



THE CITY OF IMPERIAL BEACH

825 Imperial Beach Blvd.
Imperial Beach, CA 91932
Phone: (619) 423-8223
FAX: (619) 628-1489

SPECIAL EVENT PERMIT CHECK LIST

Each applicant for a special event permit must complete and submit for review a special event permit application form. These forms must be obtained from and submitted to the Administrative Services Department located at 825 Imperial Beach Boulevard, Imperial Beach. Applications will not be accepted without certificate of insurance and all fees paid.

Each application MUST contain the following:

- A special event application for a permit must be filed with the Administrative Services Department not less than sixty (60) days before the proposed special event date. This time limit shall be waived when the application involves exercise of federal or state constitutionally guaranteed rights.
- A sketch or map, schedule of events and/or parade routes showing street closures/barricades, booths, beer garden, stage set up or any other activities involved relating to the event and event site must be submitted with application (s).
- A certificate of insurance for up to \$2,000,000 must be submitted with the special event permit application, with the City of Imperial Beach listed as additional insured.
- A non-refundable processing fee (\$75.00) as set forth in the City's current fee schedule must accompany applications for a special event permit.

CASH RECEIPT NUMBER: _____ DATE PAID: _____

Applications may also require the following:

- A traffic control plan consistent with California Department of Transportation standards must be submitted with any application that involves any traffic or parking variances. This plan must include the location of all traffic control personnel and a description of their training.
- Any and all other permits pertaining to this special event must be submitted with the application for a special event permit. I.e., sound amplification permit, ABC/alcohol permits,
- Sponsor is responsible to remit applicable business license fees for any individual vendor associated with the event per Imperial Beach Municipal Code Section 4.04.531 and Ordinance No. 99-938.

* Events sponsored by the City of Imperial Beach shall be exempt from the processing fee.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.



**CITY OF IMPERIAL BEACH
SPECIAL EVENT PERMIT APPLICATION**

TODAY'S DATE: _____

ORGANIZATION: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S PHONE #(S) H: _____ W: _____ Fax: _____

ALTERNATE NAME & PHONE #: _____

EVENT NAME: _____

SPECIFIC DESCRIPTION: _____

DATE (S) & TIME OF EVENT: _____ START: _____ END: _____

EXACT LOCATION OF EVENT: _____

(Specifically describe special event area here and/or on attached map)

ESTIMATED ATTENDANCE: _____ NUMBER OF PARTICIPANTS _____

YES NO ADMISSION OR PARKING CHARGED? AMOUNT \$ _____

YES NO PARTICIPANTS CHARGED? AMOUNT \$ _____

YES NO WILL THERE BE AMPLIFIED MUSIC OR A.P.A. SYSTEM? IF YES, YOU MUST SUBMIT A SOUND AMPLIFICATION PERMIT (9.32 IBMC)

FIRE DEPARTMENT

YES NO 1. WILL A TENT OR CANOPY BE USED?

YES NO 2. WILL COOKING EQUIPMENT BE USED?

YES NO 3. WILL TEMPORARY ELECTRICAL DISTRIBUTION EQUIPMENT BE USED?

YES NO 4. WILL THERE BE ANY FIREWORKS?

YES NO 5. WILL THERE BE ANY SPECIAL SEATING ARRANGEMENTS (INSIDE BUILDING OR TENTS ONLY)? IF YES, YOU MUST SUBMIT SEATING PLAN TO THE FIRE DEPARTMENT.

YES NO 6. WILL THERE BE ANY OPEN FLAMES OR FIRES? IF YES, YOU MUST OBTAIN A FIRE PERMIT FROM THE FIRE DEPARTMENT.

RISK MANAGEMENT

- YES NO 1. HAS LIABILITY INSURANCE CERTIFICATE BEEN OBTAINED NAMING THE CITY AS ADDITIONALLY INSURED (12.33.090 IBMC)? (AND PORT OF SAN DIEGO, IF EVENT IS ON PORT DISTRICT PROPERTY). PLEASE SUBMIT LIABILITY INSURANCE CERTIFICATE.

COMPANY NAME: _____

GENERAL

- YES NO WILL YOU NEED ANY SERVICES, PERSONNEL OR EQUIPMENT FROM ANY OF THE FOLLOWING CITY DEPARTMENTS? IF SO, PLEASE STATE SERVICES NEEDED.

LAW ENFORCEMENT: _____

PUBLIC SAFETY: _____

PUBLIC WORKS: _____

BEACH SERVICES: _____

OTHER: _____

LAW ENFORCEMENT

I ESTIMATE THE AGES OF THE PERSONS ATTENDING THIS EVENT, WILL BE AS FOLLOWS:

_____ % 0-12 _____ % 13-17 _____ % 18-25 _____ % 26-40 _____ % OVER 40

- YES NO 1. WILL PARKING BE OCCURRING AT A LOCATION OR IN A MANNER NOT USUALLY PERMITTED?

- YES NO 2. WILL PARKING BE PROHIBITED AT A LOCATION WHERE IT IS GENERALLY ALLOWED?

- YES NO 3. WILL ANY PORTION OF A PUBLIC OR PRIVATE ROADWAY BE CLOSED OR MODIFIED IN ANY WAY?

IF YES TO ANY OF THE 3 QUESTIONS ABOVE, A DETAILED MAP MUST BE SUBMITTED WITH THIS APPLICATION DEPICTING THE AREAS THE SPECIAL EVENT WILL IMPACT AND HOW THE EVENT WILL BE CONDUCTED. IF PUBLIC ROADWAYS ARE TO BE CLOSED, THE MAP SHOULD INCLUDE THE TRAFFIC CONTROL DEVICES (BARRICADES, SIGNALS, ETC.) THAT WILL BE USED TO EFFECT THE CLOSURE.

- YES NO WILL ALCOHOL BE PERMITTED? IF YES, ANSWER THE NEXT THREE QUESTIONS:

- YES NO 1. WILL ALCOHOL BE PROVIDED FREE TO PARTICIPANTS?

- YES NO 2. WILL ALCOHOL BE SOLD?

- YES NO 3. IF ALCOHOL IS TO BE SOLD, HAS AN "ABC" PERMIT BEEN OBTAINED?

GENERAL INFORMATION

SPECIAL EVENT: ANY ORGANIZED ACTIVITY HELD COMPLETELY OR PARTIALLY ON PUBLIC LAND (DOES NOT INCLUDE RECREATION CENTERS), OR EVENT REQUIRING ADJACENT PARKING OR TRAFFIC VARIANCES, OR ACTIVITY ON PRIVATELY OWNED PROPERTY WHEN THE PROPERTY IS NOT DESIGNED OR INTENDED FOR THAT ACTIVITY. (12.33.010 IBMC)

FILING DATE: APPLICATIONS MUST BE FILED WITH THE ADMINISTRATIVE SERVICES DEPARTMENT NO LATER THAN 60 DAYS BEFORE THE PROPOSED EVENT (12.33.050 IBMC)

FEE: THE FILING FEE FOR ALL EVENTS IS \$75.00. ENCLOSE A CHECK OR MONEY ORDER FOR \$75.00 PAYABLE TO THE "CITY OF IMPERIAL BEACH".

THIS PERMIT WILL BE ISSUED SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. APPLICANT SHALL COMPLY WITH ALL APPLICABLE LAWS, RULES AND REGULATIONS OF THE CITY OF IMPERIAL BEACH.
2. APPLICANT SHALL KEEP THE PROPERTY AND ALL EQUIPMENTS USED IN CONNECTION WITH THIS PERMIT IN A CLEAN, SAFE AND SANITARY MANNER AND IN GOOD REPAIR AT ALL TIMES.
3. EITHER PARTY MAY CANCEL THIS PERMIT BY THE GIVING OF TWENTY-FOUR (24) HOURS NOTICE IN WRITING TO THE OTHER PARTY. SUCH CANCELLATION SHALL BE WITHOUT LIABILITY OF ANY NATURE.
4. THE \$75.00 PROCESSING FEE IS NON-REFUNDABLE.

5. THIS PERMIT SHALL NOT BE TRANSFERRED OR ASSIGNED.
6. APPLICANT SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY OF IMPERIAL BEACH (AND THE SAN DIEGO UNIFIED PORT DISTRICT FOR EVENTS ON PORT DISTRICT PROPERTY) ITS (THEIR) OFFICERS AND EMPLOYEES AGAINST ALL CAUSES OF ACTION, FOR JUDICIAL RELIEF OF ANY KIND, FOR DAMAGE TO PROPERTY OF ANY KIND WHATSOEVER, AND TO WHOMEVER BELONGING, INCLUDING APPLICANT, OR INJURY TO OR DEATH OF ANY PERSON OR PERSONS, INCLUDING EMPLOYEES OF APPLICANT, RESULTING DIRECTLY OR INDIRECTLY FROM ACTIVITIES IN CONNECTION WITH THE ISSUANCE AND PERFORMANCE OF THIS PERMIT OR ARISING FROM THE USE OF THE PROPERTY, FACILITIES OR SERVICES OF THE CITY OF IMPERIAL BEACH AND/OR THE SAN DIEGO UNIFIED PORT DISTRICT, ITS OFFICERS OR EMPLOYEES.
7. APPLICANT SHALL MAINTAIN COMPREHENSIVE PUBLIC LIABILITY (COVERING OPERATIONS, PRODUCTS AND COMPLETED OPERATIONS) AND BLANKET CONTRACTUAL COVERAGE INSURANCE THROUGHOUT THE TERM OF THIS PERMIT. INSURANCE CERTIFICATES FILED PURSUANT TO THIS PERMIT SHALL CONTAIN A NON-CANCELLATION-WITHOUT-NOTICE-CLAUSE AND SHALL PROVIDE THOSE COPIES OF CANCELLATION NOTICES TO BE SENT TO THE CITY OF IMPERIAL BEACH.

8. THE RIGHTS AND PRIVILEGES EXTENDED BY THIS PERMIT ARE NON-EXCLUSIVE.
9. APPLICANT SHALL NOT ENGAGE IN ANY ACTIVITY ON PROPERTY OF THE CITY OF IMPERIAL BEACH OR THE SAN DIEGO UNIFIED PORT DISTRICT OTHER THAN THE ACTIVITY FOR WHICH THIS PERMIT IS EXPRESSLY ISSUED.
10. APPLICANT SHALL BE SUBJECT TO AND COMPLY WITH ANY SPECIAL CONDITIONS ATTACHED HERETO.
11. APPLICANT SHALL COMPLY WITH ALL REQUIREMENTS AND DIRECTIVES OF THE CITY MANAGER.
12. IN THE EVENT OF FAILURE OF PERMITTEE TO COMPLY WITH ANY PROVISION OF THIS PERMIT, THIS PERMIT MAY, AT THE DISCRETION OF THE CITY MANAGER (OR HIS DESIGNATED REPRESENTATIVE) BE TERMINATED IMMEDIATELY.
13. COSTS INCURRED:
THE APPLICANT WILL BE REQUIRED TO COMPENSATE THE CITY FOR ANY COSTS INCURRED DUE TO THE USE OF CITY PERSONNEL OR EQUIPMENT (I.E LIFEGUARDS, LAW ENFORCEMENT, BEACH MAINTENANCE, ELECTRICITY, SANITARY AND CLEANING SUPPLIES). THE APPLICANT MAY BE REQUIRED TO POST A SURETY BOND OR CASH DEPOSIT IN AN AMOUNT SUFFICIENT TO PAY THE ADDITIONAL COSTS OF SUCH PERSONNEL OR EQUIPMENT. (12.33.070 IBMC)

APPLICANT HEREBY AGREES TO COMPLY WITH ALL THE TERMS AND CONDITIONS THEREOF.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY		
THIS PERMIT IS:		
<input type="radio"/> APPROVED	<input type="radio"/> CONDITIONALLY APPROVED	<input type="radio"/> DENIED
CITY MANAGER'S SIGNATURE: _____ DATE: _____		



SPECIAL EVENT Vendor List

All vendors will need to complete a Special Event Vendor Application prior to your event date. **Please list all Vendors that will be requested to participate at your event and check the corresponding box.** Submit this form with your application. Print additional pages as needed. You may add or delete vendors throughout the approval process by contacting administrative Services. Vendor Applications must be submitted and paid to Administrative Services prior to receiving your approval Notice. Questions concerning vendor applications contact Kristine at (619) 628-1423.

Event Name: _____ Event Date: _____

Vender Coordinator Name: _____ Phone: _____

No.	Food/Drink \$50 per day + \$1	Info/Retail/ Services \$26 per day + \$1	Non Profit/ Government No Fee	IB Based Business No Fee	Business/Vendor Name
1.					
2.					
3.					
4.					
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