



City of San Clemente

Beaches, Parks and Recreation Department

100 N. Calle Seville, San Clemente, California 92672

Phone: (949) 361-8264 | Fax: (949) 361-8280

SPECIAL EVENT PROCEDURE & APPLICATION

(Please submit completed application at least 60 days in advance of event)

Thank you for your interest in hosting an event in the City of San Clemente! Planning a successful event involves cooperation and participation from many people, including City of San Clemente employees. Please read through the following information to understand the Special Event process in accordance with City ordinance 8.72.010.

WHAT IS A SPECIAL EVENT?

A special event is any organized activity within the City that lasts for either 45 consecutive days or less, or 14 non-consecutive days or less in a year. Special events include, but are not limited to, amusement attractions, athletic events, parades, surfing contests, block parties, and carnivals. It does not include construction projects, funerals, or activities that do not at least partially occur in or impact the public right-of-way, nor attract more than 20 people during any given 24-hour period.

SPECIAL EVENT CATEGORIES

Category I: Simple Event

- Use of Existing Public Space that is managed by policies for rentals/site fees (picnic shelters, athletic fields, facility space, or room rentals).
- Duration of event is relatively short, and does not include multiple dates or large set up, requiring impact for load-in.
- Attendance is estimated at less than 200 people per hour.
- Site can accommodate activity without impact to other general use of same site.
- No outside services or contracts are needed to manage the event (rentals, portable restrooms, stages, trash).
- No sales or sampling by outside vendors, including food, products, or services.

Category II: Complex Event

- Use of space that is not managed by policies for rentals and no associated fee schedule (streets, trails, beaches).
- Duration of event is multiple dates.
- Attendance is estimated to include over 200 people.
- Requests for exclusive use, impacting general use by public or neighboring residents, businesses.
- Needs additional review for impacts of noise, traffic, crowd control, and associated contracts for outside staffing.
- Requests for use that is outside city policy and needs approval, including City Council or other agency permits.
- Activities that require city services or outside contract services (police, fire, public works, State or County permits, specialty contract services – barricades, portable restrooms, traffic control, etc.).

BUSINESS LICENSE INFORMATION

All event applicants must have a business license, including non-profit organizations. If you have a license that will be

current during the time(s) of the event, please provide the business license number on your application. For information on obtaining a business license, contact the Business License Division at (949) 361-6166 or businesslicense@san-clemente.org.

FOOD & BEVERAGE SALES/SERVICE

The City does not issue permits for the sale of food, as related to the requirements of the Orange County Health Care Agency (OCHCA). **All OCHCA requirements must be adhered to for any food/beverage service at the event.** Events that involve the sale of and/or consumption of alcoholic beverages will require all individuals selling and/or serving alcoholic beverages to attend a Responsible Beverage Service Training Class and approval through the California ABC. Copies of all approved permits and licenses will be required to be submitted to the City prior to the event.

For food and beverage permit information, contact the Orange County Health Department at (714) 667-3600 or CClark@ochca.com. For alcohol licensing, contact the ABC at (714) 558-4101 or STA.Direct@abc.ca.gov.

ENVIRONMENTAL REQUIREMENTS

San Clemente is dedicated to protecting the environmental integrity of our beaches, neighborhoods, and open spaces. All special events must take adequate measures to comply with the following recycling and surface water quality protection requirements. Failure to abide by these requirements will result in the immediate revocation of the current special event permit and the denial of future special event applications. For additional questions regarding these requirements, contact the City's Environmental Services Coordinator at (949) 498-9436.

- **Recycling:** A site map showing placement of the recycling & trash receptacles must be approved by the City's Environmental Services Coordinator prior to obtaining a permit. The applicant must provide the appropriate number of bins/receptacles, based on anticipated attendance and/or prior history. It is also mandatory to provide adequate containment for cardboard recycling for all vendors participating in the event. The applicant shall verify that all the vendors are notified of cardboard recycling prior to the event. Trash (only) containers should be left opened, weather permitting, during the event and closed and stored properly in the evenings. Please be advised that CR&R, the City's trash & recycling hauler, does not collect on Sundays.
- **Expandable Polystyrene Foam (aka Styrofoam):** Please be advised that the utilization and/or distribution of expandable polystyrene, commonly referred to by the tradename *Styrofoam*, food service products at any City-permitted event is strictly prohibited.
- **Surface Water Quality:** The applicant is responsible for cleaning the permitted area. Clean-up activities must be in compliance with all pertinent City codes, including the Storm Water Runoff Control Ordinance, Municipal Code Section 13.040. Trash, debris, food residue and other wastes must be removed at the conclusion of each day of the event. Any water used for cleaning purposes must be collected and disposed of appropriately. Please call the Utilities Department (949-366-1553) in advance for guidance. At no time shall waste or wastewater enter the City's storm drain system, which includes gutters and catch basins.

