



Moving Event Permit Application & Guidelines

Port of San Diego Use Only	
Event	_____
Date	_____
Received	_____

Introduction

The Port of San Diego maintains over 250 acres of beautiful public recreational and open space areas along San Diego Bay. One of the Port’s key objectives is to attract people to the bayfront to recreate and enjoy all that it has to offer. To that end, we welcome special events in our parks and public open spaces. Additionally, we are proud of the outstanding condition in which we maintain these facilities, and sensitive to the needs of the communities surrounding them. This Moving Event Permit Application & Guidelines document contains important planning information for you, and requests information from you that will help you and the Port of San Diego to ensure a successful moving event that minimizes impacts on the space that you use as well as the nearby residents and businesses.

Definition of Moving Event

A moving event is any event that involves movement such as running, walking, cycling, swimming or paddling and utilizes multiple facilities or a large area of open space. For a moving event that occurs in the Port of San Diego’s jurisdiction, a permit is required from the Port.

Proposed Route

The process for a moving event starts with getting the proposed event route approved. Whether you are proposing a run/walk, marathon, triathlon, parade, bike race or ride, or any other activity that goes beyond the boundary of one park or Port open space, a start and end point must be established. A proposed date, event time and anticipated attendance must be included on the route map along with the event name and organizer, in order for your request to be considered.

Step one is to create your route with all the elements mentioned above. Please provide the route in PDF format; we do not accept website links. Email the proposed route to parkpermits@portofsandiego.org. Parks staff will review the proposal and reply with any number of different scenarios. For example, the route may be approved as is, adjustments to the route, time or attendance may be requested and/or the route can also be deemed unacceptable. If your route borders or enters into other jurisdictions, those jurisdictions will also be contacted by staff and as necessary your route through their jurisdiction must be approved prior to Port approval of the proposed event route. They may request your contact information or to meet with you in advance of the route approval. This portion can take several weeks. Staff will notify you with directions as to how to proceed to gain approval. Once your route is approved, then you can start the reservation and permit process through www.portofsandiego.org/recreation.

Permit Process

The permit process begins with your request for Port facility availability via our website <http://portofsandiego.org/recreation/apply-for-a-park-permit.html>. After you submit your request, you will be contacted within three business days by a park permit staff member, who will request some basic information and, if appropriate, reserve an agreed upon park and date(s). Please note that this reservation does not constitute approval of your request. A Reservation may be made as early as 18 months in advance of your event date. The application and deposit must be received no later than 90 days prior to your event. If your application and deposit are not received by this deadline, the Port reserves the right to release the reservation.

Upon receiving your application, our park permitting staff will route it among applicable departments for review. Depending on the type and scope of your moving event, staff will schedule a site walk at the park to review your setup and other arrangements, as well as Port guidelines for conducting your event before permit approval goes forward.

Full payment of all fees must be made no later than 30 days prior to your event date. If your application and deposit are not received by this deadline, the Port reserves the right to release the reservation. When Port staff has received all of your fees and has reviewed, approved, signed and returned your application to you, your signed application will serve as your permit to use the park. **NOTE: PLEASE ENSURE THAT YOUR PERMIT APPLICATION HAS BEEN APPROVED BEFORE PROMOTING YOUR EVENT.**

Please complete each item on the following pages, attaching additional sheets as necessary, and return to:

**Port of San Diego
Attention: Park Permits
P. O. Box 120488
San Diego, CA 92112-0488**

Faxed or e-mailed applications are not accepted.



