



## **Introduction**

The Port of San Diego maintains Broadway Pier as a cruise facility and a special events venue for the San Diego region. One of our key objectives at the Port of San Diego is to attract people to the bayfront to recreate and enjoy all that it has to offer. To that end, we welcome special events on Broadway Pier and in the Port Pavilion on Broadway Pier, which are available for use when a proposed event will not impact a cruise ship operation or another scheduled event. This event application 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 special event that minimizes impacts on Broadway Pier facilities as well as the nearby residents and businesses. This event application – when approved – also serves as your permit to use the facility as requested.

## **Permit Process**

The permit process begins with your request for facility. After you submit your request, you will be contacted within three business days by a facility permit staff member, who will request some basic information and, if appropriate, reserve an agreed upon pier venue(s) and date(s). There are four event venues on the pier of which you may reserve one or all.

You may make a reservation for a Broadway Pier venue(s) as early as 18 months in advance of your proposed event date. Please note that your reservation does not constitute approval of your application for an event permit.

Your event permit application and any required deposit(s) must be received no later than 60 days prior to your event start or move-in date. If your application and deposit are not received by this deadline, the Port of San Diego reserves the right to release your reservation.

Upon receiving your permit application, our facility permit staff will route it among applicable Port of San Diego departments for review. If appropriate, we will schedule a site walk at Broadway Pier to review your setup and other arrangements as well as our guidelines for conducting your event.

Full payment of all fees must be received no later than 30 days prior to your event date. If your application and deposit are not received by this deadline, the Port of San Diego reserves the right to release the reservation. When Port of San Diego 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 venue.

**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  
(619) 686-6200**

**Faxed or e-mailed applications are not accepted.**

Event Date \_\_\_\_\_  
Received \_\_\_\_\_  
Issued \_\_\_\_\_

**Applicant Information**

Applicant Name	Email Address
Main Phone ( ) _____ - _____	Mailing Address (street #, city, state, & zip code)
Mobile Phone ( ) _____ - _____	

Organization Name: \_\_\_\_\_

Organization Type :  
 Private/Family  
 Charitable 501(c)(3)  
 Corporate  
 School  
 Government  
 Other: \_\_\_\_\_

Is this a Tidelands Activation Program (TAP)?  
 Yes  
 No

**Event Information**

Event Name	Event Date(s)	Event Type: (check <input checked="" type="checkbox"/> all applicable descriptions)								
<b>Facility ( check all that apply):</b> <input type="checkbox"/> Full Buy-Out* <input type="checkbox"/> Forecourt (outdoors) <input type="checkbox"/> Foyer (1 <sup>st</sup> floor) <input type="checkbox"/> Pavilion (1 <sup>st</sup> floor) <input type="checkbox"/> Broadway View Room (2 <sup>nd</sup> floor) <input type="checkbox"/> View Court (outdoors)	<b>Actual Event Hours:</b> From: _____ To: _____ <b>Setup/Assembly/Construction:</b> Date _____ Time _____ AM/PM <b>Dismantle/Completion:</b> Date _____ Time _____ AM/PM  <b>Expected Attendance:</b> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="text-align: center;">Set-up</td> <td style="text-align: center;">*Event</td> <td style="text-align: center;">*Event</td> <td style="text-align: center;">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.)  <i>*Note: Final capacity up to 3,800 people is dependent on Fire Marshal approval. Approved max capacity includes all staff, security &amp; participants. Fire Marshal Permit requirement on page 3.</i>	Set-up	*Event	*Event	Dismantle	Day	Day#1	Day#2	Day	<input type="checkbox"/> Private Party <input type="checkbox"/> School Dance <input type="checkbox"/> Corporate Reception <input type="checkbox"/> Wedding Ceremony <input type="checkbox"/> Wedding Reception <input type="checkbox"/> Festival/Music Event <input type="checkbox"/> Car Show <input type="checkbox"/> Trade Show <input type="checkbox"/> Other: _____
Set-up	*Event	*Event	Dismantle							
Day	Day#1	Day#2	Day							

**On-Site Contact Information**

A contact person representing the applicant must be immediately available, on-site during setup, event and dismantle. This person must have authority over all elements of the event.

Name	Email	Mobile Phone ( ) _____ - _____
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**Professional Event Organizer**

Name	Organization	Mobile Phone ( ) _____ - _____
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**Port of San Diego Use Only**

COI  
 501(c)(3)  
 ABC Letter  
 Fire Marshal  
 Work Order  
 Security  
 Custodial  
 MANA  
 Other: \_\_\_\_\_

BP #	Transaction #	D2 #	DM#
Deposit \$	Check/M.O.#	Credit Card#	Cash Receipt#
Event Fee \$	Check/M.O.#	Credit Card#	Cash Receipt#
TAP Event Fee \$	Check/M.O.#	Credit Card#	Cash Receipt#

**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, shelters, etc.

**Site Walk**

All events on Broadway Pier require a pre-event site walk with Port staff to review the event set-up information and guidelines.