STREET CLOSURES & TRAFFIC CONTROL

Please describe any street closures or requested variances or waivers from normal traffic, parking, laws, codes, etc. on your site plan. These street closures shall be reflected on the event site plan submitted with the application. All street closures will be assessed and reviewed by the Public Works Department.

INSURANCE REQUIREMENTS

Please be prepared to provide insurance as described below. We suggest that you send a copy of this to your insurance

agent to make sure there is a clear understanding of the insurance requirements. Please send insurance certificate and endorsement for review directly to City of San Clemente Recreation Division, along with the name and phone number of a contact person. Please note, the City Risk Manager reserves the right to increase the required General Liability coverage pending review of the final event application. The certificate and endorsement may require 6 to 8 weeks to obtain, so plan accordingly.

Requirement: Comprehensive General Liability, personal injury and property damage liability, with minimum combined liability limits of One Million Dollars (\$1,000,000) per occurrence, and a maximum deductible of One Thousand Dollars (\$1,000) per occurrence. Each such policy of insurance shall:

- 1) Be issued by companies that hold a current policy holder’s alphabetic and financial size category rating of not less than A-VII, according to the current Best’s Key Rating Guide or a company of equal financial stability that is approved by the City’s Risk Manager for all coverages.
- 2) Name and list as additional insured City, City’s officers, employees, and agents. An endorsement shall accompany the insurance certificate naming such additional insured.
- 3) Specify it acts as primary insurance and that no insurance held or owned by City shall be called upon to cover a loss under said policy.
- 4) Contain a clause substantially in the following words: "it is hereby understood and agreed that this policy may not be canceled or materially changed except upon 30 days prior written notice to City of such cancellation or material change as evidenced by a return receipt for a registered letter".
- 5) Cover the operations of applicant pursuant to the terms of this Agreement.
- 6) Be written on an occurrence and not a claims made basis.

PARTICIPANT'S RELEASE FROM LIABILITY AND INDEMNIFICATION

The City's Risk Manager may require participants in the event and the parent/legal guardian of all minors to sign the "Participant’s Release from Liability and Indemnification" (page 6 of this packet). You may add other "persons, groups and entities" to the list on the lines provided prior to obtaining the applicant/guardian signatures. Should you wish to use your own form, you must submit a form that lists the City of San Clemente for approval by the City's Risk Manager prior to the event. We recommend that you use the City's form since many of the applicant's forms are found to be unacceptable.

EVENT FEE SCHEDULE

APPLICATION FEE: This fee is assessed to review the application, availability of sites, consideration of policies for site management, conditions that might apply, determination of fees, and document intake. This fee is non-refundable, whether the project is approved or not, and is not applied to any other fees that are assessed for the project.

Category I (Simple Event): \$110

Category II (Complex Event): \$240

SOUND AMPLIFICATION FEE: \$60 flat rate, daily

Please note, a City ordinance prohibits sound amplification before 7:00am and after 7:00pm in certain areas of the community. All sound amplification must adhere to the policies pursuant to city ordinance 8.48.010.

BLOCK PARTY FEE: \$100 flat rate, daily

JANITORIAL FEE: \$90 flat rate, daily

A janitorial Fee may be assessed if the event attendance is over 200 people, includes food/beverage service, remote locations where there are no trash containers, or use of location has non-exclusive use and the fees are not built into the rental costs.

BEACH EVENTS

If during the application review process it is determined that the event will require lifeguard assistance, it shall be the responsibility of the applicant to pay the amount determined. This determination will come from the Marine Safety

Division and be communicated through the Recreation Division.

Category I Fee \$400 first day; \$250 second day; \$150 each day thereafter

Exclusive rights for events utilizing more than 250 feet of water and/or event activities that are different than what is normally permitted under the City's surfing ordinance, with lifeguard assistance for profit and non-profit organizations. Lifeguard assistance is generally desired for larger events to assure the area is kept safe and clear of all non-participants.

Category II Fee \$150 first day; \$100 each day thereafter

Exclusive rights for events utilizing 250 feet or less of water and/or event activities, without lifeguard assistance FOR PROFIT organizations.

Category III Fee \$30 first day; and \$10 each day thereafter

Exclusive rights for events utilizing 250 feet or less of water and/or event activities, without lifeguard assistance for NON-PROFIT organizations.

PARK EVENTS: Park/Ball field rental fees will be charged when applicable. For a complete list of rates, please see the park rental fee schedule. Fees are subject to change.