Moving Event Permit Application & Guidelines

Applicant Information											
Applicant Name		Email Address									
Main Phone () _____ - _____		Mailing Address (street #, city, state, & zip code)									
Mobile Phone () _____ - _____											
Organization Name: _____											
Organization Type : <input type="checkbox"/> Private/Family <input type="checkbox"/> Government <input type="checkbox"/> Corporate <input type="checkbox"/> Other: _____											
Do you have an "Approved Route?" <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Tidelands Activation Program (TAP)? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Event Information											
Event Name		Date(s)	Event Type: (check <input checked="" type="checkbox"/> all that Applies)								
Park(s): <input type="checkbox"/> Cesar Chavez Park <input type="checkbox"/> Chula Vista Bayfront Park <input type="checkbox"/> Chula Vista Bayside Park <input type="checkbox"/> Chula Vista Marina View Park <input type="checkbox"/> Coronado Tidelands Park <input type="checkbox"/> Embarcadero Marina North <input type="checkbox"/> Embarcadero Marina South <input type="checkbox"/> Harbor Island Park <input type="checkbox"/> Pepper Park <input type="checkbox"/> Ruocco Park <input type="checkbox"/> Shelter Island Park North, (<i>Gazebo</i>) <input type="checkbox"/> Shelter Island Park Central, (<i>Beach</i>) <input type="checkbox"/> Shelter Island Park South, (<i>Bell</i>) <input type="checkbox"/> Spanish Landing Park East, (<i>CSP</i>) <input type="checkbox"/> Spanish Landing Park West, (<i>Beach</i>) <input type="checkbox"/> Other: _____		Actual Event Hours:									
		From: _____ To: _____		<input type="checkbox"/> Walk or Run leisure <input type="checkbox"/> Walk or Run Race							
		Setup/Assembly/Construction:		<input type="checkbox"/> Triathlon <input type="checkbox"/> Scavenger Hunt							
		Date _____ Time _____ AM/PM		<input type="checkbox"/> Bicycle Ride <input type="checkbox"/> Bicycle Race							
		Dismantle/Completion									
		Date _____ Time _____ AM/PM									
		<input type="checkbox"/> Swim Leisure <input type="checkbox"/> Swim Race									
		<input type="checkbox"/> Parade <input type="checkbox"/> Passing Through, no set-up <input type="checkbox"/> Other: _____									
		Expected Attendance:									
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Set-up</td> <td style="width: 25%; border-bottom: 1px solid black;">Event</td> <td style="width: 25%; border-bottom: 1px solid black;">Event</td> <td style="width: 25%; border-bottom: 1px solid black;">Dismantle</td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Day#1</td> <td style="text-align: center;">Day#2</td> <td style="text-align: center;">Day</td> </tr> </table> (For multi- day events, provide attendance for each day.)		Set-up	Event	Event	Dismantle	Day	Day#1	Day#2	Day
Set-up	Event	Event	Dismantle								
Day	Day#1	Day#2	Day								
Additional Contact Information											
On-Site Contact											
The contact person representing the applicant must be immediately available, at the site during setup, event and dismantle. This person must have authority over all elements of the event.											
Professional Event Organizer or On-Site Contact											
Name		Organization	Mobile Phone () -								
Caterer											
Name		Organization	Mobile Phone () -								
Port of San Diego Use Only											
BP #	Transaction #	D2 #	DM#								
Deposit \$	Check/M.O. #	Credit Card#	Cash Receipt#								
Parking \$	Spaces:	Check/M.O. #	Credit Card#								
Event Fee \$	Check/M.O. #	Credit Card#	Cash Receipt#								
TAP Event \$	Check/M.O. #	Credit Card#	Cash Receipt#								
TAP Parking \$	Spaces:	Check/M.O. #	Credit Card#								



Moving Event Permit Application & Guidelines

Moving Event Set-Up Information & Guidelines

Scheduling a Moving Event: Moving events must be carefully scheduled to minimize impacts on affected businesses and communities. In order to maximize general public access to parks and open spaces, the Port of San Diego generally does not permit moving events on holidays.

Informing Impacted Businesses & Facilities: Moving Events on Port tidelands will likely impact pedestrian and vehicle traffic to businesses and public facilities. You are required to mitigate those impacts by providing to affected businesses notices that reflect the date(s), time(s), location(s) and type of activity to take place during your event, along with a route map. These notices must be approved by Port of San Diego staff and must be distributed, following approval of your application, at least two (2) months prior to your event.

Advisory Signage: For moving events that impact significant roadways or walkways, you will be required to provide roadway advisory signs, placed a minimum of two (2) weeks prior to the event, with advance notice of the lane delays or closure(s). (Refer to page 10) If such signage is required do not use nails or staples to mount your advisory signs. Any mounted signs must be taken down and disposed of at the end of the event.

Signage needs to include the following information:

EXAMPLE:

- "SPECIAL EVENT" Title
- Specific "Day of Week"
- Event Date
- "Expect Traffic Delays on (Specific Roadway)"
- "Due to the (NAME OF EVENT)"
- Event Time Frame

- Signage size is to be 48x48 with a white background
- Signage Must be 4" black letters
- Cardboard is not acceptable.

SPECIAL EVENT
SUNDAY
APRIL 21, 2014
EXPECT TRAFFIC DELAYS ON
NORTH HARBOR DRIVE
 DUE TO
THE MUSIC FESTIVAL
8 AM TO 10 AM

Insurance

Applicant shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless San Diego Unified Port District ("District") and its officers, employees, and agents for any and all liability, claims, judgments, damages, proceedings, orders, directives, costs, including reasonable attorneys' fees, or demands arising directly or indirectly out of the obligations undertaken in connection with this Permit, or Applicant's use, occupancy, possession or activities on the Premises, except claims or litigation arising through the sole negligence or willful misconduct of District. It is the intent of this Paragraph that Applicant indemnify and hold harmless District for any actions of Applicant or District, including duties that may be legally delegated by Applicant to third parties, except for those arising out of the sole negligence or willful misconduct of District. This indemnity obligation shall apply for the entire time that any third party can make a claim against or sue District for liabilities arising out of Applicant's use, occupancy, possession, or activities on the Premises, or arising from any defect in any part of the Premises.

Applicant must provide **certificate of insurance (COI) coverage naming "San Diego Unified Port District" as an additional insured and also be listed in the certificate holder box.** Insurance coverage must be in force for the duration of the event, including setup through takedown days. The Port of San Diego requires a minimum of \$1,000,000 for personal and bodily injury, one person and one occurrence; and a minimum of \$1,000,000 coverage for property damage. This amount may be increased depending on the nature of your event. The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application.

