

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

1232 De La Vina Street ■ Santa Barbara, CA 93101
(805) 897-1926 ■ www.sbparcsandrecreation.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/Date _____ From _____ am / pm to _____ am / pm
(Complete only if set-up day is separate from event day)

Event Day/Date—Day 1 _____ Setup _____ am / pm to _____ am / pm
(Include "day-of" setup and breakdown times) Event _____ am / pm to _____ am / pm
Breakdown _____ am / pm to _____ am / pm

Event Day/Date—Day 2 _____ Setup _____ am / pm to _____ am / pm
(Include "day-of" setup and breakdown times) Event _____ am / pm to _____ am / pm
Breakdown _____ am / pm to _____ am / pm

Breakdown Day _____ From _____ am / pm to _____ am / pm
(Complete only if breakdown day is separate from event day)

Applicant Information

Applicant (Your Name) _____ Organization _____

Event Coordinator (if different from applicant) _____

Address, City, State, Zip _____

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 event personnel per day (vendors, staff and volunteers working at the event): _____

Anticipated # of event participants, attendees or spectators per day: _____

Grand total of anticipated # of people per day: _____

Traffic Control and Public Safety

Requesting to close a City street 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" signs on a City street?

- To create event loading/unloading zones where none currently exists (list streets) _____

- Other (explain) _____
- No notices to be posted

Requesting to use sidewalk(s)?

- For placement of vendors. Indicate if they are selling anything (list streets) _____

- For use by event walkers/runners (explain) _____
- No sidewalks to be used.

Elements of your Event

Setting up a stage?

- Platform style, length, width & height _____ Concert style, length, width & height _____
- 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 their dimensions _____ No canopies being set up
- Tents: # and their dimensions _____ No tents being set up

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 a 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

Elements of your Event (continued)

Having food and non-alcoholic beverages at your event?

- Vendors preparing food on-site (don't include pre-packaged food/beverage vendors) # _____
- Vendors bringing in pre-packaged food and beverages (don't include prepared food vendors counted above) # _____
- All food and non-alcoholic beverages handled by organization; bringing in no outside vendors # _____
- Food provided by food truck(s) # _____
- No food at event

Having alcohol at your event?

- Yes, serving/selling beer and wine (complete Alcohol Request Form)
Hours of alcohol being served: From _____ to _____
- No alcohol at event

Having selling and/or informational vendors at your event?

- Vendors selling food only # _____ Vendors selling merchandise/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? _____
Truck to bring wall in? Yes No Truck acts as counterweight to wall? Yes No
- Arts & crafts (i.e. craft making, face painting, etc.)
- Petting zoo?
- Carnival games or rides? Specify type _____
- Other _____
- No kid activities at event

Any additional elements unique to your event but not asked above?

- Yes. Describe _____

- No

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 _____

Waste Management (continued)

- 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 Alternative Transportation

- Using nearby parking lot & paying fees Using nearby free parking lot
- Will have a shuttle plan. Describe _____
- Will have bicycle valet. Describe _____
- Will have other alternative transportation. Describe _____

Waterfront Parking Lot Usage (complete only if waterfront lot being used)

- 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 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:

Miscellaneous (continued)

**Please submit the completed application along with payment of the \$50 permit application fee.
Do 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 _____
Special Events Coordinator'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 Manager or Special Events Coordinator

 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 _____
Special Events Coordinator _____ Date _____

Request Declined Reason: _____