



Special Event Permit Application

City of San Luis Obispo

Special Event Definition

Any organized activity of 300 or more persons at any public park or City right of way that is to gather for a common purpose under direction and control of a responsible person or agency must have a permit. These events may include weddings, festivals, athletic events, fundraisers, concerts, public assemblies or any organized formation, parade, procession or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison with a common purpose on a public street, highway, alley, sidewalk or public way which does not comply with normal and usual traffic regulations or controls. Other organized activities or set of activities that are conducted by an individual, group, or entity for a common or collective use or benefit and which involves the use of public facilities and the possible or necessary provision of city services.

Submittal

Anyone desiring to conduct a non-exempt local special event, parade or free speech event must submit a completed Special Event Application Form (with any required attachments) with the City no less than **ninety (90) calendar days** prior to the scheduled date of the event. All information requested on the form must be provided before the application can be considered for approval.

Exceptions for Regular Events

A noncommercial event, typically less than 300 people, held exclusively at a City facility or park which does not impact significantly City resources outside of established requirements or procedures do not need a special events permit. However, Regular Events are required to reserve online or in person at the Facilities Desk (805-781-7222) for groups larger than 30 people.

Applicant Information

Applicant:		
Company/Organization:		
Address:	City, State:	Zip:
Work Phone:	Mobile Phone:	
Email:		
On-Site Person Responsible for Event Operations:		
On-Site Person Mobile Phone:		
On-Site Person Email:		
Non-Profit IRS# (if applicable):		

Event Information

Event Name:		
Event Date(s):		
Set-Up Time:	Event Hours:	Break Down Time:
Anticipated number of Participants (per day):	Spectators (per day):	
Maximum Number at any one time:		
Event Description:		



Event Type (Check ALL that apply)

<input type="checkbox"/> Concert (amplified sound) <input type="checkbox"/> Fair <input type="checkbox"/> Wedding <input type="checkbox"/> Non-Amplified Event <input type="checkbox"/> Parade <input type="checkbox"/> Street Closures <input type="checkbox"/> Amplified Event <input type="checkbox"/> Free Speech	<input type="checkbox"/> Festival <input type="checkbox"/> Outdoor Movie <input type="checkbox"/> Fundraiser <input type="checkbox"/> Sporting Event <input type="checkbox"/> Memorial <input type="checkbox"/> Use of side-walk (non-closure) <input type="checkbox"/> Dinner/BBQ <input type="checkbox"/> Other
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Event Location

Mission Plaza

Located in the center of downtown, between Broad and Chorro streets, the jewel of downtown is Mission Plaza. No cooking is allowed in the plaza. The City of San Luis Obispo requires signatures from the Downtown Association, Chamber of Commerce and the Mission Church for inquiries of events utilizing the Mission Plaza. *Special Event applications will not be accepted without obtaining signatures.*
Allowed Events: Concerts, Festivals, Fairs, Outdoor Movies, Weddings, Fundraisers, Amplified Events, Dinners

Will the event utilize the “Dog-Leg” – Section of Broad and Monterey adjacent to Mission Plaza?

- Yes
 No

Laguna Lake Park

Located entrance at the corner of Madonna Road and Dalidio, surrounds Laguna Lake and a home to many waterfowl, the park features several unique recreation areas and opportunities for special events. Special permission from Madonna properties may be required. Use of Open Space is prohibited.
Allowed Events: Sporting Events, Festivals, Fairs, Fundraisers, Non Amplified/Amplified Events

Meadow Park

Located on the corner of Meadow and South Street, this park features a variety of recreation areas ranging from sand volleyball courts to walking paths.
Allowed Events: Sporting Events, Festivals, Fairs, Fundraisers, Non Amplified/Amplified Events

Mitchell Park

Located between Santa Rosa and Osos street, Mitchell Park is crossed with diagonal paths which lead to several amenities and the SLO Senior Center.
No amplified sound on Saturdays, amplified sound from 9 am -5 pm Sunday through Friday.
Allowed Events: Sporting Events, Fairs, Fundraisers, Non Amplified/Amplified Events, Dinners

Santa Rosa Park

Located on Santa Rosa and Oak Streets off Highway 1, Santa Rosa Park has a wide variety of offerings, including picnic areas, multiuse courts, fields and more. Bounce houses are allowed.
Allowed Events: Fairs, Fundraisers, Festivals, Amplified Events

Sinsheimer Park

Located at the end of Southwood Drive and Laurel Lane, Sinsheimer Park features many facilities for the local athlete. Bounce houses are allowed.
Allowed Events: Sporting Events, Fairs, Fundraisers, Festivals, Non Amplified/Amplified Events

Right-of-Way

Special events held in the City of San Luis Obispo, but not utilizing any city facility are required to submit an application. A traffic control plan will be required if any street closures or diversions are planned.
Allowed Events: Sporting Events, Fundraisers, Memorials, Parades

Jack House Gardens

The Historic Jack House and its Victorian gardens offer a tranquil setting for community gatherings. This popular site, nestled in the heart of downtown, is ideal for weddings and special events.
Allowed Events: Weddings, Fundraisers, Small Festivals, Dinners

Other (Please Specify)



Will a portion of the event take place on private property?

