



**City of Santa Barbara**

# **SPECIAL EVENT PLANNING GUIDE**

[SantaBarbaraCA.gov/SpecialEvents](http://SantaBarbaraCA.gov/SpecialEvents)

# Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
<b>Welcome!</b> .....	<b>3</b>
<b>What Is a Special Event?</b> .....	<b>4</b>
<b>Glossary</b> .....	<b>5</b>
<b>The Permitting Process in Five Easy Steps</b> .....	<b>8</b>
Step 1.....	8
Step 2.....	8
Step 3.....	9
Step 4.....	9
Step 5.....	10
<b>Permit Approval</b> .....	<b>11</b>
Criteria .....	11
Conditions .....	11
<b>Permit Denial, Revocation, and Appeal Procedure</b> .....	<b>12</b>
<b>Mandatory Meetings</b> .....	<b>14</b>
List of Required Meetings Before and After Your Event .....	14
<b>Fees, Fines, and Payment Deadlines</b> .....	<b>15</b>
List of Fees, Fines, and Payment Deadlines .....	15
<b>Rules and Regulations</b> .....	<b>17</b>
Accessibility Requirements.....	17
Alcohol in Parks and on Beaches.....	17
Amplified Music and Sound .....	18
ATM Machines.....	19
Cancellation Policies.....	19
Citizen Complaints .....	19
Compliance with the Law .....	19
Event Clean-Up.....	20
Event Scheduling and Parking in the Waterfront Area .....	20
Parking and Alternate Transportation .....	20
Temporary Signage.....	21
Turf Impact and Damage .....	21
Use of Stakes .....	22
Use of Vehicles on Parks and on Beaches .....	22
<b>Permits and Compliance Items</b> .....	<b>23</b>
Commonly-Required Permits and Compliance Items.....	23
Less-Common Permit and Compliance Items .....	27

# Welcome!

## Dear Event Organizer,

The City of Santa Barbara is proud to host a multitude of special, community, and expressive events that enhance the quality of life and contribute to the economic vitality of the City. Each year, Santa Barbara hosts hundreds of public special events including athletic events; block parties; citywide, commercial, community or cultural events; parades; festivals; concerts; and first amendment events.

Freedom of speech and expression are rights protected by the First Amendment of the United States Constitution and Article I, Section 2 of the California Constitution. These rights protect the expression of ideas and the right to protest and for peaceful assembly. The City of Santa Barbara is committed to the preservation of these rights with the intent to avoid unnecessarily burdening free speech and to leave open ample opportunities for expression.

As you read this Special Events Guidelines and complete the Citywide Special Event Permit Application, please be aware these documents were developed to address many types and elements of special events. This document was developed to guide you through the City of Santa Barbara special event permitting process and provide the rules and requirements associated with hosting a special event within the City of Santa Barbara community. Inside is everything you need to begin planning your event and the permitting process.

On behalf of the City of Santa Barbara, thank you for contributing to the spirit and vitality of our community. To assist you with planning your special event and ensure proper use of City property and adequate planning for safe conduct of the activity and the general health and safety of the attendees and/or the general public, contact the City's Special Event Coordinator.

## Sarah Knowles

Special Events Coordinator

(805) 897-1926 | [SpecialEvents@SantaBarbaraCA.gov](mailto:SpecialEvents@SantaBarbaraCA.gov)

# What Is a Special Event?

The use of City property for hosting a Special Event requires you to obtain a permit. As it applies to public events held in outdoor venues on city property (parks, beaches, city buildings, etc.), a Special Event is defined as meeting any of the following criteria:

- Road closures, use of public streets, transportation planning and/or extra parking
- Tickets for entry or participant fees
- Requiring security or law enforcement
- 75 or more attendees
- Erection of fencing, tents, stages, barricades, booths, or other structures
- Use of sound amplification equipment;
- Service of alcoholic beverages

Examples of Special Events include athletic events; block parties; citywide, commercial, community or cultural events; parades; festivals; and concerts.

By their nature, Special Events require greater planning, review, and permitting from multiple City departments or other governmental agencies to ensure proper use of City property, adequate planning for safe conduct of the activity, and the overall health and safety of the attendees and/or the general public. The determination of whether an event is a Special Event is made by the Parks and Recreation Department Special Events Coordinator and/or his/her designee.

# Glossary

Before you get started planning a Special Event with the City of Santa Barbara, please review the following terms that are commonly used in this guide.

**Applicant.** A qualified person who has submitted an application for a special event. To be qualified as an applicant the person must be the event organizer and have personal legal capacity and responsibility for the special event and compliance with all permit terms and conditions, or be the authorized representative of an entity that is the event organizer that has legal capacity and responsibility for the special event and compliance with all permit terms and conditions. This person must be available to work with the City's Special Events Coordinator or his/her Designee throughout the permitting process.

**City Property.** Beaches, parks, facilities, streets, plazas, and in the street right of way owned by the City.

**City-Sponsored Event.** An event that is included in the Arts and Economic Vitality Program that involves interdepartmental work efforts to enhance economic vitality, strengthen commercial corridors, and promote tourism, arts and cultural activities, or are organized and operated by the City. As a City-sponsored event, there may be a variety of financial and in-kind resources that are provided to the event organizer. Examples of City-sponsored events include Earth Day, Solstice, Independence Day, Fiesta, and the Christmas Parade.

**Conditional Special Event Permit.** A Conditional Special Event Permit is the initial phase of the permitting process for a special event prior to the receipt of the final Special Event Permit. The conditional permit is granted following submittal of the Special Event Application and initial review by staff. The permit and accompanying Permit and Compliance Item Checklist outline the preliminary permit terms and conditions and fees based on the submitted application. The terms, conditions, and fees may be modified as the application continues through the planning process, based on changes made to the original application or scope of the event and/or additional requirements made by the City.

**Denial Letter.** A Denial Letter indicates that the Special Event Application is being denied. Reasons for denial will be included in the letter. Some potential reasons for denial of an application are listed under Permit Denial, Revocation and Appeal Procedure in this guide.

**Extended Review Letter.** An Extended Review Letter indicates that more time is needed to review the Special Event Application. After this additional review process, a Conditional Special Event Permit or a Denial Letter will be issued.

**Event organizer.** Any person who conducts, manages, promotes, organizes, aids or solicits attendance at a special event.

**Final Special Event Permit.** A Special Event Permit is not considered fully executed or final until the permit is signed and authorized by the Special Event Coordinator or his/her designee. A final permit shall not be granted until all fees have been paid and all pre-event permit terms and condition requirements have been met. The permit shall designate venue, days, times (including set-up, break-down, and actual event), fees, terms and conditions, and additional requirements as appropriate. Once issued, the Final Special Event Permit shall be available at the event site and furnished upon request during the entire event reservation.

**First Amendment Events.** A First Amendment Event, as referenced in these Guidelines, is an event for the purpose of expression protected by the First Amendment. Such events are exempt from some of the requirements stated herein for the purpose of protecting the right of free speech. A First Amendment

Event is not required to apply for a Special Event Permit unless it involves the following circumstances: erection of fencing, tents, stages, barricades, booths, or other structures or the closure of all or a portion of any street or sidewalk, or diversion or control of vehicular traffic in order to provide for the safety of participants. However, in circumstances where a Special Event Permit is not required for First Amendment Events, it is recommended that the event organizer notify the Special Events Coordinator by Submitting a First Amendment Event Notification via the Special Event Webpage. This simple form/process will alert multiple City departments of the event in advance, allowing staff time to organize City resources to both support the event and ensure public safety. This notification will also benefit the First Amendment Event Organizer as they will be made aware of any potential conflicts such as scheduled construction projects or a previously booked event for the same date and location.

