



city of san luis obispo

parks and recreation department



The City of San Luis Obispo is pleased to host a variety of events throughout the year from festivals and parades to fundraisers and cultural celebrations. We believe events engage residents and visitors alike making this community strong, healthy and fun for people of all ages.

SPECIAL EVENT PERMIT APPLICATION

City of San Luis Obispo Parks and Recreation Department

EVENT NAME:

EVENT DATE:



City of San Luis Obispo CHECK LIST FOR SPECIAL EVENT

To obtain a permit for a special event on public property in the City of San Luis Obispo, please complete and submit the following information to the Parks and Recreation Department:

1. Completed Special Event

- Signed & Dated
- Hold Harmless Agreement

2. Site map (click here to access site map templates)

Show the location of the following:

- Layout of activities
- Trash/Recycling Receptacles
- Security Staff Positions
- Restrooms (men, woman & handicap)
- Tents/canopies
- Cooking areas
- Generator/source of electricity
- Street Closures (if applicable)

3. Parking Plan (if appropriate)

4. Vendor Policy (if appropriate)

5. Street Closure

If Applicable, provide the following:

- Traffic Control Plan

6. Certificate of Liability & Endorsement

Please note the following standard restrictions for ALL Special Events on City property:

- Access to water NOT provided
- Use of nails and/or staples is prohibited
- There is limited electrical supply at ALL venues
- All event generated trash must be removed by permittee
- NO vehicles are allowed on turf unless authorized for the event
- NO dumping of ice, waste, leftover foods or liquid
- Stakes are not allowed to be driven into the ground
- For event marking: chalk for hardscape and water-based paint for turf
- With proper licensure beer & wine are acceptable. Spirits ARE NOT allowed
- **ALL** street closures must be monitored during the entire event.

SPECIAL EVENT PERMIT APPLICATION

Applications must be received 90 days in advance and will be accepted up to 1 year in advance.

Please be detailed with your answers. The more we know, the better we can help! Submit the application with the application fee to the Parks and Recreation Department at 1341 Nipomo Street, San Luis Obispo, CA.

Event Information

TYPE OF EVENT: (Check ALL that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Festival | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Walk/Run/Ride | <input type="checkbox"/> Concert/Live Music | <input type="checkbox"/> Beer/Wine Event |

DESCRIPTION OF EVENT:

Name of Event:	Date(s) of Event:	# of consecutive days:
Event Hours:	Set-Up Time:	Break Down Time:
Estimated Attendance per day:		

Facility or Specific Location of Event:

<input type="checkbox"/> Mission Plaza Event	<input type="checkbox"/> Park Event	Will a portion of this event take place on private property? <input type="checkbox"/> No <input type="checkbox"/> Yes, where:
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Event Sponsor & Contact Person

Name of Sponsoring Organization:

Address:	City/State/Zip:
Organization Website:	Phone:
★ Non-Profit IRS # if applicable:	

Contact Person / Event Chair:

Address:	City/State/Zip:
Work Phone:	Mobile Phone:
Email Address:	

Please continue to next page ...

Event Details

1. Will this event require electricity?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, what for?
2. Will there be a parade?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, a Traffic Control Plan (TCP) must accompany the application. Click here for TCP.
3. Will there be vehicles in the parade?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, type and # of vehicles participating in event:
4. Will animals be a part of this event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, list how many & what kind:
5. Will this event require the opening of park or open space gates?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, gates must be indicated on the submitted site map.
6. Will inflatable's (ie: bounce houses) be used at the event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
7. Will food vendors be at this event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, Health Department Permits and Fire Department Permits will be required
8. Will goods or services be sold at this event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, vendor fees will be collected – click here for the Vendor Policy
9. Will the event include live music or amplified sound?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If yes, please describe (including hours):</i> <i>Any amplified sound is subject to the City of San Luis Obispo Ordinance No. 9.12.040 and restrictions will apply.</i>
10. Will alcohol be served or sold at this event?	<input type="checkbox"/> NO <input type="checkbox"/> SERVED <input type="checkbox"/> SOLD <input type="checkbox"/> BEER <input type="checkbox"/> WINE	If yes, Indicate start/end times alcohol will be served/sold at event: Location of the designated alcohol area must be detailed on submitted site map.
11. Will Volunteers and/or security be present at the event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please describe:
12. Does this event currently have required insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Special events held within the City of San Luis Obispo are required to provide a Certificate of Insurance for Property Damage, General Liability (and Liquor Liability if alcohol is included) in the amount \$1,000,000 and an Endorsement naming the City of San Luis Obispo as an additional insured. Do you need to purchase special event insurance through the City? YES NO
13. Is this event requesting a street closure?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, a Traffic Control Plan (TCP) must accompany the application. Click here for TCP. Streets requested for closure must also be indicated on site map.

Hold Harmless Agreement

The undersigned (hereinafter the "applicant") understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, as a result of their use of City property.

The applicant certifies that he/she has read and agrees to the City's Special Event Procedures, and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall hold harmless and indemnify the City of San Luis Obispo, its elected officials, officers, employees, and agents from any damages that may arise as a result of the conduct of the parade or assembly for which the permit is sought. The applicant agrees to defend, protect, indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers free and harmless from any against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees in connection with the permitted event or activity. The applicant shall, at applicant's own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City, its elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its elected officials, officers, agents, employees, or volunteers as a result of the alleged acts or omissions or applicant or applicant's officers, agents, or employees in connection with the uses, events, or activities under the permit.

The applicant further certifies under penalty of perjury under the laws of the State of California that the above information is a complete and accurate representation of the planned event.

Applicant's Signature

Date

FOR MISSION PLAZA EVENTS ONLY -- REQUIRED NOTICE VERIFICATION

SLO Downtown Association:
Contact # 805.541.0286

Date:

SLO Chamber of Commerce:
Contact # 805.781.2777

Date:

Mission Church:
Contact # 805.781.8220

Date:

APPLICATIONS FOR MISSION PLAZA EVENTS WILL NOT BE ACCEPTED WITHOUT ABOVE SIGNATURES.