Recycling

The Port of San Diego strongly encourages the recycling of all cans, bottles and all other recyclable materials associated with events. The commercial providers of waste receptacles for your event have available receptacles that may be designated for recyclables at your event.

Smoking Prohibited

As of December 5, 2006, smoking is prohibited on any Port of San Diego park or beach. No person shall dispose of any cigarette, cigar, or tobacco in any place where smoking is prohibited, except in designated waste disposal containers.

Sidewalk Access

While the portion of the park green space to be used for the event may be temporarily fenced, at no time will public access to public sidewalks or promenades be blocked before, during or after public events.

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here→



Moving Event Permit Application & Guidelines

Reservation of Locations

A District permit grants permission for an event to be held in a Port of San Diego park; however, a permit does not guarantee a specific location in any park or venue. Park areas are available on a first-come, first-served basis, and it is up to the permittee to secure the space needed to hold the event. A permittee may designate event boundaries, as long as a representative is present at the site. Boundaries may not block walkways, driveways, parking areas or ADA parking access and the size of the reserved boundaries must be in accordance to the permitted group size. Note* A reservation cannot be confirmed until your route has been approved.

Site Walk

Unless otherwise determined, all events meeting the following criteria will require a site walk with Port staff:

- Events with projected attendance of over 500 people
- Events with large items including stages, platforms and dance floors; and most events with live entertainment
- Events with the potential to generate significant amounts of trash, waste or other pollutants.

Parking & Traffic Control / Reserving Parking Spaces

Any organizer planning to conduct an event with expected attendance of five hundred (500) or more persons will be required to provide an off-site parking locations and/or shuttle service plan and traffic control personnel for the event.

Parking spaces may be requested in Embarcadero Marina Parks North & South only. Spaces may be purchased at a cost of \$10 per space, per day. Unless you have reserved parking spaces during your event, the entire parking lot will remain open for public access. If your event is scheduled for the Embarcadero Marina Park North, you must inform the Seaport Village Management Office [(619) 235-4014] of your parking and traffic management plan. Because the parking spaces must be available to users of the Embarcadero Marina Park South public fishing pier, the parking lot cannot be used exclusively for a special event. Fishermen, employees, agents or vendors must have unimpeded access to the public fishing pier and the bait & tackle shop at all times.

Note*: Reserved parking arrangements are to be made as part of the permit approval process.

Date(s) requested: _____ **Number of spaces:** _____

Meter Numbers (if applicable): _____

Attach your Parking and Traffic Control Plan

Security Plan

You are responsible for providing a safe and secure environment for your event. Provide the following information below whether it is voluntary service or have hired a professional security company to develop and manage your event's security plan.

Security Company

Direct Contact: _____

On-Site Phone: () _____ - _____

Private Security Operator License#

Describe your security plan including crowd control and venue safety, whether you are contracting private security or using in-house staff. Attach additional information

Medical Services Plan

You are responsible for providing appropriate medical services for your event. Provide the following information below whether it is voluntary service or have hired a professional emergency medical service provider to develop and manage your event's medical plan.

Medical Service Provider

Direct Contact: _____

On-Site Phone: () _____ - _____

Certificate Level(s):

___ MD ___ RN ___ EMT

___ Other: _____

Describe your medical plan including the types of resources that will be at your event and manner in which they will be managed and deployed. Please attach your plan to this application.

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here →



Moving Event Permit Application & Guidelines

Note: * If your event only passes through any port of San Diego park(s), using only the walkways or promenade with no set up, stop here and continue to page 13.

* If your event includes a set up on a Port of San Diego Park for a gathering at the start or finish, continue through the entire application.

Event Set-Up Information & Guidelines

Site Plan (Foot Print)

In addition to the descriptions requested below, please attach a site plan depicting all of the items used in support of your event including seating and tables, food preparation areas, portable restrooms, dumpsters, booths, exhibits, displays, attractions; stages, platforms, flooring, vehicles, generators, fencing, tents, canopies and shelters.

Standard Event Items

Place a check next to each of the standard event items you will use below. Provide amounts and sizes of each.

Item	Amount(s)	Size(s)	Item	Amount(s)	Size(s)
Tables			Generators (≤ 75 KW)		
Chairs			Portable Restrooms		
Other:					

Tents / Canopies / Shelters

Describe any tents, canopies and shelters you will use for your event. Include types, heights, square footage and name of rental company, if renting. . Stakes are prohibited, weights are required. Self-contained Generators are preferred. **Dig Alert is required for generators with grounding rods. Call 811 at least 2 weeks before your event or go to: <http://newtin.digalert.org> for more information.**

Please Describe: _____

Stages / Platforms / Flooring

Describe any types of stages, platforms or flooring you will use for your event. Include types, heights, square footage and name of rental company, if renting.

Rental Company: _____ **Type(s) of Stage(s):** _____ **Size(s):** _____

Please Describe: _____

Fencing / Barricades

Describe any fencing and barricades you will use as perimeters or barriers for your event. Include types, heights and approximate lengths.

