



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

The following general information is provided to assist you in planning your special event. Periodically the City is host to special events. In general, Special Event Permits are required for events held on public property. Special Event Permit applications must be filed with the City Manager's office at least 45 days in advance of the planned event.

The City Manager's Department has been designated by the City Manager to coordinate the review of applications for those events that require the temporary closure of City streets. A Special Event Permit through this process is required if street closure(s) or other traffic control measures on any public street, sidewalk or alley are needed. Event organizers complete a permit application then meet with a Council appointed committee. This committee typically includes Risk Management, Parks & Community Services Director, Deputy Fire Chief, Transportation Operations Manager, Public Works Operations Manager, City Planner, Code Compliance Manager, Director of Economic Development, Storm Water Program Manager, Sheriff's Captain, and a representative from the North County Transit District. If you have questions or need more specific information, please contact the City Manager's Office at (760) 639-6131.

1. INTERESTED PARTY NOTICES:

The Special Events Committee takes the opinions and concerns of the individuals affected by an event very seriously. To assure that all interested parties (this includes residents and businesses in the special event area) have the opportunity to express those concerns, applicants are required to notify those that may be affected at least 45 days prior to the event date.

2. ACCESSIBILITY PLAN:

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

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

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

3. ALCOHOL:

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

4. SECURITY:

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

5. EMERGENCY MEDICAL REQUIREMENTS:

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

6. INSURANCE:

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

7. STORM WATER POLLUTION PREVENTION REQUIREMENTS:

The City has an intricate storm drain system designed to move rainwater from the streets to creeks, lagoons and the ocean in order to prevent flooding. Any materials left or disposed of on streets and sidewalks can reach the storm drain system, which flow untreated to our waterways, threatening our natural resources. VMC § 13.18 prohibits the discharge of wash water, cleaning water, trash, debris and other pollutants to the storm drain system. Storm Water Best Management Practices are included with the application materials and should be reviewed prior to completing the Special Event Permit Application. Please contact the City's Water Quality Protection Program at (760) 643-2804 pr waterquality@cityofvista.com for specific information and assistance with your event planning. **The Stormwater BMP Table on page 4 of the application must be filled out appropriately, or your application will be delayed until further review.**

For your event, consider the following activities and corresponding pollution prevention BMPs when filling out your application. If your event type does not fall under one of the categories listed in the table below, or you have additional questions, please contact stormwater staff for assistance.”

Event Type	Spill Kit ¹	Post-Event trash removal and sweeping ²	Protect/Cover storm drains throughout event area ³	Grease containment and disposal plan ⁴
Food/Drink Event or Vendors	X	X	X	X
Live Music	X	X	X	
Run/Walk with disposable water bottles/cups	X	X	X	
Art/Craft Fair	X	X	X	
Parade	X	X	X	
Other events without Food Service	NA	X	NA	NA

¹ Spill kit should may consist of absorbent, towels, broom, mop, gloves, or similar materials

² Use dry methods for trash removal and cleaning. If pressure washing is necessary, all runoff must be collected and not discharged to storm drain.

³Contact City stormwater staff for map of storm drain system in your event area.

⁴ Identify licensed grease hauler on event application and describe plan for storage and spill prevention

8. SANITATION, TRASH AND DEBRIS:

As an event organizer, you must provide trash receptacles and provide for proper disposal of waste and garbage throughout the term of your event. Immediately upon conclusion of the event the area must be returned to a clean condition within four (4) hours. A cleaning deposit may be required and will be returned to you after your event provided the event area is left clean and there is no damage to public property within the event area. Street sweeping may be required as part of this clean up. Should the cost to repair the damage exceed the deposit

amount, you will be billed for the cost of repair/clean up. In addition, failure to reimburse the City for costs to repair any damage may result in denial of future special event permits.

9. BUSINESS LICENCE:

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

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

10. REIMBURSEMENT OF COSTS INCURRED:

Certain costs incurred by the City of Vista related to a Special Event Permit may be invoiced for reimbursement. These costs include, but are not limited to, staff time for street closures, stormwater inspection, vehicle rental, and fire inspection fees. For an estimate of costs related to your event, please contact the City Manager's Office at (760) 639-6131.

11. CRITERIA CONSIDERED FOR NOTIFYING AFFECTED BUSINESS

Before the final approval of your Special Event Permit, all event organizers must notify and obtain written signatures on the Notice of Affected Business List from all business and residents impacted by the event at least 45 days prior to the event date. Notification of the affected areas include but are not limited to, Vista Village, Historic Downtown Vista, and Paseo Santa Fe. Events held in Historic Downtown Vista must have the Vista Chamber of Commerce sign off on the Special Event Permit Application. The Vista Chamber of Commerce is located at 127 Main Street, Vista, CA 92084 and can be contacted by phone at (760)726-1122.

In notifying businesses and residents in the affected area, event organizers are expected to fully communicate the details of the event, resolve any concerns the affected businesses and residents may have, and provide the name and phone number of the person to be contacted before, during, and after the event if there are questions or issues that arise. We encourage event organizers to provide affected businesses with tools, resources, or materials outlining opportunities to get involved with the event and how to advertise and promote their business to event attendees.

