



Special Event Permit Application | City of San Luis Obispo

Special Event Definition

A special event is any organized activity that involves an impact upon public property, sidewalks, parks or streets in a manner that varies from its current land use or requires a permit. These events may include weddings, festivals, athletic events, fundraisers, concerts, public assemblies or any organized formation, parade, procession or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison with a common purpose on a public street, highway, alley, sidewalk or public way which does not comply with normal and usual traffic regulations or controls. Other organized activities or set of activities that are conducted by an individual, group, or entity for a common or collective use or benefit and which involves the use of public facilities and the possible or necessary provision of city services.

Submittal

Anyone desiring to conduct a non-exempt local special event must submit a completed Special Event Application Form (with any required attachments) with the City no less than **ninety (90) calendar days*** prior to the scheduled date of the event. All information requested on the form must be provided before the application can be considered for approval. **You will be charged \$50 to have the process rushed if past 90 days of your date.**

Exceptions for Regular Events

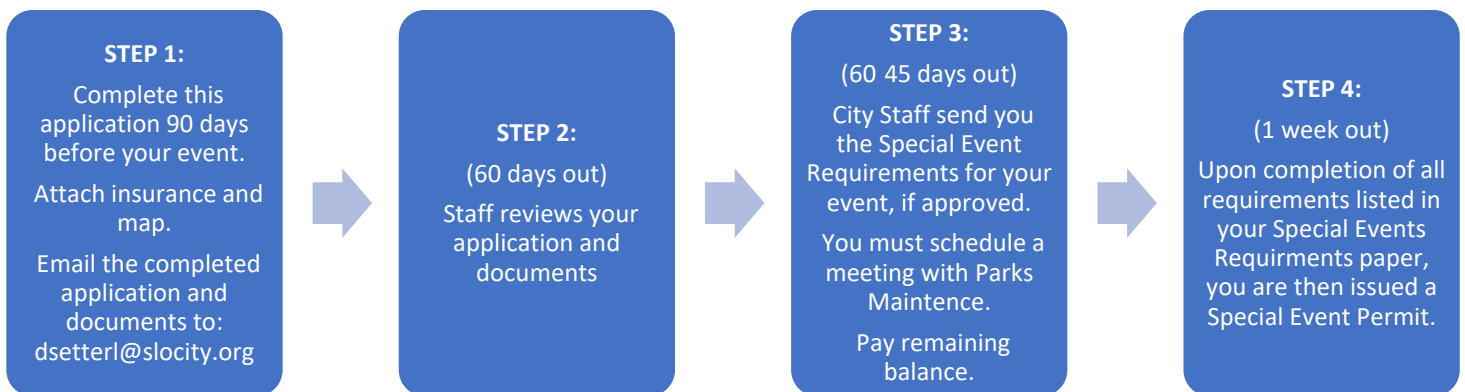
A noncommercial event, typically less than 300 people, held exclusively at a City facility or park which does not impact significantly City resources outside of established requirements or procedures do not need a special event permit. However, Regular Events are required to reserve online or in person at the Facilities Desk (805-781-7222) for groups larger than 30 people.

Accessibility

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternative area must be provided with the same activities that are in the accessible area. The area must include signage indicating that it is an ADA accessible area.

You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage, a map, or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the city harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.



APPLICANT INFORMATION

Applicant: _____
Company/Organization: _____
Address: _____
City, State: _____
Zip: _____
Phone: _____
Email: _____

On-Site Person Responsible for the Event Operations: (First and Last Name): _____
On-Site Person's Mobile Phone: _____
On-Site Person's Email: _____
Non-Profit IRS # (If Applicable): _____

GENERAL EVENT INFORMATION

Event Name: _____

Event Date(s): _____

Set-Up Time: _____

Event Hours: _____

Break Down Time: _____

Anticipated Number of Participants (per day): _____

Anticipated Number of Spectators (per day): _____

Anticipated Number of Total People at any one time: _____

Event Description:

EVENT TYPE (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Amplified Event | <input type="checkbox"/> Memorial |
| <input type="checkbox"/> Concert (Amplified Sound) | <input type="checkbox"/> Outdoor Movie |
| <input type="checkbox"/> Dinner / BBQ | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Sporting Event |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Free Speech | <input type="checkbox"/> Use of Side Walk (non-closure) |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Non-Amplified Event | <input type="checkbox"/> Other |