Please Describe: _____

Live or Recorded Entertainment / Amplified Sound

Music entertainment may be amplified through a sound system but the sound levels must be no higher than 85 decibels and acceptable to the surrounding community. A Harbor Police officer or other law enforcement representative who determines that noise from your event is excessive may require you to take corrective action including ceasing the use of amplified sound. Describe below the live or recorded entertainment you will provide and any other amplified sound you will use at your event.

Please Describe: _____

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Initial Here →



Moving Event Permit Application & Guidelines

Attractions / Games / Other Entertainment or Services

List and describe all entertainment attractions and special services you intend to provide. These include games, clowns, face painting, play jumps, massage area/service, etc. **Note:** Large or motorized rides or attractions such as Ferris wheels, climbing walls and throwing games, fireworks and animal entertainment are prohibited in Port of San Diego parks.

Item/Service	Company	Note: A Certificate of Insurance (COI) is required of all businesses that provide services on site at your event. All COIs must be attached to your completed application, per the attached Terms and Conditions.
Air Jump		
Party Rentals		
Caterer/Food Truck/Taquero		
Event Planner		
Other:		
Other:		

Booths / Exhibits

Describe any booths or exhibits you will have at your event. These include demonstration booths, tasting booths and exhibits. Please attach a list of all paid/unpaid vendors who will be exhibiting during your event.

Food / Beverage

Describe the types of food that will be served and/or prepared and the equipment that will be used, if cooking or warming food onsite, at your event.

Alcoholic Beverages

Alcoholic beverages are not permitted at City of Coronado parks and beaches by Coronado Municipal Code, Sec. 10.28.010. This includes Port of San Diego parks located in Coronado, with the exception of private events held in Tidelands Park with the approval of the Coronado City Council as per its Municipal Code, Sec. 10.28.010. There are no exceptions for events occurring at Coronado Landing Park. Alcoholic beverages are allowed in all other Port of San Diego parks with a valid Port of San Diego event permit.

If you intend to sell alcoholic beverages, or to sell tickets or request donations for admission to an event at which alcoholic beverages are served, an additional permit from the State Department of Alcoholic Beverage Control (ABC) is required. Please contact ABC at (619) 525-4064 or www.abc.ca.gov.

If you intend to serve alcoholic beverages *without* charge, admission or other consideration, the following conditions must be met:

- Designated areas for dispensing and consumption must be noted on the event site plan. Persons may not take alcoholic beverages from the designated area and must be kept away from minors at the event.
- For events greater than 500 in attendance, one licensed security staff person must be present for every 50 attendees. Security staff will prevent people from carrying alcoholic beverages outside the designated area.
- Alcoholic beverages may only be served in distinctive paper, or plastic cups, plastic bottles or aluminum cans. No glass containers are permitted. Beverages may be poured from glass containers into cups by a designated server.
- Kegs of beer are not allowed unless special permission is obtained from District staff thru the permit process.
- All persons serving or otherwise dispensing alcoholic beverages must be at least 21 years of age.
- Department of Alcoholic Beverage Control, Officers of the Harbor Police Department, any authorized representative of the San Diego Unified Port District, or law enforcement personnel from any Port member city may summarily revoke the park permit if it is determined that the public welfare and morals are being impaired and/or a law enforcement problem is being created.

Will alcoholic beverages be served at your event: Yes _____ No _____

If yes, describe: _____

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Initial Here →



Moving Event Permit Application & Guidelines

Pollution Prevention and Waste Removal

Waste Removal and Storm Drains

All waste generated by your event must be removed from the park at conclusion of your event. "No leak" dumpsters are recommended or placed on tarp or absorbent material to avoid leakage spill onto the parking lot surfaces. Any dumpsters brought onsite must be removed as soon as possible following your event. Any delay must be pre-agreed upon with permitting staff. The Port requires that you implement Best Management Practices (BMP) to prevent pollutants from reaching the storm drains or bay. Storm drains must be identified and noted on the site plan. Covering or sealing storm drains as part of the initial set up is required. Required waste removal BMPs include the use of covered trash dumpsters and prompt trash removal upon completion of the event.

Describe your plan for waste removal, including the providing of receptacles and dumpsters. Include number and size of dumpsters, if applicable, and the name of the company providing them. Please attach your plan to this application.

Site Cleanup and Repair

You are responsible for leaving the park and its contents in the exact condition in which you found them. To this end, please be aware of the following:

Construction material cleanup: All materials from the construction of your event venue must be picked up and disposed of. This includes all nails, screws and other hardware. When left in the park, these items in particular constitute a hazard to public safety as well as to grounds maintenance equipment. It is your responsibility to inform all your staff and subcontractors of this requirement.

