



# Special Event Guide & Application

(For Public Events)



4<sup>th</sup> of July Fireworks Celebration – Photo by Damian Gadal

CITY OF SANTA BARBARA  
**Parks & Recreation**  
*Enriching People's Lives*

(805) 564-5418 • [www.sbparcsandrecreation.com](http://www.sbparcsandrecreation.com)

4/13/07 Version

# Welcome!

Thank you for considering a *City of Santa Barbara Parks and Recreation* location for your upcoming public event. Our department hosts hundreds of annual events in Santa Barbara parks and beaches, including festivals, sporting events and events sponsored by non-profit organizations. We welcome new and returning events alike.

This guidebook will walk you through our special event reservation process and provide information, rules and regulations important in planning your event. Please read this over carefully since it gets updated periodically and may be different than what you've received in the past.

Included at the end of this guidebook is the special event reservation application. Please complete and return this application by email, mail or fax. Our contact information is at the top of the application. Remember to make a copy of the application for your records and keep the guidebook since you are required to know the information in it.

Our staff looks forward to working with you on creating a successful event!

## **TO RESERVE OR NOT TO RESERVE....**

You or your group may choose to use a park facility on an unreserved, "drop-in" basis without making a reservation and without getting a permit from the City. It is your right to use a public park for lawful purposes. If you choose this option, there are no requirements to pay fees, provide insurance or meet any other requirements discussed in this guidebook. You should be aware, however, that "drop in" use may not be right for your event. On the day of your event, you may find that the area you intended to use has been reserved or another group has arrived before you and is using the site. Without a reservation, you do not have the right to interfere with these uses. If they have reserved the area, they have the right to ask you and your group to leave. If they are also "dropping in," you would have to work with them or around them to hold your own "drop-in" event or you could look for another open location.

By using a park on a "drop in" basis, you do not have a right to exclude others from the area you are using since "drop-in" does not give you exclusive use of the area or park facility. It is also important to understand that, as a "drop-in" user, nothing would necessarily give you the right to set up tables and chairs or a booth or a stage or sound or other equipment because such things can easily have the effect of precluding other people from an allowed use of the affected area of the park. If your event is planning on having a stage or using booths or similar fixtures, you should probably obtain a reservation for the facility.

Whether or not you have a reservation, you and your event participants are required to follow state and local laws, and other applicable park use regulations.

## **APPLICATION & DEADLINES**

Any event that takes place in a park or beach under the jurisdiction of the *City of Santa Barbara Parks and Recreation Department* and is open to the general public is considered a "public event." Public events for which a reserved facility is needed must submit a special events application in order to obtain the required "facility use permit" reservation for the park or beach to be used on an exclusive basis. Examples of public special events include festivals, fairs, concerts, and mass participation sports such as walks or runs and spectator sports such as volleyball tournaments.

The application is the first step in the process. Please be as complete as possible on the application so the City's Events Coordinator can get an accurate picture of your event since fees and requirements are based on what's listed on the application. Feel free to provide any additional information that's specific to your event but might not be asked on the application.

Applicants should make extra effort to ensure that dates and times specified on the application are correct. Applications may be filed up to **one year** in advance. Based on our experience we recommend that you apply for a reservation no later than:

**6 months** prior for **Large** events (approximately 1,000 people or more)

**4 months** prior for **Medium** events (approximately 300-1,000 people)

**2 months** prior for **Small** events (approximately 300 people or less)

Keep in mind the “people factor” is only one measure of an event’s size. Other factors, such as the scale of set-up, whether multiple set-up days are needed or if you have special requests, may also determine whether an event is considered small, medium or large. The Events Coordinator may decline a reservation if there is insufficient time to properly prepare the event set-up in a manner consistent with the needs of public health and safety.

Reservation priority is given to returning events. These events must re-apply within one month after their event. If the date is not re-applied for, it may be opened up to first time events.

If you wish to reserve a park facility or an area of the park on short notice, possibly because you wish to use the facility for a rally, demonstration or other time sensitive event and you desire exclusive use of your area or facility, you may certainly do so provided the facility or park area you want to reserve has not already been reserved. City staff will work with you to the extent we are able to do so and some of the stated deadlines can be altered or shortened in order to make the arrangements needed for your event; however some event elements cannot be accommodated on short notice. Generally, scheduling conflicts and difficulties arise only for an event which involves the extensive set-up of facilities (such as a large stage or chairs or a sound system or booths or things of that nature) where there is too little time available prior to the event to properly prepare for the necessary event equipment set-up and the other public health and safety arrangements. If it is not possible, due to time constraints, to obtain a reservation authorizing such elements, but there is no facility scheduling conflict precluding a reserved use, a reservation will be granted. However, such a reservation will not authorize the elements for which there is insufficient planning time.

## **CONFIRMATION**

Once we receive the application, it will be reviewed by the Events Coordinator and they may contact you for further information. Please do not advertise or issue print materials for your event until you have received either a verbal or written confirmation from the Coordinator. **VERBAL DISCUSSIONS OR TENTATIVE HOLDS BY OTHER STAFF WILL NOT CONFIRM YOUR RESERVATION.**

Once the review is completed and all questions are answered, a confirmation packet will be sent to you. This packet contains a letter outlining your fees and payment schedule, a permit reservation and addendum listing the requisite conditions of use for your event and a checklist showing the required supplemental permits, such as building permit, food and alcohol (ABC) permits. Dates and times for mandatory pre-event, walkthrough or post-event meetings will also be given in this packet.

The Events Coordinator makes every effort to send out your confirmation packet approximately **1 month** after your application is received. However, due to the numerous events occurring between May through October, please be aware it may take longer to process your application if it is received during these months.

## **APPLICATION DENIALS**

Event reservation requests may be denied or revoked for the following reasons:

1. A scheduling conflict where more than one group desires to reserve and use the same park or park facility at the same or nearly the same time and the adequate and safe coordination of the two events is not reasonably possible.
2. An event is proposing to conduct an activity which not allowed by law or regulation in that particular park or park facility.
3. The event proposes to use temporary facilities and equipment and there is insufficient planning time to set up and properly inspect such facilities and equipment in a manner which is consistent with the needs of public health and safety.

4. The location is not available for reservation because the City has set it aside for a scheduled public event. The only areas not currently available for reservation on a regular basis due to public events scheduled by the City are the beach areas on July 4<sup>th</sup>, Memorial Day weekend and Labor Day weekend.
5. The applicant fails to comply with reservation requirements or pay fees and deposits in a timely fashion.

Whenever possible, rather than denying an application based on the above-stated reasons, the City shall request the applicant to modify or relocate their event or their plans and the City may impose permit conditions on the permit in order to reflect such modifications.

## **COMMUNICATION**

The applicant is the person legally responsible for the event. Usually the applicant is the coordinator of the event, but in some cases, this is not true. Please be sure to list your coordinator's name, if this is the case, as staff can only work with one designated person (usually the applicant). This person will be responsible for providing all the required items and for understanding all communication up until the event day. If you have a planning committee, please make sure to designate one person that communicates with the City's Events Coordinator.

If you need to meet with Parks and Recreation staff, we encourage you to schedule a meeting by calling (805) 564-5418.

## **FEES**

Special event fees are based on several factors, including size of the event, the scope of your set-up, the degree of impact to the park or beach, the number of event days, if setup or breakdown days are needed, or whether the applicant is eligible and obtains a resident discount card. Fees usually consist of:

- **Daily Reservation fee** – Charged for each day of your actual event. An individual or organization who is a resident of the City of Santa Barbara is eligible to receive a 20% discount on this daily reservation fee. Proof of residency is required before a "resident discount card" is issued and the discounted fee is given.
- **Setup and/or breakdown day fee** – Charged for each day of setup or breakdown. Fee is 30% of the daily reservation fee
- **Permit application fee** – The \$5 paperwork processing fee
- **Security deposit fee** – Fee is usually equal to the daily reservation fee and is refundable within one month after the event if all park rules were followed, the site was left undamaged and no extra cleaning was required to be performed by Parks and Recreation staff after the event.
- **Park Monitor fee** – Weekend events will be assigned a Park Monitor. This person deals with park problems you may encounter, checks that your permit's conditions of use are being followed, conducts a post-event inspection with you and is your contact to the Department on the weekends. If your event occurs Monday through Friday, the City's Events Coordinator functions as the monitor and no Park Monitor fee is charged.
- **Utility Fee** – Additional fees for electricity, gas or water usage may be charged if the utility is available at the venue.

The City's basic reservation fee schedule is available upon request.

We accept payment by cash, check or credit card (MasterCard or Visa only). **Fees may be quoted but not confirmed until the application is reviewed.** When your confirmation packet is sent out, your fees and the payment schedule will be included. Generally, an initial deposit equal to your daily reservation fee plus application fee is due 1 month from the date of your confirmation letter. The remainder of your fees is generally due between 2 – 4 weeks prior to your event.

## **SET-UP & BREAKDOWN DAYS**

A “set-up day fee” and/or “breakdown day fee” will be charged if any set-up occurs the day prior to your actual event or break-down occurs after the actual event day or if anything is left on-site afterwards. An exception to this rule exists for dumpsters and portable toilets. If dumpsters and portable toilets are picked up no later than 9:00 am the following morning, you will not be charged a breakdown day fee.

## **RAIN DAY POLICY**

Since most special events require months of pre-planning, we expect that prior consideration will have been given to the time of year chosen or that your event will occur “rain or shine.” However, if rain is predicted and you decide to cancel within 5 days prior to your event, no monetary refund will be given but we will work with you to re-schedule your event to another available date.

## **CANCELLATION POLICY**

If you cancel your event completely, the Parks and Recreation Department may withhold a maximum of:

- 10%** of the reservation fee for events cancelled **6 months** prior to the event date
- 25%** of the reservation fee for events cancelled **3 months** prior to the event date
- 50%** of the reservation fee for events cancelled **1 month** prior to the event date

In addition, the \$5 permit application fee will also be withheld.

## **MANDATORY MEETINGS**

Your confirmation letter will state times and dates for mandatory meetings.

Large and first-time events may be required to have a “**pre-event**” meeting, which is scheduled no later than **3 months** prior to the actual event date. The goal of this meeting is provide information to any and all City departments involved or impacted by your event.

All events are required to have an “**event site walkthrough.**” Walkthroughs are scheduled **4 weeks** prior to the event date and a final site map must be presented at this time.

Your confirmation packet will also specify a time for a “**post-event walkthrough**” which is conducted by a Park Monitor. The event organizer or representative must be present during this inspection, as the condition of the site and any damages will be assessed at this time.

First-time events that expect to be recurring events may also be required to attend a “**post-event**” meeting, generally held within **2 – 4 weeks** after the event. This is a time to discuss any problems or ideas for the next year, while items are still fresh in everyone’s mind.

The City’s Events Coordinator will invite representatives from other City Departments to these meetings if they are involved or affected by your event. *It is important that you try to make the designated times*, as several people are usually scheduled for these meetings. If you cannot make the designated times, please call in advance to re-schedule.

## **RESERVATIONS, PERMITS AND COMPLIANCE ITEMS**

Your confirmation letter will list any supplemental permits and provisions that will be required. These permits and “compliance” items must be received no later than **1 week prior to your event** before issuance of your final Parks and Recreation facility use permit.

***Certificate of Insurance*** – All public events reserving a park site or facility which require a building permit, a health permit, an ABC permit, a fire permit, electrical permits or a vendor’s permit are required to provide a Certificate of Insurance for \$1,000,000 comprehensive general and automobile liability, naming the City of Santa

Barbara as additional insured. The coverage amount may be increased if higher risk activities are associated with your event.

All certificates must specify the name of the organization, the name of your event, the event date(s) including set-up and breakdown days and be forwarded to the Parks and Recreation Department no later than 1 month prior to your event. If your event is occurring on short notice, the insurance certificate must be submitted to the Park and Recreation Department as soon as possible and in no case later than two business days before your event. Please note that the organization on the application must match the insured listed on the Certificate of Insurance. When this is not the case, verification will be required from the named insured listed on the insurance certificate indicating that the applicant and/or event organizer is authorized to make the reservation, sign all permit/contracts and documents related to the reservation and commit to all contract requirements on behalf of that insured.

Additionally, vendors providing activities with greater liability concerns, such as pony rides, climbing walls and inflatable bounce houses will also be required to provide certificates of insurance for \$1,000,000 comprehensive general and automobile liability, naming the City of Santa Barbara as additional insured.

**County Health Permit** – If you plan to prepare, sell or serve food and/or beverages to the public, a temporary food facility permit will be required. This “health” permit is required whether you are serving food prepared on-site, food already pre-packaged or just food and beverage considered to be “low risk” (i.e. bottled water, packaged cookies, cakes, etc.) The application to get a temporary food facility permit can be obtained through the County of Santa Barbara’s Environmental Health Services Department (a.k.a. “County Health”) at (805) 681-4900 or on their website at [www.sbcphd.org/ehs](http://www.sbcphd.org/ehs). Since this permit is generally issued on the day of the event, the Events Coordinator will also confirm your approval status with County Health directly.

**Police Permit** – If your event closes or impacts traffic on streets or sidewalks, a police permit will be required. An application to request a police permit can be obtained through the Special Events Officer at the City of Santa Barbara Police Department at (805) 897-3747. This application must be submitted no later than 30 days prior to your actual event. Ideally, the sooner you submit this application the better, since the work schedule of the Special Events Officer is especially high throughout the year.

If you want to post “no parking” signs on streets that normally allow street parking, contact the City of Santa Barbara Traffic Engineering Department at (805) 564-5388 for this permit. It’s also a good idea to inform the Police Special Events Officer if you plan to do this.

**Fire Permit** – If you are planning to use heat lamps, tiki torches, propane or butane tanks, a tent larger than 20’x10’ (200 sq. ft.) or a canopy larger than 20’x20’ (400 sq. ft.), you will need to obtain a fire permit. An application to request a fire permit can be obtained through the City of Santa Barbara Fire Department at (805) 564-5702.

**Electrical Permit** – An electrical permit and an inspection may be required if you are powering food, sound or lighting equipment and if you are using generators. Since most park and beach locations do not have electricity available, generators are sometimes the only possibility available to bring power into a site. The electrical permit can be obtained through the City of Santa Barbara Building and Safety Department at (805) 564-5485. Only a licensed electrician can apply for this permit.

**Building Permit** – Events that set up bleachers will be required to obtain a building permit. This permit is also obtained from the City of Santa Barbara Building and Safety Department and only a licensed contractor can apply for this permit.

**One Day Vendor’s License** – If you plan on having vendors sell food, beverages, merchandise or services (i.e. a vendor selling massages after an organized run), you must obtain a One Day Vendor’s License. An “Application for Special Event or One Day Vendor’s License” from the City of Santa Barbara Finance Department at (805) 564-5346 must be completed prior to issuance of the license.

**Sidewalk Merchandising License** – If you plan to use a street or sidewalk immediately adjacent to a City park facility for vendors to sell food, beverages, merchandise or services at your event, you are required to have a Sidewalk Merchandising License. The application for this license may be obtained at the City of Santa Barbara Public Works “permit counter” at 630 Garden Street. At the time of application submission, you must include a detailed site plan diagramming the dimensions of the vendor’s booth and all items that will be set up inside or

near the booth, a photograph of the proposed merchandise for sale, a copy of your current City of Santa Barbara Business License Tax Certificate and a copy of your certificate of insurance naming the City of Santa Barbara as additional insured. For further questions about this license, contact Public Works at (805) 564-5388.

**A.B.C. Permit** – If you intend to sell or give away any alcoholic beverage, an “A.B.C. permit” will be required. An application must be submitted to the State of California’s Alcoholic Beverage Control Board office in Ventura, California before issuance of the permit. The “A.B.C.” office number is (805) 289-0100. An application can be found on their website at [www.abc.ca.gov/forms](http://www.abc.ca.gov/forms).

**Waterfront Parking Lot Facility Use Application** – If you are planning to pre-reserve spaces in one of the paid Waterfront parking lots for event parking or as a staging area for your event, you will need to submit an application to the City of Santa Barbara Waterfront Parking Department at (805) 564-5523 or (805) 897-1965. Expect to pay for the number of parking spaces you want to reserve.

**Site Map** – All events are required to provide an event site map. First-time events are required to submit a rough site plan with their application in order for our Events Coordinator to set fees and requirements correctly. Your site map should be as detailed as possible and list any and all equipment that will be brought on site (i.e. stage, tents, canopies, generators, tables, kid activities, dumpsters, portable toilets, etc). Please label items on your site map, along with approximate dimensions. Keep in mind the Fire Department requires a 20’ clearance lane throughout your event for access by emergency vehicles.

Returning events should provide a final site map at the scheduled event site walkthrough meeting. Requests to make notable changes and/or additions to the site map after the walkthrough meeting may not be honored. Change requests are not accepted one week prior to the event date.

**Trash Contract** – Trash boxes or containers must be placed throughout the event site and emptied throughout the day. Events with 300 or more people may be required to provide at least one “trash” dumpster. These trash containers and dumpsters are provided at the expense of the event. The Events Coordinator will work with you to figure out the appropriate number of receptacles and whether dumpsters are needed. A copy of a contract from the waste management company you choose must be provided 1 week prior to your event as proof of this compliance.

**Recycling Contract** – A State of California mandate requires our City to divert 50% of its waste from being dumped in our landfills. In addition, our City has increased that mandated amount by setting a personal target of 70% diversion. In order to help us achieve this goal, you must do your part to ensure recyclables generated by your event (plastic, cardboard, glass and aluminum) are properly recycled. All events are required to provide recycling container boxes next to each trash container. A “recycling” dumpster may also be required if cardboard and other recyclables generated from food and beverage are a large part of your event. These recycling containers and dumpsters are provided at the expense of the event. A copy of a recycling contract from the waste management company you choose must be provided 1 week prior to your event as proof of this compliance. For more information or assistance with recycling issues, please contact Environmental Services at (805) 564-5677.

**Portable Toilet Contract** – Depending on the size of your event, you may be required to provide regular and handicap accessible (ADA) portable toilets at the rate of one for every 300 people, with 10% of the toilets being handicap accessible. These portable toilets are provided at the expense of the event. Please keep in mind that permanent bathrooms on site are not factored in when determining the number of restrooms needed. Permanent restrooms are intended for the normal activity of the park and are not opened early to accommodate public events.

Please note that some events may be required to have their toilets serviced during the day if the volume of people and the duration of the event necessitate it.

**Overnight Security Guard Contract** – Anytime set-up stays up overnight, a professional security guard will be required. A copy of the security company contract showing the hours of service must be submitted no later than 1 week prior to your event as proof of compliance. Security guards may also be required if a “beer garden” is planned and if is deemed necessary by the Police Department.

**Neighborhood Notification** – Public notices of the reserved events may be suggested by the City under certain circumstances, such as where a planned event could severely impact on-street parking or traffic adjacent to the event. The City also has the right to provide appropriate public notice of events which may impact parking or traffic.

**Other compliance items not listed above** – Additional compliance items, such as a sound monitor contract, professional cleaning contract, etc., may be required upon review of your original application or if elements are added to your event thereafter.

## **ACCESSIBILITY REQUIREMENTS**

It is the event's responsibility to comply with all City, County, State and Federal accessibility requirements, including the Americans with Disability Act (ADA). The ADA mandates equal access to facilities, services and programs for persons with a disability as well as ensuring them comprehensive civil rights protection.

## **ALCOHOL REQUEST PROCEDURE**

Alcohol is prohibited at some park sites while it's allowed at others by "permit only." If you plan to have alcohol as part of your event, please check with our office at 805-564-5418 to determine whether alcohol is allowed at your chosen site. Note that the Parks and Recreation Department only allows beer and wine in our parks. For sites where alcohol is prohibited, an exception can be granted as long as the event is considered a "community event" and open to the general public. To make this request, the attached "Alcohol Request Form" must be completed and received with your application. Your request will be forwarded to the Parks and Recreation Director and the Police Department for review. The Events Coordinator will notify you if the request has been approved.

Any alcohol served to the general public must be served within a "beer garden." The City has two types of beer gardens and the style of garden assigned for your event is based on the following criteria:

1. Event is held on a Friday, Saturday or Sunday
2. Alcohol is served after 6:30pm
3. Anticipated attendance of the event is greater than 2,000 per day
4. Event features more than one park site, or a park site and a police special events permit
5. Simultaneous events are held in the City which may affect available police resources

If your event meets less than three of the above criteria, you will be allowed to have a "Type 1" beer garden. This type of beer garden allows you to serve alcohol within your entire event area, with no restrictions on age within the event area. There must be signage and/or fencing along the perimeter of the event to designate where the event area ends and that alcohol is not allowed beyond the perimeter. Alcohol service in this type of beer garden must stop 30 minutes prior to the closing time of the event.

If your event meets three or more of the above criteria, you will be required to have a "Type 2" beer garden. This type of beer garden requires that alcohol be served within a double fenced area only, has only one entrance with a sign indicating "no one under 21 allowed inside" and IDs are checked before anyone is admitted into the garden. Please note "double fencing" means both fences are at least 4' high and a second exterior fence is placed 4' to 5' away from the first interior fence. This "double fence" deters alcohol from being passed across the fencing. Alcohol service in this type of beer garden must also stop 30 minutes prior to the closing time of the event.

To assist those people working in the beer garden, the Police Department offers free "Responsible Beverage Service Training." Please speak to the Special Events Officer in the Police Department about scheduling this training.

## **AMPLIFIED SOUND & MUSIC**

Only selected sites are allowed to have amplified sound and/or music. Please keep in mind if you receive complaints, the Police, Park Ranger or Park Monitor may require you to turn the volume down or off. Some events may be required to provide a "sound monitor" to ensure that sound decibels are kept within the levels set forth in the City's noise ordinance. Parks and Recreation Department will determine if this requirement is necessary and the expense of the sound monitor will be paid for by the event.

Events held on the Waterfront are required to have the amplified speakers face towards the ocean. Please keep this in mind when planning your set-up. Event set-up, including placement of sound equipment, must comply with approved site plan.

## **STAKES**

The use of stakes to anchor tents, canopies, inflatable bouncers, etc. is strictly prohibited. If you are planning to have anything that needs to be anchored down, please plan accordingly.

## **VEHICLES**

The Parks and Recreation Department prohibits vehicles on beaches or on park turf due to their negative impact on the parklands. Because we know it's difficult for events to set-up or breakdown without this access, exceptions to this policy may be granted by the Parks and Recreation Director or designated representative and will only be considered for public events. To request permission to drive onto the beach or be inside a park, a Vehicle Access Request Form (in the application section) must be completed and submitted with your application. Access onto the beach or into a park must be limited to vehicles deemed essential to the set-up or breakdown of the event, such as vehicles unloading/loading equipment or supplies or vehicles related to the event (i.e. display vehicles).

Those events that are granted permission must sign a "Vehicles Driving within a Park" agreement, outlining driving conditions within a park or beach and must designate a vehicle monitor from your event to oversee this operation. Authorized vehicles will receive either a *temporary parking pass* or a *loading/unloading pass*. These passes must be displayed on the dashboard of the vehicle. Those vehicles found on the beach or inside a park, without a pass, will be cited, fined and this may affect the refunding of your security deposit. Future event permit consideration will be jeopardized if vehicles do not comply with the driving conditions or excessively abuse the policy.

## **TURF IMPACT & DAMAGE**

Because exceptions are made to the "no vehicles within a parkland" policy, some events may have very high impact on park turf due to the number and size of vehicles on the turf. In these cases, the Parks and Recreation Department may require some groups to coordinate and directly pay for aeration or reseeding the affected turf. In addition, damage due to such impact combined with rain or causes of nature will also be billed directly to the event.

Please take this into consideration when planning your set-up, especially if your event is held during a potentially rainy month.

## **PARKING**

Parking is NOT included with your reservation fee. If your event will be at a park or beach located along our waterfront, parking is VERY limited. You may want to contact the City of Santa Barbara Waterfront Parking in advance at (805) 564-5523 to pre-reserve parking spaces in their parking lots. Note that these parking lots are fee lots.

Inland parks generally have parking lots available at no charge. You may never block or cordon off these lots for your own event's exclusive use. Carpooling and shuttling methods are highly encouraged and in some cases, may be required.

## **SIGNAGE**

The City of Santa Barbara has a sign ordinance which regulates temporary signs and this ordinance must be followed by all special events wanting to post event identification signs. A copy will be given to you upon request. In addition to this ordinance, the Parks and Recreation Department does not allow signs or anything else to be nailed, stapled, thumb-tacked or taped to trees or buildings, staked into the ground or hung over permanent signs.

Signage that is inflatable is only allowed by the authorization of the Parks and Recreation Director. To request permission, an Inflatable Signage Request Form (attached to the application) must be completed and submitted with your application. Please note that we prohibit inflatable signage that resemble alcohol containers or cigarette packets and will only allow a maximum of 4 inflatables per event.

## **MEDIA**

Some events arrange for media coverage. It is important that organizers find out in advance if the media will have any special needs and convey that information to the Events Coordinator. If media set-up is large, they may be required to submit for their own permit at no cost. Media set-up should be included on your site map.

## **CLEAN-UP**

A cleaning crew, staffed with your organization's personnel or volunteers, is required to clean during and at the end of each day of an event. Depending on the size and impact of your event, you may be required to hire a professional cleaning company do the cleaning and/or have streets, sidewalks or parking lots power-washed after your event. If power-washing is required, City guidelines mandate that you to use a company with a water collection system so the wastewater does not go into storm drains.

## **MISCELLANEOUS**

- **ATMs:** Mobile or portable ATM machines are allowed at public events under certain conditions. Please contact us for information on these conditions.
- **Barbecues and Grills:** Plywood must be placed underneath barbecues and grills, whether they're on turf or asphalt. All coals and ashes must be taken away at the end of the event and not left in on-site trash containers.
- **Generators:** If you plan to use a generator for inflatable bouncers, food, lighting/sound equipment, etc., plywood must be placed underneath the generator in order to prevent scorching of the grass.
- **Park Equipment:** Existing equipment in the park (tables, benches, barbecues, etc.) must stay in their permanent locations. Please plan all set up around the existing equipment.
- **De La Guerra Plaza Events:** Propane usage by food or other vendors is not allowed within De La Guerra Plaza or the adjacent "loop" road. Natural gas connections are underground at this site and can be activated upon request and payment of a deposit. Electricity and water utilities are also available. A request to use these utilities must be received no later than 1 month prior to your event. Please contact us for further information about these amenities.
- **Leadbetter Beach Events:** This event location is scheduled to have electrical and water hook-ups installed in the Fall of 2007, but in the meanwhile, there is no electricity or water at this site. Please note that the nearby Shoreline Beach Café will NOT supply water or power for any Leadbetter Beach events nor will they allow you to use their dumpster. Accommodations for water can be made through water truck vendors and if a generator is brought in for electricity, it must be a "movie quiet" generator. No other type of generator will be allowed at this site out of consideration to the nearby neighborhood.

**Please keep this guidebook for future reference and complete the special event application on the following page.**

CITY OF SANTA BARBARA  
**Parks & Recreation**  
*Enriching People's Lives*

620 Laguna Street ■ Santa Barbara, CA 93101  
 (805) 564-5418 TEL ■ (805) 564-5480 FAX  
 www.sbarksandrecreation.com

## Special Event Application

### Type of Event

- Festival                       Walk or Run                       Sporting Event (non walk/run)  
 Parade/March Staging         Other (specify) \_\_\_\_\_

### Event Name & Location

Event Title \_\_\_\_\_

Park/Beach (list all sites being requested) \_\_\_\_\_

### Event Times

Set-Up Day \_\_\_\_\_ M T W TH F S SU From \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

Event Date–Day 1 \_\_\_\_\_ M T W TH F S SU    Setup \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm  
 Event \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm  
 Breakdown \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

Event Date–Day 2 \_\_\_\_\_ M T W TH F S SU    Setup \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm  
 Event \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm  
 Breakdown \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

Breakdown Day \_\_\_\_\_ M T W TH F S SU From \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

### Applicant Information

Applicant (Your Name) \_\_\_\_\_ Organization \_\_\_\_\_

Event Coordinator (if different from applicant) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Day Phone \_\_\_\_\_ After Hours Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Public Information Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*With respect to those Applicants required to obtain liability insurance, the following shall apply: Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City, its officers, employees and agents may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any City premises under this agreement to the extent permitted by law.*

*The undersigned also understands and accepts the City's refund policy for facility use and that fees and charges are adjusted annually in July and are subject to change.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

## Special Event Application (continued)

Please complete the following sections with as much detail as possible since fees and requirements are based on the information you provide us.

### Description of Event

- First time event (include site map with application)       Returning event

Note that this description will be published in our City Parks and Recreation Public Special Events Calendar:

---

---

---

---

---

### Estimated Attendance

Anticipated # of Participants: \_\_\_\_\_ Anticipated # of Spectators \_\_\_\_\_

### Traffic Control and Public Safety

#### Requesting to close street(s) to vehicular traffic?

- For event setup (list streets and describe what will be set up in the street) \_\_\_\_\_  
\_\_\_\_\_
- Part of walk/run course (list streets affected) \_\_\_\_\_
- Other (explain) \_\_\_\_\_
- No streets to be closed

#### Requesting to post "no parking" notices?

- To create event loading/unloading zones where none currently exists (list streets) \_\_\_\_\_  
\_\_\_\_\_
- Other (explain) \_\_\_\_\_
- No notices to be posted

### Elements of your Event

#### Setting up a stage?

- Platform style, dimensions \_\_\_\_\_       Concert style, dimensions \_\_\_\_\_
- No stage at event

#### Setting up tables, chairs, canopies and tents?

- Tables: # \_\_\_\_\_       No tables being set up
- Chairs: # \_\_\_\_\_       No chairs being set up
- Canopies: # and dimensions \_\_\_\_\_       No canopies being set up
- Tents: # and dimensions \_\_\_\_\_       No tents being set up

## Elements of your Event (continued)

### Setting up other equipment?

- ATM Machines: # \_\_\_\_\_ Local bank providing ATMs \_\_\_\_\_
- Tiki Torches: # \_\_\_\_\_
- Sporting Equipment (explain) \_\_\_\_\_
- Other (explain) \_\_\_\_\_
- Not setting up any equipment listed above at event

### Having amplified sound and/or music?

- Amplified sound for announcements only
- Amplified sound for music (check one)  CD player for DJ music  Small 4 – 5 piece live band
- Large 6+ piece live band
- Other \_\_\_\_\_
- No amplified sound/music at event

### Using lighting equipment at your event?

- Bringing in own lighting equipment
- Using professional lighting company. Company? \_\_\_\_\_
- No lighting equipment at event

### Using electrical power?

- Using on-site electricity, if available  For sound  For food preparation and/or refrigeration equipment
- For lighting
- Bringing in "movie quiet" generator  For sound  For food preparation and/or refrigeration equipment
- For lighting
- No need for electricity at event

### Using other utilities?

- Request to use on-site utility, if available  Gas  Water  Sewer lines
- No need to use other utilities at event

### Having food and non-alcoholic beverages at your event?

- Vendors preparing food on-site (don't include pre-packaged food vendors) # \_\_\_\_\_
- Vendors ONLY bringing in pre-packaged food (don't include vendors counted above) # \_\_\_\_\_
- Vendors ONLY bringing non-alcoholic beverages (i.e. bottled water, soda, etc. Don't include vendors counted above) # \_\_\_\_\_
- All food and non-alcoholic beverages handled by organization; bringing in no outside vendors
- No food at event

### Having alcohol at your event?

- Yes, serving/selling beer and wine
- Hours of alcohol service? From \_\_\_\_\_ to \_\_\_\_\_
- No alcohol at event

## Elements of your Event (continued)

### Having selling and/or informational vendors at your event?

- Vendors selling food only # \_\_\_\_\_  Vendors selling merchandise only # \_\_\_\_\_
- Vendors selling services only # \_\_\_\_\_
- Vendors passing out information only (no vending license needed) # \_\_\_\_\_
- No selling or informational vendors at event

### Having kid activities?

- Inflatable Bouncer House # \_\_\_\_\_ Dimensions? \_\_\_\_\_
- Inflatable Bouncer Slide # \_\_\_\_\_ Dimensions? \_\_\_\_\_
- Rock climbing wall Height? \_\_\_\_\_
- Arts & crafts (i.e. craft making, face painting, etc.)
- Petting zoo?
- Carnival games or rides? Specify type \_\_\_\_\_
- Other \_\_\_\_\_
- No kid activities at event

### Arranging for media coverage?

- Yes, but media will not require special set-up
- Yes, media will require special set-up. Describe \_\_\_\_\_
- No, not arranging for media coverage

## Event Signage

- Yes, we will post signs # \_\_\_\_\_ Dimensions \_\_\_\_\_
- Yes, having inflatable signage # \_\_\_\_\_ (complete Inflatable Signage Request form)
- What will signs say? \_\_\_\_\_
- How will signs be anchored/mounted? \_\_\_\_\_
- No signage at event  No inflatable signage

## Waste Management

- Contracting with trash/recycling vendor. Company \_\_\_\_\_
- Contracting with portable toilet vendor. Company \_\_\_\_\_  
Load-in Day & Time \_\_\_\_\_ Load-out Day & Time \_\_\_\_\_
- Portable toilets to be serviced Time \_\_\_\_\_

## First Aid

- First aid station to be staffed by event staff First aid/CPR certified?  Yes  No
- First aid station to be staffed by professional company Company \_\_\_\_\_
- No first aid station at event

**Parking and/or Shuttle Plan**

- Using nearby parking lot & paying fees       Using nearby free parking lot
- Will have a shuttle plan. Describe \_\_\_\_\_  
\_\_\_\_\_

**Waterfront Parking Lot Usage**

- Reserving spaces as part of event site. Which lot? \_\_\_\_\_  
Describe set-up in the lot? \_\_\_\_\_
- Reserving spaces for participant/spectator parking. Which lot? \_\_\_\_\_
- Not reserving spaces at event

**Set-up, Breakdown, Clean-up**

**Setting up the day before the event?**

- Yes, will set up the day before the event. # of set-up day(s) \_\_\_\_\_
- No, set-up will occur on the event day

**Breaking down set-up the day after the event?**

- Yes, breakdown will be the day after the event. # of breakdown day(s) \_\_\_\_\_
- No, breakdown will occur on the event day

**How are you handling clean-up?**

- Using volunteer clean-up crew during and after event
- Using professional cleaning company during and after event

**Requesting vehicle access onto the turf?**

- Yes, requesting access onto turf for set-up and breakdown (complete attached Vehicle Access Request form)
- No, vehicles will load/unload from nearby street or parking lot

**Miscellaneous**

Please list anything important about your event not already asked on this application:

---



---



---



---



---

**Please make a copy of this application for your records as we do not provide copies.**

## ALCOHOL REQUEST FORM

**Event:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Location:** \_\_\_\_\_

1. Please check one:

\_\_\_\_\_ I am requesting to sell alcohol at the above stated event.

\_\_\_\_\_ I am requesting to give alcohol away as a "tasting" at the above named event.

2. If you are conducting an alcohol "tasting", what is the maximum number of drinks per person? \_\_\_\_\_

How will this be monitored? \_\_\_\_\_

\_\_\_\_\_

3. What type of alcohol are you planning to serve? \_\_\_\_\_ Beer \_\_\_\_\_ Wine

4. How will IDs be checked? \_\_\_\_\_

\_\_\_\_\_

5. If you're required to have a Type 2 beer garden, what materials are you planning to use to construct this garden?

\_\_\_\_\_

6. If you're required to have a Type 2 beer garden, what will the approximate dimensions of the garden be?

\_\_\_\_\_

7. If you're required to have a Type 2 beer garden, how will the beer garden be monitored?

\_\_\_\_\_

---

---

### For Staff Use Only

Request Approved \_\_\_\_\_  
Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Request Declined

Reasons: \_\_\_\_\_

\_\_\_\_\_

## Vehicle Access Request

Vehicles are generally prohibited in parklands due to their negative impact to the turf, irrigation system, etc. For public special events, exceptions are made on an as needed basis. Please list any vehicles that absolutely need access into the park for your event. Do carefully consider the vehicles you list since we may deny those vehicles deemed unnecessary. Note that your requests may be denied based on the layout of certain parks.

**Temporary Parking** (Limit to vehicles that absolutely need to stay within the park or on the turf for the entire duration of your event.)

	Vehicle	Day / Time	Justification
1			
2			
3			
4			
5			

**Unloading / Loading** (Limit to vehicles that absolutely need access due to the weight of items being unloaded/loaded, such as staging, lighting, sound and rental service providers and food/selling/information vendors.)

	Vehicle	Day / Time	Justification
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Date(s) \_\_\_\_\_

**For Staff Use Only**

All approved

Some approved (unapproved vehicles are crossed off)

\_\_\_\_\_  
 Parks Superintendent

\_\_\_\_\_  
 Date

## INFLATABLE SIGNAGE REQUEST FORM

Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

### **INFLATABLE #1**

Description: \_\_\_\_\_

Dimensions: \_\_\_\_\_

How will it be anchored? \_\_\_\_\_

What will it say or advertise? \_\_\_\_\_

### **INFLATABLE #2**

Description: \_\_\_\_\_

Dimensions: \_\_\_\_\_

How will it be anchored? \_\_\_\_\_

What will it say or advertise? \_\_\_\_\_

### **INFLATABLE #3**

Description: \_\_\_\_\_

Dimensions: \_\_\_\_\_

How will it be anchored? \_\_\_\_\_

What will it say or advertise? \_\_\_\_\_

### **INFLATABLE #4**

Description: \_\_\_\_\_

Dimensions: \_\_\_\_\_

How will it be anchored? \_\_\_\_\_

What will it say or advertise? \_\_\_\_\_

---

---

### **Staff Use Only**

Request Approved \_\_\_\_\_  
Parks and Recreation Director \_\_\_\_\_ Date \_\_\_\_\_

Request Declined Reason: \_\_\_\_\_