

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 at 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
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
Large/Corporate Event Permit Application**

Port of San Diego Use Only
 Event Date _____
 Received _____
 Issued _____

Applicant Information

Applicant Name	Email Address
Main Phone () _____ - _____	Mailing Address (street #, city, state, & zip code)
Mobile Phone () _____ - _____	

Organization Name: _____

Organization Type : Private/Family Charitable 501(c)(3) Corporate
 School Government Other: _____

Is this a Tidelands Activation Program (TAP)? Yes No

Event Information

Event Name	Date(s)	Event Type: (check <input checked="" type="checkbox"/> all applicable descriptions)								
Park(s): <input type="checkbox"/> Chula Vista Bayfront Park <input type="checkbox"/> Chula Vista Bayside Park North (Beachside) <input type="checkbox"/> Chula Vista Bayside Park South (Pier) <input type="checkbox"/> Chula Vista Marina View Park <input type="checkbox"/> Coronado Tidelands Park <input type="checkbox"/> Embarcadero Marina Park North <input type="checkbox"/> Embarcadero Marina Park South <input type="checkbox"/> North Embarcadero Waterfront <input type="checkbox"/> South Embarcadero Waterfront <input type="checkbox"/> Harbor Island Park <input type="checkbox"/> Pepper Park <input type="checkbox"/> Ruocco Park <input type="checkbox"/> Shelter Island Park North, (Gazebo) <input type="checkbox"/> Shelter Island Park Central, (Beach) <input type="checkbox"/> Shelter Island Park South, (Bell) <input type="checkbox"/> Spanish Landing Park East, (CSP) <input type="checkbox"/> Spanish Landing Park West, (Beach) <input type="checkbox"/> Other: _____	Actual Event Hours: From: _____ To: _____ Setup/Assembly/Construction: Date _____ Time _____ AM/PM Dismantle/Completion Date _____ Time _____ AM/PM Expected Attendance and/or Show Cars: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Set-up</td> <td style="text-align: center;">Event</td> <td style="text-align: center;">Event</td> <td style="text-align: center;">Dismantle</td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Day#1</td> <td style="text-align: center;">Day#2</td> <td style="text-align: center;">Day</td> </tr> </table> (For multi-day events, provide attendance for each day)	Set-up	Event	Event	Dismantle	Day	Day#1	Day#2	Day	<input type="checkbox"/> Birthday Party <input type="checkbox"/> Private Picnic <input type="checkbox"/> Corporate Picnic <input type="checkbox"/> Corporate Reception <input type="checkbox"/> Wedding Ceremony <input type="checkbox"/> Wedding Reception <input type="checkbox"/> Festival/Music Event <input type="checkbox"/> Fundraiser <input type="checkbox"/> Car Show <input type="checkbox"/> Team Building Event Other: _____ _____ _____
Set-up	Event	Event	Dismantle							
Day	Day#1	Day#2	Day							

On-Site Contact Information

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

Name	Email	Mobile Phone () _____ - _____
------	-------	--------------------------------

Professional Event Organizer

Name	Organization	Mobile Phone () _____ - _____
------	--------------	--------------------------------

Port of San Diego Use Only

Company COI 501(c)(3) ABC Letter CSO Parking Stage Other _____

BP #	Transaction #	D2 #	DM#
Deposit \$	Check/M.O.#	Credit Card#	Cash Receipt#
Parking \$ Spaces:	Check/M.O.#	Credit Card#	Cash Receipt#
Event Fee \$	Check/M.O.#	Credit Card#	Cash Receipt#
TAP Event Fee \$	Check/M.O.#	Credit Card#	Cash Receipt#
TAP Parking \$ Spaces:	Check/M.O.#	Credit Card#	Cash Receipt#

**Public Park
Large/Corporate Event Permit Application**

Event Set-Up Information and Guidelines

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 (COI) coverage naming "San Diego Unified Port District" as an additional insured and also be listed in the certificate holder box.** 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.

All service providers are required to provide a "certificate of insurance" or the applicant can choose to cover all sub-contractors.

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.

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. Boundaries may not block walkways, driveways or parking areas and the size of the reserved boundaries must be in accordance to the permitted group size. Children's playground cannot be within event boundaries.

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.

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here →

**Public Park
Large/Corporate Event Permit Application**

Event Set-Up Information and Guidelines

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 restaurant at all times.

