



Public Park Large/Corporate Event Permit Application

Introduction

The Port of San Diego maintains over 250 acres of beautiful public recreational and open space areas along San Diego Bay. One of the Port's key objectives is to attract people to the bayfront to recreate and enjoy all that it has to offer. To that end, we welcome special events in our parks. Additionally, we are proud of the outstanding condition in which we maintain our parks, and sensitive to the needs of the communities surrounding them. This special event application contains important planning information for you, and requests information from you, that will help you and the Port of San Diego to ensure a successful special event that minimizes impacts on the park you use as well as the nearby residents and businesses.

Permit Process

The permit process begins with your request for park availability via our website <http://www.portofsandiego.org/recreation/apply-for-a-park-permit.html>. After you submit your request, you will be contacted within three business days by a park permit staff member, who will request some basic information and, if appropriate, reserve an agreed upon park and date(s). Please note that this reservation does not constitute approval of your request. A Reservation may be made as early as 18 months in advance of your event date. The application and deposit must be received no later than 60 days prior to your event. If your application and deposit are not received by this deadline, the Port reserves the right to release the reservation.

Upon receiving your application, our park permitting staff will route it among applicable departments for review. If appropriate, we will schedule a site walk at the park to review your setup and other arrangements as well as our guidelines for conducting your event.

Full payment of all fees must be made no later than 30 days prior to your event date. If your application and deposit are not received by this deadline, the Port reserves the right to release the reservation. When Port staff has received all of your fees and has reviewed, approved, signed and returned your application to you, your signed application will serve as your permit to use the park. NOTE: PLEASE ENSURE THAT YOUR PERMIT APPLICATION HAS BEEN APPROVED BEFORE PROMOTING YOUR EVENT.

Please complete each item on the following pages, attaching additional sheets as necessary, and return to:

**Port of San Diego
Communications & Governmental Affairs Department
Attention: Park Permits
P. O. Box 120488
San Diego, CA 92112-0488
(619) 686-6200**

Faxed or emailed applications will not be accepted.



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Port of San Diego Use Only

Event Date _____

Received _____

Mailed _____

Applicant Information

Applicant Name		Mailing Address (street #, city, state, zip code)	
Organization (if applicable)			
Day phone (w/area code)	Cell phone (w/area code)	Email Address	
Organization type (check <input type="checkbox"/> one) <input type="checkbox"/> Private/Family <input type="checkbox"/> Corporate <input type="checkbox"/> Charitable <input type="checkbox"/> School <input type="checkbox"/> Government <input type="checkbox"/> Other; specify: _____	Check any applicable description(s) Port tenant _____ Tax-exempt _____ Port Financial Assistance Program recipient _____ List approved services from Financial Assistance Program:		

Event Information

Event Name		Date	Event Type (check <input type="checkbox"/> all applicable descriptions)
Park <input type="checkbox"/> Cesar Chavez Park <input type="checkbox"/> Chula Vista Bayfront Park <input type="checkbox"/> Chula Vista Bayside Park <input type="checkbox"/> Chula Vista Marina View Park <input type="checkbox"/> Coronado Tidelands Park <input type="checkbox"/> Embarcadero Marina North <input type="checkbox"/> Embarcadero Marina South <input type="checkbox"/> Harbor Island Park <input type="checkbox"/> Pepper Park <input type="checkbox"/> Shelter Island Park North, (<i>Gazebo</i>) <input type="checkbox"/> Shelter Island Park Central, (<i>Beach</i>) <input type="checkbox"/> Shelter Island Park South, (<i>Bell</i>) <input type="checkbox"/> Spanish Landing Park East, (<i>CSA</i>) <input type="checkbox"/> Spanish Landing Park West, (<i>Beach</i>)	Actual Event Hours: From: _____ To: _____ Setup/Assembly/Construction Date _____ Time _____ AM/PM Dismantle/Completion Date _____ Time _____ AM/PM Attendance: # Day 1 # Day 2 # Day 3 # Day 4 For multi-day events, provide attendance for each day. For runs, walks and parades, provide separate numbers for participants and spectators.)		<input type="checkbox"/> Birthday Party <input type="checkbox"/> Picnic <input type="checkbox"/> Wedding Ceremony <input type="checkbox"/> Wedding Reception <input type="checkbox"/> Corporate Conf <input type="checkbox"/> Corporate Reception <input type="checkbox"/> Run/Walk <input type="checkbox"/> Festival/Music Event <input type="checkbox"/> Company Picnic <input type="checkbox"/> Car Show <input type="checkbox"/> Team-building Event <input type="checkbox"/> Picnic <input type="checkbox"/> Other; specify: _____

Additional Contact Information

On-Site Contact

A contact person representing the applicant must be immediately available, at the site during setup, event and breakdown. This person must have authority over all elements of the event.

