



## **Public Park Moving 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://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 & Community Services  
Attention: Park Permits  
P. O. Box 120488  
San Diego, CA 92112-0488  
(619) 686-6200**

**Faxed or e-mailed applications are not accepted.**



## Public Park Moving Event Permit Application

Event Date \_\_\_\_\_  
 Received \_\_\_\_\_  
 Mailed \_\_\_\_\_

### Applicant Information

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

### Event Information

<b>Event Name</b>		<b>Date(s)</b>		<b>Event Type: (check <input type="checkbox"/> all That Applies below)</b> <input type="checkbox"/> Walk or Run leisure <input type="checkbox"/> Walk or Run Race  <input type="checkbox"/> Triathlon <input type="checkbox"/> Scavenger Hunt  <input type="checkbox"/> Bicycle Ride <input type="checkbox"/> Bicycle Race  <input type="checkbox"/> Swim Leisure <input type="checkbox"/> Swim Race  <input type="checkbox"/> Parade  <input type="checkbox"/> Passing Through, no set-up <input type="checkbox"/> Other; specify: _____		
<b>Park</b> <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> ) <input type="checkbox"/> Other: _____		<b>Actual Event Hours:</b>				
		From: _____ To: _____ <b>Setup/Assembly/Construction</b> Date _____ Time _____ AM/PM				
		<b>Dismantle/Completion</b> Date _____ Time _____ AM/PM				
		<b>Attendance:</b>				
		_____ Set-up Day Participants	_____ Event Day Participants	_____ Event Day Spectators		

### Additional Contact Information

#### On-Site Contact

The applicant or a contact person representing the applicant must be immediately available during the event. This person must have authority over all elements of the event.

#### Professional Event Organizer (if applicable)

<b>Name</b>	<b>Organization</b>	<b>Cell Phone (w/area code)</b>
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#### Caterer (if applicable)

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

<b>BP #</b>	<b>Transaction #</b>	<b>Docs #</b>	
<b>Deposit \$</b>	<b>Check/M.O. #</b>	<b>Circle:</b>	<b>Credit Card      Cash</b>
<b>Parking \$</b>	<b>Check/M.O. #</b>	<b>Circle:</b>	<b>Credit Card      Cash</b>
<b>Event Fee \$</b>	<b>Check/M.O. #</b>	<b>Circle:</b>	<b>Credit Card      Cash</b>



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## Event Set-Up Information & Guidelines

### Special Guidance for Moving Route Events

**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.

### 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.

### Insurance

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.

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 \$500,000 for personal and bodily injury, one person and one occurrence; and a minimum of \$500,000 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.**

### Recycling

The Port of San Diego strongly encourages the recycling of all cans, bottles and all other recyclable materials associated with events. The commercial providers of waste receptacles for your event have available receptacles that may be designated for recyclables at your event.

### 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.

### 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.



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## 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)

## Note:

**If your event only passes through any Port of San Diego park(s), using only the walkways or promenade with no set up, stop here and continue to page 10.**

**If your event includes a set up on a Port of San Diego park for a gathering at the start or finish, continue through the entire application.**



## Public Park Moving Event Permit Application

### Standard Event Items

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

Item	Amount(s)	Size(s)		Item	Amount(s)	Size(s)
Tables				Generators		
Chairs				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.

### 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.

\_\_\_\_\_  
Applicant Initials

### 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.



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## Site Cleanup and Repair

You are responsible for leaving the park and its contents in the exact condition in which you found them. To this end, please be aware of the following:

Construction material cleanup: All materials from the construction of your event venue must be picked up and disposed of. This includes all nails, screws and other hardware. When left in the park, these items in particular constitute a hazard to public safety as well as to grounds maintenance equipment. It is your responsibility to inform all staff and subcontractors of this requirement.