The insurance and indemnification requirements stated in this guide shall be waived by the City Risk Manager if the applicant or an officer of the sponsoring organization signs a verified statement that (i) he or she believes the event's purpose is First Amendment expression, and (ii) he or she has determined that (a) the cost of obtaining insurance is so financially burdensome that it would constitute an unreasonable burden on the right of First Amendment expression, or (b) it is impossible to obtain insurance coverage.

**Large-Scale Special Events.** Any event that has 2,500 people or more in attendance, with one or more of the following characteristics, may be classified as a Large-Scale Special Event: occupying a large area of City property over a period of one or more days, having a large and complex setup with significant impact to the event location, affecting adjacent street and other public areas, selling admission tickets, or charging participant fees.

Large-scale special events may also be required to provide the following plans.

- Alcohol Management Plan
- Event Security Plan
- Sound Management Plan
- Neighborhood Impact Mitigation Plan

Events that do not fall into the “Large-Scale Special Event” category because of the number of attendees, but have significant impact because of the duration of the event, use of City property, service of alcohol, number of setup and breakdown days, and/or offer high-risk activities, may be subject to additional requirements.

**Permittee.** Any person issued a permit for a special event is referred to as the “permittee.” To be qualified as a permittee the person must be the event organizer and have personal legal capacity and responsibility for the special event and compliance with all permit terms and conditions, or be the authorized representative of an entity that is the event organizer that has legal capacity and responsibility for the special event and compliance with all permit terms and conditions.

**Professional Event Organizer.** The permittee may contract with a professional event organizer or service provider to represent the sponsoring organization. This person or entity may be authorized to plan the event and work with City Staff in implementing the plan. The professional event organizer must be available to work with City Staff throughout the planning process.

**Public Event.** As it applies to events held in indoor and outdoor venues, any event that is open to the general public is considered a public event.

***Santa Barbara Municipal Code (SBMC).*** The Santa Barbara Municipal Code or SBMC is referred to throughout this guide. You may look up the full text of any SBMC section on the City’s website, or by using this link <https://www.santabarbaraca.gov/gov/cityhall/municode.asp>.

# The Permitting Process in Five Easy Steps

The Special Event permit application process has a number of steps that must be completed before approval and event setup. During the process, City Staff is available to answer questions and provide assistance as necessary to ensure the success of your event and the safety of all attendees.

## **STEP 1**

### **Visit the City of Santa Barbara Special Events Website**

This website, found at [SantaBarbaraCA.gov/SpecialEvents](https://SantaBarbaraCA.gov/SpecialEvents), is designed to provide the necessary information to assist you in planning your event. Here you can view potential locations, check the special event calendar for availability and competing events and familiarize yourself with the standard requirements and rules that apply to all Special Events hosted in the City of Santa Barbara.

## **STEP 2**

### **Submit a Special Event Inquiry, Special Event Application, or First-Amendment Event Notification**

If this is your first time organizing a Special Event in the City of Santa Barbara, you must first submit a Special Event Inquiry Form. The Special Event Coordinator will then assist you in determining a suitable location and date for the event. If available, a 30-day hold may be placed on the dates and location while the organizer prepares their application.

Once you have tentatively confirmed the event location and dates with the Special Event Coordinator, you may submit a Special Event Application. Special Event applications may be submitted up to one year in advance, but no later than 90 days prior to the event date (exceptions may be made if City resources allow), except as provided elsewhere in these Guidelines. Earlier applications deadlines, not to exceed 300 days prior to the event, may be required due to the anticipated size of the event, the occurrence of the event with other related events or the need to coordinate and plan City resources for the event or related events, including events expecting more than 2,500 attendees, street or lane closures, events occurring at the waterfront, events involving pyrotechnics or fireworks, sporting tournaments, and other events.

First-time events expecting more than 2,500 attendees are asked to initiate the inquiry process 10-12 months in advance of the proposed event date. These submission timelines are calculated based on the typical amount of time required for event organizers to finalize event details, review proposed event logistics with the Special Event Coordinator and acquire the necessary permits from various city, county, state and federal agencies.

First Amendment Events are often organized in response to political or community-based news or actions giving organizers a very short time-window to plan their event. The City requests that all First Amendment Event organizers submit a First Amendment Event Notification via the Special Event Webpage as soon as possible in order to confirm availability of the preferred location and give the City sufficient time to organize resources to support the event. In some cases, the organizer may also be required to submit a Special Event Application due to the scope of the event set-up and/or the inclusion of certain event elements, such as the erection of a stage or the closure of a street. The organizer will be notified by the Special Event Coordinator when this is necessary. An application for a Special Event Permit, when a permit is required for a First Amendment Event under these Guidelines, shall be submitted no later than 48 hours prior to the event unless the circumstance which gave rise to the permit application did not reasonably allow the event participants or sponsors to file an application within the time prescribed by these Guidelines.

The City will not complete review of the applicant's submittal until the application is complete. Submittal of an application does not guarantee the date and location, an automatic approval of your event, or an approval of all proposed activities. Submittal of an application does not grant you a permit or confirmation to conduct your planned event. All applications are subject to review and all proposed activities and events are subject to approval by the City.

Returning Special Events in good standing with the City of Santa Barbara may hold event dates for up to 2 years in advance without submitting an application. Future event dates will not automatically be held without a request in writing from a Returning Event Organizer.

### ***STEP 3***

#### **Review of Application by Special Event Coordinator**

Once received, the Special Events Coordinator will review the application to determine the permit fees and charges that will apply for use of the event space. The application is also used to determine the additional permits and compliance items that may be required by other city, county, state and federal agencies. These fees and charges and additional requirements are based on the scope of your event as described in the application.

Refer to [SantaBarbaraCA.gov/SpecialEvents](http://SantaBarbaraCA.gov/SpecialEvents) for the City's current Fees and Charges schedule as it relates to Special Events.

Visit the appropriate sections of this guide to view descriptions of the additional permits and compliance items that may be required for your event. Please be advised that there may be additional charges for these items.

### ***STEP 4***

#### **Conditional Permit Approval**

Once the application review is completed, you will receive a Conditional Special Event Permit listing the total amount of fees due to the Parks and Recreation Department, a corresponding payment schedule and the general rules that apply to events held on City Property. Payment in full is typically due a minimum of 30 days prior to your first rental day.

You will also receive a checklist detailing the additional permits and compliance items required for the event from various city, county, state and federal agencies. For permits issued by City departments, you will be able to submit an application and track the status of these permits online. Contact information and instructions will be provided on how to apply for permits required from agencies outside of the City's jurisdiction. These additional requirements are typically due a minimum of seven (7) days prior to your first rental day.

Should any event elements change after the Conditional Special Event Permit has been issued, you are required to notify the Special Events Coordinator. Should these changes alter the requirements for the event, the Conditional Special Event Permit and Compliance Item Checklist will be updated and re-issued.

#### ***Issuance of a Denial Letter***

A Denial Letter indicates that your application is being denied, with reason(s) for denial included in the letter. Some potential denial reasons are listed in this guide under Permit Denial, Revocation, and Appeal Procedure.

## ***STEP 5***

### **Permit Approved!**

The Special Event or First Amendment Permit will be officially approved once the following tasks are completed:

- All fees and charges due to the City of Santa Barbara are paid.
- The supplemental requirements listed on the accompanying “Permit and Compliance Item Checklist” are provided to and approved by the Special Event Coordinator.
- The applicant has signed a copy of the Special Event Permit.

Once these tasks are completed, the Special Event Coordinator will send you a countersigned version of the Special Event Permit, which will serve as your approved permit. Please plan to keep a copy of this document at the event location.