EVENT LOCATION

- Mission Plaza:** Allowed Events: Concerts, Festivals, Fairs, Outdoor Movies, Weddings, Fundraisers, Amplified Events, Dinners.
Located in the center of downtown, between Broad and Chorro streets, the jewel of downtown is Mission Plaza. No cooking is allowed in the plaza. The City of San Luis Obispo requires signatures from the Downtown Association, Chamber of Commerce and the Mission Church for inquiries of events utilizing the Mission Plaza. *Special Event applications will not be accepted without obtaining signatures.*
- YES **WILL THE EVENT UTILIZE THE “DOG-LEG” – SECTION OF BROAD AND MONTEREY ADJACENT TO MISSION PLAZA?**
- NO
- YES **WILL THE EVENT UTILIZE THE PUBLIC PARKING LOT 9 ADJACENT TO THE HISTORY CENTER?**
- NO
- Laguna Lake Park:** Allowed Events: Sporting Events, Festivals, Fairs, Fundraisers, Non Amplified/Amplified Events
Located entrance at the corner of Madonna Road and Dalidio, surrounds Laguna Lake and a home to many waterfowl, the park features several unique recreation areas and opportunities for special events. Special permission from Madonna properties may be required. Use of Open Space is prohibited.
- Meadow Park:** Allowed Events: Sporting Events, Festivals, Fairs, Fundraisers, Non Amplified/Amplified Events
Located on the corner of Meadow and South Street, this park features a variety of recreation areas ranging from sand volleyball courts to walking paths.
- Mitchell Park:** No amplified sound on Saturdays, amplified sound from 9 am -5 pm Sunday through Friday.
Allowed Events: Sporting Events, Fairs, Fundraisers, Non Amplified/Amplified Events, Dinners
Located between Santa Rosa and Osos street, Mitchell Park is crossed with diagonal paths which lead to several amenities and the SLO Senior Center.
- Santa Rosa Park:** Allowed Events: Fairs, Fundraisers, Festivals, Amplified Events
Located on Santa Rosa and Oak Streets off Highway 1, Santa Rosa Park has a wide variety of offerings, including picnic areas, multiuse courts, fields and more. Bounce houses are allowed.
- Sinsheimer Park:** Allowed Events: Sporting Events, Fairs, Fundraisers, Festivals, Non Amplified/Amplified Events
Located at the end of Southwood Drive and Laurel Lane, Sinsheimer Park features many facilities for the local athlete. Bounce houses are allowed.
- Right-of-Way:** Allowed Events: Sporting Events, Fundraisers, Memorials, Parades
Special events held in the City of San Luis Obispo, but not utilizing any city facility are required to submit an application. A traffic control plan will be required if any street closures or diversions are planned.
- Jack House Gardens:** Allowed Events: Weddings, Fundraisers, Small Festivals, Dinners
The Historic Jack House and its Victorian gardens offer a tranquil setting for community gatherings. This popular site, nestled in the heart of downtown, is ideal for weddings and special events.
- OTHER:** *Please Specify*

BIKE VALET

In accordance with Policy 2.13 of the Bicycle Transportation Plan, **all events expecting 300 or more attendees shall provide bike valet services per the following requirements:**

Space: Provide a space that is enclosed and secured on three sides (“corral”). The fourth side of the corral shall consist of a table for checking in bicycles. The corral shall be placed at an easily accessible and visible location, preferably at the entrance gate to the event, or another location approved by city staff.

Hours: Hours of operation of the bike valet must be at least the same hours as the event.

Advance Promotion: The availability of the bike valet service shall be noticed on all event promotion including print, website, radio, email, and social media. Notice shall consist of the phrase “Free Bike Valet.” Bike valet info must be provided whenever any kind of transportation or directional info is advertised for the event.

Handling/Care of Bicycles: The bike valet area must be monitored at all times. Valet staff must handle the receiving and returning of bicycles. Valet staff must also have a system in place for keeping track of the owners of bicycles and their contact info (in case the owner does not pick up the bike). Tracking is usually accomplished with a sign-in sheet, numbering system with tickets. A sufficient number of staff must be provided and that number will vary depending on whether attendees arrive all at one time or are staggered over a period of time. Valet staff must record the number of bicycles parked at the event and submit the number within a week following the event to Adam Fukushima, at afukushima@slocity.org or (805) 781-7590

Theft/Loss: The event sponsor is responsible for any loss or theft to checked bikes.

SUSTAINABILITY

In accordance with Municipal Code Section 8.07 of the Health and Safety plan, **events cannot sell/distribute single-use plastic bottles or cups. Plastic straws may only be served upon request.**

In accordance with Integrated Waste Management Authority Ordinance 2008-3, **events must provide sufficient garbage and recycling services.**

Garbage/Recycling: At least three weeks prior to the event, complete Special Event Checklist with Parks Maintenance Division Supervisor. You will cover:

Sufficient Service: The number and size of cans needed for your event will be determined by the Parks Maintenance Division. Smaller events may be compliant with existing infrastructure.