**Accessibility**

Applicant shall ensure that all elements of the event are accessible to all, including persons with disabilities as required by law. Applicants are encouraged to incorporate the principles of Universal Design, which is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design, when developing the above required site plan. Specific accessibility to address for events shall include but is not limited to:

- Parking, including information and notification of alternate parking opportunities and locations;
- Accessible portable restrooms;
- Accessible shuttles, buses, and other provided transportation elements as part of the event;
- Placement of activities in areas for maximum accessibility;
- Communication and training of event staff, including volunteers, regarding accessibility and disability awareness
- Compliance with the Americans with Disabilities Act and applicable accessibility laws

**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" P.O Box 120488, San Diego, CA 92112-0488, 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 take-down 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 for small events of 500 or less. **For events over 500, the minimum increased to \$2,000,000 per occurrence with a \$4,000,000 general aggregate.** The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application.

**All service providers are required to provide a "certificate of insurance" or the applicant can choose to cover all sub-contractors.**

**Fire Marshal Permit**

City of San Diego Fire Marshal permit is required in addition to your Port of San Diego event permit. You are responsible for submitting an application and diagram to the City of San Diego Fire Marshal at [sdfdevents@sandiego.gov](mailto:sdfdevents@sandiego.gov). This permit shall be secured no later than 30 days prior to your event. An application can be downloaded at: <http://www.sandiego.gov/fire/services/permits/events.shtml>. **Please consider the following on your event diagram: Ensure all fire lanes/exits are clear and unobstructed; open flame cooking, canopies and tents are prohibited inside of the facility.**

**Public Access to Broadway Pier**

The Port of San Diego gives a high priority to public access to Broadway Pier. To this end, the applicant and Port of San Diego staff will develop a plan for the level of public access to the pier that will be provided during a private or exclusive event. Portion(s) of Broadway Pier to be used for an event may be temporarily fenced, subject to Port of San Diego approval. Please include any fencing or barriers in your event site plan.

**Fire Lane on Broadway Pier**

The 20-foot lane on the south edge of Broadway Pier and the 48-foot lane on the west end (facility to viewcourt area) is a fire lane that must be kept clear at all times for emergency vehicles.

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

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**Event Set-Up Information and Guidelines**

<p><b>Entertainment Service:</b></p> <p>Company: _____</p> <p>Company: _____</p>	<p><b>Select Type:</b></p> <p><input type="checkbox"/> Air Jump      <input type="checkbox"/> Photographer      <input type="checkbox"/> Florist</p> <p><input type="checkbox"/> Face Painter      <input type="checkbox"/> Clowns      <input type="checkbox"/> Event Planner</p> <p><input type="checkbox"/> Other: _____</p> <p><b>Note:</b> Large or motorized rides or attractions such as Ferris wheels, climbing walls, fair rides and throwing games must be approved by the Port's Engineering Department for weight / pad capacity)</p>
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<p><b>Party Rentals:</b></p> <p><b>*Note:</b> The venue has 400 Black Folding Chairs and 10 6' x 30' tables available for use.</p> <p><input type="checkbox"/> Port Chairs</p> <p><input type="checkbox"/> Port Tables</p> <p><input type="checkbox"/> Rental Service: _____</p> <p><input type="checkbox"/> Other: _____</p>	<b>Item</b>	<b>Amount(s)</b>	<b>Size(s)</b>
	<b>Tables</b>		
	<b>Chairs</b>		
	<p><b>Generators (≤ 75 KWV)</b></p> <p>Self-contained Generators are preferred</p>		
	<b>Portable Restrooms</b>		

<p><b>Live Musicians, DJ, or Amplified Sound</b></p> <p>Musician: _____</p> <p>Musician: _____</p>	<p>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. <b>Note:</b> Outdoor sound must end at 10 pm. Indoor sound must end at midnight. Describe below the live or recorded entertainment you will provide and any other amplified sound you will use at your event.</p> <p><b>Describe:</b></p>
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<p><b>Booths / Exhibits</b></p>	<p>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.</p> <p><b>Describe:</b></p>
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<p><b>Food and Beverage</b></p> <p>Company: _____</p> <p>Company: _____</p> <p>Company: _____</p> <p><b>Note: Permits for Food Vendors</b> The San Diego County Environmental Health Services Department issues permits for food vendors at special events. If your event includes food vendors, contact the Department at (800)253-9933 for information on obtaining the required permits.</p>	<p><b>Select Type:</b></p> <p><input type="checkbox"/> Self-Provided      <input type="checkbox"/> Caterer      <input type="checkbox"/> Taquero      <input type="checkbox"/> Food Truck</p> <p><b>Describe the types of food that will be served and/or prepared and the equipment that will be used.</b></p> <p><b>Note: Food Preparation</b> Food preparation can be accomplished using electric appliances only. No propane, gas or open flame cooking is allowed indoors, with the exception of sterno heaters. Food preparation tent on view court must have ground cover to protect pier from spills.</p>
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**I acknowledge that I am aware of the Port of San Diego requirements listed on this page and understand my responsibilities.**

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**Event Set-Up Information and Guidelines**

<b>Staging/Flooring</b>  Company: _____  Company: _____	Type: _____ Size: _____  Type: _____ Size: _____  <b>Describe Usage:</b>
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<b>Decorations</b>  <b>Note:</b> Fire detectors will be turned off if you have any hanging decorations hanging from the ceiling beams. Balloons are prohibited. An on-site fire watch will be required if detectors are turned off.	Are you hanging decorations from the ceiling beams? <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Describe:</b>
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<b>Tents / Canopies</b>  Company: _____  <b>Note:</b> Tents larger than 10' x 20' will require Fire Marshal Approval. Tents may be secured with weights. No tent supports may be mounted onto the floor of the terminal or pavement of the pier.	Type: _____ Size: _____  Type: _____ Size: _____  <b>Describe Usage:</b>
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<b>Fencing / Barricades</b>  Company: _____  Company: _____	Type: _____ Size: _____  Type: _____ Size: _____  <b>Describe Usage:</b>
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**Pollution Prevention and Waste Removal Plan**  
 The Port requires that you implement Best Management Practices (BMP) to prevent pollutants from reaching the storm drains or bay. Required waste removal BMPs include the use of covered trash dumpsters and prompt trash removal upon following your event. If your event will generate significant amounts of waste, you are required to supply dumpsters. "No leak" dumpsters are recommended. Pollution prevention BMPs include preventing and containing any fluid spills and leakage from dumpsters, machinery, etc. by placing dumpsters on tarp, placing berms around dumpsters, placing protective materials and berms over storm drains, and keeping a spill kit on site. You need to ensure that all residual cooking grease and oil are removed from the site and disposed of properly; and that no grease and oil run onto the pier pavement. Any dumpsters brought onsite must be removed as soon as possible following your event. Any delay must be pre-agreed upon with permitting staff. Also critical is the prevention of trash being blown into the bay through the use of receptacles and the assigning of event support staff to be vigilant to pick up any trash dropped onto the pier. 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.

**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. If necessary, please attach your plan to this application.**

**Recycling**  
 The Port of San Diego strongly encourages the use of sustainable practices in event management. These include the use of reusable or recycled materials for food service as well as the recycling of all cans, bottles and all other recyclable materials. The commercial providers of waste receptacles for your event have available receptacles that may be designated for recyclables at your event. For information on holding green events, please see:  
[http://www.portofsandiego.org/public-documents/doc\\_download/3272-tips-to-have-a-green-event.html](http://www.portofsandiego.org/public-documents/doc_download/3272-tips-to-have-a-green-event.html)

**Smoking Prohibited**  
 Smoking and vaping are prohibited on Broadway Pier.

**Fireworks and Pyrotechnics Prohibited**  
 Fireworks and all pyrotechnic devices are prohibited on Broadway Pier. Only water-based smoke generators may be used.

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

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### Event Set-Up Information and Guidelines

**Site Cleanup and Repair**

You are responsible for leaving the Broadway Pier facilities you use in the 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 on a pier or facility floor, these items in particular constitute a hazard to public safety. It is your responsibility to inform all staff and subcontractors of this requirement.

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

Late removal of items including dumpsters, booths, attractions -- \$100.00 per day per item plus cost of removal if the Port of San Diego must remove the item(s) to meet operational requirements.

Damage: In the event of damage to the pier or a facility or its contents, the Port of San Diego will charge the cost of the repair, which will include labor and materials from the Port of San Diego and any outside contractor required to perform the repair.

The Port of San Diego staff labor rate for cleanup or other restoration is \$85 per hour for business hours. Weekend and non-business hours are charged at the time-and-a-half rate of \$127.50 per hour

**Priority to Cruise Ship Calls**

Cruise ship calls to the Port of San Diego are scheduled at least 18 months in advance. It is possible, however, that in an operational emergency Broadway Pier will be required on short notice to accommodate a cruise ship call. If a cruise ship call is required, Broadway Pier will be closed to any event on the day preceding the cruise ship call as well as the day of the call. While this possibility is remote, your event could be precluded by an emergency cruise ship call. In this event, you will be fully refunded any deposit and fees that you have remitted to the Port of San Diego in conjunction with the renting of a facility(s) on B Street Pier. In an operational emergency, your event on Broadway Pier may be precluded in order to accommodate a cruise ship call to the Port of San Diego.

**Parking & Traffic Control**

Please note that with the exception of vehicles loading or unloading in support of set-up or take-down of an event, there is **No Parking on Broadway Pier**. 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 from either the City of San Diego or Port of San Diego. Please Attach your parking and traffic control plan.

**Restroom Facilities**

Broadway Pier has a men's and a women's restroom on the exterior of the Port pavilion that are available for events held outside of the pavilion. For outside events, if your anticipated attendance is greater than 250 but less than 500 persons, you are required to have on-site at least one portable restroom to augment the existing restrooms, along with one additional portable restroom for every additional 250 persons. For events inside the Port pavilion, four additional restrooms are available and you are not required to provide portable restrooms in support of your event.

**Custodial Services**

Port staff will work with you to determine your custodial needs and arrange for these with our outside service to provide for them. Custodial service includes pre- and post-event cleanup along with on-site custodial service to spot-clean and maintain restrooms. Your custodial service is not included in the fee that you pay for your event permit. Please note that custodial service does not include cleaning up and disposing of construction materials from booths and other major setup items.

**Potable Water & Wash Facilities**

Potable water is available in the restrooms on Broadway Pier; however there are no facilities on the pier or in the pavilion for washing cookware, dishes, utensils and other event-related items. Cold water is available on both floors of the facility. Please advise Port staff of your hot water needs to ensure that access to hot water sources at the facility can be arranged.

**Electricity**

110-volt electricity is available from outlets inside the facility. The pavilion area has 200-amp show power, 110 v outlets on most of its stanchions. The Pavilion's exterior has 3 corners that supply 50amp/220v, where spider boxes can be used. A generator is another option. You are responsible for providing an electrical source for an event on the pier.

**Marine Events Permit**

If this permit request involves any type of water activity, a separate permit from the United States Coast Guard may be required. Please contact the United States Coast Guard Sector San Diego Marine Events Permitting office at 619-278-7261 or 278-7233.

**Additional resources**

Please visit: <https://adata.org/publication/temporary-events-guide> and, [https://www.ada.gov/regs2010/titleIII\\_2010/titleIII\\_2010\\_regulations.htm](https://www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm)

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

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**Deposit & Fee Information**

**Deposit**

The Port of San Diego requires a damage deposit for use of a facility(s) on Broadway Pier. This amount ranges from \$2,000 to \$10,000, depending on the potential impact of the proposed event.

The deposit for your proposed event is \$ \_\_\_\_\_

**I acknowledge that I owe the Port of San Diego the above deposit amount, to be paid via check or credit card.**

**Initial Here →**

**Fee**

The fee for your proposed event is \$ \_\_\_\_\_

If you cancel all or a portion of this event within 90 (ninety) days of the event date, the Port of San Diego will retain 25% of your fee for the portion of the event that was canceled.

**I acknowledge that I owe the Port of San Diego the Above deposit amount, to be paid via Check or credit card.**

**Initial Here →**



**Terms and Conditions for Park Permit Applicants**

Use of facilities on the San Diego Unified Port District Broadway Pier 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 - 60 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 of \$35 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 take-down 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 for small events of 500 or less. For events over 500, the minimum increased to \$2,000,000 per occurrence with a \$4,000,000 general aggregate. The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application.
7. The rights and privileges extended by this permit are **non-exclusive**.
8. Applicant shall not engage in any activity on Port District property other than the activity for which this permit is expressly issued. This permit may be terminated immediately by the Port District for misrepresentation of permit information, violation of the law or activities causing an unreasonable risk to public safety (as determined by any public safety agency).

**Attachments provided (Applicant check all that apply):**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Fire Marshal     | <input type="checkbox"/> Insurance Certificate (COI's)  | <input type="checkbox"/> Medical Services Plan                                  | <input type="checkbox"/> Waste Removal Plan |
| <input type="checkbox"/> Security Deposit | <input type="checkbox"/> Security Plan                  | <input type="checkbox"/> Pollution Prevention Plan                              | <input type="checkbox"/> Site Plan Diagram  |
| <input type="checkbox"/> Fees             | <input type="checkbox"/> Parking & Traffic Control Plan | <input type="checkbox"/> Evidence of not-for-profit status (501(c)(3) required) |   |

I certify that the information contained my permit application is true and correct to the best of my knowledge. I understand and agree to abide by the rules and regulations governing the proposed special event under the San Diego Unified Port District Code.

\_\_\_\_\_  
**Applicant Name (PRINT)**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

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

**Port of San Diego Approval**

\_\_\_\_\_  
**Port Approval Signature**

\_\_\_\_\_  
**Date**