinated approach to the planning, review, and on-site management of events.

The permit process begins with submittal of the permit application to the PRCAD. All attachments and supporting documentation should be submitted with the original application. Acceptance of the permit application or the initiation of the review process does not deem the permit application to be complete, nor should submission of a permit application be construed as final approval of the application.

Throughout the permit review process, additional information or documents may be requested by the PRCAD for clarification. Delays in providing the additional required information may affect the ability to complete the permit application review in a timely manner.

The City of Encinitas staff endeavors to keep applicants apprised of any issues regarding the permit application throughout the review process. For Major and Moderate events, a Citywide pre-event planning meeting and post-event evaluation may be required. The purpose of these meetings is to discuss the special needs or issues

unique to the event or community. Meetings provide event organizers with valuable feedback regarding events.

APPLICATION SUBMITTAL DEADLINE

Encinitas Municipal Code Chapter 6.11 requires permit applications to be submitted as follows:

Major special events have 2,000 or more total participants and/or spectators, vendors, coaches, judges, etc. Special event applications must be submitted annually to the PRCAD **no later than March 15** for events taking place the following calendar year. If March 15 is a non-working day, the deadline is extended to the following business day. Council will review application requests in May of each year and select the major events to be held for the following calendar year. Upon Council authorization, permits will be processed and issued by the PRCAD.

Moderate special events have between 500 and 1,999 total participants and/or spectators, vendors, coaches, judges, etc. Special event applications must be submitted to the PRCAD **between ninety-days (90) and twelve (12) months prior to the event date**. Reoccurring event applications must be submitted between thirty-days (30) and twelve (12) months prior to the event date. Council approved major special events will take precedence over moderate special event dates. Events held at Moonlight Beach during the high impact summer months will be limited. Permits will be processed and issued by the PRCAD.

Minor special events have between 25 and 499 total participants and/or spectators, coaches, judges, etc. Special event applications must be submitted to the PRCAD **between twenty-five (25) days and twelve (12) months prior to the scheduled event**. Major special events will take precedence over minor special event dates and minor events are booked following the scheduling of major special events. Permits will be processed and issued by the PRCAD. Private events with 25 to 499 total participants are required to obtain a facility use permit processed by the PRCAD. Facility Use Applications are available at www.encinitasca.gov.

At the sole discretion of the City of Encinitas, applicants may be authorized to submit written amendments to the initial permit application due to unique or changing circumstances related to the event. Amendments to the permit application must be submitted to the PRCAD. Information requested by a designated reviewing authority that clarifies information already provided in the permit application may be submitted directly to the requesting agency.

APPLICATION FEE

The daily permit application fee is due upon submittal of the special event application.

PRIORITY	TYPE OF GROUP	DAILY FEE
1	Municipal Corporation	No Charge
2	<i>Resident:</i> Youth and Senior Groups	\$100
	<i>Resident:</i> Service, Educational, Recreational, Non-Profit or Private Party	\$150
3	<i>Resident:</i> For Profit or Commercial Business	\$200
4	<i>Non-Resident:</i> Private Party, or Non-Profit Organization	\$300
5	<i>Non-Resident:</i> Private Party for profit or Commercial Business	\$300

Payment of the permit application fee does not guarantee the special event permit application is complete nor does it guarantee any or all aspects of the application will be approved.

ADDITIONAL SPECIAL EVENT PERMIT FEES

In addition to the permit application fee additional charges may apply including, but not limited to, cleaning/damage deposits, insurance costs, staffing costs, trash and restroom service, and other cost recovery fees.

REFUND POLICY

The permit application fee is non-refundable once a permit is approved and issued. Additional service fees are due two-weeks prior to the event date and may be refunded if no services are incurred and the event is cancelled seven business days prior to the event date.

USER CLASSIFICATIONS

Outdoor facilities shall be available for use by the public for recreational, educational, civic and commercial purposes. Users are classified into groups for, the purpose of, assessing fees and determining priority of use as described below.