Name	Organization	Cell Phone (w/area code)
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Professional Event Organizer (if applicable)

Name	Organization	Cell Phone (w/area code)
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Caterer (if applicable)

Name	Organization	Cell Phone (w/area code)
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Port of San Diego Use Only

BP #	Transaction #	Docs #
Deposit \$	Event Fee \$	Parking \$
Site Walk Scheduled for (date/time)	Site Walk Conducted With:	Receipt # (Cash Only)



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Event Set-Up Information & Guidelines

Site Plan

In addition to the descriptions requested below, please attach a site plan depicting all of the items used in support of your event including seating and tables, food preparation areas, portable restrooms, dumpsters, booths, exhibits, displays, attractions; stages, platforms, flooring, vehicles, generators, fencing, tents, canopies and shelters.

Standard Event Items

Place a check next to each of the standard event items you will use below. Provide amounts and sizes of each.

<input type="checkbox"/>	Item	Amount(s)	Size(s)		<input type="checkbox"/>	Item	Amount(s)	Size(s)
<input type="checkbox"/>	Tables				<input type="checkbox"/>	Generators		
<input type="checkbox"/>	Chairs				<input type="checkbox"/>	Portable Restrooms		

Sidewalk Access

While the portion of the park green space to be used for the event may be temporarily fenced, at no time will public access to public sidewalks or promenades be blocked before, during or after public events.

I acknowledge that I am aware of the Port of San Diego requirement to maintain all sidewalks and promenades open before, during and after my event.

Applicant Initials

Tents / Canopies / Shelters

Describe any tents, canopies and shelters you will use for your event. Include types, heights, square footage and name of rental company, if renting. Tents may be secured with weights, but no tent stakes may be driven into the grass.

I acknowledge that I am aware of the Port of San Diego requirement to avoid using tent stakes in the grass.

Applicant Initials

Fencing / Barricades

Describe any fencing and barricades you will use as perimeters or barriers for your event. Include types, heights and approximate lengths.

Applicant Initials

Stages / Platforms / Flooring

Describe any types of stages, platforms or flooring you will use for your event. Include types, heights, square footage and name of rental company, if renting.

Live or Recorded Entertainment / Amplified Sound

Music entertainment may be amplified through a sound system but the sound levels must be acceptable to the surrounding community. A Harbor Police officer or other law enforcement representative who determines that noise from your event is excessive may require you to take corrective action including ceasing the use of amplified sound. Describe below the live or recorded entertainment you will provide and any other amplified sound you will use at your event.



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Attractions / Games / Other Entertainment or Services

List and describe all entertainment attractions and special services you intend to provide. These include games, clowns, face painting, play jumps, massage area/service, etc. Note: Large or motorized rides or attractions such as Ferris wheels, climbing walls and throwing games, as well as fireworks and animal entertainment are prohibited in Port of San Diego parks. Note: If you intend to have a play jump, the play jump provider must have on file at the Port a certificate of insurance that names the Port of San Diego as an additional insured. Please include the name of the rental company providing your play jump(s).

Booths / Exhibits

Describe any booths or exhibits you will have at your event. These include demonstration booths, tasting booths and exhibits.

Food / Beverage

Describe the types of food that will be served and/or prepared and the equipment that will be used, if cooking or warming food onsite, at your event.

Alcoholic Beverages

Alcoholic beverages are not permitted in the city parks and beaches of Coronado (Coronado Municipal Code, Sec. 10.28.010), including Port of San Diego parks in Coronado. Alcoholic beverages are allowed in all other Port of San Diego parks with a valid Port of San Diego event permit.

If you intend to sell alcoholic beverages, or to sell tickets or request donations for admission to an event at which alcoholic beverages are served, an additional permit from the State Department of Alcoholic Beverage Control (ABC) is required. Please contact ABC at (619) 525-4064 or www.abc.ca.gov.