# Permit Approval

## **CRITERIA**

The Special Events Coordinator shall issue a Special Event permit if it is determined that all of the following criteria have been met:

1. The preparation for or the conduct of the proposed use, event or activity is feasible or will not unreasonably or unfeasibly burden City resources necessary to preserve the public's use of the street in the area contiguous to the site for the special event.
2. The preparation for or the conduct of the proposed use, event or activity will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the site for the special event or adversely affect the City's ability to perform municipal functions or furnish city services in the vicinity of the site for the special event.
3. The proposed use, event or activity does not otherwise present a substantial or unwarranted safety, noise, or traffic hazard.
4. The proposed event will be of a nature and size appropriate to the proposed venue, location, or site and will occur during a time period approved for that venue, location, or site.
5. A transportation management/parking plan has been approved by the City for the event to the extent such a plan is required by implementing regulations.
6. The proposed event will not cause other adverse impacts on health or safety to surrounding residential or commercial uses, which cannot effectively be mitigated.

## **CONDITIONS**

The Special Events Coordinator may condition the issuance of a special event permit by imposing reasonable requirements concerning the time, place, and manner of the event, if such requirements are necessary to protect the safety of persons and property, and to provide for adequate control of traffic, provided such conditions shall not unreasonably restrict the right of free speech. Such conditions may include, but need not be limited to the following:

1. Alteration of the date, time or location of the event proposed on the event application;
2. Requirements for provision of security or crowd control, either private or provided by the City;
3. Requirements for the provision of first aid, sanitary or emergency facilities;
4. Requirements for use of event monitors and some method for providing notice of permit conditions to event participants;
5. Requirements for use of trash and recycling containers/dumpsters, cleanup and restoration of City property;
6. Requirements on use of amplified sound, including music;
7. Compliance with any relevant ordinance or law in obtaining any legally required permit or license;
8. Restriction on the sale or service of alcoholic beverages;
9. Notification of residents in the neighborhood of the proposed event site.

# Permit Denial, Revocation, and Appeal Procedure

The Special Events Coordinator shall deny an application for a special event permit or revoke a special event permit only if she/he determines from a consideration of the application and other pertinent information that one or more of the following exists:

1. One or more of the approval criteria is not met.
2. The applicant has knowingly made a false, misleading or fraudulent statement of fact to the City in the application process.
3. The applicant fails to complete the application form after having been notified of the additional information or documents requested.
4. The application does not satisfy the requirements of this Chapter or the administrative regulations adopted thereto.
5. The application does not comply with any of the conditions of approval including, but not limited to:
  - a. Remittance of fees, charges or deposits,
  - b. Submittal of an indemnification agreement and/or proof of insurance to the extent required, and
  - c. Timely receipt of all required permits and approvals.
6. The applicant fails to agree as a condition of permit issuance that if City property is destroyed or damaged by reason of permittee's use, event or activity and the damage or destruction is directly attributable to the permittee, the permittee shall reimburse the City for the actual replacement or repair cost of the destroyed or damaged property.
7. The applicant has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior community event permit issued by the City.
8. The Special Events Coordinator has earlier received an application to hold another event at the same time and place requested by the applicant, or so close in time and place as to cause undue traffic congestion or create an infeasible parking demand, or the City is unable to meet the needs for necessary services for both events.
9. The time or size of the event is reasonably likely to substantially interrupt the safe and orderly movement of traffic contiguous to the event site or disrupt the use of a street at a time when it is usually subject to great traffic congestion.
10. A City department has earlier received an application to hold another event at the same time or date, making it infeasible to hold both events because the City would not have sufficient resources to provide the necessary services for both events.
11. The concentration of persons, animals and vehicles at the site of the event is reasonably likely to prevent proper police, fire, or ambulance services to the event.
12. The location of the event is reasonably likely to substantially interfere with any construction or maintenance work scheduled to take place upon the proposed event site or with a previously granted encroachment permit.
13. The event is reasonably likely to occur at a time when school is in session at a location adjacent to the school, and the noise created by the activities of the event would substantially disrupt the educational activities of the school.
14. The proposed use is not allowed or not appropriate in the requested location.
15. The location is not available for reservation because the City has set it aside for a scheduled special event or due to policies restricting the frequency or scheduling of events at that location or at the proposed time.

16. The size, scope and duration of the proposed event is not compatible with the location or surrounding neighborhood.
17. There is insufficient time to plan or organize the proposed use in a manner that is consistent with how the City permits events and with the needs of public health and safety.

Whenever possible, rather than denying an application based on the above-stated reasons, the City shall request the applicant modify or relocate their event or their plans. If permitted, the City may impose permit conditions on the permit in order to reflect such modifications.

Returning events and/or returning event organizers that have a history of problems in any of the following areas may have their application and/or Special Event Permit denied or revoked or may have significant limitations put on future events: non-compliance with deadlines, payments and/or adherence to permit terms and conditions, submitting incomplete plans, bounced checks and/or outstanding balance, non-payment of vendors and contractors, damage to City property, misrepresentation of certain event aspects, and non-compliance with alcohol management requirements.

Once a denial has been made, the decision is appealable to the City Administrator or his/her designee. The decision of the City Administrator is final.

# Mandatory Meetings

The City's Special Events Coordinator holds meetings throughout the year with event organizers for the purposes of pre-event coordination, post-event evaluation and discussion of special needs or issues unique to the event. Your Conditional Special Event Permit confirmation letter will state the times and dates for these meetings. Attendance is mandatory. The number of meetings will depend on the size and scope of your event, whether the event is a new or recurring, and/or if there have been issues in the past. The City's Special Events Coordinator will invite representatives from other City Departments to these meetings as appropriate. You are encouraged to include appropriate event personnel in these meetings.

## ***LIST OF REQUIRED MEETINGS BEFORE AND AFTER YOUR EVENT***

### **Pre-Event Meeting**

Large-scale or first-time events may be required to have pre-event meeting(s) which generally will be scheduled 6 – 12 months prior to the actual event. The goal of this meeting is to provide information to any and all City Departments involved or impacted by your event.

### **On-Site Meeting**

The Special Events Coordinator may require an event to have an on-site meeting. On-site meetings are generally scheduled **one month** prior to the event, and a final site map must be presented at this time.

### **On-Site Meetings for Multi-Day Events**

Daily debriefs between City staff and on-site event management staff may be required each morning of the event to review the setup and to resolve any issues that occurred the prior day. City Staff and on-site event management staff will walk the site to ensure that no unauthorized changes were made prior to the event opening. Event staff present at these meetings will have the authority to immediately address and correct any issues or problems raised by City staff.

Failure to comply with City direction and requests in a timely manner will result in the loss of the full security deposit, the termination of the event, and/or inability to return the following year.

### **Post-Event Walkthrough Meeting**

Your Conditional Special Event Permit confirmation letter will specify a time for a post-event walkthrough, which is conducted by the Event Monitor. The Special Events Office prefers that the permittee, event coordinator, or another authorized representative of the permittee is present during the "post-event walkthrough" inspection, as the Event Monitor will walk through the site and assess the condition in which the venue was left.

### **Post-Event Meeting**

First-time events that expect to be recurring events may be required to attend a post-event meeting, generally held within **four weeks** after the event. This is a time to discuss any problems or ideas for the next time while the event is still fresh in everyone's mind.

# Fees, Fines, and Payment Deadlines

For your reference, please review the following list of the many fees, fines, and payment deadlines associated with Special Events.

## ***LIST OF FEES, FINES, AND PAYMENT DEADLINES***

### **Payment Deadlines**

The City accepts payment by cash, check or credit card (except American Express). Fees may be quoted, but are not final until the Special Event application is reviewed and the Conditional Special Event Permit is sent. When your Conditional Special Event Permit is sent out, your fees and the payment schedule will be included. Changes in your event can affect your fees; if changes are proposed and approved for your event after the conditional permit has been issued, your fees and permit will be adjusted accordingly. Generally, the total amount of your fees are due 30 days prior to your first day of use of a City property. A payment schedule will be required for large-scale events and may require payment earlier than four weeks. Payment by cashier's checks may be required if fees and deposits are over \$10,000 and/or the permittee has a history of bounced checks.

