

## Public Park Moving Event Permit Application

### 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. Additionally, we are proud of the outstanding condition in which we maintain our parks, and sensitive to the needs of the communities surrounding them. This special 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 the park you use as well as the nearby residents and businesses.

### Proposed Route

The process for this type of events 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 needs to be established. A proposed day/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](mailto: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 agencies will also be contacted by staff to ensure they are on board with your proposal. They may request you 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](http://www.portofsandiego.org/recreation).

### Permit Process

The permit process begins with your request for park 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  
619-725-6001**

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



## Public Park Moving Event Permit Application

Port of San Diego Use Only

Event Date \_\_\_\_\_

Received \_\_\_\_\_

Issued \_\_\_\_\_

### Applicant Information

<b>Applicant Name</b>	<b>Email Address</b>
<b>Main Phone</b> ( ) _____ - _____	<b>Mailing Address (street #, city, state, &amp; zip code)</b>
<b>Mobile Phone</b> ( ) _____ - _____	
<b>Organization Name:</b> _____	
<b>Organization Type :</b> <input type="checkbox"/> Private/Family <input type="checkbox"/> Charitable 501(c)(3) <input type="checkbox"/> Corporate <input type="checkbox"/> School <input type="checkbox"/> Government <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

<b>Event Name</b>	<b>Date(s)</b>	<b>Event Type: (check <math>\checkmark</math> all that Applies)</b>								
<b>Park(s):</b> <input type="checkbox"/> Cesar Chavez Park <input type="checkbox"/> Chula Vista Bayfront Park <input type="checkbox"/> Chula Vista Bayside Park North (Beachside) <input type="checkbox"/> Chula Vista Bayside Park South (Pier) <input type="checkbox"/> Chula Vista Marina View Park <input type="checkbox"/> Coronado Tidelands Park <input type="checkbox"/> Embarcadero Marina Park North <input type="checkbox"/> Embarcadero Marina Park South <input type="checkbox"/> Harbor Island Park <input type="checkbox"/> Pepper Park <input type="checkbox"/> Ruocco Park <input type="checkbox"/> Shelter Island Park North, (Gazebo) <input type="checkbox"/> Shelter Island Park Central, (Beach) <input type="checkbox"/> Shelter Island Park South, (Bell) <input type="checkbox"/> Spanish Landing Park East, (CSP) <input type="checkbox"/> Spanish Landing Park West, (Beach) <input type="checkbox"/> Other: _____	<b>Actual Event Hours:</b> <b>From:</b> _____ <b>To:</b> _____ <b>Setup/Assembly/Construction:</b> <b>Date</b> _____ <b>Time</b> _____ <b>AM/PM</b> <b>Dismantle/Completion:</b> <b>Date</b> _____ <b>Time</b> _____ <b>AM/PM</b> <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.)	Set-up	Event	Event	Dismantle	Day	Day#1	Day#2	Day	<input type="checkbox"/> Walk or Run leisure <input type="checkbox"/> Walk or Run Race  <input type="checkbox"/> Triathlon <input type="checkbox"/> Scavenger Hunt  <input type="checkbox"/> Bicycle Ride <input type="checkbox"/> Bicycle Race  <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: _____
	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, at the site during setup, event and dismantle. This person must have authority over all elements of the event. A copy of the approved permit must be on-site at all times during your event.

<b>Name</b>	<b>Email</b>	<b>Mobile Phone</b> ( ) _____ - _____
<b>Professional Event Organizer</b>		
<b>Name</b>	<b>Organization</b>	<b>Mobile Phone</b> ( ) _____ - _____

### Port of San Diego Use Only

*Company COI*  
  *501(c)(3)*  
  *ABC Letter*  
  *CSO Parking*  
  *Stage*  
  *Other* \_\_\_\_\_

<b>BP #</b>	<b>Transaction #</b>	<b>D2 #</b>	<b>DM#</b>
<b>Deposit \$</b>	<b>Check/M.O. #</b>	<b>Credit Card#</b>	<b>Cash Receipt#</b>
<b>Parking \$</b> <b>Spaces:</b>	<b>Check/M.O. #</b>	<b>Credit Card#</b>	<b>Cash Receipt#</b>
<b>Event Fee \$</b>	<b>Check/M.O. #</b>	<b>Credit Card#</b>	<b>Cash Receipt#</b>
<b>TAP Event \$</b>	<b>Check/M.O. #</b>	<b>Credit Card#</b>	<b>Cash Receipt#</b>
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## Public Park Moving Event Permit Application

### Event Set-Up Information & Guidelines

**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 size is to be 48x48 with a white background**
- **Signage Must be 4" black letters**
- **Cardboard is not acceptable.**
- **Contact Information including phone number or email address**

**Signage needs to include the following information:**

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

SPECIAL EVENT  
**SUNDAY, APRIL 21, 2014**  
 EXPECT TRAFFIC DELAYS ON  
**NORTH HARBOR DRIVE**  
 DUE TO  
**THE MUSIC FESTIVAL**  
**8 AM TO 10 AM**  
[info@runningevents.com](mailto:info@runningevents.com)

**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 for small private 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. Insurance coverage must be in force for the duration of the event, including setup through takedown days.** The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application.

\*\* If your route **is passing behind Seaport Village**, applicant must also provide certificate of insurance (COI) coverage naming the entity listed below as an additional insured and also be listed in the certificate holder box. **Protea Property Management, Inc, 3262 Holiday Court, Suite 100, La Jolla, CA 92037**

**\*All service providers are required to provide a COI or the applicant can choose to cover all sub-contractors.**

**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.

**The Port is holding with the City of San Diego whose ordinance forbids the sale and consumption of cannabis products in public parks.**

**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.**

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**Event Set-Up Information & Guidelines**

**Reservation of Locations**

A park 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. 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. The permittee may designate event boundaries, as long as a representative is present at the site. Boundaries may not block walkways, driveways or parking areas 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 \$12 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.

**Setup Date(s)** \_\_\_\_\_ **Parking Requested:** \_\_\_\_\_

**Event Date(s)** \_\_\_\_\_ **Parking Requested:** \_\_\_\_\_

**Dismantle Date(s)** \_\_\_\_\_ **Parking Requested:** \_\_\_\_\_

**Security Plan**

You are responsible for providing a safe and secure environment for your event. Please 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. **Note:** A specific on-site individual contact is required regardless of your event size.

**Security Company**

\*Certificate of Insurance is required if are paying for the services

**Direct Contact:** \_\_\_\_\_

**On-Site Phone:** (     ) \_\_\_\_\_ - \_\_\_\_\_

- Paid Service**
- Volunteer**
- Donated Service**

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

**Medical Services Plan**

You are responsible for providing appropriate medical services for your event. Please 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.

**Note:** A specific on-site individual contact is required regardless of your event size

**Medical Service Provider**

\*Certificate of Insurance is required if are paying for the services

**Direct Contact:** \_\_\_\_\_

**On-Site Phone:** (     ) \_\_\_\_\_ - \_\_\_\_\_

- Paid Service**
- Volunteer**
- Donated Service**

**Describe your medical plan including the types of resources that will be at your event and how they will be managed and deployed. If necessary, please attach your plan to this application.**

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**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 12.

\* 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.

**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

**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.

**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.

List Company Name or N/A Below	Descriptions																	
<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>Party Rentals:</b></p> <p>Company: _____</p> <p>Company: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1eef6;"> <th>Item</th> <th>Amount(s)</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td><b>Tables</b></td> <td></td> <td></td> </tr> <tr> <td><b>Chairs</b></td> <td></td> <td></td> </tr> <tr> <td><b>Canopies/Tents</b> No staking, weights are required; <i>Larger than 20' x 20' requires a Fire Permit</i></td> <td></td> <td></td> </tr> <tr> <td><b>Generators (≤ 75 KW)</b> Self-contained Generators are preferred. Dig Alert is required for generators with grounding rods.</td> <td></td> <td></td> </tr> </tbody> </table>	Item	Amount(s)	Size	<b>Tables</b>			<b>Chairs</b>			<b>Canopies/Tents</b> No staking, weights are required; <i>Larger than 20' x 20' requires a Fire Permit</i>			<b>Generators (≤ 75 KW)</b> Self-contained Generators are preferred. Dig Alert is required for generators with grounding rods.				
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<p><b>Live Musicians, DJ, or Recorded Sound</b></p> <p>Musician: _____</p> <p>Musician: _____</p>	<p><b>Live or Recorded Entertainment</b> 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.</p> <p><b>Please Describe:</b></p>																	

**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 & Guidelines**

<b>Booths/Exhibits</b>	<b>Please attach a list of all vendors who will be exhibiting during your event. (i.e: demonstration booths, tasting booths and exhibits)</b>	
<b>Food and Beverage</b> Company: _____ Company: _____ Company: _____	<b>Select Type:</b> <input type="checkbox"/> Self-Provided <input type="checkbox"/> Caterer <input type="checkbox"/> Taqueria  <input type="checkbox"/> Food Truck (Must purchase parking spaces to accommodate service)	
<b>Staging/Flooring</b> Company: _____	<b>Type(s) of Stage(s):</b> _____ <b>Size(s):</b> _____ <b>Describe Usage:</b> _____	
<b>Fencing / Barricades</b> Company: _____	<b>Type(s) of Stage(s):</b> _____ <b>Size(s):</b> _____ <b>Describe Usage:</b> _____	
<b>Portable Restrooms:</b> Company: _____	<b># of ADA?</b> _____ <b># of Regular?</b> _____	<b>Drop Off: Date</b> _____ <b>Time:</b> _____ am/pm <b>Pick Up: Date</b> _____ <b>Time:</b> _____ am/pm
<b>Waste Removal</b> Company: _____	<b># of Dumpsters:</b> _____ <b># of Trash Cans:</b> _____	<b>Drop Off: Date</b> _____ <b>Time:</b> _____ am/pm <b>Pick Up: Date</b> _____ <b>Time:</b> _____ am/pm

**Alcoholic Beverages**

Alcoholic beverages are not currently permitted at the Port of San Diego Tidelands Park and 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](http://www.abc.ca.gov). **Please contact ABC at (619) 525-4064 or [www.abc.ca.gov](http://www.abc.ca.gov). Note: Request an ABC letter 30 days in advance of event if applicable.**

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 arises.

**Will alcoholic beverages be served at your event:**     No     Yes, type: \_\_\_\_\_

**Who purchased the alcohol for the event?**

**How the alcohol will be served and manage?**

**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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**Pollution Prevention and Waste Removal**

**Waste Removal**

All waste generated by your event must be removed from the park at conclusion of your event. "No leak" dumpsters are recommended. Dumpster must be 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.

**Environmental Best Practices**

The District is charged with prohibiting all non-stormwater discharges into the stormwater conveyance systems on District tidelands pursuant to San Diego Regional Water Quality Control Board Order No. R9-2013-0001 (NPDES Permit No. CAS0109266, "Municipal Stormwater Permit"). The District has the authority under State law to make and enforce necessary rules and regulations governing, among other things, stormwater management and discharge control. The District's stormwater regulations are found in Article 10 of the San Diego Unified Port District Code ("District Code").

Special events have been identified by the District as a potential source of non-stormwater discharges to the storm drain system and San Diego Bay. Non-stormwater discharges to the storm drain system or the Bay are considered a violation of District Code. To prevent unauthorized discharges, the District requires the implementation and maintenance of Best Management Practices (BMPs) at special events. BMPs specific to the activities planned for each special event are to be identified prior to the event time. In addition, the following BMPs must also be implemented as applicable:

- Trash dumpsters, portable toilets, or generators shall have secondary containment and located away from open storm drain inlets or catch basins and away from the water's edge. Secondary containment for trash dumpsters may be accomplished by placing a berm around the dumpster to contain leaks. Trash dumpsters must have lids and be covered.
- A spill kit is to be accessible to the event coordinator or person in charge of spill response.
- Catch basins and storm drain inlets within the event special area are to be protected with temporary screens or filters prior to the event.
- Fencing is to be placed around the waterside perimeter of the event to prevent any windblown trash or debris from reaching the Bay. Where fencing is not feasible, regular and frequent trash and debris removal is to be conducted by event organizers.
- Street sweeping of parking lots, streets and roads associated with the event shall be conducted as needed.
- Employee training is to be conducted prior to the event to ensure that BMPs are properly implemented and maintained and so that employees are aware of the discharge prohibitions.
- Documentation of BMP implementation for each special event is to be maintained and be made available for the District's review upon request.

Direction related to permitted special event activities can be found in the District Jurisdictional Urban Runoff Management Document (JURMP). The JURMP is available on the District website: (<https://www.portofsandiego.org/environment/clean-water.html>) or by contacting the District Environmental and Land Use Management (ELUM) Department, (619) 686-6254.

**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 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:

- |  |   |  |
|--|---|--|
| • Concrete Drinking Fountain replacement - \$3,000   | • Turf/rut repair per 10 square feet - \$1,000              | • Light Pole replacement - \$3,000     |
| • Concrete Bollard (unlighted) replacement - \$1,000   | • Sprinkler lateral replacement per 8' - \$800              | • Sprinkler head replacement - \$400   |
| • Concrete Bollard (lighted) replacement - \$3,000   | • Concrete walk panel 6'x6'x6" replacement - \$3,000        | • Late removal of dumpster - \$100/day |
| • Labor rate for cleanup or other restoration - \$85 per hour<br>- (Weekends and non-business hrs. are charged at time and a half) | • Power washing costs will be passed along to the permittee |  |

Rental Equipment: You are responsible for the removal of all rental equipment associated with your event. There should be no rental equipment left on Port Property after your dismantle time period. A dismantle day fee will be passed along to the permittee for every day after.

**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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## Public Park Moving Event Permit Application

### 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
<b>Large Car</b>	4366	<b>NOT Allowed</b>
Compact Truck or SUV (single axel only)	3470	Allowed
<b>Midsize Truck or SUV (single or double axel)</b>	4259	<b>NOT Allowed</b>
<b>Large Truck or SUV (single or double axel)</b>	5411	<b>NOT Allowed</b>

### Communication Strategy

**What communication strategy will be used to communicate with the event organizer or point person during the entire event?**

- 2-way Radio/Walkie Talkie    
  Cell Phone# \_\_\_\_\_    
  Other \_\_\_\_\_

### Film /Photo/Unmanned Aircraft System (UAS)

If you are going to include the use of an Unmanned Aircraft System (UAS) for filming, please review our Guidelines for UAS Operations found on page 5 of our Filming/Photo/UAS Permit Application. The application can be found on our website [www.portofsandiego.org](http://www.portofsandiego.org). Click on the "Recreation Tab" to view our recreation page. The permit application can be found on the left under Park Permit Downloads. If you are able to meet these Guidelines, then complete the Port of San Diego UAS portion of the application.

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

**Initial Here →**





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You must agree and comply to all park policies, please read and initial each item below.

(Initial)	Items
1.	This event <b>will / will not</b> reserve parking (Embarcadero Parks only).
2.	<b>Request sprinklers be turned off (dates):</b> _____ To protect landscape areas, ensure the off times are minimized.
3.	A post-event site walk was conducted on _____ (date) by _____ (Port staff). Park <b>was / was not</b> 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.
4.	Vehicles allowed on property must be in line with the chart on <b>page 8</b> . Only turf vehicles are allowed on the grass. Violations will result in citations, fines, or closure of event
5.	The use of large or motorized attractions (such as Ferris wheels), climbing walls, throwing games and dunk tanks is prohibited in the parks and parking lots. Fireworks and animals are prohibited.
6.	The use of tent stakes to secure tents is prohibited. Tent stakes damage irrigation lines. Tents will be secured with weights. <b>Dig Alert</b> is required for generators with grounding rods, call 811 at least 2 weeks before your event or go to <a href="http://newtin.digalert.org">http://newtin.digalert.org</a> . Port Staff will advise applicant when needed on other instances based on event set up.
7.	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.
8.	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.
9.	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 must 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.
10.	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.
11.	<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><b>Fire Marshal Permit</b> If your event is fenced, utilizing tents larger than 20 x 20 sq. ft. or 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"> <li>• City of Chula Vista Fire Prevention Division 619-691-5148</li> <li>• City of Coronado Fire Services Department 619-522-7374</li> <li>• City of Imperial Beach Fire Services Department 619-423-8223</li> <li>• City of National City Fire Department 619-336-4241</li> <li>• City of San Diego 619-533-4300</li> <li>• San Diego County 800-253-9933 or 858-974-5999</li> </ul> <p><b>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 them at (619) 338-2363.</p> <p><b>Marine Permit</b> 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>
12.	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 or Law Enforcement Representative has the authority to request sound level to be lowered or turned off.
13.	The District will not provide potable water, electricity or generators to support any event.
14.	For events larger than 500 attendees, a detailed written parking plan and traffic plan is required. <b>Shall include ADA Best Practices.</b>
15.	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.
16.	<b>The permittee will ensure:</b> All event staff, contractors, sub-contractors and their staff members will be informed of and comply with these regulations.
18.	Resources available: <a href="https://adata.org/publication/temporary-events-guide">https://adata.org/publication/temporary-events-guide</a> and, <a href="https://www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm">https://www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm</a>

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

(√)	<b>Events Community Relations General Timeline Guidelines and Policies Checklist</b>
	<b>No Less Than Six Months Prior</b>
	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. <b>(See page 11)</b>
	Develop a Community Notification Priority (CNP) list. The <b>CNP</b> 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 <b>CNG</b> 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. <b>(See page 10)</b>
	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.
	<b>90 Days Prior</b>
	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.
	<b>30 to 60 days Prior</b>
	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 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.

## Public Park Moving Event Permit Application

<b>30 days Prior</b>
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
Email "road delay/closure brochure reminder" to all affected parties.
<b>Two Weeks Prior</b>
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.
Press release distributed to local media, focusing on road and community impact, access, time delay/closure signs with time blocks appropriate to each area.
<b>One week Prior</b>
One week prior, email "final reminder" message to the community, with the final posting of route directional or information signs.
Post "No Parking Tow Away" signs at area parking lots, residential areas, affected intersections and curb areas where parking will be prohibited. <b>(See page 11)</b>

<b>Addressing the Community Notification Priority &amp; Community Notification General List</b>
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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** →

## Public Park Moving Event Permit Application

### EVENT REQUIRED SAFETY EQUIPMENT LIST

This is a **SAMPLE** for your reference: complete information is found at [www.sandiego.org](http://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.

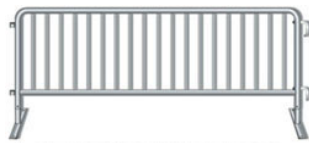
**Barricades**

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**

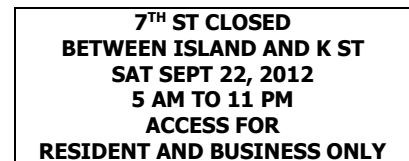
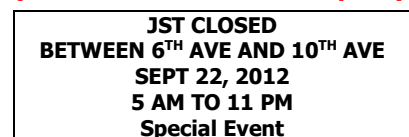
Policy requires special event activities that cause the temporary removal or closure of existing blue zones, to replace the blue zones with appropriately sized temporary alternatives on a one-to-one basis for the duration of the removal or closure.

**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

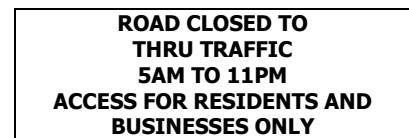
**Place the below signs at:** Island and 7<sup>th</sup> Ave  
K St and 7<sup>th</sup> Ave  
K St and 6<sup>th</sup>



**Day of Event Signs**

**Place the below sign at:** 8<sup>th</sup> and Island      7<sup>th</sup> and K St  
9<sup>th</sup> and Island      7<sup>th</sup> and Island  
7<sup>th</sup> and L St

**Post the below sign at:** 10<sup>th</sup> and J St  
6<sup>th</sup> and J St:



**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: 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.**

## Public Park Moving Event Permit Application

### Park Permit Fees

Event Type	Attendance	Fee	Type of Fee
All events	1-100	\$35	Flat fee
Corporate events <i>Set-up &amp; breakdown days</i>	101-250	\$500 \$300	Flat fee Flat fee, per occurrence
Private & non-profit event <i>Set-up &amp; breakdown days</i>	101-250	\$300 \$200	Flat fee Flat fee, per occurrence
Corporate events <i>Set-up &amp; breakdown days</i>	251+	\$3.50 \$500	Per person Flat fee, per occurrence
Private & non-profit event <i>Set-up &amp; breakdown days</i>	251+	\$2.10 \$300	Per person Flat fee, per occurrence
Car shows	–	\$5	Per car
Moving events that use park walkways	–	\$1.00 (\$1,000 maximum)	Per person/per park Pass Thru Fee
Reserved Parking	Park specific	\$12 - \$17.50	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 for which the park will be used.

Refundable security deposits are calculated at the Port's discretion based on potential damage to event location.

Event Type	Fee	Equipment	Food
Minimal Set-Up includes, but is not limited to:  <b>Wedding Receptions, Family Reunions, Moving Events, Car Shows</b>	Minimum \$1,500	Includes, but is not limited to:  tables, seating, platforms, sound systems, exercise equipment, vendor areas	Includes, but is not limited to:  Precooked food set on sterno or steam table, food trucks, taco wagons, BBQ set-up, may be catered on-site, but without extensive food preparation
Special Set-Up includes, but is not limited to:  <b>Concerts, Festivals, Large Corporate Lunches or Receptions</b>	Minimum \$5,000	Includes but is not limited to: large tent or canopy (20' x 20' & larger). dance floor, bleachers, vendor areas, 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	Includes, but is not limited to:  extensive food preparation area that involves stoves, fryers, hot boxes, refrigeration, gas or charcoal grills

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**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. Once District determines a refund is due, the refund payment may take 30 to 60 days.
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 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. **For events over 500 the minimum increased to \$2,000,000 per occurrence with a \$4,000,000 general aggregate. Insurance coverage must be in force for the duration of the event, including setup through takedown days.** The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application. 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. 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):**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Site Plan        | <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"/> Route              |
| <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 Authorization Signature**

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