



## **APPLICATION FOR SPECIAL EVENTS PERMIT** **General Information and Instructions**

The following general information is provided to assist you in planning your special event. Periodically the City is host to special events. In general, Special Event Permits are required for events held on public property. Special Event Permit applications must be filed with the City Manager's office at least 10 days in advance of the planned event.

The Administrative Services Department has been designated by the City Manager to coordinate the review of applications for those events that require the temporary closure of City streets. A Special Event Permit through this process is required if street closure(s) or other traffic control measures on any public street, sidewalk or alley are needed. Event organizers complete a permit application then meet with a Council appointed committee. This committee typically includes the Administrative Services Director, Parks & Community Services Director, Deputy Fire Chief, Transportation Operations Manager, Public Works Operations Manager, City Planner, Code Compliance Manager, Director of Economic Development, Storm Water Program Manager, Sheriff's Captain, and a representative from the North County Transit District. If you have questions or need more specific information, please contact the Administrative Services Department at (760) 639-6145.

### **1. INTERESTED PARTY NOTICES:**

The Special Events Committee takes the opinions and concerns of the individuals affected by an event very seriously. To assure that all interested parties (this includes residents and businesses in the special event area) have the opportunity to express those concerns, applicants are required to notify those that may be affected. Events that occur within the Historic Downtown Vista area must contact the Vista Village Business Association (VVBA) as part of the notice process. Contact information for the VVBA is as follows: 209 E. Broadway, Vista CA 92084 – Phone: (760) 414-9391

### **2. ACCESSIBILITY PLAN:**

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. Information concerning access requirements will be made available during the special event permit review process.

All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

**3. ALCOHOL:**

If alcohol is present at the event, a permit from the California Department of Alcoholic Beverage Control is required. For more information, call (760) 471-4237.

**4. SECURITY:**

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound preplanning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of your event, as well as the overall activities are all areas that need to be analyzed in-depth and addressed through your security plan. If you plan on serving alcohol, your event will need security personnel. These personnel must be visible as security, be able to communicate between each other and with law enforcement, and be on site at all times the event is in progress.

**5. EMERGENCY MEDICAL REQUIREMENTS:**

If your event poses potential risk of injury to persons, you may be required to hire an on-site emergency medical technician and/or ambulance service.

**6. INSURANCE:**

The City of Vista requires a minimum of one million dollars in liability coverage. Events with higher risk levels will require additional insurance coverage as required by the City Manager. These include, but are not limited to, athletic events, those that include alcohol, and those with pyrotechnics. Before final permit approval, you will need to submit a certificate of insurance and endorsement to your commercial general liability insurance policy that names as Additional Insured, the "City of Vista, its officers, employees, and agents." The name of the insured on the certificate/endorsement you submit must match the name of the host organization. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

**7. SANITATION, TRASH AND DEBRIS:**

As an event organizer, you must provide trash receptacles and provide for proper disposal of waste and garbage throughout the term of your event. Immediately upon conclusion of the event the area must be returned to a clean condition within four (4) hours. A cleaning deposit may be required and will be returned to you after your event provided the event area is left clean and there is no damage to public property within the event area. Street sweeping may be required as part of this clean up. Should the cost to repair the damage exceed the deposit amount, you will be billed for the cost of repair/clean up. In addition, failure to reimburse the City for costs to repair any damage may result in denial of future special event permits.

**8. BUSINESS LICENCE:**

If an event includes vendors, each vendor should be in possession of a City of Vista Business License. Vendors participating in certain qualifying events may be relieved of this obligation. In such case, the event organizer must provide a complete Vendor List form (Attachment B) of anticipated vendors to City staff at least five (5) days prior to the event. Whenever possible, the vendor list and payment should be provided and approved prior to the special event permit committee meeting. The event organizer must possess a valid City of Vista business license in order to be eligible for this program.