### **Administrative Penalty Fines**

Special events take careful planning. To ensure adequate time for review and approval of event plans, event organizers must adhere to set deadlines. To ensure compliance with deadlines and the permit terms and conditions, a schedule of administrative penalty fines has been established. Fines may be charged for the following:

- Missed deadlines for submitting required plans, insurance, permits or compliance items
- Missed deadlines for submitting payments
- Violating permit conditions and/or conducting activities not previously approved for the event
- Non-sustained compliance of sound and bass decibel level limits
- Exceeding amplified sound/music curfew times

### **City Departmental Service Charges**

In addition to the payment of all applicable non-refundable permit application and administrative fees, a permittee shall pay the City for reasonable City departmental service charges incurred due to the permittee's activities under the permit, including fees for police services for traffic control, additional permits required for the event, neighborhood notification, clean-up/damage fees, fire safety officers and other services to the extent such services are utilized and/or required due to the event.

### **Event Monitor Fee**

An Event Monitor will be scheduled to be onsite during the event, event set-up and event breakdown. This person serves as your liaison to the Special Event Coordinator, who verifies and ensures compliance with permit conditions, and conducts a post-event site inspection with you.

### **Facility Use Fee**

This fee is charged for each day of your actual event, with discounts for events that are organized and provide proof of their 501(c)(3) non-profit organization designation and/or which qualify for the City resident discount. Proof of residency is required before the "resident discount" rate is applied.

### **Permit Application Fee**

This is a non-refundable paperwork processing fee. Payment of the application fee does not guarantee that any or all aspects of the application will be approved.

## **Security Deposits**

### ***Parks and Beaches***

For events at a park or beach, this fee is usually equal to the daily facility use fee and is generally refunded within one month after the event if all permit terms and conditions were met, the site was left undamaged, and no extra cleaning was required to be performed by Parks and Recreation staff after the event. Security deposits may be withheld longer than 30 days if significant restoration of any portion of the park or beach is required.

The City reserves the right to charge a higher deposit if the event is large-scale, the permit terms and conditions were not followed for previous events, if site damage or extra cleaning previously occurred, or if a particular element of the event or large vehicle use has a greater potential to cause damage to the park or beach property.

### ***Streets and Sidewalks***

For events solely using City streets or sidewalks (e.g. parades, street fairs, etc.) a deposit based on the number of blocks used by the event is charged. See the attached fee schedule and guidelines. Deposits are returned within one month after the event if all permit terms and conditions were met, and the site was left undamaged, requiring no extra cleaning.

## **Setup and/or Breakdown Day Fee**

These fees are charged for each day of setup or breakdown that occurs outside of the actual event day(s). The fee for a setup or breakdown day is a percentage of the daily facility use fee. An exception exists for dumpsters and portable toilets as long as there is no other rental already scheduled for the following morning. If dumpsters and portable toilets are picked up no later than 9:00 a.m. the following morning, you will not be charged a breakdown day fee.

Note that if you plan to serve food or beverages, or have entertainment for participants on a setup day, we will no longer consider this a setup day but an event day and will be charged as such.

## **Sound Monitor Fee**

When events include amplified musical performances that may occur continuously through the event and/or go into the evening hours, City-hired Sound Monitor(s) may be required to ensure compliance with decibel limits and curfew times.

## **Special Event Fees and Fines**

Special Event fees are based on several factors, including size of the event, the scope of your setup, the degree of impact to the event location, the number of event days, whether setup or breakdown days are needed, whether the host organization is non-profit or for-profit, or whether the applicant is eligible for the resident discount. Check with the Special Events Coordinator for the current fees charged by the City for Special Events. Fees usually consist of:

### **Utility Fee**

Additional fees for electricity, gas or water usage may be charged if the utility is available and utilized at the venue. The fee varies depending on the location.

# Rules and Regulations

## **ACCESSIBILITY REQUIREMENTS**

As an event organizer, you are required to comply with all city, county, state and federal disability access requirements applicable to your event. Please keep this in mind as you design your event.

All temporary structures, 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 shall be provided with the same activities that are in the inaccessible areas. This area cannot 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.

As an organizer, you may choose not to allow pets at your event. In these cases, accommodations must be made for service animals in accordance with the Americans with Disabilities Act. For more information, please visit: [https://www.ada.gov/regs2010/service\\_animal\\_qa.pdf](https://www.ada.gov/regs2010/service_animal_qa.pdf).

## **ALCOHOL IN PARKS AND ON BEACHES**

If you propose to sell or furnish alcoholic beverages at your event, you will be required to obtain a permit from the State of California Department of Alcoholic Beverage Control (ABC). ABC requires an endorsement of their application from local law enforcement and approval from the property owner before issuing such a permit. The Santa Barbara Police Department does not directly endorse ABC applications, but instead will issue an endorsement letter upon the completion and approval of a Santa Barbara Police Department ABC Endorsement Request Application.

Alcohol is prohibited at some locations while it is allowed at others “by permit only.” Check with the Special Events Coordinator for the list of sites where alcohol service is allowed. Note that the Parks and Recreation Department allows public events to serve only beer and wine in our parks and beaches. Alcoholic beverages other than those provided by the permittee will not be allowed within the venue. Glass containers are not allowed on beaches.

### **Beer Garden Requirements**

The sales, service and consumption of permitted alcoholic beverages must take place in a designated “beer garden” as long as alcohol is allowed at the event location. The City has two types of beer gardens, and the style of garden assigned for your event is based on the following criteria:

- Event is held on a Friday, Saturday, or Sunday
- Alcohol is served after 6:30 p.m.
- Anticipated attendance is greater than 2,000 per day
- Event features more than one event location
- Simultaneous events being held in the City, which may affect available police resources

If your event meets less than three of the above criteria, you will be allowed to have a Type 1 beer garden. If your event meets three or more of the above criteria, you will be required to have a Type 2 beer garden. See chart below for the rules pertaining to each type of beer garden:

	<b>Type 1 Beer Garden</b>	<b>Type 2 Beer Garden</b>
Only beer and/or wine allowed. Hard liquor prohibited in City parks and on beaches.	●	●
Alcohol may be served within <b>entire event area</b> as long as the perimeter has a barrier. No separation between those 21 years of age drinking and those under 21 years of age not drinking	●	N/A
Only those 21 years and older allowed within beer garden.	N/A	●
Beer garden to be fenced with either a 6-foot tall single barrier or a 4-foot double barrier with a “moat” of 4 or 5 feet between the interior and exterior barriers. Barrier to be approved by the ABC office. Both styles of barrier to include the appropriate number of emergency exits as determined by SBFDF.	Barrier around perimeter of event	Barrier around beer garden area
IDs checked and wristbands issued to designate those 21 years and older prior to being served alcohol.	●	●
“No alcohol allowed beyond this point” signage.	Placed at beer garden exits	Placed at beer garden exits
Use of glass beverage bottles and cups not permitted.	●	●
Cup size not to exceed 12 ounces.	●	●
Alcohol service to stop 30 minutes before the end of an event.	●	●
Assembly Permit required with maximum capacity of enclosed beer garden determined by Santa Barbara Fire Department.	●	●

To assist people working in the beer garden, or with any event related alcohol service, State of California Alcohol Beverage Control (ABC) offers a free Responsible Beverage Service Training (LEAD Training) in-person and online at <https://www.abc.ca.gov/education/lead-training>. Please speak to the Police Special Events Coordinator in the Police Department for any additional questions.

## **AMPLIFIED MUSIC AND SOUND**

Amplified Music/Sound and/or Live Musical Performances are only allowed at certain City locations with a valid permit. Amplified Music/Sound and/or Live Musical Performances will not be allowed when there are competing uses in the same area. Additionally, neighborhood approval and a comprehensive Sound Management Plan may be required for events held in locations surrounded by residences.

Please keep in mind that if you receive complaints, the Police, Park Ranger or Event Monitor may require you to turn the volume down or off. Some events may be required to pay for City-hired Sound Monitor(s) to ensure that sound levels are kept within the levels set forth in your permit, that music curfew times are observed, and that any other requirements for amplified sound/music are followed. The Special Event Coordinator will determine if this requirement is necessary. The cost of the Sound Monitor(s) will be paid by the event holder.