Inadequate cleanup or damage to the park: You are responsible for reimbursing the Port of San Diego for any additional cleanup that must be performed and for any damage to the park or its contents and facilities as a result of your event. The charges for inadequate cleanup and damage include, but are not limited to the following:

- | | | | |
|--|-------------------|--|-----------|
| ●Late removal of dumpsters | -\$100.00 per day | ●Turf/rut repair per 10 square feet | - \$1,000 |
| ●Concrete Bollard (unlighted) replacement | - \$1,000 | ●Light Pole replacement | - \$3,000 |
| ●Concrete Bollard (lighted) replacement | - \$3,000 | ●Concrete Drinking Fountain replacement | - \$3,000 |
| ●Concrete side walk panel 6'x6'x6" replacement | - \$3,000 | ●Sprinkler head replacement | - \$400 |
| ●Sprinkler lateral replacement per 8' | - \$800 | ●Power washing costs will be passed along to the permittee | |
| ●Labor rate for cleanup or other restoration | - \$85 per hour | | |
| -(Weekends and non-business hrs. are charged at time and a half) | | | |

Vehicles

Large vehicles damage sidewalk pavement and valve covers and are more prone to collisions with trees, light poles, and drinking fountains. Box trucks and trailers are used for set-up and equipment delivery, those vehicles must be disclosed in this application and can only be used for drop-off. They cannot idle anywhere except on the parking lot. Request for exception must be made and approved as part of the permitting process. Private or support vehicles, trucks and trailers must find parking off the park grass. See the chart below for specifics (2014 Stats from Cars.loveto know.com/USA Today):

Chart of Average Vehicle Curb Weight by Class	Curb Weight in Pounds	On Port District Park
Compact Car	2979	Allowed
Midsize Car	3497	Allowed
Large Car	4366	NOT Allowed
Compact Truck or SUV (single axle only)	3470	Allowed
Midsize Truck or SUV (single or double axle)	4259	NOT Allowed
Large Truck or SUV (single or double axle)	5411	NOT Allowed

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here→



Moving Event Permit Application & Guidelines

If you are planning an event with less than 500 in attendance, a site walk may not be required. Please read and check the checklist below, as these policies applies to all events.

(v)	Pre-Event Site Walk Checklist
	All equipment and items pertaining to this even are specified in the application and/or site plan. No unspecified equipment or items are allowed in the park.
	For events larger than 500 attendees, a detailed written parking plan and traffic plan is required.
	This event will / will not reserve parking (Embarcadero Parks only).
	Vehicles allowed on property must be in line with the chart on page 7 . Only turf vehicles are allowed on the grass. Violations will result in citations, fines or closure of event.
	The use of large or motorized attractions (such as Ferris wheels), climbing walls, throwing games and dunk tanks are prohibited in the parks and parking lots. Fireworks and animals are prohibited.
	The use of tent stakes to secure tents is prohibited. Tent stakes damage irrigation lines. Tents will be secured with weights. Dig Alert is required for generators with grounding rods, call 811 at least 2 weeks before your event or go to http://newtin.digalert.org . Port Staff will advise applicant when needed on other instances based on event set up.
	The permittee shall ensure that all hardware, nuts, bolts, zip ties, bottle caps, trash and litter associated with this event are picked up and removed from the park as part of the dismantle process.
	The permittee will take every precaution to prevent and contain any dumpster/trash spills and leakage, to include but not limited to, placing protective materials such as berms over storm drains and around dumpsters, it is advised to keep a spill kit on site. The permit holder is also responsible for any wind-blown trash. Any trash that finds its way to the bay or storm drains will be cleaned up at the event owners' expense. Deposit hot coals in proper containers.
	The permittee shall ensure all residual cooking grease and oil are removed from the site and disposed of properly (not placed in site trash dumpsters). Absorbent pads will be placed under all cooking vessels. The permittee shall ensure that no grease and oil run onto the landscape, hardscape, sidewalks, parking lots and roads.
	While a portion of the park green space may be temporarily fenced for the event, at no time will the event block pedestrian or emergency vehicle access to park sidewalks and promenades.
	<p>The permittee is responsible for obtaining all appropriate permits including but not limited to health department, alcoholic beverage, fire marshal and Marine events.</p> <p>Fire Marshal Permit If your event is fenced and you have 49 or more in attendance contact the Fire Marshal of your city to determine if a permit is required in addition to your Port of San Diego park event permit.</p> <ul style="list-style-type: none"> ● City of San Diego 619-533-4440 ● City of Coronado Fire Services Dept. 619-522-7378 ● City of National City Fire Dept. 619-336-4550 ● City of Chula Vista Fire Prevention 619-691-5029 ● City of Imperial Beach Fire Services Dept. 619-424-2228 <p>Permits for Food Vendors The San Diego County Environmental Health Services Department issues permits for food vendors at special events. If your event includes food vendors, contact them at (619) 338-2363.</p> <p>Marine Permit If this permit request involves any type of water activities, a separate permit from the United States Coast Guard may be required. Please contact the United States Coast Guard, Sector San Diego's Marine Events Permitting office at 619-278-7261 or 278-7233.</p>
	Amplified music is allowed between the hours of 8 a.m to 10 p.m. If sound levels do not pose a nuisance to other park users or the surrounding community. A Harbor Police Officer, District representative or law enforcement representative who determines the noise is excessive may require corrective action.
	The District will not provide potable water, electricity or generators to support any event.
	Request sprinklers be turned off (dates): _____ To protect landscape areas, ensure the off times are minimized.
	If the event impacts Port tenants by pedestrian and/or vehicular traffic, the permittee shall deliver a District approved notification letter to all applicable tenants as per attached timeline.
	The permittee will ensure: All event staff, contractors, sub-contractors and their staff members will be informed of and comply with these regulations.
	A post-event site walk was conducted on _____ (date) by _____ (Port staff). Park was / was not left in satisfactory condition following event. If unsatisfactory, permittee was contacted on _____ (date). If unsatisfactory, an itemized list of damages and repair costs will be attached to this permit and a copy sent to permittee.
<p>I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.</p>	
<p>Initial Here→ </p>	