The vendor list and payment must be submitted at least five (5) days prior to the commencement of the qualified special event per Vista Municipal Code (VMC) §.12.12.040C. However, if the qualified special event involves the use of pyrotechnics or involves the closure or partial closure of an arterial or collector street, as provided in VMC § 12.12.040B, the vendor list and payment must be submitted at least ten (10) day prior to the commencement of the event.

**9. STORM WATER PROTECTION:**

The City has an intricate storm drain system designed to move rainwater from the streets to creeks, lagoons and the ocean in order to prevent flooding. Any materials left or disposed of on streets and sidewalks can reach the storm drain system, which flow untreated to our waterways, threatening our natural resources. VMC § 13.18 prohibits the discharge of wash water, cleaning water, trash, debris and other pollutants to the storm drain system. Storm Water Best Management Practices are included with the application materials and should be reviewed prior to completing the Special Event Permit Application. Please contact the City's Storm Water Protection Program at (760) 643-2804 for specific information and assistance with your event planning.

**10. REIMBURSEMENT OF COSTS INCURRED:**

Certain costs incurred by the City of Vista related to a Special Event Permit may be invoiced for reimbursement. These costs include, but are not limited to, staff time for street closures, stormwater inspection, vehicle rental, and fire inspection fees. For an estimate of costs related to your event, please contact the HR/Risk Management office at (760) 639-6145.



## **CITY OF VISTA SPECIAL EVENT PERMIT Storm Water Best Management Practices**

Periodically the City of Vista (City) is host to special events, including parades, car shows, and street fairs. Due to the types of activities at special events, and that they typically have a high density of people per square foot, the potential for pollutant generation increases. Therefore, the City's Storm Water Program requires all event organizers, staff and vendors to install, implement and maintain minimum Best Management Practices (BMPs) for all special events.

BMPs are practices designed to prevent or reduce the discharge of pollutants to the Municipal Separate Storm Sewer System (MS4) to the Maximum Extent Practicable (MEP). The MS4 or drainage system includes storm drains, streets, and gutters and serves the purpose of carrying rainwater away from developed areas to receiving waters (creeks, rivers, lakes, lagoons, and oceans) to prevent flooding. As rainwater flows through the drainage system it can pick up pollutants and deposit them into our local creeks. Unlike the sanitary sewer system, urban runoff does not get treated. Polluted runoff is known to cause water quality degradation and affect the health and habitats of fish, wildlife, and humans. Thus, pollution prevention is of utmost importance.

Sources of water pollution like industrial waters from factories have been greatly reduced in recent years. However, now the majority of water pollution occurs from things like cars leaking oil or fluids, fertilizers from farms, lawns and gardens, pet waste, sediment (soil and dirt) discharges, residential car washing, and failing septic tanks or sanitary sewer lines. Discharges from these sources can enter the the City's MS4 and receiving waters.. All of these and other sources add up to a pollution problem; so, we must all do our part to implement and practice good BMPs. The City of Vista and other north county cities educate their communities on pollution prevention by promoting the phrase, "Only Rain in the Storm Drain".

The pollutant generating activities and their potential pollutant types at special events typically include:

- Setup and teardown of equipment booths – illicit discharges, trash generation, and organic materials
- Booth operation – trash generation, illicit discharges
- Food/drink preparation and consumption – trash generation, illicit discharges, and organic materials
- Vehicles, equipment and hydraulic rides – oil, grease, and other fluids
- Portable restrooms – chemicals and bacteria

### **Best Management Practices**

The following BMPs represent the minimum requirements for special events that are expected to generate significant pollutants. The City may improve or modify these BMPs at any time if it is determined to provide equal or greater protection.

All event hosts/organizers, staff and vendors must comply with the following required storm water

BMPs. Event organizers must train event staff and vendors of the storm water BMPs that follow:

**Storm Drain Protection:**

- a. Event hosts/organizers must identify all storm drain inlets and catch basins (both on private property and on City streets/right of way) on the permit application site map.
- b. If inlets are in the event area, organizers and the City must consider using appropriate inlet protection such as gravel bag barriers, sandbag barriers, curb/inlet guards, inlet filters, inlet screens, absorbent roll or sock barriers, etc.
- c. All impacted private property inlets or catch basins identified on the special events site plan must be visually inspected and cleaned, if necessary, following the special event and prior to an anticipated rain event (40 percent chance or greater of rain in the forecast).

