

# ENCINITAS **PARKS** & **RECREATION**

## **SPECIAL EVENT PLANNING GUIDE AND PERMIT APPLICATION**



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Parks and Recreation Department  
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# LETTER FROM THE DIRECTOR

Encinitas incorporated in 1986, and subsequently there have been thousands of special events such as celebrations, community based festivals, fairs, sporting events and other similar events conducted within the City that enhance the vitality, quality of life, and economic prosperity of Encinitas.

Encinitas is a coastal beach city located within Southern California and is approximately 25 miles north of San Diego in North County and about 95 miles south of Los Angeles. Encinitas sits right on the coastline in between the Batiquitos Lagoon and San Elijo Lagoon. The history of the area goes back much deeper than 1986, much like the rest of Southern California. Today, the City of Encinitas has a population of over 61,000 people and consists of five communities that take pride in their own distinct personalities. "Old Encinitas" occupies the Highway 101 corridor that parallels the beautiful beaches and ocean. "New Encinitas" centers on El Camino Real. "Cardiff-by-the-Sea" is made up of quaint homes dotting the hillsides overlooking the sea. "Leucadia" is famous for its eucalyptus trees that line the main thoroughfare on Coast Highway. "Olivenhain" (which means "olive grove" in German) boasts plenty of open horse country, pastures, and a rural way of life.

The following information has been developed to help guide you through the City's Special Event Permit Application Process and to provide guidelines and requirements associated with special event management in the City of Encinitas.

On behalf of the City of Encinitas, thank you for contributing to the spirit and vitality of our community through your event.

Director of Parks and Recreation

# **SPECIAL EVENT PLANNING GUIDE AND PERMIT APPLICATION**

This Special Event Planning Guide is designed to assist event organizers and serve as a guideline for developing event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

Event organizers have the responsibility to assess the venue, environment, anticipated attendees and event components of the proposed event in order to develop and implement management strategies that ensure the safety of the participants, citizens, and the surrounding environment affected by the event.

Special event permit applicants and/or their representatives agree to have sole responsibility, knowledge, understanding and the ability to meet or exceed all city, county, state and federal codes, laws, policies and regulations associated with the proposed event. Applicants and their representatives also agree to accept the venue in an as-is condition, inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees.

## **SPECIAL EVENT PERMIT PROCESS**

The special event permit process is managed by the Parks and Recreation Department (PRD). City departments and divisions, along with other public agencies that may be affected by or have regulatory authority related to elements found in an event application participate in the review process. The special event permit process provides a coordinated approach to the planning, review, and on-site management of events.

The permit process begins with submittal of the permit application to the PRD. All attachments and supporting documentation should be submitted with the original application. Acceptance of the permit application or the initiation of the review process does not deem the permit application to be complete, nor should submission of a permit application be construed as final approval of the application.

Throughout the permit review process, additional information or documents may be requested by the PRD for clarification. Delays in providing the additional required information may affect the ability to complete the permit application review in a timely manner.

The City of Encinitas staff endeavors to keep applicants apprised of any issues regarding the permit application throughout the review process. For Major and Moderate events, a Citywide pre-event planning meeting and post-event evaluation may be

required. The purpose of these meetings is to discuss the special needs or issues unique to the event or community. These meetings provide event organizers with valuable feedback regarding events.

## APPLICATION SUBMITTAL DEADLINE

Encinitas Municipal Code Chapter 6.11 requires permit applications to be submitted as follows:

**Major** special events have 2,000 or more total participants and include spectators, vendors, coaches, judges, etc. Special event applications must be submitted annually to the PRD no later than March 15 for events taking place the following calendar year. If March 15 is a non-working day, the deadline is extended to the following business day. Council will review application requests in May of each year and select the major events to be held for the following calendar year. Upon Council authorization, permits will be processed and issued by the PRD.