PRIORITY	TYPE OF GROUP	EXAMPLE
1	Municipal Corporation	City of Encinitas
2	<i>Resident:</i> Recreational, Private Party, or Non-Profit	Resident Individual, Private Group, Political Group or Tax Exempt Group (located in 92024 or 92007)
3	<i>Resident:</i> Private Party for profit or Commercial Business	Individual sponsored Craft Fair, Shop, Bank, Realtor or Dealership located in 92024 or 92007
4	<i>Non-Resident:</i> Private Party, or Non-Profit Organization	Non-Resident Individual, Private Group, Political Group or Tax Exempt Group residing outside 92024 or 92007
5	<i>Non-Resident:</i> Commercial Business	Individual sponsored Craft Fair, Shop, Bank, Realtor or Dealership located outside 92024 or 92007

Non-Profit or Tax Exempt Organization

To qualify as a non-profit organization under the provisions of the Special Events Ordinance, an organization must be recognized as non-profit or tax-exempt by the Internal Revenue Service (IRS) and be in good standing with the IRS. If the Applicant or Host Organization is a non-profit or tax-exempt organization, a copy of the IRS tax exemption letter certifying its current non-profit or tax-exempt status is required.

HOST ORGANIZATION

The following information has been assembled to assist in the development of the proposed event plans and in completing the special event application.

The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. A Host Organization may be a non-profit tax-exempt organization or commercial business and is referred to as the Permit Holder in EMC Chapter 6.11.

Authorized Representative

An Authorized Representative designated to bind the Host Organization must be identified on the permit application and sign the permit application. The Authorized Representative declares that he/she is a designated representative and has the authorization to apply for this permit on behalf of the Host Organization.

Primary Contact

A Primary Contact may be listed in addition to the Authorized Representative. If the Primary Contact is not the same as the Authorized Representative, the Authorized Representative's signature on the permit application authorizes the Primary Contact to sign city permits and other documents as well as make financial and operational commitments on behalf of the Host Organization.

The Primary Contact works closely with the PRCAD throughout the permitting process and must have authority to make planning, operational, and financial decisions on behalf of the Host Organization. Correspondence directly related to operational planning issues may be directed to the Primary Contact.

Billing Information

The Applicant or Host Organization is legally responsible and financially liable to the City of Encinitas for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities. The Applicant or Host Organization maintains ultimate liability for payment of all fees and costs assessed by the City and the San Diego County Sheriff.

EVENT SUMMARY

This section of the permit application is intended to provide City staff with an overview of the special event.

Admission

Include all admission/registration/participant fee information related to the event. Examples of fee information include:

- Free to the public
- Ticket and price structure (e.g. list by age, activity, etc.)
- Discounts for children, seniors, early ticket purchase
- Entry/participant fee schedule
- Donation/pledge
- Parking/shuttle Fee
- Entry to age 21 and up only
- Private event/invitation only

Attendance

Providing the estimated attendance for an event helps in the review of the event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood. Estimated attendance should include the total number of people anticipated to attend, participate, provide support services and/or watch the event. Examples include the total number of people coming and going at a festival, watching a parade, or in the general area of the event.

Community Benefit

Major and moderate special event applications must include a brief description of the benefit to the community provided by the proposed special event.

Event Time Line

Include a detailed timeline of the event. Include setup, takedown and all activity times when completing your permit application. The time line may be attached as a separate document. The time denoted on the final permit is determined by the times provided. Set-up and cleanup must be completed by the time indicated on the permit and insurance documents must cover the entire length of the event.

For efficient and effective event management, the City may require separate permit applications for events with plans that vary significantly from day-to-day or have multiple distinct event types (e.g. a parade with a separate festival).

Event Venues

Applicants must contact the PRCAD to ensure availability of the proposed venue prior to application submittal for events held on a city street, public right-of-way and park or beach facility. Special event permit applications will not be considered complete without authorization from the PRCAD for use of the requested venue. Events held at Moonlight

State Beach and in the downtown areas may be limited during the peak summer season, Memorial Day through Labor Day.