**Craft/Art Creative Areas and Post Event Public Art Removal:**

- a. All craft/art creative areas must secure, cover and label all liquid and chemical products. Additionally, they must have a spill kit in or adjacent to their work area, clearly labeled and accessible.

Spill kit materials may include: drip pans, absorbent pillows, rolls, socks and/or sand for containment of spills; paper towels, cloth towels, absorbent pads, a mop and mop bucket, professional dry absorbent and/or kitty litter to absorb spills; and a shovel, broom, dust pan, and/or a dry/wet vacuum, and disposal bags with ties to pick up and dispose of the absorbed spilled material.

Most of the spill kit items can be contained in a large container like a covered drum or sturdy garbage can, large buckets, or a mobile spill cart. Examples of spill kits and the items they include can be seen online at [www.spill911.com](http://www.spill911.com), [www.dewginc.com](http://www.dewginc.com), and [www.spill-kit.com](http://www.spill-kit.com). You can also type the key words “spill kits” on a search engine and you will find many other websites with companies that provide spill kits.

- b. Post event clean-up of these areas includes removal of temporary public art (chalk, paint, charcoal, clay, etc). Event staff and vendors may use wet-mops, with proper disposal of any bucket water into the sanitary sewer (for example, through a sink), or released over a landscaped area that has adequate capacity to contain the liquids and the pollutant without allowing discharge onto sidewalks, curbs, gutters streets and drains. Power washing may occur if all wash water is contained, removed and properly disposed.

**Trash and Debris:**

- a. Adequate trash containers with covers must be provided throughout the event venue, including at the exit and entry points. Monitoring trash containers and regular collection of renegade trash and debris is required throughout the event.
- b. Temporary Fencing may be required to be put into place if the event, or any portion thereof, is determined to pose a threat of wind blown debris into any water bodies.
- c. Immediately upon conclusion of the event, all trash, debris and other pollutants must be removed from the event area including any streets and sidewalks. Post event sweeping of the entire venue area (improved streets and parking facilities) may be required.

**Food and Beverage, and all chemical and liquid activities or products:**

Event hosts/organizers and vendors must secure, cover and label all chemical and liquid products. Additionally, they must have a spill kit in or adjacent to their work area, clearly labeled and accessible. For examples of what materials may be included in spill kits, see the Craft/Art Creative Areas section above.

All spilled materials must be picked up out of the public right of way once the spilled material is absorbed off the ground. Spills leaving the event venue area into the surrounding streets must be captured and prevented from entering the storm drains and surrounding non-event areas.

**Vehicles, Equipment and Hydraulic Rides:**

Event hosts/organizers and vendors must secure, cover and label all chemical and liquid products. Additionally, they must have a spill kit in or adjacent to their work area, clearly labeled and accessible. For examples of what materials may be included in spill kits, see the Craft/Art Creative Areas section above.

All spilled materials must be picked up out of the public right of way once the spilled material is absorbed off the ground. Spills leaving the event venue area into the surrounding streets must be captured and prevented from entering storm drains and the surrounding non-event areas. If a spill can not be contained and controlled, immediately notify the Fire Department Dispatch Center at 858-756-3006.

**Portable Restrooms:**

- a. All portable restrooms must be identified on the site map and placed away from all storm drain inlets, drainage swales, water bodies, and any other locations that have the potential to impact the storm drain system.
- b. All portable restrooms are required to have a secondary containment pan. Additional BMPs (i.e. sand bag perimeter barrier, absorbent roll perimeter barrier, etc.) may be necessary around the restrooms to contain possible spills. .
- c. Where possible, portable restrooms should be placed on pervious surfaces.
- d. The contact information for the company responsible for the restrooms must be clearly marked on or around the restrooms.