**Moderate** special events have between 500 and 1,999 total participants and include spectators, vendors, coaches, judges, etc. Special event applications must be submitted to the PRD between ninety-days (90) and twelve (12) months prior to the event date. Reoccurring event applications must be submitted between thirty-days (30) and twelve (12) months prior to the event date. Council approved major special events will take precedence over moderate special event dates. Events held at Moonlight Beach during the high impact summer months will be limited. Permits will be processed and issued by the PRD.

**Minor** special events have between 25 and 499 total participants and include spectators, coaches, judges, etc. Special event applications must be submitted to the PRD between twenty-five (25) days and twelve (12) months prior to the scheduled event. Council approved major special events will take precedence over minor special event dates. Permits will be processed and issued by the PRD.

At the sole discretion of the City of Encinitas, applicants may be authorized to submit written amendments to the initial permit application due to unique or changing circumstances related to the event. Amendments to the permit application must be submitted to the PRD. Information requested by a designated reviewing authority that clarifies information already provided in the permit application may be submitted directly to the requesting agency.

## APPLICATION MUST BE COMPLETE

It is important to provide all required information and documentation in a timely and complete manner throughout the permit review process.

For an application to be considered complete, applicants must submit the following minimum information in sufficient detail:

- Signed Special Event Application Form
- Supplemental Event Information Checklist
- Application Fee
- Detailed Event Description
- Event Site Plan (if applicable)
- Traffic Control Plan (if applicable)
- Parking Plan (if applicable)
- Public Notification (if applicable)
- Pollution Prevention Plan
- Temporary Banner Permit (if applicable)
- Portable Recycling Unit Application (if applicable)
- Fire Department Tent/Canopy Permit Application

Applicants are required to obtain any permits, authorization and/or exemptions required by other agencies with jurisdiction for certain element of the event (e.g. Alcohol Beverage Control Permits, Health Permits, State Parks, etc.).

**USER CLASSIFICATIONS**

Outdoor facilities shall be available for use by the public for recreational, educational, civic and commercial purposes. Users are classified into groups for, the purpose of, assessing fees and determining priority of use as described below.

<b>PRIORITY</b>	<b>TYPE OF GROUP</b>	<b>EXAMPLE</b>
1	Municipal Corporation	City of Encinitas
2	<i>Resident:</i> Recreational, Private Party, or Non-Profit	Resident Individual, Private Group, Political Group or Tax Exempt Group (located in 92024 or 92007
3	<i>Resident:</i> Private Party for profit or Commercial Business	Individual sponsored Craft Fair, Shop, Bank, Realtor or Dealership located in 92024 or 92007
4	<i>Non-Resident:</i> Private Party, or Non-Profit Organization	Non-Resident Individual, Private Group, Political Group or Tax Exempt Group residing outside 92024 or 92007
5	<i>Non-Resident:</i> Commercial Business	Individual sponsored Craft Fair, Shop, Bank, Realtor or Dealership located outside 92024 or 92007

**APPLICATION FEE**

The daily permit application fee is due upon submittal of the special event application.

<b>PRIORITY</b>	<b>TYPE OF GROUP</b>	<b>DAILY FEE</b>
1	Municipal Corporation	No Charge
2	<i>Resident:</i> Youth and Senior Groups	\$100
2	<i>Resident:</i> Service, Educational, Recreational, Non-Profit or Private Party	\$150
3	<i>Resident:</i> For Profit or Commercial Business	\$200
4	<i>Non-Resident:</i> Private Party, or Non-Profit Organization	\$300
5	<i>Non-Resident:</i> Private Party for profit or Commercial Business	\$300

Payment of the permit application fee does not guarantee the special event permit application is complete nor does it guarantee any or all aspects of the application will be approved.

**REFUND POLICY**

The permit application fee is non-refundable once a permit is approved and issued. Additional service fees are due two-weeks prior to the event date and may be refunded if no services are incurred and the event is cancelled.