All applications are reviewed on a case-by-case basis to determine if the proposed event is suitable to the requested venue and the historical use of the venue. In addition, certain venues contain permit restrictions on the specific location where events may be held and lifeguard staff may place restrictions on aquatic events based on the day's ocean conditions.

Encinitas Community Park Venue

Encinitas Community Park is a 44-acre multi-use park that encompasses a skate plaza, dedicated dog park, passive play areas, playground, walking trail, and athletic fields. General park hours of operation are 5:00am to 10:00pm, seven days a week. The skate plaza, athletic fields, and dog park hours of operation are 8:00am to sunset seven days a week. The following conditions apply to events held at Encinitas Community Park.

- Events are limited to daylight hours, and organized activity cannot occur prior to 8:00am. Setup may begin no earlier than 8am and event applicants must complete takedown and vacate the premises by sunset.
- Events determined to have a parking demand in excess of the 419 parking spaces, will require off-site parking, shuttle service, and a traffic management plan. Routine public use of the parking lot and event parking will be considered in evaluating the parking demand. When required, event applicants are responsible for the cost of these services and prices may start at a few thousand dollars. Traffic control plans and shuttle information must be submitted to the PRCAD three weeks prior to the event for review and approval.
- Amplified sound must not exceed 50 dBA at the nearest residential property line. Events that have amplified sound require the event organizer to obtain a specific acoustical noise study prepared by a qualified acoustical consultant that verifies the amplified sound conditions. Organizers are responsible for the cost of the study and prices may start at a few thousand dollars. Applicants are required to comply with the approved acoustical study results during the event. The sound study results must be submitted to the PRCAD thirty-days (30) prior to the event for review and approval. Events also require compliance with the City Noise Ordinance EMC 9.32.414.
- Portable lights are not allowed.
- Concession Facility Use
 - Weekend use of the concession facility is available for the Sports Coalition on Recreation Excellence (SCORE) groups, or
 - Only SCORE members may request use of the concession facility during the application process.

- No permanent storage is allowed in the concession facility. Once the event has ended all supplies must be removed immediately.
 - Concession facility may not be sublet.
 - Applicant use of the concession facility shall comply with all federal, state, county and local laws, and any other applicable regulations, orders or restrictions related to the use of the facility.
 - Applicant shall not have the right to make alterations and improvements to the concession facility.
 - Fire extinguisher must be present during cooking operations. Minimum fire extinguisher rating is 2A10BC.
 - Electrical cords must be size properly for outlet boxes.
 - Barbeques shall be a minimum of 10 feet from combustible construction and combustible materials, including building overhangs.
 - Barbeques shall be a minimum of 5 feet away from building openings and building exits.
- Vendors, food trucks, and the sale of merchandise may be permitted during Special Events only.

Private Property Venue

Special events that utilize private commercial property for any portion of the event are required to submit a letter authorizing use the property from the property owner or property manager.

Private events taking place on private residential property are not included in the special event permit process and need to comply with the existing City of Encinitas zoning requirements for residential property.

California State Parks Venue

Events held on California State Parks property require a permit from California State Parks. Events closing access to State Parks parking lots are required to pay a cost recovery fee for lost parking revenue. For a State Parks permit, please call 619-688-3385.

Public Notification

Major special events require a public notification to residents/occupants within a minimum of 500 feet from the site of the event. Notification shall be sent fourteen days prior to the event date. Minor and moderate events may require public notification depending on the event and event venue. Please complete Attachment F, Special Event Notice. Events affecting parking or requiring street closures or street modifications in downtown areas on a weekend may require special notification to religious establishments in the event area.

Site Plan

Include a detailed map/site plan with the application illustrating the proposed event and include the following: location and description of structures, placement and number of any refuse and recyclable containers, portable restrooms, fences, barricades, sound

system, canopies/tents (including dimensions), staging, parking areas, location of all street closures and detours, etc. For runs or cycling events, show routes to be followed and location of staging area from which participants will exit, information/aide booths, check points, route monitor locations, spectator areas, etc.