Events held on the waterfront are required to have the amplified speakers face parallel to the ocean. Please keep this in mind when planning your setup. Event setup, including placement of sound equipment, must comply with the approved site plan.

In the case of music festivals or concert events with amplified music and dancing, it is important to note that the City of Santa Barbara does not allow slam dancing, crowd surfing, mosh pits, or other similar activities. City staff and/or SBPD may require such activities be mitigated or stopped by you at any time during your event.

## ***ATM MACHINES***

Mobile or portable ATM machines are allowed at public events held on City property under the following conditions:

- An application, including insurance certificate and signed indemnification and liability agreement, is submitted by the permittee to the appropriate City department, and a permit for the event has been issued.
- The location of the ATM machine(s) is stipulated on the event site map and in an approved location.
- ATM location and operation complies with all City ordinances relating to use of City property including parks, streets and sidewalks.
- No additional fee will be assessed by the City for the opportunity to have an ATM on City premises as part of the event.

## ***CANCELLATION POLICIES***

All cancellations must be made in writing. The permit application fee is non-refundable and non-transferable. Since most special events require months of pre-planning, we expect you to give prior consideration to the time of year chosen and that your event will occur “rain or shine.” However, if rain is predicted and you decide to cancel within five days prior to your event, no monetary refund will be given but we will work with you to reschedule your event to another available date.

The City of Santa Barbara reserves the right to relocate and/or cancel an event due to weather and/or turf conditions that may cause the event site to be unsafe or unsuitable for event activities.

## ***CITIZEN COMPLAINTS***

The City expects that all Special Events will adopt a “good neighbor” approach with the residents and businesses adjacent to City property. Sometimes events can severely impact neighborhood on-street parking, vehicular traffic flow, or normal noise level. When this happens, complaints are often received from the public. The permittee is expected to comply in a comprehensive and timely fashion with requests by the City in the event of citizen complaints. If a returning event has a history of public complaints, the City reserves the right to hire event hotline personnel, at the expense of the event organizers, to field and respond to calls from citizens over the course of the event. These personnel will communicate complaints to the City’s Special Events Coordinator, who then will contact the permittee with required actions to resolve or mitigate the complaint.

## ***COMPLIANCE WITH THE LAW***

Organizers and participants in Special Events must abide by all city, county, state and federal laws, which include but are not limited to the following:

- Smoking/vaping any tobacco or marijuana product in any City building, park, beach, sport field, open space, trail, sidewalk or paseo are prohibited. SBMC § 9.20.020
- Ban on plastic straws, stirrers and cutlery. SBMC § 9.165
- Ban on expanded polystyrene (commonly referred to as Styrofoam). SBMC § 9.160.040
- Dogs must be on leash. SBMC § 6.08.020

- Vehicles over the size of 25 feet long, 80 inches wide or 82 inches high are considered “oversized vehicles” and are prohibited from parking on the street unless they obtain a Parking Restriction Waiver Permit from Public Work. This applies to vehicles like food trucks. SBMC § 10.44.220

## ***EVENT CLEAN-UP***

As an event organizer, you must ensure the proper disposal of waste and garbage throughout the term of your event, and immediately upon conclusion of the event, the area must be returned to a clean condition. A cleaning crew, staffed with your organization’s personnel or volunteers, is required to clean during and at the end of each day of an event. If you, as an event organizer, set a standard of leaving the venue as clean as you found it, you can have a highly beneficial impact on the Santa Barbara community. Depending on the size and impact of your event, you may be required to hire a professional cleaning company and a company to power-wash the streets, sidewalks, landscape areas or parking lots. If washing is required, the Santa Barbara Municipal Code (SBMC) requires that you use a water collection system, so the wastewater does not go into storm drains. The event area must be cleaned to the satisfaction of the City.

## ***EVENT SCHEDULING AND PARKING IN THE WATERFRONT AREA***

Special Events held in the waterfront area of the City of Santa Barbara have additional restrictions given the area’s high use by the public, close proximity to hotels and residential areas, and available parking. These additional requirements include the following:

No large-scale events shall be scheduled on Memorial Day or Labor Day Weekends in waterfront locations. (SBMC 28.44.070). A waiver of this policy requires City Council approval and would only be considered for a one-time event of national, state, or local significance to the entire community.

No large-scale events that conflict with Earth Day, Summer Solstice, Independence Day, and Fiesta shall be scheduled. A waiver of this policy requires City Administrator or his/her designee approval.

There shall be a minimum of at least two weeks between large-scale events scheduled for the same location.

The Waterfront Department shall consider the availability of parking spaces for the Harbor and Wharf areas for events held June through September. Projected available spaces in Waterfront lots during these months shall be considered by the Police Department and the Parks and Recreation Department in reviewing applications for all events that could potentially impact available parking. City Departments have the authority to work with applicants to provide alternate locations, dates or times for events to best accommodate general public use, business and event parking. Departments have the authority to deny a permit request if the proposed event would overly impact available parking.

Hiring of SBPD officers to manage traffic going in or out of a waterfront parking lot may be required at the expense of the event organizer.

## ***PARKING AND ALTERNATE TRANSPORTATION***

The City may require permittees to have a Neighborhood Impact Mitigation Plan that includes agreements for alternative transportation in order to ease the congestion and parking issues that occur when people drive their vehicles to an event. Alternative transportation includes carpooling, on-demand ridesharing or encouraging people to walk, bike or take public transportation. Additionally, providing a shuttle service, offsite parking locations and dedicated drop-off and pick-up areas for rideshare drivers may be appropriate to lessen traffic congestion around your event. Neighborhood notification letters may also be required.

Parking is **not** included with your reservation fee. Depending on where your event is taking place and your expected attendance, having sufficient parking for your event without upsetting the residents and businesses

in the immediate neighborhood can be challenging. You may not ever block or cordon off these parking lots for your event's exclusive use without prior authorization from the City.

## ***STREET CLOSURE REQUIREMENTS***

A professionally prepared traffic control plan is required for events that include a street closure, or detour(s). Consequently, it is recommended that an application for such events be submitted as early as possible. The plan will be submitted to the City of Santa Barbara Traffic Engineer for approval.

Applicants will also be responsible for providing all necessary traffic control equipment needed. Traffic control equipment must conform to the Manual of Traffic Control Devices published by the National Highway and Traffic Safety Administration.

## ***TEMPORARY SIGNAGE***

The City of Santa Barbara has a sign ordinance that regulates temporary signs, SBMC Chapter 22.70. All public events must adhere to this ordinance when posting event identification signs.

### **Identification Signs**

One identification sign may be posted at the site of an upcoming event for a period of fourteen days prior to an event and must be removed at the end of an event.

- Sign may not exceed 9 feet by 3 feet
- Letter height may not exceed 12 inches
- Identification signs facing out may not be higher than 15 feet above the ground
- No fluorescent or “day-glo” colors are allowed
- No artificial lighting of signs
- No less than 18 feet distance from a public street

### **Event Area Signs**

There is no limit on the square footage of signs facing inward in a compound. These signs must have a 25 feet setback from the street.

### **Materials**

Materials must be durable enough to last through the entire event in good condition such as fabrics, plastics, metal or other durable material)

### **Other**

- Volleyball nets with sponsor's name, logo or advertising incorporated into the net are permitted at volleyball events.
- Banners or flags with a decorative primary purpose are not limited. Poles may not exceed 25 feet in height.
- No inflatables except by permission of the Parks and Recreation Director (not to exceed five events per year). Inflatables are only allowed on the day of the event. If the event is for two or more days, inflatables are allowed only during the time of the event.
- Signs cannot be attached to City street light/sign poles, trash cans, bicycle posts or trees.