**ADDITIONAL SPECIAL EVENT PERMIT FEES**

In addition to the permit application fee additional charges may apply including, but not limited to, cleaning/damage deposits, insurance costs, staffing costs, trash and restroom services, etc.

**HOST ORGANIZATION**

The following information has been assembled to assist in the development of the proposed event plans and in completing the special event application.

The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. A Host Organization may be a non-profit tax-exempt organization or commercial business and is referred to as the Permit Holder in EMC Chapter 6.11.

**Host Organization Authorized Representative**

An Authorized Representative designated to bind the Host Organization must be identified on the permit application and sign the permit application. The Authorized Representative declares that he/she is a designated representative and has the authorization to apply for this permit on behalf of the Host Organization.

**Primary Contact**

A Primary Contact may be listed in addition to the Authorized Representative. If the Primary Contact is not the same as the Authorized Representative the Authorized Representative's signature on the permit application, authorizes the Primary Contact to

sign city permits and other documents as well as make financial and operational commitments on behalf of the Host Organization.

The Primary Contact works closely with the PRD throughout the permitting process and must have authority to make planning, operational, and financial decisions on behalf of the Host Organization. Correspondence directly related to operational planning issues may be directed to the Primary Contact.

### **Non-Profit or Tax Exempt Organization**

To qualify as a non-profit organization under the provisions of the Special Events Ordinance, an organization must be recognized as non-profit or tax-exempt by the Internal Revenue Service (IRS) and be in good standing with the IRS. If the Applicant or Host Organization is a non-profit or tax-exempt organization, a copy of the IRS tax exemption letter certifying its current non-profit or tax-exempt status is required.

### **Billing Information**

The Applicant or Host Organization is legally responsible and financially liable to the City of Encinitas for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities. The Applicant or Host Organization maintains ultimate liability for payment of all fees and costs assessed by the City and the San Diego County Sheriff.

## **EVENT SUMMARY**

This section of the permit application is intended to provide City staff with an overview of the special event.

### **Event Date & Time**

Please include the set-up and cleanup times when completing your permit application. The time denoted on the final permit is based on the times indicated in this section. Set-up and cleanup must be completed by the time indicated on the permit. Insurance documents must cover all times as well.

For efficient and effective event management, the City may require separate permit applications for events with plans that vary significantly from day-to-day or have multiple distinct event types (e.g. a parade with a separate festival).

### **Attendance**

Providing the estimated attendance for an event helps in the review of the event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood. Estimated attendance should include the total number of people anticipated to attend, participate, provide support services and/or watch the event. Examples include the total number of people coming and going at a festival, watching a parade, or in the general area of the event.

## **Event Venues**

Applicants must contact the PRD to ensure availability of the proposed venue prior to application submittal for events held on a city street, public right-of-way and park or beach facility. Special event permit applications will not be considered complete without authorization from the PRD for use of the requested venue. Events held at Moonlight State Beach and in the downtown areas may be limited during the peak summer season, Memorial Day through Labor Day.

All applications are reviewed on a case-by-case basis to determine if the proposed event is suitable to the requested venue and the historical use of the venue. In addition, certain venues contain permit restrictions on the specific location where events may be held and lifeguard staff may place restrictions on aquatic events based on the day's ocean conditions.

If the event takes place on property other than, or in addition to, City streets, public right-of-way, park or beach facilities, applicants are required to secure use of the desired venue prior to submitting a special event permit application. Events proposing to use private property as a part of the event plans, including production areas and shuttle parking, must include written authorization from the property owner to use the property as part of the permit application. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.

### **Encinitas Community Park Venue (Available 2016)**

Encinitas Community Park is a 44-acre multi-use park that encompasses a skate plaza, dedicated dog park, passive play areas, playground, walking trail, and athletic fields. General park hours of operation are 5:00am to 10:00pm, seven days a week. The skate plaza, athletic fields, and dog park hours of operation are 8:00am to sunset seven days a week. The following conditions apply to events held at Encinitas Community Park.