Note*: Reserved parking arrangements are to be made as part of the permit approval process. Please attach a parking diagram of desired spaces

Dates requested: _____ **Number of spaces:** _____

Meter Numbers (if applicable): _____

Security Plan

You are responsible for providing a safe and secure environment for your event. Please provide the following information below whether it is voluntary service or have hired a professional security company to develop and manage your event's security plan.

Security Company

Direct Contact: _____

Direct Phone: () _____ - _____

Note: A specific on-site individual contact is required regardless of your event size.

Describe your security plan including crowd control and venue safety, whether you are contracting private security or using in-house staff

Medical Services Plan

You are responsible for providing appropriate medical services for your event. Please provide the following information below whether it is voluntary service or have hired a professional emergency medical service provider to develop and manage your event's medical plan.

Medical Service Provider

Direct Contact: _____

Direct Phone: () _____ - _____

Note: A specific on-site individual contact is required regardless of your event size.

*All events must have a first aid kit on-site and have knowledge of the nearest emergency facility.

Describe your medical plan including the 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.

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here →

**Public Park
Large/Corporate Event Permit Application**

Event Set-Up Information & Guidelines

Site Plan (Foot Print)

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.

Accessibility

Applicant shall ensure that all elements of the event are accessible to all, including persons with disabilities as required by law. Applicants are encouraged to incorporate the principles of Universal Design, which is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design, when developing the above required site plan. Specific accessibility to address for events shall include but is not limited to:

- Parking, including information and notification of alternate parking opportunities and locations;
- Accessible portable restrooms;
- Accessible shuttles, buses, and other provided transportation elements as part of the event;
- Placement of activities in areas for maximum accessibility;
- Communication and training of event staff, including volunteers, regarding accessibility and disability awareness
- Compliance with the Americans with Disabilities Act and applicable accessibility laws

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.

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, fireworks and animal entertainment are prohibited in Port of San Diego parks.

Note: A Certificate of Insurance (COI) is required of all businesses that provide services on site at your event. All COIs must be attached to your completed application, per the attached Terms and Conditions.

List Company Name or N/A Below	Descriptions		
<p>Entertainment Service:</p> <p>Company: _____</p> <p>Company: _____</p>	<p>Select Type:</p> <p><input type="checkbox"/> Air Jump <input type="checkbox"/> Photographer <input type="checkbox"/> Florist</p> <p><input type="checkbox"/> Face Painter <input type="checkbox"/> Clowns <input type="checkbox"/> Event Planner</p> <p><input type="checkbox"/> Other: _____</p>		
<p>Party Rentals:</p> <p>Company: _____</p> <p>Company: _____</p>	Item	Amount(s)	Size
	Tables		
	Chairs		
	<p>Canopies/Tents</p> <p>No staking, weights are required; <i>Larger than 20' x 20' requires a Fire Permit</i></p>		
	<p>Generators (≤ 75 KW)</p> <p>Self-contained Generators are preferred. Dig Alert is required for generators with grounding rods.</p>		
<p>Live Musicians, DJ, or Recorded Sound</p> <p>Musician: _____</p> <p>Musician: _____</p>	<p>Live or Recorded Entertainment Sound levels must be no higher than 85 decibels and 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. Please Describe:</p>		
<p>Booths/Exhibits</p>	<p>Please attach a list of all vendors who will be exhibiting during your event. (i.e: demonstration booths, tasting booths and exhibits)</p>		

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here →

**Public Park
Large/Corporate Event Permit Application**

Event Set-Up Information & Guidelines

Food and Beverage Company: _____ Company: _____ Company: _____ Company: _____	Select Type: <input type="checkbox"/> Self-Provided <input type="checkbox"/> Caterer <input type="checkbox"/> Taquero <input type="checkbox"/> Food Truck (Must purchase parking spaces to accommodate service)				
Staging/Flooring Company: _____	Type: _____ Size: _____ Describe Usage: _____				
Fencing / Barricades Company: _____	Type: _____ Size: _____ Describe Usage: _____				
Portable Restrooms: Company: _____	<table style="width:100%; border: none;"> <tr> <td style="width:30%; border: none;"># of ADA? _____</td> <td style="border: none;">Drop Off: Date _____ Time: _____am/pm</td> </tr> <tr> <td style="border: none;"># of Regular? _____</td> <td style="border: none;">Pick Up: Date _____ Time: _____am/pm</td> </tr> </table>	# of ADA? _____	Drop Off: Date _____ Time: _____am/pm	# of Regular? _____	Pick Up: Date _____ Time: _____am/pm
# of ADA? _____	Drop Off: Date _____ Time: _____am/pm				
# of Regular? _____	Pick Up: Date _____ Time: _____am/pm				
Waste Removal Company: _____	<table style="width:100%; border: none;"> <tr> <td style="width:30%; border: none;"># of Dumpsters: _____</td> <td style="border: none;">Drop Off: Date _____ Time: _____am/pm</td> </tr> <tr> <td style="border: none;"># of Trash Cans: _____</td> <td style="border: none;">Pick Up: Date _____ Time: _____am/pm</td> </tr> </table>	# of Dumpsters: _____	Drop Off: Date _____ Time: _____am/pm	# of Trash Cans: _____	Pick Up: Date _____ Time: _____am/pm
# of Dumpsters: _____	Drop Off: Date _____ Time: _____am/pm				
# of Trash Cans: _____	Pick Up: Date _____ Time: _____am/pm				