**10. Temporary Street Closures**

Are temporary street closures necessary?  Yes  No If Yes, you must include information on the application site map clearly showing route, assembly area, parking areas, barricades and other pertinent information. A "clear path of travel (16 feet)" must be available throughout the event venue. (Note: If any temporary road closures are required for this event, the closures and accompanying traffic control will be conducted by City of Vista staff. Fees incurred by the City will be reimbursed by the Event Sponsor. Please contact the Risk Management office for current rates and cost estimates.)

Names of streets to be closed, add more sheets if necessary:

\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Parking will be available at the following locations: \_\_\_\_\_

**11. Have the affected businesses been notified?**

- A)  Yes  No (A signature list must be submitted prior to the event).
- B) Event is held in Historic Downtown Vista  Yes  No
- C) Vista Village Business License Notice (Events located in Historic Downtown Vista **must** notify the VVBA)

\_\_\_\_\_  
Print Name Signature Date

**12. Sound/Electricity Requirements**

- A) Will there be amplified sound?  Yes  No  
If Yes, please describe:  Live Band  DJ  Other, please describe \_\_\_\_\_  
Proposed Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_
- B) How will power be supplied? \_\_\_\_\_

**13. Sanitation, Trash and Debris**

- A) Will restrooms be provided at the event?  Yes  No  
Number of ADA accessible restrooms: \_\_\_\_\_ Total number of restrooms: \_\_\_\_\_
- B) If restrooms are being provided, will they be portable restrooms?  Yes  No  
If yes, secondary containment pans are required and restrooms must be placed away from storm drains.
- C) Will trash receptacles be provided?  Yes  No Total number provided: \_\_\_\_\_



D) Will event staff be assigned to monitor trash containers and to collect renegade trash and debris throughout event?  Yes  No Total number of staff. \_\_\_\_\_

E) Will there be post-event street sweeping?  Yes  No

**14. Signage** (Municipal code 18.52.020 outlines minimum signs standards)

What sort of signage is proposed for the event? \_\_\_\_\_

Where are the proposed sign locations? \_\_\_\_\_

**15. Safety**

A) First Aid

What arrangements have been made for first aid or emergency medical services? \_\_\_\_\_

B) Security (Any event that includes alcohol must have security onsite and ABC licensing)

Description of proposed security arrangements: \_\_\_\_\_

Security company name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact information: \_\_\_\_\_

**16. Equipment**

A) Type of equipment (chairs, tables, vehicles, canopies, PA system etc) planned for this event:

B) Number of tents and/or canopies \_\_\_\_\_ Size of canopies \_\_\_\_\_

Please note that tents/canopies larger than 20' X 20' will require a fire permit.

C) City-owned equipment requested for this event. (Fees may be incurred): \_\_\_\_\_

**17. Food/Beverage**

A) Food

Will there be cooking or warming of food or any other open flame devices?  Yes  No

Will the event include food concession and/or preparation areas?  Yes  No

If yes, Section 17 Vendors must be completed with accompanying documentation

B) Beverages

Will alcoholic beverages be served?  Yes  No Type: \_\_\_\_\_

(Note: If alcohol is present at the event, a permit from the California Department of Alcoholic Beverage Control is required. For more information call 760-471-4237)

**18. Vendor Information**

Does Event Organizer maintain a current City of Vista Business License?  Yes  No

License Number: \_\_\_\_\_

Will items (including food and beverages) or services be sold at your event?  Yes  No

If yes, please indicate number of vendors planned: \_\_\_\_\_

Is the Event Organizer requesting a Special Event Business License Exemption for vendors?

Yes  No \_\_\_\_\_ 0 – 50 vendors \_\_\_\_\_ 51+ vendors

Is a Vendor List for Special Event Business License exemption attached?  Yes  No

Anticipated date of submission (must be 10 days prior to event): \_\_\_\_\_

Will items or services sold at your event present unique liability issues (e.g., body piercing, massage, animal rides, etc.?)  Yes  No If yes, please explain: \_\_\_\_\_

**19. Fees**

Will fees be charged?  Yes  No

Entrance \$ \_\_\_\_\_  Vendor \$ \_\_\_\_\_  Other \$ \_\_\_\_\_

**20. Insurance Information**

Name of insurance company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Copy Attached  Yes  No

City of Vista Named as Additional Insured?  Yes  No Endorsement?  Yes  No

**21. Storm Water Protection**

Have you reviewed the Storm Water Best Management Practices (BMPs) information?