YES

PRIVATE PROPERTY OWNER'S AUTHORIZATION (if you are using any private property related to the event):

I authorize the applicant, to conduct the special event described above and below on my property at the following location:

Property Owner's Name:		
Address:	City, State:	Zip:
Work Phone:	Mobile Phone:	
Email:		
Property Owner's Signature:		

NO

Event Details

Will this event require electricity?

YES *What will electricity be used for?*

NO

Does the event permittee have its own liability insurance?

YES

- Permittee shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If alcohol is sold during the permitted activity, coverage must include full liquor liability in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. Agency, its officers, officials, agents, and employees shall be included as insureds on the policy
- Separate Additionally Insured Endorsement - CG 20 26 or equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of San Luis Obispo, its officers, agents, employees and volunteers as additional insured

NO

- A Certificate of Insurance showing Property Damage and General Liability in the amount of \$1,000,000 must be purchase through the City of San Luis Obispo's Parks and Recreation Department. If alcohol is sold during the permitted activity, coverage will include full liquor liability.

Will the permittee be charging admission to the event?

YES *If so, please provide details:*

NO

Will this event be promoted?

YES *Check all that apply:*

- Radio
- TV
- Newspaper
- Social Media

- Posters
- Website
- Other *Please Specify:*

NO



Will event set-up commence the day prior, or tear-down continue the day after?

- YES
 - An overnight security guard is required throughout the night between set-up and the event date.
 - Event duration, including set-up/tear-down, must be requested in the permit application to prevent conflicts with another event.
- NO

Will the event permittee be serving alcohol?

- YES
 - Alcohol use at the proposed location will need to be approved by the City’s Parks and Rec department
 - Event permittee must obtain an Alcohol Beverage License via ABC application provided by the Parks & Recreation department.
 - ABC permit copy must be forwarded to the Parks & Recreation department no later than one week prior to the event.
 - Permittee must obtain Liquor Liability Insurance in addition to Property Damage and General Liability Insurance
 - Site map must include outlined designated area where alcohol is served/consumed
 - Designated alcohol area must be fenced, have posted signs that identify the area and provide a minimum of six (6) security personnel to ensure that all alcoholic beverages remain inside designated area.
- NO

Will the event have vendors or concessionaires?

- YES
 - Event permittee must sign a vendor policy which establishes the collection of fees for the vendors participating in the city-wide special events. You can choose either 10% of the gross sales of each vendor or a \$20 per booth option.
 - Vendors who have purchased a current City of San Luis Obispo Business License are exempt from the vendor fees if a copy of the license is provided.
 - One week prior to the event, the sponsor is required to submit a list of all participating vendors.
 - All vendor fees must be submitted no later than one month after the event date.
 - Event payment must be one single check made payable to the City of San Luis Obispo.
 - All vendors and booths shall be subject to an inspection by the Fire Department prior to the event. Vendors must have a completed Fire Department Special Event Permit in their possession during the inspection.
 - The State of California Health and Safety Code has specific regulations for food service and food vendors. Event permittee must contact SLO County Public Health to obtain requirements for temporary food facilities and any necessary permits.
- NO

Will the event have any open flame cooking?

- YES *(If YES, all booths shall be subject to an inspection by the Fire Department prior to the event)*
Check all that apply:

<input type="checkbox"/> Burners	<input type="checkbox"/> BBQ
<input type="checkbox"/> Wok	<input type="checkbox"/> Other Please Specify:
<input type="checkbox"/> Deep Fat Fryer	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
- NO

Will the event permittee have amplified sound?

- YES
 - Amplified sound will need to be approved by the City’s Parks and Rec department
 - Per City Ordinance 9.12.040, sound levels must remain within the permitted decibel level (70 decibels) during the event. If noise levels are excessive, and complaints are received from nearby merchants and/or residents, the event permittee may be requested to reduce or eliminate the amplified sound for the remainder of the event.
 - Amplified sound may be segmented to designated areas depending on the rented facility or park
 - Based on an agreement with **Mitchell Park** residents, no amplified sound is permitted on Saturdays, and only during the hours of 9 AM to 5 PM, Sunday through Friday.
- NO

Will the event set-up include tents and/or EZ-ups?

- YES *If yes, please specify type and size of tents:*
 - All vendors and booths shall be subject to an inspection by the Fire Department prior to the event. Vendors must have a completed Fire Department Special Event Permit in their possession during the inspection.
- NO



Will the event bring in a tent in excess of 200 square feet or a canopy or other temporary structures that is in excess of 400 square feet?

YES

- Structures must be approved by the City’s Risk Manager.
- All vendors and booths shall be subject to an inspection by the Fire Department prior to the event. Vendors must have a completed Fire Department Special Event Permit in their possession during the inspection.
- Protective measures must be taken to mitigate potential damages to City parks and facilities. Anchor penetration into City parks, cement and streets is prohibited. The use of above ground anchors (i.e. water barrels) is recommended.

NO

- The event sponsor will be responsible for any repairs or damages to any park infrastructure and/or park features.
- The park must be returned to its original condition 2 days post event.

For parades, will there be vehicles in the parade?

YES

- Please provide a list of type and number of vehicles participating in the event.
- It is the requirement of the San Luis Obispo City Fire Department and the California Fire Code, Section 1101.3 and 1104, that all parade floats must obtain a fire permit and inspection before entering the parade route. All parade entries and entrants shall comply with the following regulations:
 - A, 2A10B:C fire extinguisher, shall be readily available on a float or within the vehicle. **Absence of a fire extinguisher will mean disqualification.**
 - No open flames or smoking shall be permitted as part of any floats.
 - Costumes made of any flammable-type materials shall be flame proofed for the protection of the wearer.
 - Decorative material on parade floats shall be non-combustible or flame retardant. Baled or loose hay or straw; paper and wood frame walls or partitions; Styrofoam; excelsior; and parachutes shall all be treated with flame retardant material. There shall be no black or clear plastic sheeting.

NO

Will animals be a part of this event?

YES *Please provide a list of how many and breed types:*

NO

Will inflatables (i.e. bounce houses) be used at the event?

YES

- Generators are required as the City does not provide electricity. An up-to-date copy of the bounce house company’s insurance must be on file with the Parks and Recreation Department Facilities Program Specialist.
- Anchor penetration into City parks, cement and streets is prohibited. The use of above ground anchors (i.e. water barrels) is recommended.
- The following city parks allow bounce houses **only**:

NO

- Santa Rosa Park
- Sinsheimer Park
- Meadow Park
- Johnson Park
- Mission Plaza

Will the event require the use of City owned streets or sidewalks or right-of-way?

YES

- A route map and street by street directions outlining the selected route with estimated start and finish times and estimated participant numbers is required.

NO

Will the event require any City owned street closures or sidewalks?

YES

- A traffic control application must be submitted with the initial special event application.
- Any changes to this plan must be vetted and approved by the City Traffic Engineer.
- A route map with street closures must be submitted for event approval.
- A 20-foot fire lane must be maintained at all times to allow for emergency vehicle use.
- Sponsor must provide a minimum of one monitor for each barricaded intersection during the duration of the event. Sponsor must provide a map of volunteer stations to Traffic Safety officer prior to the event.
- SLO PD may provide traffic control assistance if arranged. Any traffic control cost will be billed separately.
- Event permittee must coordinate with City Transit regarding impacts to bus routes along the event route.
- Approved No Parking signs must be posted at least 48 hours in advance. Upon completion of posting, sponsor is required to contact the SLO PD to report the location of all posted signs. Police must verify that the signs are posted as required if towing vehicles is requested. After the event, these signs must be removed within 24 hours. Signs must be posted with rubber bands only.

NO

- All posted signs should be checked 2-3 hours prior to the event in case they have been removed and need to be replaced.
- Any directional signs/markings posted along the route must be removed immediately after the event



Will the event require exclusive use of a public parking lot?

YES

- Events expecting high number of attendees may be required to reserve a parking lot at or near the facility.
- Parking Lots may be used for the event by permission of the Parking Manager.
- An adult monitor is required to be stationed at the entrance to the parking lot to ensure the safety of pedestrians and event attendees while vehicles are driving in and out.
- The cost for the use of a lot varies by location and billed separately through the Parking Division.

NO

Will the event be closing metered parking spots?

