



**Public Park
Small/Private Event Permit Application**

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

Applicant Information

Name	Mailing Address (street #, city, state & zip code)
Organization (if applicable)	
Primary Phone () _____ - _____	Email address
Mobile Phone () _____ - _____	

Event Information

Park(s)/ Desired Location(s):	Event Type	
	<input type="checkbox"/> Birthday	<input type="checkbox"/> Baby Shower
	<input type="checkbox"/> Picnic	<input type="checkbox"/> Wedding Ceremony
	<input type="checkbox"/> Other: _____	
Event Date(s):	Setup Time:	Estimated Attendance:
Set-Up Date(s):	Event Start/End Time:	

Event Description and Setup: Specify all event items such as games, attractions, displays, piñatas (do not use park trees to hang piñatas), etc. Include the type(s) of food preparation and cooking equipment that will be onsite.

Specific items: Tables(#)_____ Chairs(#)_____ Canopies(#)_____ Size(s)_____ Generators(#)_____ Size_____ (Larger than 20'x20' requires a Fire Permit) (≤ 75 KVA = 7500W)

Outside Services: Are you hiring any outside services or renting equipment to be onsite at your event?
No _____ Yes _____ If yes, complete the table below

Item /Services	Company	Note: A Certificate of Insurance (COI) is <u>required</u> 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.
Air Jump		
Party Rental		
Caterer/Food Truck/Taquero		
Event Planner		
Other:		

Music: Will you have live or amplified music at your event? No Yes If yes, please describe:

Alcoholic Beverages: Will alcoholic beverages be served at your event? No Yes If yes, please describe:

*Must have a designated area to avoid underage drinking. Beer kegs/glass containers are prohibited. consume alcohol in plastic cups.

For SDUPD use only: BP # _____ Tran # _____ DM # _____ D2 # _____

Fees: Permit \$\$ _____ Cash _____ Credit Card _____ Check# _____

Parking \$\$ _____ Spaces: _____ Cash _____ Credit Card _____ Check # _____

Security Deposit \$\$ _____ Cash _____ Credit Card _____ Check # _____



**Public Park Small/Private Event
Terms and Conditions for Park Permit Applicants**

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

1. Applicant shall comply with all applicable laws, rules, regulations and requirements of the District and other government entities.
2. All or any portion of the refundable security deposit (if applicable) shall be available unconditionally to the District 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 processing fee of \$35.00 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. **Certificate of 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 indemnifies and holds 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. A certificate of insurance naming the "San Diego Unified Port District" as an additional insured is required if acquiring any outside services.
6. Applicant must provide certificate of insurance coverage naming the "San Diego Unified Port District" as an additional insured with a minimum limit of \$1,000,000 per occurrence for bodily injury and property damage. See the attached Guidelines.
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. This permit may be terminated immediately by the Port District for misrepresentation of permit information, violation of the law or activities causing an unreasonable risk to public safety (as determined by any public safety agency).

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: SDUPD, P.O Box 120488, San Diego, CA 92112-0488		
Port of San Diego Approval		
Special Events Associate Signature		Date
Department Manager Signature		Date

Public Park Small/Private Event Guidelines for Permit Applicants

The following are guidelines for obtaining and complying with a park permit for a small/private event at a Port of San Diego Park.

General Guidelines

- A permit is required for a group of any size in order to serve alcohol at any of our Port Park Locations (no alcohol is allowed in Coronado).
- It is also required if you will be utilizing a paid vendor service i.e jumpers, catering, party rentals, etc.
- A Small/Private Event Application and a fee of \$35 is required for an attendance of 25-100 people, alcohol (regardless of attendance size), and/or the event includes any outside paid service providers.
- For attendance over 100 people, a Large/Corporate Event Application is required. Fees will be assessed after the review of your application.
- Permit Request and/or applications must be received 30 days prior to the event date.
- Non-refundable Permit fees and/or security deposit (if required) should be in the form of check, money order or cashier's check made payable to SDUPD. Credit card payments are accepted by phone after the submission of your event application.
- Park Permits will not be issued for events that fall on major holidays and over major holiday weekends.