Yes  No You are required to comply with storm water BMPs and must train event staff and vendors of their required BMPs. How will you train them? \_\_\_\_\_

Please contact the City’s Storm Water Protection Program at (760) 643-2804 if you have any questions regarding the required storm water BMPs. (Note: An event may require an inspection from City Stormwater staff. Fees incurred by the City will be reimbursed by the Event Sponsor. Please contact the Risk Management office for current rates and cost estimates.) BMPs must be effectively implemented to prevent the runoff of any pollutant into the storm drain system. What BMPs will be implemented at your event? Check the appropriate boxes and describe any other BMPs in the empty boxes.

Describe BMPs	Yes	No	N/A
Spill Kit(s) If yes, how many? _____			
Secure, cover and label all chemical and liquid products.			
Storm Drain Protection (i.e. gravel bag barriers, sandbag barriers, curb/inlet guards, inlet filters, inlet screens, absorbent roll or sock barriers, etc.)			
Temporary Fencing to prevent wind blown debris going into water bodies			
Other BMPs: (list)			

Based upon your event site plan and components, Vista Fire Department & the Vista Building Department may require an inspection of your venue at your cost before and/ or during the event. Generally the use of a barbecue, bleachers, food preparation, heating devices, inflatable/hot air balloons, open flame, tent/canopy, or vehicles indoors will require a Fire Department inspection with an approximate charge of \$127.00.

Please initial the following:

- The applicant agrees, within four (4) hours of the event, to remove all trash, debris, and other pollutants from the event area, including any streets and sidewalks. \_\_\_\_\_
- The applicant agrees to carry the permit during the event and show it upon demand to the City's representatives. \_\_\_\_\_

To the maximum extent permitted by law, the permit holder shall indemnify and hold harmless the City of Vista, its officers, agents and employees, from any and all claims, causes of action, penalties, losses, expenses (including reasonable attorney's fees) and any other liability for injuries or damage to persons or property which relate to the special event (collectively "losses"), including, without limitation, losses attributable or caused by those attending the special event, resulting from the manner in which the street event is conducted or which were caused by the omissions or authorized acts of the Permittee's officers, agents or employees. If City property is destroyed or damaged by reasons of Permittee's use, event or activity, the Permittee shall reimburse the City for the actual replacement or repair cost of the destroyed property.

The indemnity protections provided herein are not intended to exceed the indemnity available under applicable law. If the indemnity protections are found by a court to be unlawful in any way, the protection shall be curtailed or adjusted but only to the minimum extent required to conform to applicable law. All requirements for insurance on the part of Permittee are in supplementation of this indemnity and shall not limit or excuse Permittee's indemnification obligations. Notwithstanding the foregoing, Permittee shall have no obligation to indemnify City for losses resulting from City's sole negligence or willful misconduct.

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Date

For Storm Water Staff Use Only

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Reviewed Application and Site Map | <input type="checkbox"/> No Further Action Required | <input type="checkbox"/> Communication/Meeting with Organizer Required | <input type="checkbox"/> Pre/Post-Event Inspections Required |
|--|---|--|--|

**SUPPLEMENTAL PARADE INFORMATION**  
(To be submitted with Special Events Permit Application)

Name: \_\_\_\_\_ Name of Event: \_\_\_\_\_

1. Is parade to be conducted for, on behalf of or by an organization?  YES  NO  
If yes, complete below, if no, go to #2

a. Name of organization: \_\_\_\_\_

Address of organization: \_\_\_\_\_

Authorized and responsible Official(s): \_\_\_\_\_

2. If the parade is designated to be held by, on behalf of or for any person or organization other than the applicant, the applicant for such permit shall file with the Director of Community Services a written communication from the person or organization other than the applicant, proposing to hold the parade, authorizing the applicant to apply for the permit on behalf of such person or organization.

