



# Special Event Planning Guide

Information to assist you in planning a  
Special Event in the City of Santa Barbara



Opening Ceremonies at Avon Walk

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

(805) 897-1999 • [www.sbparcsandrecreation.com](http://www.sbparcsandrecreation.com)

1/24/13 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 planning guide 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 planning guide is the special event 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 planning guide 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....**

Many park facilities are available on an unreserved, "drop-in" basis without the need for a reservation or a permit from the City. If you choose to use a park facility on a drop in basis, there are no fees to pay and other requirements related to reserved uses that are discussed in this planning guide will not apply. However, a "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, 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 regulations generally applicable to park use.

## **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 special event." Public special events for which a reserved facility is needed must submit a special event application in order to obtain the required "facility use permit" for the park or beach to be used on an exclusive basis. Examples of public special events include festivals, fairs 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 once you've contacted the City's Special Events Supervisor, talked about your event and put a location and date(s) on hold. Please be as complete as possible on the application so staff 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 Special Events Supervisor 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. Returning events must re-apply within one month after their event in order to maintain their priority. Otherwise, the date will be made available to other events.

Park facilities may be reserved on short notice for time-sensitive uses such as rallies and demonstrations. City staff will work to accommodate time-sensitive uses to the extent we are able. In some cases, deadlines can be altered or shortened. However, not all event elements can be accommodated on short notice. Events requiring extensive set-up of facilities (such as stages, large numbers of chairs, booths, or a sound system) may not be able to be accommodated on short notice due to public health and safety concerns. Even if the time constrains do not allow for all event elements, you may request a reserved use of the facility. A reservation will be granted, but it will not authorize the elements for which there is insufficient time.

## **APPLICATION REVIEW AND CONFIRMATION**

Once we receive the application, it will be reviewed by the Special Events Supervisor. You may be contacted if further information is needed.

Once the review is completed and all questions are answered, confirmation paperwork will be emailed to you. This paperwork contains a letter outlining your fees and payment schedule, a facility use permit 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, on-site or post-event meetings will also be given in this paperwork.

The Special Events Supervisor makes every effort to review the application and deliver a confirmation within approximately **4 – 6 weeks** after your application is received. Please note, due to the large number of events occurring from April through November, it may take longer to review applications for that time of the year, so please plan accordingly.

We recommend that you do not advertise or issue print materials for your event until you have received verbal or written confirmation of your reservation from the Special Events Supervisor.

## **APPLICATION DENIALS**

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

1. The proposed use conflicts with another reserved use.
2. The proposed use is not allowed in the particular park or park facility.
3. There is insufficient time to plan or organize the proposed use in a manner that 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. Note that the City does not book public special events along the waterfront on July 4<sup>th</sup> or on the weekends of Memorial Day or Labor Day.
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 or entity that is legally responsible for the event. Usually, the applicant is also the event coordinator; however, this is not always the case. If the event coordinator is someone other than the applicant, please provide your event coordinator's name and contact information on the application. For purposes of the special event application, the event coordinator will be deemed the agent of the applicant and will be assumed to have authority to act on behalf of the applicant. In the end, the applicant is responsible for satisfying all permit conditions and requirements prior to the event.

Also, if you have a planning committee for your event, please designate one person to communicate with the Special Events Supervisor. This will reduce the potential for confusion in communication between the City and the applicant.

If you need to meet with Parks and Recreation staff, we encourage you to schedule a meeting by calling the Special Events Supervisor at (805) 897-1999.

## **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, with discounts for events that are organized by a 501(C)3 organization or are an individual or organization who is a resident of the City of Santa Barbara. Proof of residency is required before the “resident discount” rate is given.
- **Setup and/or breakdown day fee** – Charged for each day of setup or breakdown that occurs outside of the actual event day. Fee for a setup or breakdown day is 35% of the daily reservation fee. Note that this percentage is subject to change each year.
- **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. The City reserves the right to charge a higher deposit if park rules and permit conditions had not been adhered to previously, if site damage or extra cleaning had occurred or if a particular element of the event has a greater potential to cause damage.
- **Park Monitor fee** – Weekend events and events that have set-up days on a weekday will be assigned a Park Monitor. This person serves as your liaison with the Parks and Recreation Department, verifies and ensures compliance with permit conditions, and conducts a post-event site inspection with you. If your event is a smaller one and occurs Monday through Friday, the City's Special Events Supervisor may function as the monitor, in which case a Park Monitor fee will not be 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 fee schedule is available upon request.

We accept payment by cash, check or credit card (MasterCard, Visa or Discover only). **Fees may be quoted, but are not final until the application is reviewed and the confirmation letter is sent.** When your confirmation letter is sent out, your fees and the payment schedule will be included. Generally, the total amount of your fees is due 4 weeks prior to your first day of use of a park or beach.