Ball Field Fee Schedule

Neighborhood Park.....	\$40/hour
Community Park.....	\$50/hour
Sport Park.....	\$60/hour
Light Fee.....	\$15/hour

Park Rental Fee Schedule

1-49 people.....	\$50/hour
50-99 people.....	\$75/hour
100-199.....	\$100/hour
200-299.....	\$200/hour
Each additional 100.....	\$50/hour

The following discounts are available for park rentals: 25% discount for residents of San Clemente or non-resident non-profit organizations; 40% discount for resident, non-profit organizations. There are no discounts for light fees, tournaments, or commercial activities.

ADDITIONAL SERVICES: Any additional services required by the City to facilitate a special event will be determined and billed to applicant as part of the approval process. For example, if during the review process your event is deemed as needing additional police and safety presence, you will be expected to fee the additional fee.

CHANGES TO APPLICATION

Should there be any substantive change to the event after submittal of the original application, please submit a written request for the change. This may be done by making the change on your copy of the application and submitting it after making another copy for yourself.

Please retain this packet of information for your records and use it as a reference during the event planning process.



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SPECIAL EVENT APPLICATION

PLEASE SUBMIT COMPLETED APPLICATION AT LEAST 60 DAYS IN ADVANCE OF EVENT

In order to process your application as quickly as possible, the application must be submitted to the Recreation Division in complete form. Incomplete applications will be delayed in the review process and are grounds for denial.

APPLICANT INFORMATION			
Contact Person:		Phone:	
Organization:		Email:	
Business Lic #		Address:	
Non-Profit ID#		City/Zip:	

EVENT INFORMATION			
Event Name:		Event Time:	
Event Type:		Set-up Time:	
Location:		Tear-Down Time:	
Event Date:		Attendance:	
Sponsors:		#Staff/Volunteers:	
Event Description: <i>(Attach additional pages as needed)</i>			

YES NO	TYPE OF ACTIVITY	YES NO	SERVICES
<input type="checkbox"/> <input type="checkbox"/>	Merchandise Retail Sales/Vendors	<input type="checkbox"/> <input type="checkbox"/>	Stage/Scaffolding SIZE:
<input type="checkbox"/> <input type="checkbox"/>	Trade/Craft Show	<input type="checkbox"/> <input type="checkbox"/>	Tents/Canopies TOTAL #:
<input type="checkbox"/> <input type="checkbox"/>	Car Show	<input type="checkbox"/> <input type="checkbox"/>	Portable Restrooms
<input type="checkbox"/> <input type="checkbox"/>	Race TYPE:	<input type="checkbox"/> <input type="checkbox"/>	Portable Fencing/Barricades
<input type="checkbox"/> <input type="checkbox"/>	Athletic Competition TYPE:	<input type="checkbox"/> <input type="checkbox"/>	Posting of Signs/Banners
<input type="checkbox"/> <input type="checkbox"/>	Carnival/Mechanical Rides	<input type="checkbox"/> <input type="checkbox"/>	Street Closure
<input type="checkbox"/> <input type="checkbox"/>	Inflatable Rides/Bounce Houses	<input type="checkbox"/> <input type="checkbox"/>	Reserved Parking
<input type="checkbox"/> <input type="checkbox"/>	Live Performance	<input type="checkbox"/> <input type="checkbox"/>	Traffic Control
<input type="checkbox"/> <input type="checkbox"/>	Live Animals	<input type="checkbox"/> <input type="checkbox"/>	Dumpsters
<input type="checkbox"/> <input type="checkbox"/>	Parade on Street or Right-Of-Way	<input type="checkbox"/> <input type="checkbox"/>	Portable Lighting
<input type="checkbox"/> <input type="checkbox"/>	Alcohol Service/Sales	<input type="checkbox"/> <input type="checkbox"/>	Security: <input type="checkbox"/> Police <input type="checkbox"/> Private Security
<input type="checkbox"/> <input type="checkbox"/>	Food Service/Sales	<input type="checkbox"/> <input type="checkbox"/>	Electrical: <input type="checkbox"/> Generator <input type="checkbox"/> City
<input type="checkbox"/> <input type="checkbox"/>	Amplified Sound/Music	<input type="checkbox"/> <input type="checkbox"/>	Water: <input type="checkbox"/> Private Source <input type="checkbox"/> City
<input type="checkbox"/> <input type="checkbox"/>	Other:	<input type="checkbox"/> <input type="checkbox"/>	Vehicle Access

Please make a copy of the application for yourself, prior to submitting it to the Recreation Division. Your application will be circulated to affected departments who may contact you for clarification or additional information. The City

representative will approve, conditionally approve, or deny your event application according to the information received.

SUBMISSION CHECKLIST

- Event Schedule, setup to cleanup (ie. entertainment, games/attractions, etc.)
- Insurance Documents with Endorsement
- City of San Clemente Business License
- Staging/scaffolding Specs (if applicable)
- Event Site Plan, see checklist below
- Application Fee, non-refundable

EVENT SITE PLAN & EQUIPMENT LAYOUT CHECKLIST

Please draw a general layout of your event below, attach extra pages as needed. Please include the following:

- An outline of the event site including names of streets or areas surrounding the event. If the event involves a moving route (such as a parade or race), indicate a direction of travel.
- Any street closures and/or parking tow zones.
- Location of fencing, barriers or barricades.
- Location of all stages, platforms, tents, booths, event activities/attractions, etc.
- Cooking area configuration including flammable gases and barbecue grills
- Location of trash receptacles and recycling bins
- Location of portable toilets/restroom facilities
- Location of first-aid facilities
- Generator locations and/or source of electricity
- Placement of vehicles or trailers used for the event
- Anticipated parking locations (staff and attendees)
- Placement of promotional signs or banners

Please note: Scaffolding, bleachers, and other structures that might collapse and cause an injury will require a building permit from the City Building Department. Flammable materials (e.g. tent) or cooking equipment will require the approval of the Orange County Fire Department.

Please **submit this application to the City of San Clemente Recreation Division** by email at recreg@san-clemente.org or mail to 100 N. Calle Seville, San Clemente 92672. For questions, please contact Recreation at (949) 361-8264.

APPLICANT'S INDEMNIFICATION/WAIVER (Must be at least 18 years of age)

I agree, on behalf of myself as an individual and _____ ("Organization"), to indemnify, defend, and hold free and harmless the City of San Clemente and all of their respective agents, officers, and employees (collectively hereinafter referred to as the "City") from and against any and all loss or liability for claims or judgments against the City, including attorney's fees and costs, that may occur or arise as a result of the planning, preparation, or operation of the Special Event. However, neither I nor the Organization shall be obligated to defend, indemnify and hold free and harmless the City from any claim that may arise as a result of the City's sole gross negligence or willful misconduct. Furthermore, on behalf of myself and the Organization, I agree to waive any and all claims, costs, liabilities, expenses, or judgments against the City, including attorney fees and court costs, which may accrue to myself or the Organization as a result of the planning, preparation, or operation of the Special Event. Furthermore, I agree, on behalf of myself as an individual and on behalf of the Organization, as a condition of holding the Special Event within the City of San Clemente, to pay to the City the costs of any damage, injury, or loss of any public property which directly or proximately results from the occurrence of the Special Event. The payment for all such damage, injury, or loss shall be submitted the City within ten (10) days of receiving an invoice from the City listing the costs of such damage, injury, or loss to public property. I understand that this obligation is both an obligation of the Organization sponsoring the event as well as a personal obligation which I freely accept. I certify under penalty of perjury that I have the authority to bind the Organization sponsoring this Special Event to pay any and all such costs associated with the damage, injury, or loss of public property which directly or proximately results from the occurrence of the special event. I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE INDEMNIFICATION/WAIVER.

(Printed Applicant Name) (Date)

As an individual and on behalf (Applicant Signature) of (Name of Organization)

PARTICIPANT'S RELEASE FROM LIABILITY AND INDEMNIFICATION

I agree to waive and release the below listed persons, groups, and entities (hereinafter "Indemnities") from and against any and all claims, costs. Liabilities, expenses, or judgments, including attorneys' fees and court costs arising out of my or my child's participation in the _____ (hereinafter "Event") or any illness or injury resulting therefrom, and hereby agree to indemnify and hold harmless the persons from and against any and all such claims whether caused by my negligence or otherwise, except for illness and injury resulting directly from the gross negligence or willful misconduct on the part of those Indemnities. I understand and agree that by signing this waiver I am freeing the Indemnities from any liability resulting from my or my child's participation in this Event. I recognize and have considered all the potential dangers that may attend my participation in the Event and, after careful consideration, have decided to accept those potential dangers. I understand that if I, or my child, is injured, this waiver will be used against me and anyone else claiming damages because of my or my child's injury in a legal action. I enter into this waiver on behalf of myself, my heirs, and executors. I also understand that no employee or agent is authorized to modify this waiver. I represent that I am familiar with the nature of the activities in which I or my child will participate and that I, or my child, am in good physical health and that I do not have physical or emotional conditions, past or present, of which I am aware, which would in any way affect my ability to participate in the Event. I CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER AND RELEASE.

City of San Clemente

Signature of Participant Date _____

Date _____
Parent of Legal Guardian must sign above, in addition to the participant, if the participant is under 18 years of age