

# Park Permits Rules and Regulations

## General Guidelines

When completing your application for a park special event permit, please keep the following information in mind:

- All equipment and items to be used on site during your event shall be specified in your application and/or site plan (see below). No unspecified equipment or items are allowed in Port of San Diego parks.
- The permit holder will ensure all event staff, volunteers, contractors, sub-contractors and their staff members will be informed of and comply with all Port of San Diego guidelines, rules and regulations related to park event permits.
- Site walks, unless otherwise determined, all events meeting the following criteria will require a site walk with Port of San Diego 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. The Port of San Diego reserves the right to conduct a site walk for any event being considered or permitted.
- The Port of San Diego does not provide potable water, electricity or generators to support any event.
- Please remember to specify the exact dates on which you desire for the park sprinklers to be turned off. To protect the parks' landscaped areas, please minimize the off times for sprinklers.

## Written Plans

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For events larger than 250 attendees or at Port staff's discretion, the following **written and detailed plans are required for submittal with the applicant's park event permit application:**

- **Parking and Traffic Management Plan:** Any organizer planning to conduct an event with expected attendance of two hundred fifty (250) or more persons is required to provide a Parking and Traffic Management Plan that includes off-site parking locations and/or shuttle service plan and traffic control personnel for the event. Parking spaces may be requested in those parks that have metered parking spaces. 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. In Embarcadero Marina Park

South, at least 50 spaces must be left open for users of the public fishing pier. A maximum of 50 spaces may be reserved in this lot. Fishermen, employees, agents or vendors must have unimpeded access to the public fishing pier and the bait & tackle shop at all times. A Community Service 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 and Traffic Management Plan. List the date(s) and number of spaces that you will need reserved.

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- **Security Plan:** You are responsible for providing a safe and secure environment for your event. Your Security Plan shall include your plans for crowd control and venue safety. If you have hired a professional security company to develop and manage your event's Security Plan, provide the following information: Name of company, name of on-site contact, full address, telephone (office and cell), and Private Security Operator License #.

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- **Medical Services Plan:** You are responsible for providing appropriate medical services for your event. Provide a Medical Services Plan that includes the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. 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, name of on-site contact, full address, and telephone (office and cell).

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- **Site Plan:** A Site Plan must be provided depicting all of the items used in support of your event including but not limited to seating and tables, food preparation areas, portable restrooms, dumpsters, booths, exhibits, displays, attractions, stages, platforms, flooring, vehicles, generators, tents, canopies and shelters. For fencing, barricades, stages and flooring include type, height, length, dimensions and name/contact of company providing the service.

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- **Route Map** (if applicable): If you are holding a moving event such as a parade, run, walk, bicycle ride or triathlon that uses areas outside of a single park, provide a Route Map. The Route Map shall describe the type of moving event you are planning, and depict the following information: The complete route, including areas in other local

jurisdictions; the type of thoroughfare being used in each part of the route, i.e. street, promenade, sidewalk or path; the start and finish locations, water stops, activities and attractions that you are providing on sidewalks or streets, and any other applicable event information. If applicable, a Street Delay/Closure List shall also be provided with the Route Map. Provide samples of the anticipated street signs to be used along the route.

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- **Community Outreach Plan:** If the event impacts Port tenants by pedestrian and/or vehicular traffic, the permit holder shall create and deliver a **District approved** notification letter, email or flyer. A specific representative, at all applicable tenant locations, must be contacted initially 90 days before the event, re-contacted 30 days prior and finally at least two weeks before the event date.

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- **Waste Removal Plan:** Describe your plan for waste removal, including the providing of receptacles and dumpsters including recycling receptacles. Include the number and size of any dumpsters, if applicable, the name of the company, contact information, drop off day and times, pick up day and times.

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- **Amplified Sound Plan:** Describe any amplified sound to be generated, including music, PA system announcements, emcee and so on. Detail the specific hours when amplified sound will be used. Describe the type of any music to be played, including whether it is live or recorded. Details for compliance are found under the Rules and Regulations section of this application.

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- **Entertainment/Attractions/Games Plan:** List and describe all entertainment attractions and special services you intend to provide. For example games, clowns, face painting, play jump houses to name a few. Most of these items require a certificate of insurance with the San Diego Port District as an additional insured. Please include names and contact information of any subcontractors hired.