If you intend to serve alcoholic beverages *without* charge, admission or other consideration, the following conditions must be met:

- Designated areas for dispensing and consumption must be noted on the event site plan. Persons may not take alcoholic beverages from the designated area.
- For events greater than 500 in attendance, one licensed security staff person must be present for every 50 attendees. Security staff will prevent people from carrying alcoholic beverages outside the designated area.
- Alcoholic beverages may only be served in distinctive paper, plastic or Styrofoam cups, plastic bottles or aluminum cans. No glass containers are permitted. Beverages may be poured from glass containers into cups by a designated server.
- Kegs of beer are not allowed unless special permission is obtained from District staff.
- All persons serving or otherwise dispensing alcoholic beverages must be at least 21 years of age.
- Department of Alcoholic Beverage Control, Officers of the Harbor Police Department, any authorized representative of the San Diego Unified Port District, or law enforcement personnel from any Port member city may summarily revoke the park permit if it is determined that the public welfare and morals are being impaired and/or a law enforcement problem is being created.

Describe your plan for serving alcoholic beverages at your event.



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Waste Removal

All waste generated by your event must be removed from the park at conclusion of your event. Any dumpsters brought onsite must be removed as soon as possible. The Port requires that you implement Best Management Practices (BMP) to prevent pollutants from reaching the storm drains or bay. Required waste removal BMPs include the use of covered trash dumpsters and prompt trash removal upon completion of the event.

Describe your plan for waste removal, including the providing of receptacles and dumpsters. Include number and size of dumpsters, if applicable, and the name of the company providing them. If necessary, please attach your plan to this application.

I acknowledge that I am aware of the Port of San Diego requirements for BMPs to address waste removal.

Applicant Initials



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Security Plan

You are responsible for providing a safe and secure environment for your event. If you have hired a professional security company to develop and manage your event's security plan, provide the following information:

Security Company: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Day) (Evening) (Cellular) (Fax)

Private Security Operator License #: _____

Describe your security plan including crowd control and venue safety or attach the plan to this application.

Medical Services Plan

You are responsible for providing appropriate medical services for your event. If you have hired a professional emergency medical services provider to develop and manage your event's medical plan, provide the following information:

Medical Services Provider: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Day) (Evening) (Cellular) (Fax)

Describe your medical plan including the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and manner in which they will be managed and deployed. If necessary, please attach your plan to this application.

Parking & Traffic Control

Any organizer planning to conduct an event with expected attendance of five hundred (500) or more persons will be required to provide an off site parking locations and/or shuttle service plan and traffic control personnel for the event.

Reserving Parking Spaces: Parking spaces may be requested in Embarcadero Marina Parks North & South only. Spaces may be purchased at a cost of \$10 per space, per day. Unless you have reserved parking spaces during your event, the entire parking lot will remain open for public access. If your event is scheduled for the Embarcadero Marina Park North, you must inform the Seaport Village Management Office (619) 235-4014 of your parking and traffic management plan. Because the parking spaces must be available to users of the Embarcadero Marina Park South public fishing pier, the parking lot cannot be used exclusively for a special event. Fishermen, employees, agents or vendors must have unimpeded access to the public fishing pier and the bait & tackle shop at all times.

A Traffic Enforcement Officer must be notified **at least fourteen (14) days** in advance of your event in order to post advisory signs or barricades in the parking lot, and payment must be included with your permit fee. Call (619) 686-8176 to coordinate your parking plans. List the date(s) and number of spaces that you will need parking:

Dates requested: _____ Number of spaces: _____

Meter Numbers (if applicable)