- Events are limited to daylight hours, and organized activity cannot occur prior to 8:00am. Setup may begin no earlier than 8am and event applicants must complete takedown and vacate the premises by sunset.
- Events determined to have a parking demand in excess of the 419 parking spaces, will require off-site parking, shuttle service, and a traffic management plan. Routine public use of the parking lot and event parking will be considered in evaluating the parking demand. When required, event applicants are responsible for the cost of these services and prices may start at a few thousand dollars. Traffic control plans and shuttle information must be submitted to the PRD three weeks prior to the event for review and approval.
- Amplified sound must not exceed 50 dBA at the nearest residential property line. Events that have amplified sound require the event organizer to obtain a specific acoustical noise study prepared by a qualified acoustical consultant that verifies the amplified sound conditions. Organizers are responsible for the cost of the study and

prices may start at a few thousand dollars. Applicants are required to comply with the approved acoustical study results during the event. The sound study results must be submitted to the PRD three weeks prior to the event for review and approval. Events also require compliance with the City Noise Ordinance EMC 9.32.414.

- No portable lights allowed.
- Concession Facility Use
  - Weekend use of the concession facility is available for the Sports Coalition on Recreation Excellence (SCORE) groups, or
  - SCORE members may request use of the concession facility during the field use application process.
  - No permanent storage is allowed in the concession facility. Once the event has ended all supplies must be removed immediately.
  - Concession facility may not be sublet.
  - Applicant use of the concession facility shall comply with all federal, state, and local laws, and any other applicable regulations, orders or restrictions related to the use of the facility.
  - Applicant shall not have the right to make alterations and improvements to the concession facility.
  - Fire extinguisher must be present during cooking operations. Minimum fire extinguisher rating is 2A10BC.
  - Electrical cords must be size properly for outlet boxes.
  - Barbeques shall be a minimum of 10 feet from combustible construction and combustible materials, including building overhangs.
  - Barbeques shall be a minimum of 5 feet away from building openings and building exits.
- Vendors, food trucks, and the sale of merchandise may be permitted during Special Events only.

### **Residential Private Property Venue**

Private events taking place on private residential property are not included in the special event permit process and need to comply with the existing City of Encinitas zoning requirements for residential property.

### **Admission**

Include all admission/registration/participant fee information related to the event.

Examples of fee information include:

- Free to the public
- Ticket and price structure (e.g. list by age, activity, etc.)
- Discounts for children, seniors, early ticket purchase
- Entry/participant fee schedule
- Donation/pledge
- Parking/shuttle Fee

- Entry to age 21 and up only
- Private event/invitation only

### **Event Site Plan**

Include a detailed map/site plan with the application illustrating the proposed event and include the following: location and description of structures, placement and number of any refuse and recyclable containers, portable restrooms, fences, barricades, sound system, canopies/tents, staging, parking areas, location of all street closures and detours, etc. For races, show routes to be followed and location of staging area from which participants will exit, information/aide booths, check points, route monitor locations, spectator areas, etc.

### **Community Benefit**

Major and moderate special event applications must include a brief description of the benefit to the community provided by the proposed special event.

### **Traffic Control**

Events requiring street closure, traffic modification, or events that pose a significant impact to vehicular traffic must submit a traffic control plan. A traffic control specialist such as TCS, Allied Barricades or CO's Traffic Control must provide a traffic control plan. All traffic plans are subject to final approval by the City's Traffic Engineer and San Diego County Sheriff's Department.

Events taking place in a portion of a parking lot that remains open, are subject to traffic control plans by a traffic control specialist and final approval by the City's Traffic Engineer, PRD and Sheriff's Department.

In addition, should an event pose a significant impact to public parking, a parking and shuttle plan will be required. Parking plans include use agreements for alternative parking lots, shuttle service, and other alternative methods of transportation.