Moving Event Permit Application & Guidelines

The following is required in order to get permit approval. (Must already have an approved route)

(√)	Events Community Relations General Timeline Guidelines and Policies Checklist
	No Less Than Six Months Prior
	The event planner is to submit the proposed route to the San Diego Unified Port District (SDUPD) no later than 6 months prior to the proposed event. An approved route is required in order to proceed with the reservation and permit process. The route may require minor changes after this point but it cannot be changed completely without approval, changes are only considered up to 30 days before the event.
	SDUPD will review the route within 10 business days and contact the event coordinator with an affirmative to go forward with the permit process or request adjustments to the proposed route. Once the route is agreed upon and approved, a reservation will be made for the desired date(s), and staff will outline the permit process, submittal of application, deposit/fees, etc.
	Develop a list of road delays, detours and closures. (See page 11)
	Develop a Community Notification Priority (CNP) list. The CNP list should contain the other jurisdictions such as adjacent cities, counties, police departments, traffic control, etc. and key stakeholders along the course that will need to be consulted, issue permits, or business activity be affected by your event. The list should contain names, phone numbers and email addresses of the individual contacts. Proper communication, coordination and cooperation between all affected parties is essential to gain buy in at this early stage in the process.
	Develop a Community Notification General (CNG) list. This CNG list should contain all tenants, businesses, community groups, visitor centers, parking lots, residential associations, etc. that will be notified later in the process. No one along the route/course should be surprised by a moving event.
	Contact those on the CNP list to arrange site visits, tour the course and conduct planning meetings with permitting entities and key stakeholders to determine community impact. Other considerations: Annual area events, traffic patterns, sound impacts, load in and out schedules, notification sign locations, parking plan and delay/closure times. Also consider business peak hours, employee schedules, airport access, taxi routes, etc.
	With all communication to the community provide the name, phone number and email address of your public contact who will field questions and comments.
	Create sample letters, flyers and such materials that will be used for community notification purposes. Different areas often have different needs. Awareness of the type of tenant and community businesses will impact the number and size of signs, the language and aim of your communication. (See page 10)
	SDUPD requires documentation of your interaction with the area stakeholders. An current or updated spreadsheet with contacts, copies of letters or emails to those on the CNP and CNG lists are some of the ways to document your notification efforts.
	90 Days Prior
	Submit the Moving Event application along with the most current route, delay/closure plan, initial notification information, site foot print, a turn by turn, time line and all other attachments called for by the application. Request a meeting with Port staff if you require consultation.
	Update your events website with the course map, road delay/closure grid, and additional directions.
	Mail or email early notification letters. Provide CNP a "save the date" message, including course map and road closures/delays grid along with any changes to the route, solicit stakeholder input.
	Follow up with those CNP that may have been missed or were not available the first time around.
	30 to 60 days Prior
	Notify CNG and CNP regarding your coming event (start and end times), road delay/closures, time line for access during the day of the event. Convey information about public transportation, detours or any recent changes.
	Visit high-impact entities to address access concerns and confirm road delays/closures information to be shared with employees/residents/members, as appropriate. As needed, attend community group/neighborhood association meetings to present the event, explain road delay/closure information, offer invitations to get involved with the race, and answer questions.
	Ensure that all pending information required to gain permit approval from SDUPD I is submitted prior to 30 days before the event, as the permit is issued 30 days before the event. This includes the final route, certificates of insurance, list of vendors, site layout, final fee payment, etc.
	Directional and information signs must be approved by the City and Port staff.



Moving Event Permit Application & Guidelines

30 days Prior
<p>Conduct final round of event notification to CNP and CNG. Others that may be affected can include churches, hotels, transportation companies, hospitals, businesses, property managers and neighborhood organizations</p> <p>Email "road delay/closure brochure reminder" to all affected parties.</p>
Two Weeks Prior
<p>Post the required advisory signs two weeks in advance at the agreed upon intersections and locations. These signs must be 48 X 48 with a white background and 4" black letters. Cardboard is unacceptable.</p> <p>Press release distributed to local media, focusing on road and community impact, access, time delay/closure signs with time blocks appropriate to each area.</p>
One week Prior
<p>One week prior, email "final reminder" message to the community, with the final posting of route directional or information signs.</p> <p>Post "No Parking Tow Away" signs at area parking lots, residential areas, affected intersections and curb areas where parking will be prohibited. (See page 11)</p>

Addressing the Community Notification Priority & Community Notification General List

The **CNP** list should contain the other jurisdictions such as adjacent cities, counties, police departments, traffic control, etc. and key stakeholders along the course that will need to be consulted, issue permits, or business activity be affected by your event.