Alcoholic Beverages

Alcoholic beverages are not currently permitted in the Port of San Diego Tidelands Park and Landing Park 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. Note: Request an ABC letter from Port Staff 30 days in advance of event if applicable.**

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 and must be kept away from minors at the event.
- 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, or plastic 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 thru the permit process.
- 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 arises.

Will alcoholic beverages be served at your event: Yes No

Who purchased the alcohol for the event?

Describe in detail how the alcohol will be served and managed.

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here →

**Public Park
Large/Corporate Event Permit Application**

Pollution Prevention and Waste Removal

Waste Removal

All waste generated by your event must be removed from the park at conclusion of your event. "No leak" dumpsters are recommended. Dumpster must be placed on tarp or absorbent material to avoid leakage/spill onto the parking lot surfaces. Any dumpsters brought onsite must be removed as soon as possible following your event. Any delay must be pre-agreed upon with permitting staff. The Port requires that you implement Best Management Practices (BMP) to prevent pollutants from reaching the storm drains or bay. Storm drains must be identified and noted on the site plan. Covering or sealing storm drains as part of the initial set up is required. Required waste removal BMPs include the use of covered trash dumpsters and prompt trash removal upon completion of the event.

Environmental Best Practices

The District is charged with prohibiting all non-stormwater discharges into the stormwater conveyance systems on District tidelands pursuant to San Diego Regional Water Quality Control Board Order No. R9-2013-0001 (NPDES Permit No. CAS0109266, "Municipal Stormwater Permit"). The District has the authority under State law to make and enforce necessary rules and regulations governing, among other things, stormwater management and discharge control. The District's stormwater regulations are found in Article 10 of the San Diego Unified Port District Code ("District Code").

Special events have been identified by the District as a potential source of non-stormwater discharges to the storm drain system and San Diego Bay. Non-stormwater discharges to the stormdrain system or the Bay are considered a violation of District Code. To prevent unauthorized discharges, the District requires the implementation and maintenance of Best Management Practices (BMPs) at special events. BMPs specific to the activities planned for each special event are to be identified prior to the event time. In addition, the following BMPs must also be implemented as applicable:

- Trash dumpsters, portable toilets, or generators shall have secondary containment and located away from open stormdrain inlets or catch basins and away from the water's edge. Secondary containment for trash dumpsters may be accomplished by placing a berm around the dumpster to contain leaks. Trash dumpsters must have lids and be covered.
- A spill kit is to be accessible to the event coordinator or person in charge of spill response.
- Catch basins and stormdrain inlets within the event special area are to be protected with temporary screens or filters prior to the event.
- Fencing is to be placed around the waterside perimeter of the event to prevent any windblown trash or debris from reaching the Bay. Where fencing is not feasible, regular and frequent trash and debris removal is to be conducted by event organizers.
- Street sweeping of parking lots, streets and roads associated with the event shall be conducted as needed.
- Employee training is to be conducted prior to the event to ensure that BMPs are properly implemented and maintained and so that employees are aware of the discharge prohibitions.
- Documentation of BMP implementation for each special event is to be maintained and be made available for the District's review upon request.

Direction related to permitted special event activities can be found in the District Jurisdictional Urban Runoff Management Document (JURMP). The JURMP is available on the District website: (<https://www.portofsandiego.org/environment/clean-water.html>) or by contacting the District Environmental and Land Use Management (ELUM) Department, (619) 686-6254.