## ***TURF IMPACT AND DAMAGE***

Because exceptions are made to the “no vehicles allowed within the parkland” policy, some events may have very high impact on park turf due to the number and size of vehicles, equipment or event activities. In these cases, the Parks and Recreation Department may require an event to pay for aeration, reseeding or repair of

the affected turf. Damage due to such impact combined with rain or causes of nature will also be billed directly to the event. Consider this when planning your setup, especially if your event is held during a potentially rainy month. An additional deposit may be required for the subsequent turf restoration. This deposit will be paid to the City four weeks prior to the event, and prior to the Final Special Event Permit being issued.

## ***USE OF STAKES***

To protect turf and irrigation, the use of stakes to anchor tents, canopies, inflatable bouncers, stages, etc. is strictly prohibited. If you are planning to have anything that needs to be anchored down, please plan accordingly. Exceptions to this policy may be granted under certain conditions.

## ***USE OF VEHICLES IN PARKS AND ON BEACHES***

No public vehicles shall be allowed to drive or park on beaches or park turf due to the safety hazard and potential damage to parkland. Occasional exceptions to this policy may be granted by the Parks and Recreation Director or his/her designee for permitted public events. Conditions will be imposed to ensure public safety and minimize damage to parkland.

Requests for permission to drive onto the beach or inside a park will be indicated by selecting the appropriate checkbox on the Special Event Application. Access to the beach or a park must be limited to vehicles deemed essential to the setup or breakdown of the event, such as vehicles unloading/loading equipment or supplies, or display vehicles related to the event. This includes ATVs, mules, golf carts and large sized trucks. Events that are granted permission will receive either a temporary parking pass or a loading/unloading pass for the authorized vehicles to display on their dashboard. Events will be required to abide by certain conditions such as driving in low gear, not exceeding 5 mph, having flashers and headlights on while in a park/beach location, having a vehicle “monitor” present to oversee this operation or having a non-porous mat or plywood underneath to catch leaking fluids or prevent ruts/depressions on the grass. Vehicles found on the beach or inside a park without a pass will be cited and fined. At that point, permission to use ATVs, mules or any other vehicle on the beach or in a park will be rescinded. Future event permit consideration will be jeopardized if vehicles do not comply with the driving conditions or excessively abuse the policy.

Additionally, events may need to have large size, heavy vehicles present, such as box trucks, garbage trucks, refrigerator trucks, motor homes, semi-tractor trailers, etc. to bring portable stages, television screens, and other large equipment onto parks or beaches. If this is the case, protective flooring may be required to mitigate turf damage caused by large vehicles. This protective flooring may be either sheets of plywood or specialized flooring designed for heavy vehicles that also allows sunlight and air circulation to reach the grass. The type of flooring required will depend on the number of vehicles brought onto the turf and/or the length of time these vehicles will remain on the turf.

# Permits and Compliance Items

## **COMMONLY-REQUIRED PERMITS AND COMPLIANCE ITEMS**

There are a number of different Special Event-related permits that may be required in conjunction with a Final Special Event Permit. The proposed event venue, activities, components, attendance and unique circumstances of the event are contributing factors to the final determination of the required permits. The City of Santa Barbara maintains sole discretion to determine the required permits for the proposed venue and/or components of your event.

Below is a list of the most common permit types you may be required to obtain. Your Conditional Special Event Permit will list any supplemental permits and provisions that will be required. These permits and “compliance” items must be received no later than **seven days prior to your event** before issuance of your Final Special Event Permit.

### **Site Plan/Route Map**

The site plan or route map you include with your Special Event Application is a visual representation of all the infrastructure and operational event elements that you describe throughout your application. **This is required of all events.** It should include all stationary elements as well as moving routes.

All events are required to provide an event site plan and/or route map by the time designated on the Conditional Special Event Permit. First-time events are required to submit a rough site plan/route map with their application in order for the Special Events Coordinator to set fees and requirements correctly. The final site plan/ route map must be provided one month prior to your event. The site plan must show the total dimensions of the event footprint and all items placed inside the footprint, including but not limited to:

- Tent Structures
- Stages
- Canopies
- Generators
- Tables
- Bleachers
- Food, merchandise, and information booths
- Beer garden(s)
- Equipment/vehicle parking areas
- Kids’ activities
- Security guard placement
- Interior and perimeter fencing, with dimensions
- Portable toilets
- Dumpsters
- Bicycle valet zone
- Backstage area
- Storage trailers
- Light towers

Please label items on your site plan, along with approximate dimensions. Keep in mind the Santa Barbara Fire Department requires a 20’ clearance lane through your event for access by emergency vehicles and that your event is accessible to all.

The Final Special Event Permit issued by the City of Santa Barbara will only be valid for the venue areas and event elements described in your Special Event Application and site plan and/or route map. Modifications to your request may be required during the event planning process and will be incorporated in the Final Special Event Permit. Requests to make notable changes and/or additions to the site plan or route map after the on-site meeting may not be honored.

## Insurance Requirements

All Special Events, except First Amendment Events and other events that have received a waiver pursuant to SBMC Chapter 15.17, are required to provide a Certificate of Insurance to cover all event, setup and breakdown days. Insurance limits are determined for each event by the City Risk Manager or his/her designee. All decisions made by the Risk Manager or his/her designee are final. Required insurance levels are based on the size, scope and elements of your event, including the amount of risk associated with event activities. General guidelines are as follows:

A Certificate of Insurance, **plus the endorsement** (to indicate coverage has been bound), must be received no later than four weeks prior to your first rental day, and must show you have contracted an insurance policy with the terms and conditions set forth at [SantaBarbaraCA.gov/SpecialEvents](http://SantaBarbaraCA.gov/SpecialEvents).

- The minimums for comprehensive general liability and automobile liability coverage as set forth at [SantaBarbaraCA.gov/SpecialEvents](http://SantaBarbaraCA.gov/SpecialEvents).
- Includes all set-up, event and breakdown days.
- Covers high-risk activities that you will have at your event such as alcohol, inflatable bouncers, Velcro walls, rock climbing walls, petting zoos, etc.; modified to reflect what activity organizer will have.
- Lists the City of Santa Barbara, its officers, employees and agents as additional insured.

## Indemnification Requirements

Prior to issuance of an event permit, the applicant or the authorized officer of the sponsoring organization must sign an agreement to reimburse the City of Santa Barbara, in a form consistent with this requirement and acceptable to the City Attorney, for any costs incurred in repairing damage to City property occurring in connection with the permitted event and proximately caused by the actions of the permittee or sponsoring organization, its officers, employees, volunteers or agents, or any person who was under the permittee's or sponsoring organization's control insofar as permitted by law. For purposes of this Section, a person who merely joins in a special event is not considered, by reason of that act alone, to be "under the control" of the permittee or sponsoring organization.

Each Special Events permit shall expressly provide that the permittee agrees, at permittee's own costs and expense, to indemnify, hold harmless, and defend the City, including, but not limited to, the City Council, boards and commissions of the City of Santa Barbara, its officers, agents, employees and volunteers (collectively "City Indemnitees"), from and against any and all demands, claims, actions, suits, judgments, damages, liability, costs and expense, including, but not limited to, reasonable attorneys' and other professional fees (collectively "Claims"), to the extent arising directly or indirectly from one or more of the following:

1. The possession, occupancy, use, or enjoyment of the permitted area by Permittee or its officers, agents, contractors, subcontractors, employees, volunteers, sponsors, participants, guests, and invitees thereof (collectively the "Indemnitors");
2. Permittee's business, activities, operations, services or work conducted in, on or about the permitted area;
3. Any breach or default in the performance of any obligation on Permittee's part to be performed under the terms of the Special Events Permit;

4. Any negligent or wrongful act or omission of any Indemnitor;
5. Furnishing or supplying any work, services, materials, equipment or supplies by any person, firms, corporations, or other entities in, on or about the permitted area on behalf of the permittee; provided, however, that Permittee shall have no obligation to indemnify, protect, or defend or hold harmless the City Indemnitees for Claims arising from the sole active negligence or willful misconduct of the City Indemnitees.