Permit Holder Responsibilities

- A hard copy of your approved permit is required on site at your event. In the event of damages, misconduct, supplying of inaccurate or misleading information on an approved permit, etc. the permit holder is subject to revocation of permit and/or denial of future permits.
- All waste generated by your event must be removed from the park at conclusion of your event. In the event of excess debris or damage, the group will be charged the cost of the repair or cleanup.
- Ensure that vendors do not drive their vehicles on the grass areas or walkways and utilize loading zones only when actively loading or unloading.
- Maintain a sound-level that is considerate of other park users and surrounding neighborhoods. All amplified sound must cease at 10:00 p.m. in all parks except those in Coronado, where amplified sound must cease at 9:00 p.m.
- Comply with park hours of operation. Port of San Diego parks are open from 6:00 a.m. to 10:30 p.m.
- Cooking is allowed. It can be done on charcoal or propane grills. We would expect a tarp or ply wood be placed under the unit to reduce damage to the property and for help with ease of cleaning. Hot coals must be extinguished and removed from the area. Open fires or wood burning is prohibited.

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;
- Portable restrooms; 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 and volunteers, regarding accessibility and disability awareness
- Compliance with the Americans with Disabilities Act and applicable accessibility laws

Smoking Prohibited

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.

Water and Electricity

Water and electricity are **not available** for public use in any Port of San Diego park. Permit holders must provide their own water and electricity. Generators size must be below 75KW or 7500W.

Alcoholic Beverages

This park permits allow you to consume alcoholic beverages at a park, subject to the following exceptions:

- Must be addressed on the application
- Keg beer and glass containers are prohibited.
- A designated area for alcohol consumption should be set up to avoid any underage drinking. All alcohol beverages must be served into a plastic or paper cup, store all cans and bottles and take with you at conclusion of your event.
- Alcoholic beverages are expressly prohibited at Tidelands Park and Ferry Landing Park in Coronado.

Refundable Damage/Security Deposit

Depending upon the scope of setup required for the event, the Port may collect a minimum of \$1500.00 as damage/security deposit and will be assessed upon receipt of your completed application by the permit coordinator. The permit holder will be required to compensate the Port for any incidental costs arising out of failure to meet any of the guidelines above or for damage occurring as a result of a their event. Security deposit (if required) should be in the form of check, money order or cashier's check (made payable to SDUPD).

Fire Marshal Permit

If your event meets any of the following conditions, contact the Fire Marshal in the city in which your event is to be held to determine if a permit in addition to your Port of San Diego park event permit, is required:

- If your event will utilize any fencing
- If your event will utilize a tent or set of tents placed together that equal 400 square feet (typically 20' by 20') of area or greater; or a canopy or set of canopies placed together that equal 400 square feet (typically 20' by 20') of area or greater
- The following are contact numbers for the Fire Marshals of the Port cities:
 - 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

Environmental Best Practices for Permit Applicants

District Stormwater Conditions

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 an 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.

Items to be submitted Checklist		
<input type="checkbox"/> Application (Page 1)	<input type="checkbox"/> Terms and Conditions (Page 2) (Signed)	<input type="checkbox"/> Park Permit Fee
<input type="checkbox"/> Certificates of Insurance (COI)	<input type="checkbox"/> Any other affiliated documents, if Applicable	
<p><i>*Any service provider hired to support your event (i.e. jumper, face-painting, caterer, etc.) is required to provide a current COI listing the San Diego Unified Port District in the certificate holder box and as an additional insurer.</i></p>		
<p>*Mail completed applications to: Port of San Diego, Park Permits Dept. , P O Box 120488, San Diego, CA 92112-0488</p>		