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:

- | | | |
|--|--|--|
| • Concrete Drinking Fountain replacement - \$3,000 | • Turf/rut repair per 10 square feet - \$1,000 | • Light Pole replacement - \$3,000 |
| • Concrete Bollard (unlighted) replacement - \$1,000 | • Sprinkler lateral replacement per 8' - \$800 | • Sprinkler head replacement - \$400 |
| • Concrete Bollard (lighted) replacement - \$3,000 | • Concrete walk panel 6'x6'x6" replacement - \$3,000 | • Late removal of dumpster - \$100/day |
- Labor rate for cleanup or other restoration - \$85 per hour
 -(Weekends and non-business hrs. are charged at time and a half)
- Power washing costs will be passed along to the permittee

Rental Equipment: You are responsible for the removal of all rental equipment associated with your event. There should be no rental equipment left on Port Property after your dismantle time period. A dismantle day fee will be passed along to the permittee for every day after.

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here →

**Public Park
Large/Corporate Event Permit Application**

Vehicles

Large vehicles damage sidewalk pavement and valve covers and are more prone to collisions with trees, light poles, and drinking fountains. Box trucks and trailers are used for set-up and equipment delivery, those vehicles must be disclosed in this application and can only be used for drop-off. They cannot idle anywhere except on the parking lot. Request for exception must be made and approved as part of the permitting process. Private or support vehicles, trucks and trailers must find parking off the park grass. See the chart below for specifics (2014 Stats from Cars.lovetoknow.com/USA Today):

Chart of Average Vehicle Curb Weight by Class	Curb Weight in Pounds	On Port District Park
Compact Car	2979	Allowed
Midsize Car	3497	Allowed
Large Car	4366	NOT Allowed
Compact Truck or SUV (single axel only)	3470	Allowed
Midsize Truck or SUV (single or double axel)	4259	NOT Allowed
Large Truck or SUV (single or double axel)	5411	NOT Allowed

Show Cars

Only Show cars are permitted on the grass property at Port District parks. If one or more of your show vehicles are over the weight limit, special permission must be requested as part of the application process. Parking of support vehicles, club member and volunteers is the organizer's responsibility. At many of the park locations, parking spaces can be purchased for event use, if done in advance during the approval process. The club members and volunteers must be identifiable by a club badge, tee shirt, hat, etc. The event organizer, permit holder, or on-site contact must be available and accessible on site at all times during the car show. After set-up, once the show has officially started, no show or service vehicles should be driving on the park property. Vehicles may not leave until after a predetermined time set up by the event organizer. If there is an emergency, where someone must leave before the target time, then two club flaggers must be used to escort the vehicle off the park property and on to the parking lot.

A diagram must be submitted with your application with the layout of your show cars, vendors, check in area, parking plan and the area where non-show vehicles will be parked. Include a list of vendors who will support your event. All vendors must show or sell items that are directly related to your club or car show. Items included can be logo or sponsor gear, car care products and limited food and beverage items.

Participants must have cars in place no later than the specified time listed

Load in Time:	Load in End Time:
Event Start Time:	Event End Time:
Load-out Time:	Load-out End Time:

What communication strategy will be used to communicate with the event organizer or point person during the entire event?

- 2-way Radio/Walkie Talkie
 Cell Phone# _____
 Other _____

Film /Photo/Unmanned Aircraft System (UAS)

If you are going to include the use of an Unmanned Aircraft System (UAS) for filming, please review our Guidelines for UAS Operations found on page 5 of our Filming/Photo/UAS Permit Application. The application can be found on our website www.portofsandiego.org. Click on the "Recreation Tab" to view our recreation page. The permit application can be found on the left under Park Permit Downloads. If you are able to meet these Guidelines, then complete the Port of San Diego UAS portion of the application.

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here →

**Public Park
Large/Corporate Event Permit Application**

You must agree and comply to all park policies, please read and initial each item below.