All provisions of the Indemnification Agreement shall survive the termination or expiration of the Special Events Permit. In addition to bearing the full cost and expense of defending the City, the Indemnitor shall also indemnify and hold the City harmless from any settlement entered into and any judgment that may be rendered against the City as a result of and in proportion to and to the extent of the alleged willful or negligent acts or omissions of the Indemnitor or Indemnitor's officers, agents, employees, or volunteers in connection with the permitted event or activity.

The indemnification requirement described herein shall be waived by the City for those applicants who have established a basis for the waiver of insurance pursuant to SBMC Chapter 15.17.

## **Alcohol Use Permit**

Event organizers may be required to provide an Alcohol Management Plan. If you intend to sell or give away any alcoholic beverages at your event, you must receive authorization from the Santa Barbara Police Department (SBPD) and the State of California Department of Alcoholic Beverage Control (ABC). It is your responsibility to obtain the appropriate "ABC permit" from the State of California Alcoholic Beverage Control Board office in Ventura, California. Additional information about Alcohol Beverage Control licensing, permit requirements and an application can be obtained by calling (805) 289-0100 or by visiting <https://www.abc.ca.gov/licensing/license-forms/>.

Before the ABC office issues their permit, they will require a signature on the ABC application by the Special Event Coordinator as the property owner representative. To obtain a letter of endorsement, an ABC Endorsement Application from the Santa Barbara Police Department must be completed and submitted. There is a charge for this application, which can be found at <https://www.santabarbaraca.gov/gov/depts/parksrec/recreation/events/plan.asp>.

## **Temporary Food Facility Permit**

If you intend to sell, serve, give away, or sample food or consumable products including water and other beverages at a public event, you must obtain a temporary food facility permit. This County Health Permit is required whether you are serving food prepared on-site, pre-packaged food, or food and beverage considered to be "low risk" (i.e. bottled water, packaged cookies, cakes, etc.). The application is obtained through the County of Santa Barbara's Environmental Health Services Department at (805) 681-4900 or on their website at [www.sbcphd.org/ehs](http://www.sbcphd.org/ehs). Since the County Health permit is usually issued on the day of the event, the Special Events Coordinator will directly confirm your approval status with County Health in advance. This requirement does not apply to private events or mobile food facilities (i.e., food trucks) already permitted with the Santa Barbara County Public Health Department.

## **Temporary Power Permit**

Since most event locations do not have electricity available, generators are often brought in to add power to a site. If a towable generator with a grounding rod is brought in, a temporary power permit is required. Only a licensed electrical contractor can apply for this permit. An electrical inspection will also be required on or before the event day/time. A temporary power permit is not required if you are bringing in a small, portable generator or if you are connecting to an existing City electrical receptacle.

## **Building Permit**

Events that erect temporary structures or install temporary electrical wiring may be required to obtain a Building Permit. Examples of structures that may require the permit are awnings, bleachers, art installations, facades, stages 24” or more in height or 120 square feet or more in size, enclosed tents, fencing higher than 3½ feet in height, food or beverage cooking/refrigeration/processing equipment, festoon lighting and convenience outlets. The City’s Building and Safety staff will review the site plan and inspect the site for soundness, safety and accessibility.

## **One-Day Vendor’s License**

If you plan to have vendors sell food, beverages, merchandise or services (i.e., a vendor selling massages after an organized run), you are responsible for ensuring each of your vendors applies for this license. An “Application for Special Event or One-Day Vendor’s License” must be completed prior to issuance of the license. Your Final Special Event Permit will not be issued until appropriate vendor fees are paid to the Finance Department.

## **Parking Restriction Waiver Permit**

A parking restriction waiver permit must be acquired if you want to post “no parking” signs on a street that normally allows street parking in order to create an unloading/loading zone for your event vendors’ staff, and on-demand ride sharing vehicles.

## **Portable Toilet Contract**

Depending on the size of your event, its duration, and whether food and/or beverages are served, you may be required to provide portable toilets at the rate of one for every 250–300 expected attendees. Please note that at least 10% of the toilets must be handicapped-accessible. Some events may be required to service their toilets during the day, depending on the volume of people and the duration of the event. Please keep in mind that permanent bathrooms on site are not factored in when determining the number of restrooms needed. Permanent restrooms are intended for the normal activity of the park and hours of operation and are not intended to accommodate public events. A copy of a contract from the portable toilet vendor, including delivery and pick up times that fall within the permit period, must be provided one week prior to your event as proof of compliance.

## **Public Assembly Permit**

All public assemblies of more than 49 people in areas that are not regularly classified for use as public assembly sites must be reviewed and approved by the Santa Barbara Fire Department. Examples include barricaded streets, fenced beer gardens, ticketed events with a fenced event area, tented events, trade and events in defined venues.

## **Trash/Recycling Contract**

All events are required to provide and place trash and recycling event containers with lids, side-by-side, throughout the event site. Events with 300 or more people may also be required to provide at least one trash dumpster, and a recycling dumpster may also be required if cardboard and other recyclables generated from food and beverage are a large part of your event. Any trash or recyclables overflowing from permanent or temporary trash/recycle containers or dumpsters within the event area must be picked up and properly placed in a container. The Special Event Coordinator will determine which trash receptacles are required, how many and location of placement. Event organizers can hire any company to provide and service additional event trash boxes (as long as all trash and recyclables in the event boxes are transported to a licensed processing facility within the City of Santa Barbara). For those events required to have extra dumpsters or roll-offs, the City’s franchised hauler, Marborg Industries must be used. One week before your

event, you must provide a copy of your contract with the, showing proof of securing adequate trash/recycle containers and dumpsters and provisions for servicing them. .

## **Tent Permit**

If you are planning to use a tent larger than 400 sq. ft. or a canopy larger than 700 sq. ft., you will need to obtain a tent permit from the City of Santa Barbara Fire Department (SBFD). Open flames are generally prohibited in tents.

## **Security Guard Contract**

Professional, uniformed and licensed security guards may be required if an event has a large number of minors attending, if crowd control may be an issue, if alcohol is being served, if public safety issues are expected, or if deemed necessary by the Santa Barbara Police Department. Additionally, if any equipment is left in an event location overnight, professional, uniformed and licensed security services will be required to guard it.

Professional security guards must be contracted through a security guard company with a valid Private Patrol Operator (PPO) license number and the guards must have valid guard card numbers. A copy of the security company contract showing the hours of service must be submitted no later than one week prior to your event as proof of compliance along with the PPO license number and the names and guard card numbers of the security guards. The role of the private security guard at a Special Event is to maintain order, to prevent damage and destruction to property, and to notify SBPD Officers of any unlawful, disorderly, or dangerous conduct at the Special Event.

## **Waterfront Parking Lot Facility Use Application**

A permit is required to reserve spaces in one of the paid waterfront parking lots from East Beach to Leadbetter Beach in order to provide parking for your event or as a staging area for food trucks, portable toilets, etc., and the event organizer must pay for the number of parking spaces you want to reserve.

## ***LESS-COMMON PERMIT AND COMPLIANCE ITEMS***

Below, for your reference, is a list of some of the less-common permit and compliance items your event may need.

### **Bicycle Valet Contract**

The City strives to have all their events utilize alternative transportation methods in order to be sustainable and to ease traffic congestion and parking issues that cars and other vehicles bring. If your event takes place in a neighborhood with little available parking, a bicycle valet service may be required. A copy of a contract from the bicycle valet service must be provided one week prior to your event as proof of compliance.

### **Coastal Development Permit/Exemption**

#### ***Temporary Events in the Coastal Zone***

Temporary events in the Coastal Zone (see [map](#)) can require applications for Coastal Exemption determinations or Coastal Development Permits in order to comply with the California Coastal Act and SBMC §28.44. The specific regulations defining temporary events and governing when temporary events are exempt from coastal development permitting requirements are located in SBMC § 28.44.070.

Certain events are exempt from coastal permitting requirements and do not require a formal Coastal Exemption application and determination from the Planning Division. Unless specifically identified below, events occurring entirely on private property (including private off-street parking lots) or located at designated picnic areas or other facilities rented out regularly by the Parks and Recreation Department do not

require a formal Coastal Exemption determination. A formal Coastal Exemption application submittal and determination from the Planning Division is generally required if the event would involve any one of the following:

- Is located on a sandy beach and includes: 1) placement of non-permanent structures (bleachers, perimeter fencing, vendor tents/canopies, stands, trailers, portable toilets, sound/video equipment, platforms, etc.); or 2) a fee for entrance; or 3) otherwise limit use of the sandy beach to the general public.
- Is located in a public open space area with natural habitat (oak woodland, etc.) and includes: 1) placement of non-permanent structures (bleachers, perimeter fencing, vendor tents/canopies, stands, trailers, portable toilets, sound/video equipment, platforms, etc.); or 2) a fee for entrance; or 3) otherwise limits use of the open space area to the general public.
- Occurs in summer between Memorial Day weekend and Labor Day (inclusive) and requires closure for more than three consecutive hours of any public roads or parking spaces in City-owned parking lots.
- Occurs after Labor Day weekend and before Memorial Day weekend and requires closure for more than three consecutive hours of a major public road providing access to the shoreline (i.e. Cliff Drive, Las Positas Road, Meigs Road, Shoreline Drive, Loma Alta Drive, Cabrillo Boulevard, Castillo Street, State Street, Garden Street, Calle Cesar Chavez, Milpas Street, Channel Drive, Old Coast Highway, etc.) or the majority of public parking in any shoreline lot.
- Is located on public parkland that is not rented out regularly for events or picnicking and includes a fee for entrance or otherwise limits use of the majority of the park for the general public for more than three consecutive hours.
- Involves fireworks.

Temporary events that have historically required a Coastal Development Permit to address and monitor associated impacts to coastal resources also require a formal Coastal Exemption determination or Coastal Development Permit.

Coastal Exemption determinations, when required, often take up to **four weeks** for the City's Planning staff to review and process.

A Coastal Development Permit can often take six to eight months to review and process. Any event that meets all three of the following criteria is likely to require a Coastal Development Permit: the event would occur between Memorial Day weekend and Labor Day (inclusive); would be located on the sandy beach; and would involve a charge for general public admission or seating where no fee is currently charged for public use of the same area.

While some special events may not require formal Coastal Exemption determinations or Coastal Development Permits, please be aware that other portions of the Municipal Code or City rules and regulations may apply.

We recommend contacting the Planning Division as soon as possible when coordinating an event that may require a Coastal Exemption determination or Coastal Development Permit. Contact the City of Santa Barbara Community Development Department, Planning Division at (805) 564-5578 or by email at [PlanningCounter@SantaBarbaraCA.gov](mailto:PlanningCounter@SantaBarbaraCA.gov) find the [Coastal Exemption Application](#) or [Coastal Development Permit Application](#) online.

## **Exhibit and Trade Show Permits**

The Santa Barbara Fire Department provides plan check services to review booth layout, pedestrian flow, aisle width, exiting plans and other crowd safety issues associated with trade shows and expositions (including those held in tents) in compliance with the California Fire Code.

## **Marine Event Permit**

A Marine Event Permit from the Los Angeles-Long Beach sector of the US Coast Guard is required for events with organized water activities such as swims, SUP paddles, kayak/canoe races, boating regattas, etc. Submit application at <https://homeport.uscg.mil/Pages/MarineEventFormSubmission.aspx>. There is no cost for this application if US Coast Guard reviews it and decides to issue an approval letter rather than a permit, but note that an application must be submitted regardless of whether the event was granted a permit waiver in previous years. For follow-up communications, contact the US Coast Guard Waterways Management Division at [D11-DG-SectorLALB-WWM@uscg.mil](mailto:D11-DG-SectorLALB-WWM@uscg.mil).

## **Neighborhood Approval and/or Notification**

The City expects that all special events will adopt a “good neighbor” approach with the residents and businesses adjacent to event locations. Sometimes events can severely impact a neighborhood’s on-street parking, vehicular traffic flow or normal noise level. In these situations, the City may require the event to receive pre-approval from more than 50% of the impacted neighborhood before a special event application will be considered. In other situations where impacts are less severe, the City may only require that an event provide advance notification to the neighborhood. If either is required, the approval and/or notification to the neighborhood should include such details such as the name of the event, the name and number of the Host Organization and/or applicant and the event coordinator (if applicable), the hours of the event and a description of the type of impacts the residents and businesses may experience.

Pre-approval is not required for First Amendment Events as described in this guide.

## **Open Flame Permits/Fireworks/Pyrotechnics/Special Effects**

All activities associated with the use of pyrotechnics and open flames must be reviewed, approved, and permitted by the Santa Barbara Fire Department. Examples of activities in this category include outdoor fireworks, model rocket launches, open flame activities such as fire walking, hot-work, welding/cutting, fire performance, cooking over a flame, and special effects using pyrotechnic devices.

## **Professional Cleaning Contract**

Cleaning during and after an event by a professional company may be required for events, if determined by City staff that there is past history of poor cleanup and/or use of event staff and volunteers was insufficient to accomplish the task successfully. Requirements for professional services may include the following:

- Pickup of any overflowing trash from trash/recycle containers (cardboard event boxes and permanent trash/recycle receptacles) within the event area.
- Thorough clean-up up any residual trash/litter (including confetti) from event area, including all streets sidewalks, gutters, drain inlets, catch basins and planters.
- Use of a vacuum to clean-up and capture confetti.
- Power washing with a water collection system (if required).

A copy of a contract from the cleaning company must be provided one week prior to your event as proof of compliance.

## **Coordination of Police and Private Security**

The purpose of police presence during events is to ensure public safety and handle law enforcement matters only and should not be looked upon to provide services able to be handled by private security. The officer’s role is to augment private security and respond to any emergencies which may require police presence.

Responsibilities of private security hired by the event organizer include, but are not limited to, checking IDs to prevent underage drinking, bag and security checks, managing capacity limits and denying entry. For more

complex events, a pre-meeting can be conducted before the event to discuss responsibilities and conditions. An operational plan relating the event will be forwarded to the assigned officer(s) prior to the event. A contact person representing the event organizer must be at the event for its entire duration, and must have a copy of the Event Permit available for review.

### **Sidewalk Merchandising License**

If you plan to use a street or sidewalk for vendors to sell food, beverages, merchandise or services a part of your event, you are required to have a Sidewalk Merchandising License. The application for this license may be obtained at the City of Santa Barbara Public Works Department Permit Counter at 630 Garden Street. At the time the application is submitted, you must include a detailed site plan diagramming the dimensions of the vendor's booth and all items that will be set up inside or near the booth, a photograph of the proposed merchandise for sale, a copy of your current City of Santa Barbara Business License Tax Certificate and a copy of your Certificate of Insurance naming the City of Santa Barbara as additional insured. The booth may not block accessible paths of travel, leaving a minimum four feet accessible.

### **Special Lighting Event Permit**

The use of searchlights, laser lights and other similar high intensity outdoor lights are prohibited by the City's Municipal Code except pursuant to a Special Lighting Event Permit. If a searchlight is planned for your event, an application must be submitted to the Community Development Department two weeks prior to the event. Note that if a permit is granted, the searchlight, laser light or other similar light may only be operated for a period not to exceed eight consecutive hours, provided that no such permit has been granted for any one property or business location within the City more often than five times during any 180 day period. Permission to operate the searchlight, laser light or other similar light between the hours of midnight and sunrise will not be granted.