### **North County Transit District Right-of Way**

Events that enter or affect to the North County Transit District (NCTD) right-of-way may require a permit from NCTD. The PRD may be forward a copy of the special event application to NCTD for review. Additional information may be obtained by contacting NCTD at 760-967-2851.

### **Insurance and Indemnification Requirements**

Applicants and Event Organizers must provide proof of liability insurance that names the City of Encinitas as an additional insured on the Certificate of Insurance and provide a separate Additional Insured Endorsement page at least 30 days prior to the event. The required endorsement amounts are:

General Liability Insurance	\$1 million
Each Occurrence	\$1 million

The policy shall also contain the statement that the City will be notified thirty (30) calendar days prior to termination, reduction, cancellation, suspension, or expiration of the policy. Applicants and Event Organizers must agree to hold the City harmless and to indemnify the City. Approved events will require the authorized applicant or event organizer to sign a Hold Harmless Statement on the permit itself. Events with vendors or active participants require a vendor and or participant waiver that indemnifies the City. Please include a copy of the waiver for City review and approval.

## **Security**

City staff or law enforcement may deem an activity warrants the presence of one or more security personnel and the cost of such service shall be borne by the applicant. Security personnel must be licensed, in uniform and are subject to approval by the City. Proof of obtaining the required security personnel must be provided to the PRD no later than two (2) weeks prior to the event. After proof of security is provided to the City, and the said security is not present at the event, the City representative in charge may revoke the permit and the permit holder will be required to leave.

All events serving alcohol will require security personnel and no alcohol will be served to anyone under the age of 21 years. All personnel serving alcohol must complete Responsible Beverage Service and Sales Training (RBSS) conducted by the California Department of Alcoholic Beverage Control or by a certified RBSS Training Provider (EMC 9.43.010). The number of security personnel will be determined during the review process.

Special events requiring Sheriff Services will be negotiated under a separate written contract with the San Diego County Sheriff's Department. Applicants are directly responsible for the cost of Sheriff Services and unpaid services will result in rejection of future applications.

## **Amplified Sound**

Amplified sound (Public Address system for announcements, etc.) is allowed between the hours of 8:00 AM and 7:00 PM only. Amplified music is allowed between the hours of 10:00 AM and 5:00 PM only. Events must comply with the City Noise Ordinance EMC 30.40.

## **Public Notification**

Public notification for the event may be required. When required, residents/occupants within 500 feet from the site of the event shall be notified fourteen days prior to the event date. Please complete Attachment G Special Event Notice. Events affecting parking or requiring street closures or street modifications in downtown areas on a Sunday will require special notification to churches in the event area.

## **Single-Use Plastic Bags**

Encinitas Municipal Code 11.26.020 Prohibition on the Distribution of Single-Use Plastic Carryout Bags states:

C. No person shall distribute a single-use plastic carryout bag at any City facility, City-managed concession, City-sponsored event, or City-permitted event except as otherwise else permitted under EMC 11.26.

## **POLLUTION PREVENTION**

A division of designated recyclables from the waste stream is required within the City of Encinitas. Designated recyclables include beverage containers and cardboard. Event organizers are responsible for arranging for recycling of these items.

Storm drains are not connected to the City's sewer system. All pollutants entering the storm drain system flow directly to our beaches, ocean, lagoons and other waterways without being treated. The City of Encinitas is required by the San Diego Regional Water Quality Control Board to report on pollution prevention measures taken at special events held throughout the City.

## **CROWD MANAGERS**

Trained crowd managers can potentially be the difference between a successful event and disaster. Trained employees equipped with a comprehensive emergency plan can assist in successful evacuation and provide a safe entertainment venue. Crowd managers may be required for Major and Moderate events in compliance with the 2010 California Fire Code Section 403.3.