The **CNG** list should contain all tenants, businesses, community groups, visitor centers, parking lots, residential associations, etc. that will be notified later in the process. No one along the route/course should be surprised by a moving event.

Notification Letter Example:

To: Name:
 Organization:
 Address:

RE: (Name and Type of Event)

Dear (_____),

The **(type of event)** will take place on **(day and date)**. The **(name of event)** will start at **(time)** and end at **(time)**.

The course will be using **(name of street/avenue)**. The participants will use the number of **(direction n/e/s/w) (any lane)** as they pass the **(point of interest)**. Vehicles will be able to use the number **(# of lane)** lane. The impact to your area will be approximately **(#)** of minutes from **(time frame)**.

The delays to traffic will start at **(set up time)**, the hard close will be at **(specific time)** and the dismantle will end by **(specific time)** at which time all traffic will be back to normal.

If you have any questions, please give me a call at **(555)555-5555** or send us an email at **aaa@bbbb.com**

Respectfully,
 Event Organizer

I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.

Initial Here →

Moving Event Permit Application & Guidelines

EVENT REQUIRED SAFETY EQUIPMENT LIST

This is a **SAMPLE** for your reference: complete information is found at www.sandiego.org

It is your responsibility to obtain safety equipment and see that it is delivered to the appropriate locations at the proper time. Safety equipment includes barricades, no parking signs and cones.

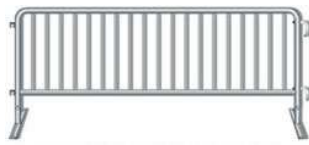
Barricades

Barricades are used to block the road to vehicular traffic. They must be white with reflective tape across the wood plate at the top. Homemade devices are not authorized. **The Following are Acceptable:**

Note*: **28" Cones** - Should be placed 15' apart and are used to channel vehicular traffic.



STREET BARRICADES



BIKE RACK BARRICADES



CANDLESTICK CONES



21" CONES

"No Parking Tow Away" Signs

Pursuant to Police Department Policy the "no parking" signs must be posted 72 hours in advance of the event. The signs must be a 17 x 22 "A" Frame type structure with one (1) inch black lettering, (SDMC 86.07).

The signs must be posted on the sidewalk. **Red zones need to be posted.** The event organizer must check the signs every 24 hours and 12 hours prior to event to ensure signs are still in place (replace any missing or fallen signs). Signs must be placed every 20 feet in the specified areas.

Post No Parking Signs **(72 hours in advance of the event)**



Handicapped Zones

Policy requires special event activities that cause the temporary removal or closure of existing blue zones, to replace the blue zones with appropriately sized temporary alternatives on a one-to-one basis for the duration of the removal or closure.

Two- Week Advisory Signs

These signs are posted two (2) weeks prior to the event. They must be 48x48 with a white background and 4" black letters. Cardboard is **not** acceptable. Examples below:

Place the below signs at: (2) SIGNS AT 5TH AND J ST Facing Both Directions
 (2) SIGNS AT 8TH AND J ST Facing Both Directions
 (1) SIGN AT 10TH AND J ST Facing WB Traffic

Place the below signs at: Island and 7th Ave
 K St and 7th Ave
 K St and 6th

Post Advisory Signs by **(Date and time two weeks prior)**

**JST CLOSED
 BETWEEN 6TH AVE AND 10TH AVE
 SEPT 22, 2012
 5 AM TO 11 PM
 Special Event**

**7TH ST CLOSED
 BETWEEN ISLAND AND K ST
 SAT SEPT 22, 2012
 5 AM TO 11 PM
 ACCESS FOR
 RESIDENT AND BUSINESS ONLY**

Day of Event Signs

Place the below sign at: 8th and Island 7th and K St
 9th and Island 7th and Island
 7th and L St

Post the below sign at: 10th and J St
 6th and J St:

**ROAD CLOSED TO
 THRU TRAFFIC
 5AM TO 11PM
 ACCESS FOR RESIDENTS AND
 BUSINESSES ONLY**

ROAD CLOSED

OBTAINING SAFETY EQUIPMENT:

There are many private companies that rent equipment such as barricades, cones and signs. These companies are listed in the telephone directory under the heading "SAFETY EQUIPMENT".

PLACEMENT OF SAFETY EQUIPMENT:

Safety equipment must be positioned at the specific location (s) and times (s) indicated in the Special Events Equipment List. The equipment should be removed as soon as practicable following the event.

If you have questions regarding safety equipment requirements, please contact: the Special Events Unit of the San Diego Police Department at 858-858 573-5089.

Arranging for appropriate traffic safety equipment is a requirement for permit approval at both the SDUPD and the City of San Diego.