Inadequate cleanup or damage to the park: You are responsible for reimbursing the Port of San Diego for any additional cleanup that must be performed and for any damage to the park or its contents and facilities as a result of your event. The charges for inadequate cleanup and damage include, but are not limited to the following:

- Late removal of dumpsters -- \$100.00 per day
- Turf/rut repair per 10 square feet - \$1,000
- Concrete Bollard (unlighted) replacement - \$1,000
- Concrete Bollard (lighted) replacement - \$3,000
- Concrete Drinking Fountain replacement - \$3,000
- Light Pole replacement - \$3,000
- Concrete side walk panel 6'x6'x6" replacement - \$3,000
- Sprinkler head replacement - \$400
- Sprinkler lateral replacement per 8' - \$800
- Power washing costs will be passed along to the permittee
- Labor rate for cleanup or other restoration - \$85 per hour – Weekends and non business hours are charged at time and a half

I acknowledge that I am aware of my responsibility to clean up and restore my event venue to its pre-event condition. \_\_\_\_\_  
Applicant Initials

## 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](http://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.

**Will alcoholic beverages be served at your event:** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe your plan in detail:



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### Park Permit Fees

Effective 5/01/2010

Event Type	Attendance	Fee	Type of Fee
All events	1-100	\$35	Flat fee
Corporate events	101-250	\$500	Flat fee
<i>Setup &amp; breakdown days</i>		\$300	Flat fee
Private & non-profit event	101-250	\$300	Flat fee
<i>Setup &amp; breakdown days</i>		\$200	Flat fee
Corporate events	251+	\$3.50	Per person
<i>Setup &amp; breakdown days</i>		\$500	Flat fee
Private & non-profit event	251+	\$2.10	Per person
<i>Setup &amp; breakdown days</i>		\$300	Flat fee
Car shows		\$5	Per car
Moving events that use park walkways**		\$1.00 (\$1000 maximum)	Per person

\*\* 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 (Initials)	Name of Client	Date
<b>Pre-Event Site Walk Checklist</b>		
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 <b>will / will not</b> reserve parking (Embarcadero Parks only).
4.		Vehicles allowed on property must be pickup's lighter than 1 ton, pickup's with only single rear tires. Only turf vehicles are allowed on the grass. Violations will result in citations or fines.
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. Dig Alert is required for generators with grounding rods. Port Staff will advise applicant when needed on other instances based on event set up.
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.		<p>The permittee is responsible for obtaining all appropriate permits including but not limited to health department , alcoholic beverage, fire marshal and Marine events.</p> <p><b>Fire Marshal Permit</b> If your event is fenced and you have 49 or more in attendance 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.</p> <p><b>Permits for Food Vendors</b> 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><b>Marine Permit</b> If this permit request involves any type of water activities, a separate permit from the United States Coast Guard may be required. Please contact the United States Coast Guard, Sector San Diego's Marine Events Permitting office at 619-278-7261 or 278-7233.</p>
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.		The District will not provide potable water. electricity or generators to support any event.
14.		Request sprinklers be turned off (dates): To protect landscape areas, ensure the off times are minimized.
15.		If the event impacts Port tenants by pedestrian and/or vehicular traffic, the permittee shall deliver a



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		District approved notification letter to all applicable tenants at least two weeks before the event date.
<b>16.</b>		<b><i>The permittee will ensure:</i></b> All event staff, contractors, sub-contractors and their staff members will be informed of and comply with these regulations.
<b>17.</b>		A post-event site walk was conducted on _____ (date) by _____ (Port staff). Park <b>was / was not</b> 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.

### 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.

### 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.

### Site Walk

Unless otherwise determined, all events meeting the following criteria will require a site walk with Port staff:

- Events with projected attendance of over 500 people
- Events with large items including stages, platforms and dance floors; and most events with live entertainment
- Events with the potential to generate significant amounts of trash, waste or other pollutants,



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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 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.**

**Phone: (619) 686-6225**

### Port of San Diego Approval

Name \_\_\_\_\_ Signature: \_\_\_\_\_

SDUPD Park Park Permit Coordinator Date: \_\_\_\_\_