INSURANCE AND INDEMNIFICATION REQUIREMENTS

Applicants and Event Organizers must provide proof of liability insurance that names the City of Encinitas as an additional insured on the Certificate of Insurance and provide a separate Additional Insured Endorsement page at least 25 days prior to the event. The required endorsement amounts for **moderate and major** events are:

- **General Liability Insurance:** Events closing arterial and major collector roads: \$2,000,000/occurrence for bodily injury and property damage, \$1,000,000/occurrence for personal and injury, \$4,000,000 aggregate for products and completed operations and \$4,000,000 general aggregate.
- **Liquor Liability Insurance:** \$1,000,000/occurrence for bodily injury and property damage with \$2,000,000 aggregate.
- **Auto Liability Insurance:** \$1,000,000/accident for bodily injury and property damage, OR personal auto liability with limits of liability not less than \$100,000/person and \$300,000/accident for bodily injury and \$50,000/accident for property damage.
- **Workers' Compensation:** Required under the CA labor code (only required if vendor has employees)
- **Employers' Liability:** \$1,000,000/accident, \$1,000,000 disease/employee and \$1,000,000 disease policy limit (only required vendor has employees)

The required endorsement amounts for events are:

- **General Liability Insurance:** \$1 million
- **Each Occurrence:** \$1 million

The policy shall also contain the statement that the City will be notified thirty (30) calendar days prior to termination, reduction, cancellation, suspension, or expiration of the policy. Applicants and Event Organizers must agree to hold the City harmless and to indemnify the City. Approved events will require the authorized applicant or event organizer to sign a Hold Harmless Statement on the permit itself. Events with vendors or active participants require a vendor and or participant waiver that indemnifies the City. Please include a copy of the waiver for City review and approval.

Third Party Insurance

Food trucks located on City property are required to provide the City with a Certificate of Insurance and Additional Insured Endorsement in the amounts stated above. This is in addition to the event organizer's insurance.

Shuttle providers using City property are required to provide the City with a Certificate of Insurance and Additional Insured Endorsement in the amounts stated above. This is in addition to the event organizer's insurance.

Waivers

Events waivers must include an indemnification clause that holds the City of Encinitas and the event organizer harmless. Waivers are required to be signed by active participants (e.g. runners), vendors/exhibitors, performers (e.g. musicians, dancers), and volunteers.

PUBLIC HEALTH

Alcohol Sale or Service

If the sale of alcohol or public service of alcohol is included in a special event, authorization from the State of California Department of Alcohol Beverage Control (ABC) is required and a copy of the ABC License must be provided to the PRCAD prior to the issuance of a permit. City departments may place restrictions on the way in which alcohol is managed at a proposed event. Additional information about Alcohol Beverage Control licensing and permit requirements can be found at <http://www.abc.ca.gov/Forms/PDFSp.html>.

Encinitas Municipal Code 9.43 requires all alcohol servers to comply with the Responsible Beverage Service and Sales training prior to the day of the event.

Amplified Sound

Amplified sound (Public Address system for announcements, etc.) is allowed between the hours of 8:00 AM and 7:00 PM only. Amplified music is allowed between the hours of 10:00 AM and 5:00 PM only. Events must comply with the City Noise Ordinance EMC 30.40.

Food Permit

In accordance with the Health and Safety Code, Section 114381.1, an Organizer Permit is required of the person or organization responsible for facilities that are shared by two or more Temporary Food Facilities (TFF).

The California Health and Safety Code, Sec. 114387 requires a Temporary Food Facility (TFF) Permit of any person or organization that is providing food at a public event. All food vendors, including existing restaurants, are required to apply for a Temporary Food Facility Permit when participating in a temporary event. Additional information may be obtained at http://www.co.san-diego.ca.us/deh/doing_business/forms.html. A copy of the TFF permit application must be submitted to the City.

