

ATTACHMENT A - SUPPLEMENTAL EVENT INFORMATION CHECKLIST

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

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| 1. Has the event been held in Encinitas before? | YES | NO |
| 2. Will the event be open to the public? | YES | NO |
| 3. Does the event applicant/host organization have a non-profit status? If yes, provide proof of nonprofit status. | YES | NO |
| 4. Have insurance documents been obtained? | YES | NO |
| 5. Will alcohol be on event premises?
If so, sold free | YES | NO |
| 6. If alcohol service is provided, has an ABC Permit been obtained? | YES | NO |
| 7. Will there be amplified sound, music, or a P.A. System? | YES | NO |
| 8. Will the event impact parking? | YES | NO |
| 9. Will any streets or parking lots be closed or modified?
If so, attach a traffic control plan. | YES | NO |
| 10. Is a shuttle lot being used?
If so, include a map of the shuttle lot location, route and signage plan. | YES | NO |
| 11. Will the event require traffic control? | YES | NO |
| 12. Will pre-event signage be used? | YES | NO |
| 13. Has a temporary sign permit application been submitted to the Planning Department? | YES | NO |
| 14. Is a signage plan completed and attached? | YES | NO |
| 15. Will there be cooking or food warming at the event? | YES | NO |
| 16. Will there be food service or food vendors at the event? | YES | NO |
| 17. Will there be any temporary membrane structures (tents or canopies)?
If so, include the structure(s) details on the site plan. | YES | NO |
| 18. Will there be any platforms or stages? | YES | NO |
| 19. Will there be seating for 50 or more people? | YES | NO |
| 20. Will electrical power be used?
If so, provide the power source. _____ | YES | NO |
| 21. Has this event utilized Sheriff's services in prior year(s)? | YES | NO |
| If so, have past services been paid in full? | YES | NO |