## **LIFEGUARD SERVICES**

All aquatic events require City lifeguard services and a pre-event walk through. Lifeguard fees are determined based on staff numbers and hours needed, and payment will be required fourteen (14) days in advance of the event. Surf contests must be held in the designated location as described in Attachment F.

## **SPECIAL EVENT RELATED PERMITS**

A variety of permit types may be issued independent of or in conjunction with a Special Event Permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types. The following is a summary of the most common permit types that may be required when planning a special event or an activity associated with a special event.

### **Alcohol Use Permit**

If the sale of alcohol is included in a special event, authorization from the State of California Department of Alcohol Beverage Control (ABC) is required and a copy of the ABC License must be provided to the PRD prior to the issuance of a permit. City

departments may place restrictions on the way in which alcohol is managed at a proposed event. Additional information about Alcohol Beverage Control licensing and permit requirements can be found at <http://www.abc.ca.gov/Forms/PDFSp.html>.

### **Food Permit**

A Temporary Food Facility Organizer Permit is required when selling, serving, giving away, or sampling food or consumable products, including water or other beverages, at a public event. Additionally, each food vendor at the event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on the classification and the number of days of the event. As part of the food handling requirements, applicants or event organizers are required to include public safety features in the event plans such as hand-washing sinks. The County of San Diego Department of Environmental Health issues food permits. It is the responsibility of the applicant to ensure all vendors have current permits. Additional information may be obtained at

[http://www.co.san-diego.ca.us/deh/doing\\_business/forms.html](http://www.co.san-diego.ca.us/deh/doing_business/forms.html).

### **Tent and Canopy Permits**

The use and/or rental of Tents, Canopy and Air Supported Structures shall comply with the following requirements and with current Fire and Life Safety Codes. For specific or detailed requirements, refer to Chapter 24 of California Fire Code, and Chapter 2, Title - 19, Regulations of the State Fire Marshal. Other 2013 California Fire Code Sections may apply to some permits. An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet (CFC 105.6.43).

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

For events that require street closures, the assembly of 50 or more people, cooking, open burning, electricity or temporary membrane structures (tents or canopies), a separate plan or permit may be required from the Encinitas Fire Department. Inspection fees may apply.

A link to the Fire Department Application is included in this application <http://encinitasca.gov/modules/showdocument.aspx?documentid=6174>.

Please contact Encinitas Fire Prevention at (760) 633-2820 for more information.

## **SIGNAGE**

Events may require or include different types of signage. Please include a signage and or traffic control plan for events including parking signs, detour signs, or other traffic signs.

Events including promotional signs/banners and other signage items shall not be placed on City facilities or premises without prior written approval from the City and must include a temporary sign/banner permit and site plan. Additional information and the Temporary Sign Permit may be found on the City's website at:

<http://www.cityofencinitas.org/modules/showdocument.aspx?documentid=344>.

Please contact the Planning and Building Department at (760) 633-2710 for questions and more information about the Temporary Sign Permit.



**ATTACHMENT A**

**CITY OF ENCINITAS**

**SPECIAL EVENT APPLICATION**

OFFICE USE ONLY  
DATE REC'D \_\_\_\_\_  
REC'D BY: \_\_\_\_\_  
NO. \_\_\_\_\_

To be completed by applicant (Please type or use black ink)

EVENT TITLE/TYPE:

EVENT LOCATION:

EVENT DESCRIPTION: (Please include a detailed description of the event)

ANTICIPATED ATTENDANCE:

(e.g. all participants, spectators, coaches, judges, etc.)

EVENT DATE(S):

EVENT TIME(S):

(Include both event time and preparation and cleanup times)

ADMISSION or PARTICIPANT FEE

\$

COMMUNITY BENEFIT: (Please describe the Community Benefit from this major or moderate event.)