Moving Event Permit Application & Guidelines

Park Permit Fees

Event Type	Attendance	Fee	Type of Fee
All events	1-100	\$35	Flat fee
Corporate events <i>Setup & breakdown days</i>	101-250	\$500 \$300	Flat fee Flat fee
Private & non-profit event <i>Setup & breakdown days</i>	101-250	\$300 \$200	Flat fee Flat fee
Corporate events <i>Setup & breakdown days</i>	251+	\$3.50 \$500	Per person Flat fee
Private & non-profit event <i>Setup & breakdown days</i>	251+	\$2.10 \$300	Per person Flat fee
Car shows	–	\$5	Per car
Moving events that use park walkways**	–	\$1.00 (\$1000 maximum)	Per person/per park Pass Thru Fee
Reserved Parking	Depends on Park	\$10	Per space/per day

** Events such as runs or walks that may not have actual use of a park, but will prevent access or egress, rendering it unusable.

Security Deposits

Security Deposits are based on the type of activity that the park will be used for.

Event Type	Fee	Equipment	Food	Additional Details
Special Set-Up include but are not limited to: Concerts, Festivals, Large Corporate Lunches or Receptions, Attendance over 500	Minimum \$5,000	Includes but are not limited to: Large Tent or Canopy (20 x 20 > larger). Dance floor, Bleachers, Vendor areas	Includes but are not limited to: Extensive food preparation area that involves stoves, fryers, hot boxes, refrigeration, gas or charcoal grills	Includes but are not limited to: Heavy or large structures for decoration or entertainment. Large generators on trailer, or stand alone. Executive Porta-Potties. Box trucks or large delivery truck and trailers that may damage the property.
Minimal Set Up Include but are not limited to: Wedding receptions, family reunions, moving events, car shows	Minimum \$1,500	Include but are not limited to: Tables, seating, platforms, sound systems, exercise equipment	Includes but are not limited to: Precooked food set on sernos or steam table, food trucks, taco wagons, BBQ set up	it is at the Port's discretion to calculate how much damage may come to the property as a result of your event which will determine the amount required as your refundable security deposit.
Car Shows	Minimum \$1,500	Tables and seating Vendor areas	May be catered on site, but without extensive food preparation	Same as above



Moving Event Permit Application & Guidelines

Terms and Conditions for Park Permit Applicants

Use of a San Diego Unified Port District park is subject to the following terms and conditions:

1. Applicant shall comply with all applicable laws, rules, regulations and requirements of the Port District and other governmental entities.
2. All or any portion of the refundable security deposit (if applicable) shall be available unconditionally to the Port for the purpose of cleaning or repairing damages to the property post the permitted event. The refund process does not start until 10 days after the event. The Refund process may take up to 30 days depending on your form of payment.
3. Either party may cancel this permit by giving twenty-four (24) hours' notice to the other party. In the event of an emergency, such cancellation shall be without liability of any nature. Applicant is subject to a cancellation fee that ranges from \$35 up to 25% of the fee if applicant provides less than sixty days written notice to the District of cancellation of a scheduled event.
4. This permit shall not be transferred or assigned.
5. Applicant shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless San Diego Unified Port District ("District") and its officers, employees, and agents for any and all liability, claims, judgments, damages, proceedings, orders, directives, costs, including reasonable attorneys' fees, or demands arising directly or indirectly out of the obligations undertaken in connection with this Permit, or Applicant's use, occupancy, possession or activities on the Premises, except claims or litigation arising through the sole negligence or willful misconduct of District. It is the intent of this Paragraph that Applicant indemnify and hold harmless District for any actions of Applicant or District, including duties that may be legally delegated by Applicant to third parties, except for those arising out of the sole negligence or willful misconduct of District. This indemnity obligation shall apply for the entire time that any third party can make a claim against or sue District for liabilities arising out of Applicant's use, occupancy, possession, or activities on the Premises, or arising from any defect in any part of the Premises.
6. Applicant must provide certificate of insurance coverage naming the **"San Diego Unified Port District"** as an additional insured. Insurance coverage must be in force for the duration of the event, including setup through takedown days. The Port of San Diego requires a minimum of \$1,000,000 for personal and bodily injury, one person and one occurrence; and a minimum of \$1,000,000 coverage for property damage. The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application. In addition, the Port of San Diego must be identified by its full name – **San Diego Unified Port District**. The rights and privileges extended by this permit are **non-exclusive**.
7. Applicant shall not engage in any activity on Port District property other than the activity for which this permit is expressly issued.
8. In the event of failure of the Applicant to comply with any provision of this permit, this permit may, at the discretion of the Port District or its authorized representatives, be terminated immediately.

Attachments provided (Applicant check all that apply):

Site Plan Insurance Certificate (COI's) Medical Services Plan Waste Removal Plan
 Security Deposit Security Plan Pollution Prevention Plan
 Fees Parking & Traffic Control Plan Evidence of not-for-profit status (501(c)(3) required)

Applicant Name (PRINT)

Applicant Signature

Date

**Submit application, attachments and fees to:
SDUPD, P.O Box 120488, San Diego, CA 92112-0488**

Port of San Diego Approval

Permit Coordinator Signature

Date

MarCom Manager Signature

Date