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

A “set-up day fee” and/or “breakdown day fee” will be charged if set-up occurs the day prior to your actual event, 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 generally may be scheduled **3 – 6 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.

The Special Events Supervisor may require any event to have an “**on-site meeting.**” On-site meetings are generally scheduled **1 month** prior to the event date and a final site map must be presented at this time.

Your confirmation letter will also specify a time for a “**post-event walkthrough**” which is conducted by the Park Monitor. The applicant, event coordinator, or another authorized representative of the applicant should be present during the “post-event walkthrough” inspection, as the Park Monitor will walk through the site and assess the condition it was left in.

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 Special Events Supervisor will invite representatives from other City Departments to these meetings if they were 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 (aka “park” 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 a minimum of \$2,000,000 per occurrence and aggregate of comprehensive general coverage limit and a minimum of \$1,000,000 automobile liability coverage limit, naming the "City of Santa Barbara, its officers, employees and agents" as additional insured. A copy of the endorsement evidencing that the City of Santa Barbara has been added as an additional insured on the policy, must be attached to the certificate of insurance. The City reserves the right to require higher insurance coverage if higher risk activities are associated with your event. This is determined on case-by-case basis.

All insurance certificates must specify the name of the insured, the name of the event, the event date(s) including set-up and breakdown days. All insurance certificates must be forwarded to the Parks and Recreation Department no later than 4 weeks 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 applicant name provided on the application must match the name of 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 the named insured.

Additionally, insurance coverage must include all activities that will occur at the event, including but not limited to the service or sale of alcoholic beverages, inflatable bounce houses, rock climbing walls, pony rides, petting zoos, carnival rides, etc.

**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 "County 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 must be 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 Supervisor will directly confirm your approval status with County Health in advance.

**Police Special Events Permit** – If your event requests a full or partial closure of a street or sidewalk, a Police Special Events permit will be required. An application to request this permit can be obtained through the Police Special Events Technician 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. At the same time the application is submitted, a "temporary traffic control plan" must be submitted showing how traffic affected by the closure will be diverted. Ideally, the sooner you can submit this application and plan, the better. This allows time for the Police Special Events Technician to consult with staff from Public Works/Transportation Operations.

Events identified to have potential issues related to public safety, alcohol and/or crowd control may be required to hire SBPD officers to provide back-up assistance to event-hired security guards. If your event is identified as needing officers, contact the Police Special Events Technician at the above number to complete the "Officer Request Form."

**Parking Restriction Waiver Permit** – If you want to post "no parking" signs on a street that normally allows street parking in order to create an unloading/loading zone for your event vendors, a "parking restriction waiver permit" will be required to waive the time restrictions on parking posted for a particular street. An application to request this permit can be obtained at the City of Santa Barbara Public Works "permit counter" at 630 Garden Street. For further questions about this license, contact Public Works at (805) 564-5377.

**Fire or Tent Permit** – If you are planning to use heat lamps, tiki torches, propane or butane tanks, a tent larger than 400 square feet or a canopy larger than 700 square feet, you will need to obtain a fire or tent permit from the City of Santa Barbara Fire Department. An application to request a fire or tent permit can be obtained through the SBFD at (805) 564-5702.

**Temporary Power Permit** – A temporary power permit and an inspection may be required if you are powering food, refrigeration, 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 electrical contractor can apply for this permit.

**Building Permit** – Events that set up bleachers, stages higher than 2’ off the ground, fencing or other temporary structures will be required to obtain a building permit. Accessibility compliance will be required for a bleachers, stage higher than 2’ off the ground or other structure. 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. For further information about this permit, contact Building and Safety at (805) 564-5485.

**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 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. For further questions about this license, contact Public Works at (805) 564-5377.

**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).

Note that before the A.B.C. office issues their permit, they will require endorsement by the Santa Barbara Police Department as the local law enforcement agency under whose jurisdiction the event takes place. The Santa Barbara Police Department does not directly endorse A.B.C. applications, but instead issues letters of endorsement. In order to obtain a letter of endorsement, a SBPD ABC Endorsement Application must be completed and submitted. Please call the SBPD Special Events Technician at (805) 897-3747 for further information about this.

**Waterfront Parking Lot Facility Use Application** – If you are planning to pre-reserve spaces in one of the paid Waterfront parking lots from East Beach to Leadbetter Beach in order to provide parking for your event or as a staging area, 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 by the time designated on the confirmation letter. First-time events are required to submit a rough site plan with their application in order for the Special Events Supervisor 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 Santa Barbara 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 boxes/containers and dumpsters are provided at the expense of the event. The Special Events Supervisor 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 of your choice 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 70% of its waste from being dumped into our landfills. Santa Barbara has always worked to be the leader of recycling in the State of California and looks to all event organizers to help us achieve this goal by ensuring that recyclables generated by your

event (plastic, cardboard, glass and aluminum) are properly recycled. All events are required to provide and place recycling containers 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 of your choice 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) 564-5631.