3. Parade Chairperson:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Alternate number: \_\_\_\_\_

4. Parade Participants:

Number of People: \_\_\_\_\_ Number of Animals: \_\_\_\_\_ Type: \_\_\_\_\_

Number of vehicles: \_\_\_\_\_ Description: \_\_\_\_\_

Other elements: \_\_\_\_\_

5. Time of assembly: \_\_\_\_\_ am / pm Length of parade: \_\_\_\_\_ Interval between units: \_\_\_\_\_

6. Will parade occupy all or only a portion of the width of the streets proposed? ALL PORTION

7. Give location by streets:

a. Assembly area: \_\_\_\_\_

b. Dispersal area: \_\_\_\_\_

c. Parking area: \_\_\_\_\_

d. Parade route: \_\_\_\_\_

(attach a diagram of route to be followed, clearly marking starting and termination points. Also include the barricade locations)

I agree to compensate the City for any damage to public property and:

a. that the site shall be cleaned and restored to the condition found prior to the holding of the special event within the time frame specified on my permit application or:

b. I shall agree to deposit cash in an amount sufficient to guarantee the cleaning up of the site and the removal of any debris left as a result of my holding of a special event.

\_\_\_\_\_  
Organization Official

\_\_\_\_\_  
Parade Chair



## SPECIAL EVENT PERMIT

Applicant must carry this permit during the entire event.

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### CITY USE ONLY

The Special Event Permit Committee Chair hereby grants a Special Event Permit to conduct a:

\_\_\_\_\_ *Event Name* \_\_\_\_\_  
on \_\_\_\_\_ during the hours of \_\_\_\_\_ at \_\_\_\_\_  
(day/date) \_\_\_\_\_ location

All activities shall be conducted in compliance with the provisions of Section 12.12 of the City Code. This authorization shall be carried with the event sponsor during the permitted activity.

\_\_\_\_\_  
*Special Event Permit Committee Chair*

\_\_\_\_\_  
*Date of Approval*

- |  |  |
|--|--|
| <input type="checkbox"/> All insurance requirements met  | <input type="checkbox"/> Fire/Sheriff's approval granted |
| <input type="checkbox"/> Other City department approvals | <input type="checkbox"/> Business License Verification   |
| <input type="checkbox"/> Deposits received               | <input type="checkbox"/> Other _____                     |

Cc: Fire  
DSC  
Code Compliance  
Sheriff  
Stormwater Program

## Special Events Notice of Affected Businesses

Before final approval of your special events permit can be granted, it is required that you notify and obtain written documentation from ALL AFFECTED BUSINESSES/HOMES within your event location. Event organizers are expected to fully communicate the details of their event to those businesses/homes affected by the event and work through any concerns the affected businesses and homes may have. In addition, the name and phone number of the event contact will be provided to each business so as to address any concerns and/or questions before, during or after the event. Events occurring within the confines of Historic Downtown Vista must provide evidence of contact with the Vista Village Business Association (VVBA). The VVBA is located at 209 E. Broadway, Vista, CA 92084 and can be contacted by phone at (760) 414-9391.

Please use the attached sheet to obtain the necessary documentation and return to: City of Vista, c/o Dolores Gascon, Special Events Committee, 200 Civic Center Drive, Vista, CA 92084, fax: (760) 639-6146.

**Event:** \_\_\_\_\_ **Event Date/Time:** \_\_\_\_\_

Business Name	Address	Phone #	Contact Name (print)	Signature	Approval (Yes/No)	Date Signed	Additional Comments

**Event:**

**Event Date/Time:**

<b>Business Name</b>	<b>Address</b>	<b>Phone #</b>	<b>Contact Name (print)</b>	<b>Signature</b>	<b>Approval (Yes/No)</b>	<b>Date Signed</b>	<b>Additional Comments</b>