

FACILITY AND PARK USE PERMIT APPLICATION

City of San Diego/Park & Recreation – Developed Regional Parks Division

2125 Park Boulevard, San Diego, CA 92101

Phone (619) 235-1169 Fax (619) 235-1197

Applications must be Submitted in Person (Within San Diego County)

Monday to Friday 8:00 a.m. – 4:00 p.m.

Area Requested- Park/Facility/Building or Room:		Event Date
Set-Up Start Time	Event/Ceremony Start Time	Clean-up/End Time

(If applicable)

Department Name / Division: <i>(For City of San Diego departments)</i>	Dept. No.	Org. No.	J.O. No.

Company Name _____

Address _____

City, State: _____ Zip Code _____

Telephone Number (_____) _____ Fax Number (_____) _____

Customer Name _____

Address _____

City, State: _____ Zip Code _____

E-Mail Address: _____ Home No. (_____) _____

Work No.(_____) _____ Cell (_____) _____

Event Organizer – No / Yes Name of Event Organizer _____

Day of Event Contact _____ Cell _____

Note for caterers: Written authorization submitted on the Permittee’s letterhead stationery is required which authorizes event organizer to apply for PUP on its behalf. Must include range of dates, location & participation attendance. Event organizer is prohibited to submit Park Use Permit application without providing this proof of representation.

Event Name:	Event Type: (Picnic, Birthday, Reception, etc.)	Attendance:

Catered - No Yes Caterer _____

ALCOHOL: No Yes Sell (ABC permit required)

[Additional Alcoholic Beverage Control (ABC) Permit may be required. Please refer to information provided in attached **Park Use Permit (PUP) General Information – Alcoholic Beverage Requirements**. Alcoholic beverages are permitted from **12 PM to 8 PM** in most areas of the Park/beaches (SDMC). Glass containers of any kind, including champagne bottles, are prohibited on the beaches and all park areas (SDMC 56.54).

ADDITIONAL REQUIREMENTS:

No Yes Not Applicable for in-door facilities

Number of Toilets (if required) _____

Over 250 People: 1 Portable Toilet for each additional 150 People, or portion thereof, over the initial 250 people is required.

Number of Dumpsters (if required) _____

300 People or more: 1 Dumpster with Lid for each full increment of 300 people.

EQUIPMENT SET-UP INFORMATION:

No Yes

Indoor facilities: Tables _____ Chairs _____ PA _____

Set-Up Style _____

Please note: We do not furnish Audio/Visual equipment such as projectors, screens, televisions, VCR's, extension cords, specialized microphones or easels. (Attach a separate sheet for your set-up diagram.)

Park area:

Certain types of equipment may adversely affect the turf in the parks, please describe the type and amount of equipment to be used at your event (i.e. tables, chairs, archways, etc.) If it is determined that there will be an adverse effect, you will be notified.

(1) Canopy up to 20' x 20' _____ (1) Beverage Stand up to 10' x 10' _____

Chairs Only _____

Tables Only _____

Tables & Chairs _____

[Tables are charged per (4) Tables including (10) Chairs per table]

Other Equipment _____

VEHICLES ARE NOT PERMITTED ON LAWNS, BEACHES (SAND), AND PARK WALKWAYS AT ANY TIME.

In addition, it is recommended that the guidelines provided by the County of San Diego, Department of Health Services, be followed. These procedures enable Permittee to plan food handling, preparation and distribution in the most responsible and legal manner.

SPECIAL PARK USE ACTIVITY REQUEST:

No Yes

[Subject to additional requirements. Please refer to information provided in attached **Park Use Permit (PUP) General Information – Special Park Use Activity Requirements**].

Inflatable Party Jump _____ Equipment Provider _____ Insurance ___ Yes / ___ No

Describe Inflatable _____

Dunk Tank/Royal Flush _____ Equipment Provider _____ Insurance ___ Yes / ___ No
(Permittee or Dunk Tank Provider required to provide and remove water)

Other (description) _____

_____ Provider _____ Insurance ___ Yes / ___ No

VOICE/MUSIC AMPLIFICATION (Battery-Operated Only)

Yes No

- PA System Boom Box/Radio Bullhorn
- Megaphone Air Horn (8am – 6pm only) Other _____

ACTIVITIES TO BE CONDUCTED DURING EVENT:

[Briefly describe activities to be conducted during event. Please refer to additional rules and regulations provided in attached Park Use Permit (PUP) General Information.]

Application must be completed and received by this office **at least** 15 Calendar Days in advance for a “Standard” Permit and 60 Calendar days for a “Special” Permit with special requirements. If this event is CANCELLED, notice must be given to this office at (619) 235-1169 and if applicable, the SDPD Special Events Liaison at (619) 533-5727. Otherwise, City Personnel and Equipment may be needlessly dispatched and you will be charged accordingly.

Marine Events require an Additional Application form and must be received 60 days prior to event.

“I understand and agree by applying for this permit that I am responsible for the conduct of the attendees, and that any violation of the rules and condition of issuance of the permit by any attendee may result in the immediate cancellation of this permit, once issued, by any public officer or police officer of the City of San Diego. I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of San Diego. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.”

(Print Name)

(Company, if applicable)

(Signature)

(Date)

To be completed by Permit Center:

Permit # _____

Caterer acknowledgement Letter Rec'd and attached

Liability Insurance on file listing City as an additional insured Rec'd Expires _____

501(C) 3 Rec'd Verified by _____ Date _____

Special Use Permit (SUP) Group Verified by _____ Date _____

PNEU & OP Group Verified by _____ Date _____