**Portable Toilet Contract** – Depending on the size of your event, you may be required to provide portable toilets at the rate of one for every 250 – 300 people expected to attend. Please note that at least 10% of the toilets are required to be 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.

**Security Guard Contract** – Professional security guards may be required if an event has a large number of under-aged minors attending, if crowd control may be an issue, if alcohol is being served, if public safety issues have occurred in previous years or if it is deemed necessary by the Santa Barbara Police Department. Additionally, if any set-up stays in a City park or beach location overnight, a professional security guard will also be required to watch the equipment.

Professional security guards must be contracted through a security guard company with a valid PPO (Private Patrol Operator) license number and the guards must have valid guard card numbers. 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 along with the PPO license number and the names and guard card numbers of the security guards.

**Neighborhood Approval and/or Notification** – The City strives to have all their events adopt a “good neighbor” approach with the residents and businesses adjacent to City parks and beaches. Sometimes events can severely impact a neighborhood’s on-street parking, vehicular traffic flow or its quietness. In these situations, the City may require the event to receive pre-approval from more than 50% of the impacted neighborhood before a special event permit will be considered. In other situations where impacts are less severe, the City may only require that an event provide advance notification to the neighborhood. If either is required, the approval and/or notification to the neighborhood should include such details such as the name of the event, the name and number of the applicant and the event coordinator (if applicable), the hours of the event and a description of the type of impacts the residents and businesses may experience.

**Other compliance items not listed above** – Additional compliance items, such as a SBFD Public Assembly permit, a Community Development Temporary Coastal Exemption permit, a Parks and Recreation Sound Agreement, 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). Please keep this in mind as you design your event. Accessibility compliance will be required if a building permit is required for a stage or other equipment.

## **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) 897-1999 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 and glass containers are not allowed on our beaches. 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 reviewed by the Special Events Supervisor and the Police Department and you will be notified 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 independent "sound monitor" to ensure that sound levels are kept within the levels set forth in your permit, that music curfew times are observed, and that any other requirements for amplified sound/music are followed. 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 the 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 granted permission will receive either a *temporary parking pass* or a *loading/unloading pass* for the authorized vehicles to display on their dashboard and will be required to abide by certain conditions such as driving in low gear, not exceeding 5 mph, having flashers and highlights on while in a park/beach location or having a vehicle “monitor” present to oversee this operation. 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 allowed within the 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 AND ALTERNATIVE TRANSPORTATION**

Parking is NOT included with your reservation fee. Depending on where your event is taking place and your expected attendance, having sufficient parking for your event goes without upsetting the residents and businesses in the immediate neighborhood can definitely be challenging for you to solve. 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 or (805) 897-1965 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 but these are usually smaller lots and you may never block or cordon off these lots for your own event's exclusive use without prior authorization from Parks and Recreation.

The City will be requiring organizers to have an alternative transportation plan in place in order to ease the congestion and parking issues that occur when people drive their vehicles to an event and be more sustainable. Alternative transportation includes carpooling, on-demand ridesharing or encouraging people to walk, bike or take public transportation. Additionally, providing a shuttle service is another way to lessen the parking issues to the immediate area around your event. Please talk with our Special Events Supervisor for further details about this.

## **SIGNAGE**

The City of Santa Barbara has a sign ordinance which regulates temporary signs and this ordinance must be followed by all public 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.

## **ATM MACHINES**

Mobile or portable ATM machines are allowed at public events held on City property but certain conditions are required. Please ask to see the City's ATM policy if you plan to have these at your event.

## **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**

- **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:** Electricity and water utilities are available at this location. Please contact us for further information about this.

**Please keep this planning guide for your reference and complete the special event application on the following page.**

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

1118 E. Cabrillo Boulevard ■ Santa Barbara, CA 93103  
(805) 897-1999 TEL ■ (805) 897-1945 FAX ■ 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) \_\_\_\_\_

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:

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### Estimated Attendance

Anticipated # of event participants per day (people directly participating in event, event vendors/staff/volunteers): \_\_\_\_\_

Anticipated # of event attendees/spectators per day (people attending event): \_\_\_\_\_

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 # \_\_\_\_\_
- 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 \_\_\_\_\_
- 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:

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**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?

\_\_\_\_\_

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### For Staff Use Only

Request Approved \_\_\_\_\_  
Special Events Supervisor'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 Supervisor

\_\_\_\_\_

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? \_\_\_\_\_

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### **Staff Use Only**

Request Approved \_\_\_\_\_  
Special Events Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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