

## **One-Day Vendor's License**

All vendors and/or organizations that sell or advertise food, beverages, merchandise or services at a special event are required to have a One-Day Vendor License for each day they are present at the event.

The event organizer/permittee is responsible for ensuring that each vendor that will be at the event applies for this license. Your Final Special Event Permit will not be issued until all vendor applications have been submitted and appropriate vendor fees are paid to the City of Santa Barbara Finance Department.

Vendors who have a current business license on file with the City of Santa Barbara will not be assessed fees for the One-Day Vendor License, but are still required to submit an application.

Please contact the City Finance Office for more information on these license options at [businesslicense@santabarbaraca.gov](mailto:businesslicense@santabarbaraca.gov) or (805)564-5346

## **Sidewalk Merchandising License**

If you plan to use a street or sidewalk for vendors to sell or advertise food, beverages, merchandise or services as part of your event, you are required to have a Sidewalk Merchandising License IN ADDITION to a One-Day Vendor License for each vendor present.

This license is issued by the City of Santa Barbara Public Works Department. At the time the application is submitted, 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. Vendor booths may not block accessible paths of travel, leaving a minimum four feet accessible.

Please contact the City Public Works Permit Counter for more information on this license at [PWCounter@SantaBarbaraCA.gov](mailto:PWCounter@SantaBarbaraCA.gov) or (805) 564-5388

## **Temporary Food Facility Permit**

All vendors who intend to sell, serve, give away, or sample food or consumable products including water and other beverages at a public event, must obtain a temporary food facility permit IN ADDITION to the One-Day Vendor License. . This County Health Permit is required whether you are serving food prepared on-site, pre-packaged food, or food and beverage considered to be "low risk" (i.e. bottled water, packaged cookies, cakes, etc.).

The application is obtained through the County of Santa Barbara's Environmental Health Services Department at (805) 681-4900 or on their website at [www.sbcphd.org/ehs](http://www.sbcphd.org/ehs). Since the County Health permit is usually issued on the day of the event, the Special Events Coordinator will directly confirm your approval status with County Health in advance. This requirement does not apply to private events or mobile food facilities (i.e., food trucks) already permitted with the Santa Barbara County Public Health Department.

Vendors selling from a Mobile Food Facility (Food truck) must have a current Mobil Food Facility Permit on file with the Santa Barbara County Public Health Department.

For more information on these permits, please visit the Santa Barbara County Environmental Health Website at: <https://www.countyofsb.org/phd/ehs/home.sbc>

## **Vendor Load-in/Load-out:**

Organizers are encouraged to develop a timed load-in and Load-out schedule for vendors to minimize congestion in the event area. It is the responsibility of the Event organizer/permittee to ensure that all vendors have been provided

with rules and regulations concerning vehicle access on City property. Any damage to park facilities, grass/turf, pavement, sidewalks or sand will be the responsibility of the event organizer/permittee. Damage resulting from vendors will be assessed against the refundable security deposit.

### **Use of Vehicles in Parks and on Beaches**

No public vehicles shall be allowed to drive or park on beaches or park turf due to the safety hazard and potential damage to parkland. Occasional exceptions to this policy may be granted by the Parks and Recreation Director or his/her designee for permitted public events. Conditions will be imposed to ensure public safety and minimize damage to parkland.

Requests for permission to drive onto the beach or inside a park will be indicated by selecting the appropriate checkbox on the Special Event Application. Access to the beach or a park must be limited to vehicles deemed essential to the setup or breakdown of the event, such as vehicles unloading/loading equipment or supplies, or display vehicles related to the event. This includes ATVs, mules, golf carts and large sized trucks. Events that are granted permission will receive either a temporary parking pass or a loading/unloading pass for the authorized vehicles to display on their dashboard. Events will be required to abide by certain conditions such as driving in low gear, not exceeding 5 mph, having flashers and headlights on while in a park/beach location, having a vehicle “monitor” present to oversee this operation or having a non-porous mat or plywood underneath to catch leaking fluids or prevent ruts/depressions on the grass. Vehicles found on the beach or inside a park without a pass will be cited and fined. At that point, permission to use ATVs, mules or any other vehicle on the beach or in a park will be rescinded. Future event permit consideration will be jeopardized if vehicles do not comply with the driving conditions or excessively abuse the policy.

Additionally, events may need to have large size, heavy vehicles present, such as box trucks, garbage trucks, refrigerator trucks, motor homes, semi-tractor trailers, etc. to bring portable stages, television screens, and other large equipment onto parks or beaches. If this is the case, protective flooring may be required to mitigate turf damage caused by large vehicles. This protective flooring may be either sheets of plywood or specialized flooring designed for heavy vehicles that also allows sunlight and air circulation to reach the grass. The type of flooring required will depend on the number of vehicles brought onto the turf and/or the length of time these vehicles will remain on the turf.

### **Reserving Parking on a City Street**

A parking restriction waiver permit must be acquired from the City Public Works Department if you want to post “no parking” signs on a street that normally allows street parking. This can be very helpful for vendors and reduces traffic congestion in event locations that do not have an adjacent parking lot. There is an additional cost for this permit. Please contact the City Public Works Permit Counter for more information on this permit at

**[PWCounter@SantaBarbaraCA.gov](mailto:PWCounter@SantaBarbaraCA.gov)** or (805) 564-5388