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### Other Permits

In addition to the park event permit from the Port of San Diego, the applicant is responsible for obtaining all appropriate permits including but not limited to the following:

- **Fire Marshal Permit**  
If your event is fenced or has large tents and will have 49 persons or more in attendance, contact the Fire Marshal of the appropriate city to determine if a permit is required in addition to your Port of San Diego park event permit.
- **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.
- **Marine Events Permit**  
If your event includes any activity in San Diego Bay, a separate permit from the United States Coast Guard may be required. Please contact the United States Coast Guard, Sector San Diego Marine Events Permitting office at 619-278-7261 or 619-278-7233.
- **ABC Special Event Permit**  
If you intend to sell or serve 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). Additionally, you are responsible for complying with all ABC rules at your event. Details for compliance are found under the **Rules and Regulations** section of this application. A permission letter from Port permit staff must be sent to ABC 30 days before your event. You will not be able to secure an ABC permit without it. The permit applicant must contact staff 30 to 45 days before the event to request that the permission letter be sent to ABC.

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## ***Rules and Regulations***

### **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 permitted events. Fenced events, at no time will block pedestrian or emergency vehicle access to park sidewalks and promenades.

### **Vehicles**

Large vehicles damage sidewalk pavement and valve covers and are more prone to collisions with trees, light poles and drinking fountains. For these reasons, no vehicle larger than a one-ton pickup truck may be used in Port

of San Diego parks (beyond parking lots) for event setup or breakdown or to support vendors or displays. Only pickup trucks with single rear tires may be used. Only turf vehicles are allowed on the grass. Violations will result in citations or fines.

### **Trash Dumpsters**

Trash dumpsters that leak into an adjacent storm drains will result in an environmental violation. The permit holder will take every precaution to prevent and contain any leakage, to include but not limited to, placing berms around dumpsters, placing protective materials around or under 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

### **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. Recommendation is one recycle box per every trash container.

Event Initials

### **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 after your event. This includes all boxes, trash, debris and hardware. Hardware includes **nails, nuts, bolts, screws, zip ties, bottle caps, and anything else that when left in the park constitutes a particular hazard to public safety as well as to grounds maintenance equipment.** It is your responsibility to inform all your staff and subcontractors of this requirement. If inadequate cleanup or property damage happens as a result of your event, 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. The charges for inadequate cleanup and damage include, but are not limited to the following:

- Late removal of dumpsters -- \$100 per day
- Turf/rut repair per 10 square feet - \$100
- 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 - \$100  
Sprinkler lateral replacement per 8 - \$400  
Power washing costs will be passed along to the permit holder  
Labor rate for cleanup or other restoration - \$85 per hour – Weekends and non- business hours are charged at time and a half. Minimum hours charged are two.

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### **Smoking Prohibited**

As of December 5, 2006, smoking is prohibited in 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.

### **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.

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### **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 a **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.**

**Note:** All sub-contractors hired by the permit holder are required to have certificates of insurance with the **San Diego Unified Port District –as the additional insured.**

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### **Tent Stakes/ Canopies/Shelters**

The use of tent stakes to secure tents is prohibited. Tent stakes damage irrigation lines. Tents will be secured with weights. **Dig Alert (811)** is required for generators with grounding rods (two week advance notice is needed). Port Staff will advise applicant when needed on other instances based on event set up.

### **Cooking/ BBQ**

The permit holder shall ensure all residual cooking grease and oil are removed from the site and disposed of properly (not placed in site trash dumpsters or drains). Absorbent pads will be placed under all cooking vessels. The permit holder shall ensure that no grease and oil run onto the landscape, hardscape, sidewalks, parking lots and roads.

### **Attractions or Games**

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. Dogs are permitted on leash only.

### **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.

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### **Alcoholic Beverages**

Alcoholic beverages are allowed in Port of San Diego parks with a valid Port of San Diego event permit. In accordance with Coronado Municipal Code, Sec. 40.28.010, the Port of San Diego will not issue a permit allowing alcohol in any Port of San Diego parks or beaches located in Coronado with the exception of private events held in Tidelands Park that have secured approval of the Coronado City Council in compliance with its City Municipal Code. There are no exceptions for events occurring at Coronado Landing Park.

As noted above, if you intend to sell or 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 cups or, plastic bottles or aluminum cans. Glass containers are prohibited. 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 Port of San Diego park permit 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.

You are required to agree with all rules and regulations in order to obtain an approved permit from the San Diego Unified Port District

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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:** \_\_\_\_\_ **Agreement Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_