(Initial)	Items
1.	All equipment and items pertaining to this event 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. Shall include ADA Best Practices.
3.	This event will / will not reserve parking (Embarcadero Parks only).
4.	Vehicles allowed on property must be in line with the chart on page 8 . Only turf vehicles are allowed on the grass. Violations will result in citations, fines, or closure of event
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, call 811 at least 2 weeks before your event or go to http://newtin.digalert.org . 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 as part of the dismantle process.
8.	The permittee will take every precaution to prevent and contain any dumpster/trash spills and leakage, to include but not limited to, placing protective materials such as berms over storm drains and around dumpsters, it is advised to keep a spill kit on site. The permit holder is also responsible for any wind-blown trash. Any trash that finds its way to the bay or storm drains will be cleaned up at the event owners' expense. 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 must 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>Fire Marshal Permit If your event is fenced, utilizing tents larger than 20 x 20 sq. ft. or 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> <ul style="list-style-type: none"> • City of Chula Vista Fire Prevention Division 619-691-5148 • City of Coronado Fire Services Department 619-522-7374 • City of Imperial Beach Fire Services Department 619-423-8223 • City of National City Fire Department 619-336-4241 • City of San Diego 619-533-4300 • San Diego County 800-253-9933 or 858-974-5999 <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>Marine Permit 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 between the hours of 8 a.m. to 10 p.m. if sound levels do not pose a nuisance to other park users or the surrounding community. A Harbor Police Officer, District or Law Enforcement Representative has the authority to request sound level to be lowered or turned off.
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 District approved notification letter to all applicable tenants as per attached timeline.
16.	The permittee will ensure: All event staff, contractors, sub-contractors and their staff members will be informed of and comply with these regulations.
17.	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.
18.	Resources available: https://adata.org/publication/temporary-events-guide and, https://www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm

Park Permit Fees

Event Type	Attendance	Fee	Type of Fee
All events	1-100	\$35	Flat fee
Corporate events <i>Set-up & breakdown days</i>	101-250	\$500 \$300	Flat fee Flat fee, per occurrence
Private & non-profit event <i>Set-up & breakdown days</i>	101-250	\$300 \$200	Flat fee Flat fee, per occurrence
Corporate events <i>Set-up & breakdown days</i>	251+	\$3.50 \$500	Per person Flat fee, per occurrence
Private & non-profit event <i>Set-up & breakdown days</i>	251+	\$2.10 \$300	Per person Flat fee, per occurrence
Car shows	–	\$5	Per car
Moving events that use park walkways	–	\$1.00 (\$1,000 maximum)	Per person/per park Pass Thru Fee
Reserved Parking	Park specific	\$12 - \$17.50	Per space/per day

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 for which the park will be used.

Refundable security deposits are calculated at the Port's discretion based on potential damage to event location.

Event Type	Fee	Equipment	Food
Minimal Set-Up includes, but is not limited to: Wedding Receptions, Family Reunions, Moving Events, Car Shows	Minimum \$1,500	Includes, but is not limited to: tables, seating, platforms, sound systems, exercise equipment, vendor areas	Includes, but is not limited to: Precooked food set on sterno or steam table, food trucks, taco wagons, BBQ set-up, may be catered on-site, but without extensive food preparation
Special Set-Up includes, but is not limited to: Concerts, Festivals, Large Corporate Lunches or Receptions	Minimum \$5,000	Includes but is not limited to: large tent or canopy (20' x 20' & larger). dance floor, bleachers, vendor areas, heavy or large structures for decoration or entertainment; large generators on trailer, or stand alone; Executive Porta-Potties; box trucks or large delivery truck and trailers	Includes, but is not limited to: extensive food preparation area that involves stoves, fryers, hot boxes, refrigeration, gas or charcoal grills

**Public Park
Large/Corporate Event Permit Application**

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 post the permitted event. The refund process does not start until 10 days after the event. The Refund process may take up to 30 days depending on your form of payment.
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. The rights and privileges extended by this permit are **non-exclusive**.
7. Applicant shall not engage in any activity on Port District property other than the activity for which this permit is expressly issued.
8. 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.

Attachments provided (Applicant check all that apply):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Insurance Certificate (COI's) | <input type="checkbox"/> Medical Services Plan | <input type="checkbox"/> Waste Removal Plan |
| <input type="checkbox"/> Security Deposit | <input type="checkbox"/> Security Plan | <input type="checkbox"/> Pollution Prevention Plan | |
| <input type="checkbox"/> Fees | <input type="checkbox"/> Parking & Traffic Control Plan | <input type="checkbox"/> Evidence of not-for-profit status (501(c)(3) required) | |

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.

Applicant Name (PRINT)	Applicant Signature	Date
------------------------	---------------------	------

Submit application, attachments and fees to: **Port of San Diego Park Permits, P.O. Box 120488, San Diego, CA 92112-0488**

Port of San Diego Approval

Special Events Associate Signature	Date
------------------------------------	------

Manager Signature	Date
-------------------	------