HOST ORGANIZATION:

HOST CONTACT:

ADDRESS:

EMAIL:

TELEPHONE:

EVENT ORGANIZER:

PRIMARY CONTACT NAME:

ADDRESS:

EMAIL:

TELEPHONE:

EVENT DAY CONTACT NAME:

EMAIL:

TELEPHONE:

**ATTACHMENT A CONTINUED**

**Signature**

The person signing below declares that he/she is a designated representative of the applicant and has the authorization to apply for this permit on behalf of the applicant.

My signature below signifies that I have read and understand the Special Event rules and understand the definitions and policies stated in the Special Event Application.

I agree to pay the City of Encinitas all costs the City may incur resulting in failure to fully comply with all these conditions and for the cost for law enforcement services (San Diego County Sheriff).

I agree that photographs or audio/videos taken during special event hours may be used for future City of Encinitas promotional purposes. I also understand that no employee or agent is authorized to modify this waiver. I agree to release the City from any and all legal claims a third party or I may have arising from the use of photographs and or audio/video recording.

I understand the Encinitas Sheriff Department may be informed of this event. I agree to pay the Sheriff Department all costs that may be incurred in the event that a Sheriff response is required.

I agree to indemnify and hold harmless the City of Encinitas, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of Encinitas property and I further agree to defend and indemnify the City of Encinitas from and against any injury, damage, claims, actions or lawsuits.

The undersigned declares under the penalty of perjury that the information presented in the application, including attachments, is true and correct.

--	--

--

Printed Name  
Date

Title

Signature

## ATTACHMENT B

### SUPPLEMENTAL EVENT INFORMATION CHECKLIST

This form is to be completed by the applicant and submitted with the application. Please answer each question. Unanswered question may render the application incomplete and the application may be returned to the applicant for completion.

1. Has the event been held in Encinitas before? YES  NO
2. Will the event be open to the public? YES  NO
3. Does the event applicant/host organization have a non-profit status?  
If yes, provide proof of nonprofit status. YES  NO
4. Have insurance documents been obtained? YES  NO
5. Will alcohol be on event premises?  
If so        sold         free
6. If alcohol is sold, has an ABC Permit been obtained? YES  NO
7. Will there be amplified music or a P.A. System? YES  NO
8. Will the event impact parking? YES  NO
9. Will any public or private streets be closed or modified? YES  NO
10. Will the event require traffic control? YES  NO
11. Will pre-event signage be used? YES  NO
12. Has a temporary sign permit application been included? YES  NO
13. Is a signage plan completed and attached? YES  NO
14. Will there be cooking at the event? YES  NO
15. Will there be any temporary membrane structures (tents or canopies)? YES  NO   
If so, include these structures on the site plan.
16. Will there be any platforms or stages? YES  NO
17. Will there be seating for 50 or more people? YES  NO
18. Will electrical power be used? YES  NO
19. Has this event utilized Sheriff's services in prior year(s)? YES  NO   
If so, have past services been paid in full? YES  NO

## ATTACHMENT C

### POLLUTION PREVENTION QUESTIONS

**Please answer the following questions and describe methods of pollution prevention that will be implemented at the proposed event.**

1. Describe how trash, recycling and debris will be managed (e.g. extra bins, temporary fencing, etc.) Portable recycling units are available to assist with event recycling. Please contact the Public Works Department at (760) 633-2846 for more information.

2. If the event includes food production, describe how excess oil and grease will be disposed, as these materials cannot be dumped into the streets or storm drain system.

3. Please identify any other pollutant generating activities that may take place (e.g. portable toilets).

For questions, please call the City's Clean Water Program at (760) 633-2787.

## ATTACHMENT D

### PORTABLE RECYCLING UNIT APPLICATION

#### Loan Program Application/Agreement Form

The City of Encinitas is happy to loan ClearStream recycling containers to your organization to assist with event recycling. Complete this form as far in advance of your event as possible and e-mail or fax to: Bill Wilson, (760) 633-2843, (bwilson@cityofencinitas.org) so your organization can be placed on the schedule to ensure that portable ClearStream recycling units can be reserved for your event (please PRINT all information except signature). Loans are on a first come-first served basis. Maximum loan period is one week (exceptions will need to be pre-approved).