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For Applicant's Use: Other Planning Considerations
<p>Site Walk Unless the Port of San Diego decides otherwise, all events over 500 people; events with large items including stages, platforms and dance floors; and most events with live entertainment will require a site walk with Port staff.</p>
<p>Potable Water The water supply in the Port of San Diego's parks is not potable, except at drinking fountains, and should not be used for food preparation.</p>
<p>Electricity Source The Port does not provide electricity or generators for special events.</p>
<p>Fire Marshal Permit contact the Fire Marshal of your city to determine if a permit is required in addition to your Port of San Diego park event permit. The City of San Diego Fire-Rescue Department number is (619) 533-4400.</p>
<p>Permits for Food Vendors The San Diego County Environmental Health Services Department issues permits for food vendors at special events. If your event includes food vendors, contact them at (619) 338-2363.</p>
<p>Special Guidance for Moving Route Events</p> <p>Informing Impacted Businesses & Facilities: Runs, walks and parades on the Port tidelands will likely impact pedestrian and vehicle traffic to businesses and public facilities. You are required to mitigate those impacts by providing to affected businesses notices that reflect the date(s), time(s), location(s) and type of activity to take place during your event, along with a route map. These notices must be approved by Port of San Diego staff and must be distributed, following approval of your application, at least two (2) weeks prior to your event.</p> <p>Signage For moving events that impact significant roadways or walkways, you may be required to provide roadway advisory signs, placed a minimum of two (2) weeks prior to the event, with advance notice of the lane closure(s). If such signage is required do not use nails or staples to mount your advisory signs. Any mounted signs must be taken down and disposed of at the end of the event. We may also require approval of the proposed signage by Port of San Diego staff. We will inform you of whether review is required.</p>
<p>Smoking Prohibited As of December 5, 2006, smoking is prohibited on any Port of San Diego park or beach. No person shall dispose of any cigarette, cigar, or tobacco in any place where smoking is prohibited, except in a designated waste disposal container.</p>
<p>Refunds If a permitted event is cancelled or postponed, the park permit fee and damage deposit will be refunded provided park permit staff is notified a minimum of sixty days before the event date. A \$35 processing fee will be deducted from the refunded amount.</p>
<p>Reservation of Locations A park permit grants permission for an event to be held in a Port of San Diego park; however, a permit does not guarantee a specific location in any park. Park areas are available on a first-come, first-served basis, and it is up to the permittee to secure the space needed to hold the event. A permittee may designate event boundaries, as long as a representative is present at the site. Event boundaries may not block walkways, driveways or parking areas.</p>



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Park Permit Fees

Event Type	Attendance	Fee	Type of Fee
All events	1-100	\$35	Flat fee
Corporate events <i>Setup & breakdown days</i>	101-250	\$500 \$300	Flat fee Flat fee
Private & non-profit event <i>Setup & breakdown days</i>	101-250	\$300 \$200	Flat fee Flat fee
Corporate events <i>Setup & breakdown days</i>	251+	\$3.50* \$500	Per person Flat fee
Private & non-profit event <i>Setup & breakdown days</i>	251+	\$2.10* \$300	Per person Flat fee
Car shows		\$5	Per car
Moving events that use park walkways**		\$.75 (\$1000 maximum)	Per person

* Fees are discounted by \$1.00 if paid by April 30, 2010.

** Events such as runs or walks that may not have actual use of a park, but will prevent access or egress, rendering it unusable.

Security Deposits

Security Deposits are based on the type of activity that the park will be used for.

Special Set Up / Concerts Minimum of \$5,000	Reception Minimum of \$1,500	Car Shows Minimum of \$1,500
Tent or large canopy	Tables and seating	Tables and seating
Stage	May be catered on site, but without extensive food preparation	May be catered on site, but without extensive food preparation
Dance floor	No items listed in Special Set Up / Concert category	No items listed in Special Set Up / Concert category
Extensive food preparation area	Tables and seating	Tables and seating
Heavy or large structures for decoration or entertainment (Note: some items may not be allowed on grass areas)	May be catered on site, but without extensive food preparation	May be catered on site, but without extensive food preparation
	No items listed in Special Set Up / Concert category	No items listed in Special Set Up / Concert category



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Date of Event _____ Name of Client _____ Date: _____