Pollution Prevention

Storm drains are not connected to the City's sewer system. All pollutants entering the storm drain system flow directly to our beaches, ocean, lagoons and other waterways without being treated. The City of Encinitas is required by the San Diego Regional Water Quality Control Board to report on pollution prevention measures taken at special events held throughout the City.

Portable Recycling Unit Application

The City of Encinitas is happy to loan ClearStream recycling containers to your organization to assist with event recycling. Complete an application as far in advance of your event as possible and e-mail to recycling@encinitasca.gov so your organization can be placed on the schedule to ensure that portable ClearStream recycling units can be reserved for your event (please PRINT all information except signature). Loans are on a first come-first served basis. Maximum loan period is one week (exceptions will need to be pre-approved).

An authorized representative of the receiving organization will need to sign for the containers. You are responsible for the containers until their return. If containers are broken or missing parts upon return, the borrowing organization will be responsible for the replacement cost, which is currently \$50.00 each.

The borrowing organization is responsible for setting up the containers. You are also responsible for removing bags from the frames, cleaning the frames and lids, and recycling the collected materials.

Applications are available online at:

<http://www.encinitasca.gov/Resident/Encinitas-Environment/Trash-and-Recycling>.

Contact AshleeStratakis at (760) 633-2859 or recycling@encinitasca.gov if you have any questions or need additional information.

Single-Use Plastic Bags

Encinitas Municipal Code 11.26.020 Prohibition on the Distribution of Single-Use Plastic Carryout Bags states:

C. No person shall distribute a single-use plastic carryout bag at any City facility, City-managed concession, City-sponsored event, or City-permitted event except as otherwise else permitted under EMC 11.26.

Styrofoam Food Containers

Encinitas Municipal Code 11.27 Prohibition on the use of Polystyrene Disposable Food Service Ware. Food providers are prohibited from providing prepared food in disposable food service ware made of expanded polystyrene.

Waste Management Plan

A division of designated recyclables from the waste stream is required within the City of Encinitas. Designated recyclables include plastic, glass, metal, paper and cardboard. Event organizers are responsible for arranging for recycling of these items.

Organizers must provide a one-to-one ratio of recycling and waste containers. Recycling containers must be clearly labeled. The location(s) of containers must be shown on the event site plan. The City has a zero waste plan for special events and additional information may be found at <http://www.encinitasca.gov/Resident/Encinitas-Environment/Trash-and-Recycling>.

PUBLIC SAFETY

Crowd Managers

Trained crowd managers can potentially be the difference between a successful event and disaster. Trained employees equipped with a comprehensive emergency plan can assist in successful evacuation and provide a safe entertainment venue. Crowd managers may be required for Major and Moderate events in compliance with the California Fire Code Section 403.3.

Fire Prevention Inspection

For events that require street closures, the assembly of 50 or more people, cooking, open burning, electricity or temporary membrane structures (tents or canopies), a separate plan or permit may be required from the Encinitas Fire Department. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event. Inspection fees may apply.

Please contact Encinitas Fire Prevention at (760) 633-2820 for more information.

Lifeguard Services and Fees

Events held on City beaches may require City Lifeguard services. All aquatic events require City lifeguard services and a pre-event walk through. Lifeguard fees are determined based on staff numbers and hours needed, and payment will be required fourteen (14) days in advance of the event. Surf contests must be held in the designated location as described in Attachment E.

Medical Plan

During the review process, it may be determined that a special event is required to provide a medical plan for the safety of event participants. The medical plan may include requirements to provide Emergency Medical Technicians, an onsite ambulance(s), first responders, and other safety measures based on the size and event details.

North County Transit District Right-of Way

Events that enter or affect to the North County Transit District (NCTD) right-of-way may require a permit from NCTD. The PRCAD may forward a copy of the special event application to NCTD for review. Additional information may be obtained by contacting NCTD at 760-967-2851.

Parking and Shuttle Plans

Should an event pose a significant impact to public or neighborhood parking, a parking and shuttle plan will be required. Parking plans include use agreements for alternative parking lots, shuttle service, and other alternative methods of transportation. Shuttle plans include the location of shuttle lot, agreement or permission for use of an alternative lot, shuttle route and drop off location. Shuttle lot location signs will be posted 72-hours prior to the event.

Security

City staff or law enforcement may deem an activity warrants the presence of one or more security personnel and the cost of such service shall be borne by the applicant. Security personnel must be licensed, in uniform and are subject to approval by the City. Proof of obtaining the required security personnel must be provided to the PRCAD no later than two (2) weeks prior to the event. After proof of security is provided to the City, and the said security is not present at the event, the City representative in charge may revoke the permit and the permit holder will be required to leave.

All events serving alcohol will require security personnel and no alcohol will be served to anyone under the age of 21 years. All personnel serving alcohol must complete Responsible Beverage Service and Sales Training (RBSS) conducted by the California Department of Alcoholic Beverage Control or by a certified RBSS Training Provider (EMC 9.43.010). The number of security personnel will be determined during the review process.

Sheriff Services

Special events requiring Sheriff Services will be negotiated under a separate written contract with the San Diego County Sheriff's Department. Applicants are directly responsible for the cost of Sheriff Services and unpaid services will result in rejection of future applications.

Tent and Canopy Permits

An operational permit is required for air-supported temporary membrane structure or a tent having an area in excess of 400 square feet. California Fire Code (CFC) 105.7.16. An application must be submitted prior to erecting a tent or canopy.

For events that require street closures, the assembly of 50 or more people, cooking, open burning, electricity or temporary membrane structures (tents or canopies), a separate plan or permit may be required from the Encinitas Fire Department. Inspection fees may apply.

Applications must be submitted online through the [Customer Self Service portal](#).

Additional information regarding a Tent/Canopy Permit is located on the City's website under Fire Prevention – Public Safety: [Tent or Canopy Permit Application](#) (CSS) or you may contact the Fire Prevention Department at fireprevention@encinitasca.gov or (760) 633-2820.

Traffic Control Plans

Events requiring street closure, traffic modification, or events that pose a significant impact to vehicular traffic must submit a traffic control plan. A traffic control specialist such as TCS, Allied Barricades or CO's Traffic Control must provide a traffic control plan. All traffic plans are subject to final approval by the City's Traffic Engineer and San Diego County Sheriff's Department. Events taking place in a portion of a parking lot that remains open, are subject to traffic control plans by a traffic control specialist and final approval by the City's Traffic Engineer, PRCAD and Sheriff's Department.

SPECIAL EVENT RELATED PERMITS/SIGNAGE

Events may require or include different types of signage. Please include a signage and or traffic control plan for events including parking signs, detour signs, or other traffic signs.

Temporary Sign/Banner Permit

Events including promotional signs/banners and other signage items shall not be placed on City facilities or premises without prior written approval from the City and must include a temporary sign/banner permit and site plan.

Applications must be submitted online through the [Customer Self Service portal](#).

Additional information regarding a Temporary Sign Permit is located on the City's website under Planning: [Temporary Sign/Banner Application](#) (CSS) or you may contact the Planning and Building Department at planning@encinitasca.gov or (760) 633-2710.

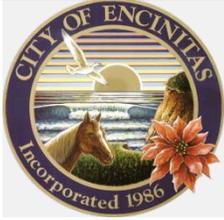
APPLICATION MUST BE COMPLETE

It is important to provide all required information and documentation in a timely and complete manner throughout the permit review process. For an application to be considered complete, applicants must submit the following minimum information in sufficient detail:

- Signed Special Event Application
- Supplemental Event Information Checklist
- Application Fee
- Detailed Event Description
- Event Site Plan

- Location and Size of Tents and Canopies
- Location of Recycling/Waste Containers
- Location of Stage and Amplified Sound
- Location and Source of Power Supply
- Location, Number and Size of Vendor Canopies
- Location and Fuel Source of Cooking
- Location of Food Trucks
- Location, Size, Fencing, Entrance and Exits for Alcohol Service Area(s)
- Daily Event Time Line
Include the date and times for each of the following:
 - Posting of Shuttle Lot Location Signs
 - Posting of Temporary No Parking Signs
 - Load In
 - Setup Time
 - Activity Times (e.g. start of race/heat times)
 - Shuttle Hours
 - Load Out
 - Clean Up
- Pollution Prevention Plan
- Traffic Control Plan (if applicable)
Required if streets are closed or modified
Must be designed by a Traffic Control company
- Parking/Shuttle Plan (if applicable)
Location of Shuttle Lot(s) and Event Drop Off Location(s)
Permission Letters
Shuttle Sign and Locations
- Public Notification (if applicable)
- Temporary Banner Permit (if applicable)
Submit this application and fee to the Planning and Building Department
- Portable Recycling Unit Application (if applicable)
- Fire Department Tent/Canopy Permit Application (if applicable)
Submit this application and fee to the Fire Prevention Department

Applicants are required to obtain any permits, authorization and/or exemptions required by other agencies with jurisdiction for certain element of the event (e.g. Alcohol Beverage Control Permits, Health Permits, etc.).



ATTACHMENT A

CITY OF ENCINITAS

SPECIAL EVENT APPLICATION

OFFICE USE ONLY

DATE RECEIVED:

RECEIVED BY:

PERMIT NO.

To be completed by applicant (Please type or use black ink)

EVENT TITLE/TYPE:

EVENT LOCATION:

EVENT DESCRIPTION: (Please include a detailed description of the event)

ANTICIPATED ATTENDANCE:

(e.g. all participants, spectators, coaches, judges, etc.)

EVENT DATE(S):

EVENT TIME(S):

(Include both event time and preparation and cleanup times)

ADMISSION or PARTICIPANT FEE

\$

COMMUNITY BENEFIT: (Please describe the Community Benefit from this major or moderate event.)

HOST ORGANIZATION:

HOST CONTACT:

ADDRESS:

EMAIL:

TELEPHONE:

EVENT ORGANIZER:

PRIMARY CONTACT NAME:

ADDRESS:

EMAIL:

TELEPHONE:

EVENT DAY CONTACT NAME:

EMAIL:

TELEPHONE:

ATTACHMENT A CONTINUED

Signature

The person signing below declares that he/she is a designated representative of the applicant and has the authorization to apply for this permit on behalf of the applicant.

My signature below signifies that I have read and understand the Special Event rules and understand the definitions and policies stated in the Special Event Application.

I agree to pay the City of Encinitas all costs the City may incur resulting in failure to fully comply with all these conditions and for the cost for law enforcement services (San Diego County Sheriff).

I agree that photographs or audio/videos taken during special event hours may be used for future City of Encinitas promotional purposes. I also understand that no employee or agent is authorized to modify this waiver. I agree to release the City from any and all legal claims a third party or I may have arising from the use of photographs and or audio/video recording.

I understand the Encinitas Sheriff Department may be informed of this event. I agree to pay the Sheriff Department all costs that may be incurred in the event that a Sheriff response is required.

I agree to indemnify and hold harmless the City of Encinitas, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of Encinitas property and I further agree to defend and indemnify the City of Encinitas from and against any injury, damage, claims, actions or lawsuits.

The undersigned declares under the penalty of perjury that the information presented in the application, including attachments, is true and correct.

Printed Name

Title

Signature

Date

ATTACHMENT B - SUPPLEMENTAL EVENT INFORMATION CHECKLIST

This form is to be completed by the applicant and submitted with the application. Please answer each question. Unanswered question may render the application incomplete and the application may be returned to the applicant for completion.