An authorized representative of the receiving organization will need to sign for the containers. You are responsible for the containers until their return. If containers are broken or missing parts upon return, the borrowing organization will be responsible for the replacement cost, which is currently \$50.00 each.

The borrowing organization is responsible for setting up the containers. You are also responsible for removing bags from the frames, cleaning the frames and lids, and recycling the collected materials.

#### EVENT NAME and DESCRIPTION (include event announcement, if available)

EVENT DATE(s):

EVENT LOCATION:

EVENT SPONSOR NAME:

CONTACT PERSON:

ADDRESS:

PHONE:  FAX:

E-MAIL:

# of UNITS NEEDED (to be placed next to every trashcan):  # of Bags:

PICK-UP DATE & TIME:

RETURN DATE & TIME:

(Public Works Facility 160 Calle Magdalena, Encinitas, CA 92024)

## ATTACHMENT D CONTINUED

### Loan Guidelines for City of Encinitas Portable Recycling Units (PRUs):

1. All PRUs shall be picked up and returned to City of Encinitas Public Works located at: 160 Calle Magdalena, Encinitas, Attn: Bill Wilson, (760) 633.2846
2. One PRU includes: Frame, lid/cover, labeling and 1-5 clear plastic bags, as needed.
3. A **refundable deposit\*** is due no later than 14 days prior to the event: 1-5 units \$50.00; 6-15 units \$75.00; 16+ units \$100.00, checks payable to: City of Encinitas.
4. All PRUs must be returned in the same condition in which received, i.e., clean and undamaged.
5. A \$20.00 per hour cleaning fee/damage cost will be deducted from the deposit, as required.
6. All PRUs must be returned no later than the date specified on this form, see above.
7. The PRU loan is not a guarantee until the application is approved and the deposit is paid (you will be notified of approval).

**\*Deposit not applicable to City-sponsored events.**

I certify that I am an authorized representative of the previously noted organization, and that the above statements are true to the best of my knowledge. I have read the above PRU Loan Guidelines, and I and/or the organization I represent agree to be bound by these guidelines. I and/or the organization I represent understand that any violation of any part of this agreement will result in forfeiture of deposit and immediate termination of the use of the PRUs. I and/or the organization I represent agree to indemnify, defend, and hold harmless the City of Encinitas, its officials, its agents, and employees against any and all claims, damages, losses, and expenses, including legal fees arising out of or in any way associated with the event involving the use of these PRUs.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I received \_\_\_\_\_ units in good, clean condition from the City of Encinitas on \_\_\_\_\_ and agree to the above conditions and responsibilities. **Initial** \_\_\_\_\_

I returned \_\_\_\_\_ units to the City of Encinitas on \_\_\_\_\_. Of these, \_\_\_\_\_ units were returned undamaged and \_\_\_\_\_ were returned damaged. \_\_\_\_\_ units were missing. **Initial** \_\_\_\_\_

Materials that were collected at this event were: \_\_\_\_\_

Estimated # of full bags of recyclables collected or actual weight: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_ Approved  
By \_\_\_\_\_

Deposit Received \_\_\_\_\_ Chk # \_\_\_\_\_ Amount \_\_\_\_\_ Amount  
Returned \_\_\_\_\_ Date Returned \_\_\_\_\_

Contact Bill Wilson at (760) 633-2846 or [bwilson@cityofencinitas.org](mailto:bwilson@cityofencinitas.org) if you have any questions or need more information.



**ATTACHMENT F**  
**PUBLIC NOTICE TO OCCUPANT – SPECIAL EVENT**

Date:

**Dear Resident,**

Event Name, Location, Date and Time:

**WHAT YOU NEED TO KNOW:**

Traffic and/or Neighborhood Impacts:

**Respectfully,**

Event Organizer and Contact Information: