SANTA BARBARA POLICE DEPARTMENT

SPECIAL EVENTS PERMIT APPLICATION

GENERAL INFORMATION

Section 09.12.040 of the Municipal Code requires a person seeking issuance of a Special Event Permit to file an application with the Chief of Police **not less than 30 days, no more than 12 months** before the date on which the Special Event is desired. On a case by case basis late applications may be accepted for consideration. The acceptance of late applications shall be based on there being sufficient time to process and investigate the application and obtain police services for the event. Late applications are subject to a $50 late fee.

A $60.00 fee (check made payable to the City of Santa Barbara) must accompany this application. A certificate of insurance providing evidence of General Liability coverage ($2 million) and Automobile Liability coverage ($1 million); and a copy of the endorsement naming "the City of Santa Barbara, its officers, and agents" as an additional insured is required.

Please complete, where applicable, the following information requests.

APPLICATION INFORMATION

(Please Print)

DATE OF FILING: _____

DATE(S) OF EVENT:_____

EVENT NAME: _____

A. The name, address, and telephone number of the person seeking to conduct the event:

NAME:	
ADDRESS:	
CITY:	
EMAIL ADDRESS:	
HOME PHONE:	**BUSINESS PHONE:**

B. If the event is proposed to be conducted on behalf of, or by an organization, the name address, and telephone number of the organization, and of the authorized representative of such organization. ***For events designed to be held by, and on the behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the event, authorizing the applicant to apply for the event on his behalf.***

NAME:	
ADDRESS:	
CITY:	
EMAIL ADDRESS:	
PHONE:	**FAX:**

C. Contact Person for Date of the Event:

NAME:	
ADDRESS:	
CITY:	
EMAIL ADDRESS:	
CELL PHONE:	

D. The event/parade route traveled, including starting and termination points:
(Please also provide a map of the route and/or the planned area for the event)

E. The approximate number of persons, animals, and vehicles which will form such event. The type of animals and description of vehicles:

NUMBER OF PEOPLE:
NUMBER OF ANIMALS:
TYPES OF ANIMALS:
NUMBER OF VEHICLES:
TYPES OF VEHICLES:

F. The hours when such event will start and terminate:

EVENT START:	**EVENT END:**
SET UP TIME:	**BREAKDOWN TIME:**

G. Will the event occupy all or only a portion of the width of the streets proposed:

☐ All (A 20' wide emergency access lane must be maintained)

☐ Only a portion. Approximate width:_____

For road or lane closures include a detailed Traffic Plan. Plan should include diagrams specifying exact placement and type of traffic control equipment to be used. Traffic signs and barricades must conform to the Manual of Uniform Traffic Control Devices published by the National Highway and Traffic Safety Administration.

For Block Parties: Provide proof that 50% or more of the affected residents and business owners within a one block radius are giving their approval for the closing of said street(s) by listin.

H. The name of the street or area of any assembly and disband for such events:

I. Purpose for the event/parade:

J. Expected attendance:

NUMBER OF SPECTATORS:
NUMBER OF PARTICIPANTS:

K. Will the event be held in a public park?

☐ Yes
☐ No

If yes a separate permit from the City of Santa Barbara Parks & Recreation Department is required.

L. Will alcoholic beverages be sold by your organization or in association with this parade/event? (***A SBPD ABC Endorsement Application may be required***.)

☐ Yes* (Private Security must be provided)
☐ No

***SECURITY PERSON OR AGENCY:**	
ADDRESS:	
CITY:	
HOME PHONE:	**BUSINESS PHONE:**

M. Miscellaneous information you feel may be pertinent:

N. **To Expedite the Permit Process, the Application should include all the following :**

1. **$60.00 filing fee. (Make check payable to "City of Santa Barbara").**

2. **Include a map of the route or planned area location of the event/parade.**

3. **For road or lane closures include a detailed Traffic Plan. Plan should include diagrams specifying exact placement and type of traffic control equipment to be used.**

4. **For Block Parties: Provide proof that 50% or more of the affected residents and business owners within a one block radius are giving their approval for the closing of said street(s) by listing.**

5. **Provide proof of insurance as required; including a copy of the endorsement naming the City of Santa Barbara as additionally insured; minimum coverage types are General Liability and Automobile Liability (for owned, non-owned, or hired vehicles). The minimum limits of coverage is $2 million per occurrence for General Liability and $1 million for Automobile Liability (for owned, non-owned, or hired vehicles). The City may require other coverage limits for a specific event as established by the Risk Manager.**

6. **If you are requesting officers to work your event, please complete the separate <u>officer request form</u>.**

7. **Special Event ABC Licenses require the submission of the <u>Santa Barbara Police Department ABC Special License Endorsement Request Form.</u>**

To Submit via E-mail, click on the button below. The completed form will auto attach to an E-mail for you to send.