YES

- Parking stalls marked with No Parking signs are not to be used as event parking or reserved parking for event staff/volunteers – they are for event staging only.
- City approved No-Parking signs are required and must be posted with rubber bands on ALL parking meters at least 25 hours in advance.
- DO NOT cover the top of the meters and DO NOT use tape. Upon completion of postings, sponsor is required to contact the SLO PD to report the location of all posted signs. Police must verify that the signs are posted as required if towing vehicles is requested. After the event, these signs must be removed within 24 hours.
- All posted signs should be checked 2-3 hours prior to the event in case they have been removed and need to be replaced.
- The cost for the closure of metered spots is \$20 per meter per day and is billed separately through the Parking Division.

NO

Is there an opportunity for event materials to enter a storm drain or to be washed off site during a future rain event?

YES

- A detailed pollution prevention plan must be submitted for approval by the city. The plan should include a list of all potential materials and how they will be properly handled, stored, and disposed.
- Spill clean-up materials must be available on site.
- Proposed clean-up methods involving pressure washing must be approved by the city or conducted by a city approved contractor who has received training and is in good standing .
- Please contact the City’s Environmental Compliance Section (Utilities Department) for questions related to this section.

NO

Will this event require the opening of park gates?

YES

- Please indicate the gates that must be opened on the submitted site/route map.

NO

Will volunteers and/or security be present at the event?

YES

Volunteers Security

Please describe your procedures for security and crowd control and identify (if any) the name of the security company you intend to use:

NO

Are on-site restroom facilities adequate for this event?

YES

- Required: One urinal and one water closet for every 200 males and one water closet for every 100 females. At least one restroom for each gender must be ADA-accessible

NO

If portable toilets are required, please provide supplier information:



Special Event Approval

- Once the Special Event Application has been submitted and the non-refundable application fee (\$100-\$160) has been received, the application will be reviewed within ten (10) business days of receipt of the application.
- Throughout the Permit Application you will be notified if your event requires any additional information, clarifications, permits, etc. Delays in providing the requested items could delay the ability to complete the Permit Application Process and approve a permit in a timely manner and could result in denial of the application.
- Completed Special Event Permit Applications must be received no later than 60 days prior to the event start date and may be submitted as early as twelve (12) months prior to the event start date.
- After a completed application is received, a final approval packet will be sent via email (mail available upon request) 60-45 days prior to your event.
- A completed special event application does not mean the permit for the event has been issued.
- Event permittee must attend a site meeting with Park Maintenance at least three (3) weeks prior to the event.
- The permit will not be issued until the site meeting has commenced.
- Advertising an event prior to receiving a permit is at the sponsor's own risk.
- Events held without required permits are subject to closure.
- Cancellation Policy: Should you, for any reason, need to cancel your event, you must first notify the Special Events Supervisor. Written notice of cancellation must be received no later than ten (10) calendar days prior to the start of the event. Verbal cancellations will not be accepted. The Special Event Permit Application fee and permit processing fee are non-refundable. It is also possible that fees related to other City services (i.e. Streets, Police, Fire, etc.) will still be incurred.

Hold Harmless Agreement

The applicant shall indemnify, protect, defend and hold harmless and indemnify the City of San Luis Obispo, its elected or appointed officials, officers, employees, agents and volunteers from and against any and all claims, demands, damages, costs,(including but not limited to all administrative or other costs incurred by City in reviewing or resolving claims or appeals), expenses, attorneys' fees, loss or liability of any kind or nature whatsoever arising out of, relating to or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees, representatives, contractors or volunteers, or in connection with the permitted event or activity or use of public property. The applicant shall, at applicant's own cost, risk and expense, defend, with counsel acceptable to City, any and all claims and all legal actions or proceedings that may be threatened, commenced or filed against the City, its elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its elected officials, officers, agents, employees, or volunteers as a result of the alleged acts or omissions or applicant or applicant's officers, agents, or employees in connection with the uses, events, or activities under the permit.

Signature Required _____ Date _____



MISSION PLAZA EVENTS ONLY – Required Notice Verification

The City of San Luis Obispo requires signatures from the Downtown Association, Chamber of Commerce and the Mission Church for inquiries of events utilizing the Mission Plaza. SPECIAL EVENT APPLICATIONS FOR MISSION PLAZA EVENTS WILL NOT BE ACCEPTED WITHOUT VERIFICATION SIGNATURES.

Verification signatures must be received IN PERSON!

SLO Downtown Association: Contact # (805) 541-0286 E-mail: sloda@downtownslo.com Notes:	Date:														
SLO Chamber of Commerce: Contact # (805) 781-2777 E-mail: slochamber@slochamber.org Notes:	Date:														
Mission Church: Contact # (805) 781-8220 E-mail: office@oldmissionslo.org Notes:	Date:														
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