(Initials)	Pre-Event Site Walk Checklist
1.	All equipment and items pertaining to this even are specified in the application and/or site plan. No unspecified equipment or items are allowed in the park.
2.	For events larger than 500 attendees, a detailed written parking plan and traffic plan is required.
3.	This event will / will not reserve parking (Embarcadero Parks only).
4.	No vehicles larger than the equivalent of a 1-ton pick-up truck are allowed on the sidewalks or grass areas; only turf vehicles are allowed on the grass.
5.	The use of large or motorized attractions (such as Ferris wheels), climbing walls, throwing games and dunk tanks is prohibited in the parks and parking lots. Fireworks and animals are prohibited
6.	The use of tent stakes to secure tents is prohibited. Tent stakes damage irrigation lines. Tents will be secured with weights.
7.	The permittee shall ensure that all hardware, nuts, bolts, zip ties, bottle caps, trash and litter associated with this event are picked up and removed from the park.
8.	Trash dumpsters may leak into an adjacent storm drains and result in an environmental violation. The permittee will take every precaution to prevent and contain any leakage, to include but not limited to, placing berms around dumpsters, placing protective materials and berms over storm drains, and keeping a spill kit on site. The event organizer shall immediately address and mitigate all spills and leaks. Deposit hot coals in proper containers
9.	The permittee shall ensure all residual cooking grease and oil are removed from the site and disposed of properly (not placed in site trash dumpsters). Absorbent pads will be placed under all cooking vessels. The permittee shall ensure that no grease and oil run onto the landscape, hardscape, sidewalks, parking lots and roads.
10.	While a portion of the park green space may be temporarily fenced for the event, at no time will the event block pedestrian or emergency vehicle access to park sidewalks and promenades.
11.	The permittee is responsible for obtaining all appropriate permits including but not limited to health department, alcoholic beverage, and fire marshal permits.
12.	Amplified music is allowed if sound levels do not pose a nuisance to other park users or the surrounding community. A Harbor Police Officer, District representative or law enforcement representative who determines the noise is excessive may require corrective action.
13.	If the event impacts Port tenants by pedestrian and/or vehicular traffic, the permittee shall deliver a District approved notification letter to all applicable tenants at least two weeks before the event date.
14.	All event staff, contractors, sub-contractors and their staff members will be informed of and comply with these regulations.
15.	A post-event site walk was conducted on _____ (date) by _____ (Port staff). Park was / was not left in satisfactory condition following event. If unsatisfactory, permittee was contacted on _____ (date). If unsatisfactory, an itemized list of damages and repair costs will be attached to this permit and a copy sent to permittee.



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Terms and Conditions for Park Permit Applicants

Use of a San Diego Unified Port District park is subject to the following terms and conditions:

1. Applicant shall comply with all applicable laws, rules, regulations and requirements of the Port District and other governmental entities.
2. All or any portion of the refundable security deposit (if applicable) shall be available unconditionally to the Port for the purpose of cleaning or repairing damages to the property upon termination of this permit.
3. Either party may cancel this permit by giving twenty-four (24) hours notice to the other party. In the event of an emergency, such cancellation shall be without liability of any nature. Applicant is subject to a cancellation fee of \$35 if applicant provides less than sixty days written notice to the District of cancellation of a scheduled event.
4. This permit shall not be transferred or assigned.
5. Applicant shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless San Diego Unified Port District ("District") and its officers, employees, and agents for any and all liability, claims, judgments, damages, proceedings, orders, directives, costs, including reasonable attorneys' fees, or demands arising directly or indirectly out of the obligations undertaken in connection with this Permit, or Applicant's use, occupancy, possession or activities on the Premises, except claims or litigation arising through the sole negligence or willful misconduct of District. It is the intent of this Paragraph that Applicant indemnify and hold harmless District for any actions of Applicant or District, including duties that may be legally delegated by Applicant to third parties, except for those arising out of the sole negligence or willful misconduct of District. This indemnity obligation shall apply for the entire time that any third party can make a claim against or sue District for liabilities arising out of Applicant's use, occupancy, possession, or activities on the Premises, or arising from any defect in any part of the Premises.
6. Applicant must provide certificate of insurance coverage naming the "San Diego Unified Port District" as an additional insured. Insurance coverage must be in force for the duration of the event, including setup through takedown days. The Port of San Diego requires a minimum of \$1,000,000 for personal and bodily injury, one person and one occurrence; and a minimum of \$1,000,000 coverage for property damage. The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application. In addition, the Port of San Diego must be identified by its full name – **San Diego Unified Port District** –as the additional insured.
7. The rights and privileges extended by this permit are **non-exclusive**.
8. Applicant shall not engage in any activity on Port District property other than the activity for which this permit is expressly issued.
9. In the event of failure of the Applicant to comply with any provision of this permit, this permit may, at the discretion of the Port District or its authorized representatives, be terminated immediately.

I certify that the information contained my permit application is true and correct to the best of my knowledge. I understand and agree to abide by the rules and regulations governing the proposed special event under the San Diego Unified Port District Code.

Name of Applicant (PRINT) _____ **Title:** _____

Signature of Applicant: _____ **Date:** _____

Attachments provided (Applicant check all that apply): Site Plan Pollution Prevention Plan

Waste Removal Plan Security Plan Medical Services Plan Parking & Traffic Control Plan

Insurance certificate Evidence of not-for-profit status Fees Deposit

Submit the entire application (all pages, attachments and fees) to:

Port of San Diego Park Permits, P.O. Box 120488, San Diego, CA 92112-0488

Faxed or emailed applications will not be accepted.

Port of San Diego Approval

Name _____ Title: _____

Signature: _____ Date: _____