MAIL, FAX, OR BRING APPLICATION TO:

Santa Barbara Police Department
C/o Special Events Planning Officer
215 E. Figueroa Street / P. O. Box 539
Santa Barbara, CA 93102

QUESTIONS: Phone – Special Events / Planning Technician
Office: (805) 897-3747 FAX: (805) 897-3733

STREET CLOSURE APPROVAL PROTOCOL
FOR SPECIAL EVENT PERMITS

When an event organizer submits a Special Events Permit Application and is requesting permission to close a City street or a portion of a City street for the proposed event, the following protocol is requested of the organizer:

A. Provide proof that 50% or more of the affected residents / business owners within a one block radius are giving their approval for the closing of said street(s) by listing:

1) The address of every residence or business (including name of business).
2) The printed name and signature of the owner or the person responsible for said property who is giving their approval or disapproval. <u>This includes businesses that would normally be closed during the proposed timeframe of the event</u>.
3) The contact number for the person giving the approval in the event that verification is warranted.
4) Said approval or disapproval is indicated by writing, checking a box, or circling their choice, etc. on the list.

B. Give a two-week written notice to residents and businesses within a one block (or more, depending on the proposed event) area surrounding the event. The notice should provide the event's date, beginning & ending times, if there will be amplified music, including a contact number of the event organizer if need be.

C. Events requiring the closure of streets must obtain approval from the Public Works Department of the City of Santa Barbara. A detailed map and traffic plan must be submitted with your application for review by the Transportation Department of Public Works.

D. Provide the company's name for acquiring the approved barricades and signs necessary for effectively and safely closing the block(s). This will require a working traffic plan for redirecting traffic around the event if it's deemed necessary. Traffic signs and barricades must conform to the *<u>Manual of Uniform Traffic Control Devices</u>* published by the *<u>National Highway and Traffic Safety Administration.</u>*

E. Closure of streets may require you to post the streets "No Parking". A separate permit to post streets "No Parking" is required from the Public Works Department at 630 Garden Street. Contact Public Works for such permit after first obtaining initial event approval from the Police Department.

We have the discretion of imposing additional conditions upon the event organizer depending on other and/or unusual circumstances, i.e. size or type of the event, number of anticipated attendance, or any concerns that we consider to be a matter of public safety.

The applicable 'sections' and 'subsection(s)' that are listed below are taken from the specific City of Santa Barbara Municipal Code that guides us in reviewing the submitted application and in giving our recommendation to the Command Staff of the Santa Barbara Police Department in his approving or for denying the issuance of a Special Event Permit.

SBMC Chapter 9.12: PARADE PERMITS AND REGULATIONS

Chapter 9.12 Sections that are applicable to approving a Block Party:

Section 9.12.020 Definitions:

C. Block Party A gathering, other than a march or a procession, on a residential or commercial street or area, requiring a closure of a block or blocks of a street, or a portion thereof, including the sidewalk, to vehicular traffic and the use of the street for the gathering.

Section 9.12.030 Permit Required:

A. Any person intending to conduct or sponsor an event (as defined herein) in the City of Santa Barbara shall first obtain an event permit from the Chief of Police.

Section 9.12.080 Permit Conditions: (Standard Conditions for Block Parties)

C. Conditions concerning accommodation of pedestrian or vehicular traffic, including restricting the event to only a portion of a street;
D. Requirements for the use of traffic cones or barricades;
F. Requirements for use of event monitors and some method for providing notice of permit conditions to event participants;
J. Restrictions on use of amplified sound;
K. An application for a special event permit to conduct a block party may be conditioned on notice and approval by 50% of the owners or tenants of dwellings or businesses along the affected street(s).
L. Restrictions on the sale of alcoholic beverages.

Planning for Alcohol Use at Your Special Event

Each year nonprofit organizations in the City of Santa Barbara sponsor hundreds of special events. These events range in scope from small block parties and major festivals to runs and athletic events of national stature. Generally these events serve as fundraisers, promotional opportunities and community celebrations, and many of the events include the sale or use of alcoholic beverages. As an event organizer, you are responsible for ensuring that your event is not only fun, but also safe for all those who attend and for the community the event serves.