Additional Service: If additional cans and service are required per the Parks Maintenance Supervisor, contact San Luis Garbage at 805-543-0875.

Organic Waste: If food will be served *and* additional service is required (per Parks Maintenance Supervisor), food waste service must also be arranged for.

Waste should not be hauled off-site. Bins should be serviced on-site by San Luis Garbage or the City of San Luis Obispo. It is the event holder’s responsibility to monitor solid waste practices at this event to prevent contamination of bins.

For questions regarding sustainability at your event: Contact the Utilities Department at RecycleRight@slocity.org or 805-781-7213.

EVENT SPECIFIC INFORMATION

Will a portion of the event take place on private property?

- YES **PRIVATE PROPERTY OWNER'S AUTHORIZATION:** I authorize the applicant _____ to conduct the special event described above and below on my property at the following location: _____

Property Owner's Name: _____

Address: _____

City, State: _____

Zip: _____

Phone: _____

Email: _____

Property Owner's Signature _____

- NO

Will this event require electricity?

- YES *What will the electricity be used for?*
- NO

Does the event permittee have its own liability insurance?

- YES Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If alcohol is sold during the permitted activity, coverage must include full liquor liability in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. Agency, its officers, officials, agents, and employees shall be included as insureds on the policy

Separate Additionally Insured Endorsement - CG 20 26 or equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of San Luis Obispo, its officers, agents, employees and volunteers as additional insured

- NO A Certificate of Insurance showing Property Damage and General Liability in the amount of \$1,000,000 must be purchase through the City of San Luis Obispo's Parks and Recreation Department. If alcohol is sold during the permitted activity, coverage will include full liquor liability.

Will this event require the opening of park gates?

- YES *Please indicate the gates that must be opened on the submitted site/route map.*
- NO

Will volunteers and/or security be present at the event?

- VOLUNTEERS
- SECURITY
- NONE

Describe your procedures for security and crowd control and identify (if any) the name of the security company to intend to use:

Will the permittee be charging admission to the event?

- YES
- NO

If so, please provide details:

Will the event be promoted?

YES

If so, please provide details:

NO

Will the event set-up include tent and/or EZ-ups?

YES

What size:

All vendors and booths shall be subject to an inspection by the Fire Department prior to the event. Vendors must have a completed Fire Department Special Event Permit in their possession during the inspection.

NO

Will the event bring in a tent in excess of 200 square feet or a canopy or other temporary structures that is in excess of 400 square feet?

YES

- Protective measures must be taken to mitigate potential damages to City parks and facilities. Anchor penetration into City parks, cement and streets is prohibited. The use of above ground anchors (i.e. water barrels) is recommended.
- The event sponsor will be responsible for any repairs or damages to any park infrastructure and/or park features.
- The park must be returned to its original condition 2 days post event.

NO

Are the on-site restroom facilities adequate for this event?

YES

Required: One urinal and one water closet for every 200 males and one water closet for every 100 females. At least one restroom for each gender must be ADA-accessible

NO

If portable toilets are required, please provide supplier information:

Is there an opportunity for event materials to enter a storm drain or to be washed off site during a future rain event?

YES

- A detailed pollution prevention plan must be submitted for approval by the city. The plan should include a list of all potential materials and how they will be properly handled, stored, and disposed.
- Spill clean-up materials must be available on site.
- Proposed clean-up methods involving pressure washing must be approved by the city or conducted by a city approved contractor who has received training and is in good standing.
- Please contact the City's Environmental Compliance Section (Utilities Department) for questions related to this section.

NO

Will the event permittee have amplified sound?

YES

- Amplified sound will need to be approved by the City's Parks and Rec department
- Per City Ordinance 9.12.040, sound levels must remain within the permitted decibel level (70 decibels) during the event. If noise levels are excessive, and complaints are received from nearby merchants and/or residents, the event permittee may be requested to reduce or eliminate the amplified sound for the remainder of the event.
- Amplified sound may be segmented to designated areas depending on the rented facility or park
- Based on an agreement with Mitchell Park residents, no amplified sound is permitted on Saturdays, and only during the hours of 9 AM to 5 PM, Sunday through Friday.

NO

Will animals be a part of this event?

YES

Please provide a list of how many and breed types:

NO

Will inflatables (i.e. bounce houses) be used at the event?

YES

- Generators are required as the City does not provide electricity. An up-to-date copy of the bounce house company's insurance must be on file with the Parks and Recreation Department Facilities Program Specialist.
- Anchor penetration into City parks, cement and streets is prohibited. The use of above ground anchors (i.e. water barrels) is recommended.

NO

- **The following city parks allow bounce houses:**
 - Santa Rosa Park
 - Sinsheimer Park
 - Meadow Park
 - Johnson Park
 - Mission Plaza

For parades, will there be vehicles in the parade?

YES

- Please provide a list of type and number of vehicles participating in the event.
- It is the requirement of the San Luis Obispo City Fire Department and the California Fire Code, Section 1101.3 and 1104, that all parade floats must obtain a fire permit and inspection before entering the parade route. All parade entries and entrants shall comply with the following regulations:
 - A, 2A10B:C fire extinguisher, shall be readily available on a float or within the vehicle. Absence of a fire extinguisher will mean disqualification.
 - No open flames or smoking shall be permitted as part of any floats.
 - Costumes made of any flammable-type materials shall be flame proofed for the protection of the wearer.
 - Decorative material on parade floats shall be non-combustible or flame retardant. Baled or loose hay or straw; paper and wood frame walls or partitions; Styrofoam; excelsior; and parachutes shall all be treated with flame retardant material. There shall be no black or clear plastic sheeting.

NO

Will the event permittee be serving alcohol?

- YES
- Alcohol use at the proposed location will need to be approved by the City's Parks and Rec department
 - Event permittee must obtain an Alcohol Beverage License via ABC application provided by the Parks & Recreation department.
 - ABC permit copy must be forwarded to the Parks & Recreation department no later than one week prior to the event.
- NO
- Permittee must obtain Liquor Liability Insurance in addition to Property Damage and General Liability Insurance
 - Site map must include outlined designated area where alcohol is served/consumed
 - Designated alcohol area must be fenced, have posted signs that identify the area and provide a minimum of six (6) security personnel to ensure that all alcoholic beverages remain inside designated area.

VENDOR INFORMATION

Lot 9 parking passes are not permitted for vendor use.

Will the event have vendors or concessionaires?

- YES
- Event permittee must sign a vendor policy which establishes the collection of fees for the vendors participating in the city-wide special events. You can choose either 10% of the gross sales of each vendor or a \$20 per booth option.
 - Vendors who have purchased a current City of San Luis Obispo Business License are exempt from the vendor fees if a copy of the license is provided.
- NO
- One week prior to the event, the sponsor is required to submit a list of all participating vendors.
 - All vendor fees must be submitted no later than one month after the event date.
 - Event payment must be one single check made payable to the City of San Luis Obispo.
 - All vendors and booths shall be subject to an inspection by the Fire Department prior to the event. Vendors must have a completed Fire Department Special Event Permit in their possession during the inspection.
 - The State of California Health and Safety Code has specific regulations for food service and food vendors. Event permittee must contact SLO County Public Health to obtain requirements for temporary food facilities and any necessary permits.

Will the event have any open flame cooking?

- YES Check all that apply: BBQ Burners Wok Deep Fat Fryer Other *Please Specify:*
- NO

PARKING INFORMATION

Will the event require the use of City owned streets or sidewalks or right-of-way?

- YES A route map and street by street directions outlining the selected route with estimated start and finish times and estimated participant numbers is required.
- NO

Will the event require any City owned street closures or sidewalks?

- YES
- A traffic control application must be submitted with the initial special event application.
 - Any changes to this plan must be vetted and approved by the City Traffic Engineer.
- NO
- A route map with street closures must be submitted for event approval.
 - A 20-foot fire lane must be maintained at all times to allow for emergency vehicle use.
 - Sponsor must provide a minimum of one monitor for each barricaded intersection during the duration of the event. Sponsor must provide a map of volunteer stations to Traffic Safety officer prior to the event.
 - SLO PD may provide traffic control assistance if arranged. Any traffic control cost will be billed separately.
 - Event permittee must coordinate with City Transit regarding impacts to bus routes and stops along the event route.
 - Approved No Parking signs must be posted at least 48 hours in advance. Upon completion of posting, sponsor is required to contact the SLO PD to report the location of all posted signs. Police must verify that the signs are posted as required if towing vehicles is requested. After the event, these signs must be removed within 24 hours. Signs must be posted with rubber bands only.
 - All posted signs should be checked 2-3 hours prior to the event in case they have been removed and need to be replaced.
 - Any directional signs/markings posted along the route must be removed immediately after the event

Will the event require exclusive use of a public parking lot?

- YES
- Parking Lots may be used for the event by permission of the Parking Services Supervisor.
 - An adult monitor is required to be stationed at the entrance to the parking lot to ensure the safety of pedestrians and event attendees while vehicles are driving in and out.
- NO
- The cost for the use of a lot varies by location and billed separately through the Parking Division.**

Will the event be closing on-street metered parking spaces?

- YES
- Parking stalls marked with No Parking signs are not to be used as event parking or reserved parking for event staff/volunteers – they are for event staging only.
- NO
- City approved No-Parking signs are required and must be posted with rubber bands on ALL parking meters at least 25 hours in advance.
 - DO NOT cover the top of the meters and DO NOT use tape. Upon completion of postings, sponsor is required to contact the SLO PD to report the location of all posted signs. Police must verify that the signs are posted as required if towing vehicles is requested. After the event, these signs must be removed within 24 hours.
 - All posted signs should be checked 2-3 hours prior to the event in case they have been removed and need to be replaced.

HOLD HARMLESS AGREEMENT

The applicant shall indemnify, protect, defend and hold harmless and indemnify the City of San Luis Obispo, its elected or appointed officials, officers, employees, agents and volunteers from and against any and all claims, demands, damages, costs, (including but not limited to all administrative or other costs incurred by City in reviewing or resolving claims or appeals), expenses, attorneys' fees, loss or liability of any kind or nature whatsoever arising out of, relating to or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees, representatives, contractors or volunteers, or in connection with the permitted event or activity or use of public property. The applicant shall, at applicant's own cost, risk and expense, defend, with counsel acceptable to City, any and all claims and all legal actions or proceedings that may be threatened, commenced or filed against the City, its elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its elected officials, officers, agents, employees, or volunteers as a result of the alleged acts or omissions or applicant or applicant's officers, agents, or employees in connection with the uses, events, or activities under the permit.

Signature Required _____ Date _____

NEXT STEPS...

1. **A completed special event application does not mean the permit for the event has been issued.**
2. Once the Special Event Application has been submitted and the non-refundable application fee (\$100-\$160) has been received, the application will be reviewed within ten (10) business days of receipt of the application.
3. Throughout the Permit Application you will be notified if your event requires any additional information, clarifications, permits, etc. Delays in providing the requested items could delay the ability to complete the Permit Application Process and approve a permit in a timely manner and could result in denial of the application.
4. Completed Special Event Permit Applications must be received no later than 60 days prior to the event start date and may be submitted as early as twelve (12) months prior to the event start date.
5. After a completed application is received, a final approval packet will be sent via email (mail available upon request) 60-45 days prior to your event.
6. Event permittee must attend a site meeting with Park Maintenance at least three (3) weeks prior to the event. The permit will not be issued until the site meeting has commenced.
7. Advertising an event prior to receiving a permit is at the sponsor's own risk.
8. Events held without required permits are subject to closure.
9. Cancellation Policy: Should you, for any reason, need to cancel your event, you must first notify the Special Events Supervisor. Written notice of cancellation must be received no later than ten (10) calendar days prior to the start of the event. Verbal cancellations will not be accepted. The Special Event Permit Application fee and permit processing fee are non-refundable. It is also possible that fees related to other City services (i.e. Streets, Police, Fire, etc.) will still be incurred.

MISSION PLAZA EVENTS ONLY:

REQUIRED NOTICE VERIFICATION

The City of San Luis Obispo requires signatures from the Downtown Association, Chamber of Commerce and the Mission Church for inquiries of events utilizing the Mission Plaza. SPECIAL EVENT APPLICATIONS FOR MISSION PLAZA EVENTS WILL NOT BE ACCEPTED WITHOUT VERIFICATION SIGNATURES.

Verification signatures must be received IN PERSON!

Downtown SLO: Contact # (805) 541-0286 E-mail: reachus@downtownslo.com 1135 Chorro Street Notes:	Date:	
SLO Chamber of Commerce: Contact # (805) 781-2777 E-mail: slochamber@slochamber.org Notes:	Date:	
Mission Church: Contact # (805) 781-8220 E-mail: office@oldmissionslo.org Notes:	No Amplified Sound During: <i>Saturday:</i> _____ <i>Sunday:</i> Mass Schedule (Check all that apply) <input type="checkbox"/> 7:00 am – 8:00 am <input type="checkbox"/> 9:00 am – 10:00 am <input type="checkbox"/> 11:00 am – 12:00 pm <input type="checkbox"/> 12:30 pm – 1:30 pm <input type="checkbox"/> 6:00 pm – 7:00 pm	Date: