



## Special Events Determination Review Request Form

To be completed by Event Organizer

*The Port of San Diego Parks & Recreation Department oversees special events on the Port tidelands. This form provides a guideline only and is the minimum information necessary for preliminary review of any special event proposal meeting the following criteria: attendance of 1,000+ participants, alcohol will be served or sold, includes any amplified sound; and/or large firework displays located in areas under the jurisdiction of the Port of San Diego.*

*Review of your preliminary proposal and proposed layout does not guarantee the date requested or that an event permit will be issued. This form should be completed no fewer than 6-months in advance of proposed event. Event organizers are strongly encouraged not to announce or promote events prior to staff's review of the requested date(s) and preliminary layout approval by the Port of San Diego Parks & Recreation Department.*

<b>Event Type</b> (festival, concert, etc.)		
<b>Event Name</b>		
<b>Event Proposed Location</b>		
<b>Address</b>		
<b>Staging/Storage Areas</b>		
<b>Non-Profit</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Paid Admission</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Per Ticket Cost Range:</b>

**Project/Event Description**

**Submission of a copy of the proposed layout is required. Include stage, mixing board, and speaker layout for any amplified sound**

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Parks and walkways under the Port's jurisdiction are primarily designated for public access, recreational purposes, and passive use.  
Submission of this form does not guarantee dates, locations, or venues.

Proposed Event Date(s)	Proposed Event Day(s) of Week	Proposed Event Time(s) Start and End	Average Daily Attendance
Day 1			
Day 2			
Day 3			
<b>Proposed Event Set-up Date(s)</b>	<b>Proposed Event Set-up Day(s) of Week</b>	<b>Proposed Event Set-up Time(s)</b>	<b>Daily Attendance</b>
<b>Proposed Event Dismantle Date(s)</b>	<b>Proposed Dismantle Day(s) of Week</b>	<b>Proposed Dismantle Time(s)</b>	<b>Daily Attendance</b>
<b>Total Overall Attendance:</b>			

<b>Amplified sound not to exceed 85 dB between sound board and water's edge.</b>	<b>TIME BEGIN</b>	<b>TIME END</b>
<b>Hours of Amplified Sound – Rehearsal/Sound Check</b>		
<b>Hours of Amplified Sound - Event</b>		

**Proposed Sound Monitoring Plan** (dB levels, monitoring equipment, recording, reporting process)

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Equipment (lighting, oversize structures, etc)

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No. of Stages:	No. of Dumpsters:	No. of Generators:	No. of Portable Toilets:
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Alcohol Plans (who is supplying, how is it being dispensed, etc)

Type	<input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor <input type="checkbox"/> Other	Beer Garden	<input type="checkbox"/> Yes: <input type="checkbox"/> No	No. of Vendors Serving Alcohol:
Length of Beverage Services	<input type="checkbox"/> All Event Hours:		Limited Time Hours:	
Imposed Limit on Alcohol	<input type="checkbox"/> Max #_ of Drinks	<input type="checkbox"/> Drink Tickets	<input type="checkbox"/> Wristbands	<input type="checkbox"/> Cup size Limit
	<input type="checkbox"/> Other:			

Traffic Management Plan (road closure, location, date, time)

Traffic Delays  Yes  No If yes, list street/location:

Parking Plan (public transportation, shuttles, ADA, valet, Parking Availability for Public vs event Attendees, etc.)

Park Parking Lot Usage	<input type="checkbox"/> Event Space <input type="checkbox"/> Event Parking	Other Parking Lot Usage	<input type="checkbox"/> Yes <input type="checkbox"/> No Location
Paid Parking	<input type="checkbox"/> Yes <input type="checkbox"/> No Cost:	Ride Share	Yes <input type="checkbox"/> No <input type="checkbox"/> Location

What is the process for managing event related complaints or comments (sound, parking, park access, traffic etc.)

Describe how the footprint of proposed event impact public access to park or surrounding area during set up, event, and dismantle?

Organizer Name / Title			
Mailing Address			
Telephone		Organizer Email	
Event Layout Attached (file name)			

Special events require significant planning, community outreach, and feedback in the development of the proposed event. The review process may include event coordination with Port staff, regional agencies, Harbor Police, and impacted businesses.

Form Completed By – Name/Title		Date	
Form Completed By – Email			

Attach any additional documentation or narrative to this form.

Applicant responsible for email of completed form and proposed event layout to [parkpermits@portofsandiego.org](mailto:parkpermits@portofsandiego.org) .

For additional information contact the Port of San Diego's Parks & Recreation Department staff at 619-725-6001

**For Office Only- Port of San Diego Comments and Insights**

Type of crowd, capacity, demographics; Political Concerns (CDP, Cities, Tenants, Surrounding Infrastructures, Multi event areas; Parking Concerns, etc

**Initial Assessment of Estimated Attendance in Relation to Site and/or Venue Capacity:**

**Any Initial Safety Concerns Given the Attendees Proximity to Thoroughfares (Roadways > 40 mph) and/or Waters Edge:**

**Potential for Physical Altercations or Public Disruptions Given the Nature of the Event, Crowd, and/or Attendees:**

**Assessment of Other Port Related Events Co-occurring in the Area and/or Impacts to Nearby Critical Infrastructure:**