The following information is designed to assist you in the permitting process should you decide to sell alcohol at your event. We encourage you to plan for a safe and successful event and believe that the appropriate permitting and planning is part of that process.

When do I need a permit to sell alcohol at an event?

If you are planning to sell alcoholic beverages at your special event, you will need to apply for and receive licensing from the State of California Department of Alcoholic Beverage Control (ABC). The State ABC provides Special Daily Licenses to nonprofit community service organizations that plan to sell or serve beer or wine at special events. Commercial enterprises and caterers are subject to different permit requirements and should consult with the State ABC by calling (805) 289-0100.

You should apply for your State ABC license after you have submitted your Special Event Permit Application to the City of Santa Barbara. The City of Santa Barbara Police Department and the State ABC representatives will jointly review your event plans and alcohol management strategy before your organization receives permitting from the City of Santa Barbara and State of California ABC.

Special Daily Licenses

If your nonprofit community organization is planning to *sell* or *serve* beer or wine at an event, you *must* obtain a **Special Daily License** from the California Department of Alcoholic Beverage Control (ABC). This license authorizes the temporary sale or serving of beer or wine for consumption on the premises indicated on the license. Sale for consumption off the premises is strictly prohibited. A separate fee is charged for each license.

Your local distributor cannot sell you beer or wine unless you can show proof of issuance of a **Special Daily License** from the ABC. You must provide the distributor with a copy of the actual license which shows the license number, date of issuance, location of event, etc.

Licensed Beverage Delivery

After receiving a Special Daily License, you may take delivery of beer or wine up to three (3) days prior to the day of your event. Beer or wine cannot be delivered after 8:00 p.m. Monday – Saturday. Sunday deliveries are strictly prohibited by law.

Hours of Licensed Beverage Service

Alcoholic beverages cannot be served between 2:00 a.m. – 6:00 a.m.

Additional State Permit

As the holder of a Special Daily License, you are required to obtain a **Seller's Permit** from the State Board of Equalization (BOE) only if you are planning to sell beer or wine at your event. Violators may be subject to a penalty of up to 50% of the tax due. There is no application fee for a Seller's Permit.

In order to buy beer or wine from a distributor for resale, you must provide the distributor with a properly executed **Resale Certificate** which is also available from the State Board of Equalization.

Required Signage

As a seller of alcoholic beverages you are required by Proposition 65 to display the following warning sign at point(s) of sale and service. Signs can be obtained from your local beer distributor.

Warning:
Drinking Distilled Spirits, Beer, Cooler, Wine and Other Alcoholic Beverages May Increase Cancer Risk, and During Pregnancy, Can Cause Birth Defects.

Helpful Tips to Organize a Safe and Successful Event

- Sales of beer or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require bona fide identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Do not sell, furnish, or give beer or wine to anyone who is obviously intoxicated.
- Limit sales or service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your special event.
- Prohibit anyone from bringing their own alcoholic beverages to your event. Provide adequate security at your event, especially if it is open to the public.

BEER GARDEN REQUIREMENTS

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. If fencing is at least 6’ high, then only one fence is required. Alcohol service in this type of beer garden must also stop 30 minutes prior to the closing time of the event.

COUNTY OF SANTA BARBARA
ENVIRONMENTAL HEALTH SERVICES

FOOD SERVICE REQUIREMENTS

Protecting the public from food borne illnesses is the responsibility of the Environmental Health Service's Food Safety Program. It is their mission to keep food facility operators aware of, and in compliance with, the minimum standards established by the California Uniform Retail Food Facilities Law, which regulates the sale and distribution of food to the public.

Throughout the year many communities have small gatherings or fairs to celebrate a specific event or theme. Other times a community event is for a single purpose. At most of these events, food is offered for sale. **California law requires the organizer of any event where food is available to obtain a permit from Environmental Health. Additionally, all vendors (both for-profit and non-profit) authorized to be at the event must have a Health Permit issued from Environmental Health**.

To verify whether or not an event is required to obtain a permit from the County of Santa Barbara Environmental Health Services, applicants should contact the agency at the following:

Environmental Health Services
225 Camino del Remedio
Santa Barbara, Ca. 93110
Phone: (805) 681-4900 - Fax: (805) 681-4901