- | | | |
|---|------------------------------|-----------------------------|
| 1. Has the event been held in Encinitas before? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Will the event be open to the public? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Does the event applicant/host organization have a non-profit status?
If yes, provide proof of nonprofit status. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Have insurance documents been obtained? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. Will alcohol be on event premises?
If so, sold <input type="checkbox"/> free <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6. If alcohol service is provided, has an ABC Permit been obtained? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 7. Will there be amplified sound, music or a P.A. System? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 8. Will the event impact parking? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 9. Will any streets or parking lots be closed or modified?
If so, attach a traffic control plan. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 10. Is a shuttle lot being used?
If so, include a map of the shuttle lot location and route. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 11. Will the event require traffic control? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 12. Will pre-event signage be used? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 13. Has a temporary sign permit application been submitted to the Planning Department? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 14. Is a signage plan completed and attached? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 15. Will there be cooking or food warming at the event? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 16. Will there be any temporary membrane structures (tents or canopies)?
If so, include the structure(s) details on the site plan. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 17. Will there be any platforms or stages? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 18. Will there be seating for 50 or more people? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 19. Will electrical power be used?
If so, provide the power source. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 20. Has this event utilized Sheriff's services in prior year(s)?
If so, have past services been paid in full? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

ATTACHMENT C - POLLUTION PREVENTION QUESTIONS

Please answer the following questions and describe methods of pollution prevention that will be implemented at the proposed event.

1. Describe how recycling, waste and debris will be managed (e.g. extra bins, temporary fencing, etc.) ClearStream recycling units are available to assist with event recycling. Please contact the Public Works Department at (760) 633-2846 for more information.

2. If the event includes food production, describe how excess oil and grease will be disposed, as these materials cannot be dumped into the streets or storm drain system.

3. Please identify any other pollutant generating activities that may take place (e.g. portable toilets).

For questions, please call the City's Clean Water Program at (760) 633-2787.

ATTACHMENT D- SPECIAL EVENT APPLICATION CHECKLIST

A complete application must include the relevant information below.

✓ Permit Fees (pg. 4)	✓ Site Plan (pg. 9 & 14)
✓ Event Time Line (pg. 6 & 14)	✓ Waste Management Plan (pg. 12)
✓ Public Notice (pg. 8 & 22)	✓ Application (pg.16-22)
Insurance and Indemnification	
✓ Event Insurance and Limits (pg. 9) <ul style="list-style-type: none"> • General Liability • Liquor Liability • Auto Liability • Workers' Compensation • Employers' Liability 	
✓ Third Party Insurance on City property (pg. 10) <ul style="list-style-type: none"> • Food Trucks • Shuttle Providers 	
✓ Waivers (pg. 10): <ul style="list-style-type: none"> • Musician/Performer/Artist • Participants • Vendor/Exhibitor • Volunteers 	
CA State Parks and Private Commercial Property	
✓ Permission Letter from Private Property Owner or Property Manager for events that include the use of private commercial property (pg. 8)	
✓ California State Parks Permit. Separate fees for closing parking lots and a permit may be required if an event uses California State Parks property. (pg. 8)	
Public Safety and Health	
✓ California State Department of Alcohol Beverage Control license required for alcohol service. www.abc.ca.gov (pg. 10)	
✓ Alcohol servers must be Responsible Beverage Service and Sales (R.B.S.S.) trained and must carry R.B.S.S. card the day of the event (Ordinance No. 2009-13). Encinitas Municipal Code Chapter 9.43 (pg. 10)	
✓ Temporary Food Service Permit www.sdcounty.ca.gov or 858-505-6900 (pg. 10)	
✓ Medical Plan (pg. 12)	
✓ North County Transit District Right of Way (pg. 13)	
✓ Security/Sheriff Services (pg. 13)	
✓ Tent Canopy Permit (pg. 13)	
✓ Traffic Control, Parking /Shuttle Plan (pg. 13 & 14)	
✓ Temporary Sign/Banner Permit (pg. 14)	

ATTACHMENT E - SURF CONTEST AREA MAP



ATTACHMENT F- PUBLIC NOTICE TO OCCUPANT – SPECIAL EVENT

Date:

Dear Resident,

Event Name, Location, Date and Time:

WHAT YOU NEED TO KNOW:

Traffic and/or Neighborhood Impacts:

Respectfully,

Event Organizer and Contact Information: