



## City of San Carlos Parks & Recreation

Last Update: 8/1/17  
(any prior updates are listed at  
end of policy)

### Special Event Permit Guidelines

#### **Application Process:**

Special Events and organized community activities held on public property, including parks and facilities, sidewalks and/or street areas that change the typical use of that property require a permit. Permits for these types of events are processed through the Parks & Recreation Department. Examples of events requiring a permit issued through the Parks & Recreation Department include, but are not limited to: farmers markets, sports tournaments, parades, runs, walks and races.

Permits for Special Events on all other properties are processed through the Planning Department and require a separate application form. For information and applicable guidelines, please contact the Planning Department, (650) 802-4263. Examples of events requiring a permit issued through the Planning Department include, but are not limited to: parking lot events, outdoor tent events, festivals, events involving live music and auctions.

A Special Event Permit enables staff to work with you in advance of your event date to address any potential challenges to help ensure a successful event. Applicants are encouraged to submit their application for a Special Event Permit a **minimum of 60 days before the event**.

#### **Application Fee:**

Please refer to application form.

Note: Sporting Events/Tournaments incur additional fees for field use. Please contact the Athletics office at (650) 802-4120 to check availability and reserve field space.

#### **General Policy Guidelines:**

If you are planning a special event, the San Carlos Municipal Code provides the framework and guidance for the issuance of Special Event Permits within the City of San Carlos.

- The event contributes to the economic enhancement, cultural enrichment, quality of life enrichment and/or promotion of the City.
- The event is accessible to all individuals.
- The event must not severely disrupt normal business and residential traffic patterns. Plans must be developed that mitigate public inconvenience and minimize risk to the greatest extent possible.

- The proposed site must be suitable for the event, with consideration given to adequate space, traffic flow, parking, power, health and safety requirements, and impact on the site. A team of professionals representing various City departments related to the requested site and/or related to components in the event request will work together to determine site feasibility and needs. This may include representatives from Police, Fire, Public Works, Planning and/or Parks and Recreation Departments.
- The sales of alcohol will be by permit only. Permits are subject to approval by the Chief of Police and are subject to the guidelines established by the Alcohol Beverage Control Board of the State of California.
- Applicants are encouraged to submit their application for a Special Event Permit a minimum of 60 days before the event.

**Application Materials:**

The Special Event Organizer is responsible for submitting a completed Special Event Permit Application to the Parks and Recreation Department no later than **sixty (60) days** prior to the actual event date. The applicant shall include a detailed event description of all aspects of the event including: estimated attendance, logistics, schedule of events, changes from previous year events, and any other relevant information.

If an application is submitted less than sixty days before an event, the City may be unable to deliver the required City services and/or to authorize the event. Large scale and complex events may require a longer filing period. Each application must be reviewed by various City Departments which will have an impact on the time required to process the request.

The following items are required to be submitted with the application:

- Payment of Permit Fee
- Site Maps/Diagram- indicating the layout of all equipment (food & vendor booths, alcohol beverage sales location, tent & canopy locations, stages, first aid facilities, information/headquarters area, trash & recycle container locations, portable toilets, vendor & public parking areas, fencing, etc.), all street closures (including number of lanes to be closed) and parking tow zones; the direction of travel of any parade, race, run or walk; and all other proposed event activities.
- Certificate of Insurance
- Security plan for event, if applicable.
- Traffic Control Plan, if applicable.
- Crowd Control and Emergency Response Plan, if applicable.
- Alcohol Management Plan, if applicable.
- Caterer or food truck - current San Carlos business registration and proof of insurance including commercial liability and auto, if applicable.
- Band or other entertainment - proof of insurance including commercial liability, if applicable.

**Insurance Requirements:**

The Organizer shall furnish the City with a Certificate of Insurance and Endorsements that meet City requirements. The cost of such insurance shall be the responsibility of the Organizer.

The City of San Carlos requires individuals and organizations using City facilities to provide a \$1,000,000 comprehensive liability insurance policy certificate with the City named as co-insured, wording to include: **“City of San Carlos, its officers, officials, employees, volunteers and agents”**.

To assist groups that may not have an insurance policy, insurance coverage may be purchased for the special event through a vendor contracted by the City of San Carlos. Please let us know if you would like us to obtain a quote for you.

The Organizer must submit an original copy of the certificate of insurance to San Carlos Parks & Recreation no later than fourteen (14) days prior to the event.

**Guidelines for Events:**

**Community Impact Measures**

The City requires that Organizers take specific measures to mitigate anticipated impacts on the community/ neighborhood, including, but not limited to:

- Distribute flyers giving advance notice to affected residents and businesses of the event, at least one week prior to the start date.
- Develop and implement parking and traffic control plans for residential areas.
- Arrange for advance signs on surface streets notifying motorists of street closures, etc.

**Amplified Sound:**

Defined as any sound that is enhanced by mechanical or electronic means. Amplified sound use in an outdoor public facility or right of way requires a permit and must comply with the San Carlos Municipal Code Noise Guidelines 9.30.030.

Typically, amplified sound is not permitted in outdoor public facilities on weekdays. Amplified sound may be permitted for weekend activities. Permitted sound will be restricted to the hours of 5:00pm-9:00pm on Fridays and 9:00am-9:00pm on Saturdays and Sundays.

**Electrical Requirements:**

Electricity is not available in City Parks and is limited in City facilities. Organizer may provide portable diesel powered generators, with adequate ventilation and separation of exhaust, placed on concrete or plywood surfaces, as approved by the Fire Authority.

**Food & Beverage Service Requirements:**

Temporary food booth operators must comply with San Mateo County Health Department and San Carlos Fire Department regulations for operation of food booth(s). The Fire Department inspects food booths for compliance with public safety requirements, and County Health Services regulates food preparation and handling as well as food booth construction.

The Organizer is responsible for submitting food booth operators' application and fees to San Mateo County Health Department. Food service and sales shall comply with the San Mateo County Department of Health Regulations.

Per California State Health and Safety Code § 114371 (d), no live animals, birds, or fowl shall be kept or allowed within 20 feet of any area where food is stored or held for sale. This does not apply to guide dogs, signal dogs, or service dogs when used in the manner specified in Section 54.1 of the Civil Code.

In accordance with City Ordinance 12.12.120 portable barbecues pose a safety risk and are not allowed in the park facilities. Industrial barbecues and those serviced by a licensed caterer shall be allowed by permit only. (Ord. 1332 § 2 (part), 2004).

Any organization serving alcohol must be properly licensed, have properly trained servers, and control quantities. Organization must provide an alcohol management plan outlining how these requirements will be met prior to permit approval.

Alcohol sales will be by permit only; permits are subject to approval by the Chief of Police and are subject to the guidelines established by the Alcoholic Beverage Control Board of the State of California (ABC).

According to City Ordinance 9.10.020, it is unlawful for any person to drink any beer, wine or other intoxicating beverage upon that portion of private property open to the public, and within five hundred feet of any public sidewalk, alley, street or highway, which is used or intended to be used for the parking or storage of motor vehicles by customers or employees of any business, commercial or industrial establishment without the express written permission of the owner, his agent, or person in lawful possession thereof. This section shall not be deemed to make punishable any such act or acts which are prohibited by the Vehicle Code or by any other law of the State of California. (Ord. 981 § 1, 1987).

**Recycling Plan:**

These activities will help you to prepare for your event while keeping resource conservation in mind:

1. Order recycling and trash containers from your hauler and confirm schedule of arrival.
2. Find a volunteer or group to be responsible for the recycling operations on the day of the event. You can allow them to take the refundable beverage containers for cash.
3. Post large, central, easy-to-read display boards or signs instead of distributing programs.
4. Provide beverages in recyclable containers instead of single-use cups.
5. Hang a sign at concession stands telling people where they can recycle.
6. Maximize your use of the media to promote your event. Rely less on flyers and brochures.

7. Choose reusable or recycled products over disposable ones (i.e. instead of paper tablecloths, rent vinyl or cloth ones; consider gift certificates, passes or plants instead of gimmicky items).
8. Ask concessionaires to minimize packaging. For example, offer condiments in bulk instead of single serving packets; only hand out one napkin per customer.
9. Do not let leftover food go to waste! Divide it up amongst your volunteers or visit the Food Waste section of the RecycleWorks Web site [www.recycleworks.org/business/foodwaste.html](http://www.recycleworks.org/business/foodwaste.html)
10. Ensure recycling containers are collected in a timely manner following your event.

California State Law now requires operators of large venues and organizers of large events (serving 2,000 or more attendees) to develop a waste-reduction plan, and report the results to a local designated agency. **Applicants must complete the SBWMA Post Event Waste Management Worksheet provided with the permit and submit to the Parks and Recreation Department within one month following the event.**

**Restroom Facilities:**

Organizer shall ensure that adequate public restroom facilities, including an adequate number of accessible restrooms (no less than one), are available to accommodate the event patrons and vendors. Organizer shall be responsible to provide portable toilets and indicate their location on the site diagram. The number of portable toilets will be based on the estimated attendance and hours of the event.

**Runs or Walk Events:**

Organizers are required to provide the following information for Fun Runs, Competitive Runs or Walks:

- A run, walk, race or parade's staging area and route must be kept separate from a festival site during concurrent use.
- Each intersection on the course must have a minimum of one monitor. An intersection is defined as one side of a street.
- High traffic volume intersections must have a minimum of two (2) monitors, e.g. San Carlos Avenue and Elm Street; Brittan Avenue and Cedar Street.
- Each monitor must be in the same identifiable shirt, jacket or vest.
- If traffic is allowed on a street that is part of the course, a dedicated lane must be coned off for the runners.
- Each intersection should have enough barricade(s) so vehicles cannot proceed without moving the barricade(s).
- A map of the proposed course detailing how many monitors and barricades are proposed for each intersection must be submitted thirty (30) days before the event.
- Fees may be required to provide police staff support as determined by the San Carlos Bureau of the San Mateo County Sheriff's Office.

**Signage:**

All signage associated with the event shall comply with the City of San Carlos sign ordinance. The Laurel Street Banner permits are processed through the San Carlos Parks & Recreation Department and requests for A-Frame Sign permits are processed through the San Carlos Planning Department. All signs must be removed by the Organizer immediately following the event.

**Smoking:**

According to Ordinance 12.12.260, smoking, as defined in Chapter 8.06 of the Code, is prohibited in any park facility area designated as an athletic field including spectator areas, or as a nature trail or nature area, or within twenty-five feet of a playground or tot sandbox area (Ordinance 1332 1 (part), 2004).

**Street Closures:**

All street closures, including the number of lanes to be closed, parking tow zones and direction of travel, must be signed off by the City Engineer or their representative, as well as Police and Fire representatives. Traffic control measures shall be in compliance with the State of California, Department of Transportation's Manual of Uniform Traffic Controls. Part 6, Temporary Traffic Control.

If the public normally parks vehicles within the closed area, a tow zone must be established. The Organizer must specify the location of the tow zone and the number of parking spaces within the zone. The City will determine the number of tow zone signs required to adequately post the zone. The Organizer is responsible for filling out and posting the No Parking signs.

Any closure of public streets will require physical barriers (cones and barricades) to ensure public safety. The Organizer will be responsible for renting and placing barricades in the designated positions by the time specified. Please note that the City does not provide cones or barricades; however we can refer you to businesses that rent such equipment.

- A pre-event check by a Police, Fire or Public Works Department representative is required for road closures and other significant safety issues at major community events.
- A minimum of a Type I Barricade for every ten (10) feet of road width are required for each local surface street closure. For streets with higher traffic volume and speeds, including all arterial and collector streets, enough Type III barricades to span the road way are required. Different streets and circumstances may require additional barriers to address safety concerns.
- Barricades and cones must stand a minimum of 28" high. Minimum requirement for barricades shall be Type I barricades with one reflective panel.
- For street closures during evening hours, lighted flashers are required on each barricade.
- Only approved "No Parking" signs can be posted. No Parking signs can be obtained through the Public Works Department at City Hall.

**Tents & Temporary Structures:**

City facilities may not be physically altered at any time. Structures and/or equipment may not be added to or taken away from the site without written approval from the Parks and Recreation Department.

- **Inspection**

The Fire Department may need to perform all pre-event plan reviews and site inspections where deemed required for tent structures used for special events. This requirement is to determine compliance with the California Fire Code and local amendments. Any violations of the Fire Code or Building Code of State of California must be corrected prior to the tent approval or immediately if discovered during the pre-event inspection.

- **Required Permits**

Any use of tents or portable structures used for the special event may require a use permit issued by the Fire Department. To obtain this permit contact the Fire Department at (650) 780-7400.

- **Flame Resistance and Structure**

All tents must be flame resistant. A CSFM certificate is required for all tents and canopy structures as evidence of the required fire resistance. A copy of the certificate must be provided to the Fire Marshal. Certificates are generally available from the tent supplier. As a minimum, the certificate shall have the following:

1. Name and address of the owners of the tent
2. Date the fabric was last treated
3. Trade name or kind of chemical used in treatment
4. Name of person or firm treating the material
5. Name of testing agency and test standard

- **Combustible Material**

The area enclosed by any tent and not less than 20 feet outside of such tent must be cleared of all flammable, combustible material or vegetation prior to erecting the tent and the duration of its use. No hay, straw, shavings, or similar combustible materials are permitted within any tent unless they have been treated to make them flame retardant and a certificate or similar proof is supplied to the Fire Marshal prior to its placing.

**Duty of Permittee:**

The permittee or sponsor for any special event must:

- a) Comply with all terms and conditions of the permit; and
- b) Ensure that the person in charge of the event carry the permit issued on his or her person during the duration of the event; and
- c) Ensure that the public right-of-way and surrounding area used for the event is cleaned and restored to the same condition or better as existed before the event.

## **ACCESSIBILITY FOR ALL INDIVIDUALS**

Applicant shall ensure that the event is accessible to all individuals.

### **Vendor Communication:**

The sponsoring organization is responsible to inform vendors (operating activities and selling food and/or merchandise), in pre-event communication, that they are required to ensure that individuals with disabilities will have comparable access to food, drinks, merchandise and/or services offered.

### **Preparing Staff and Volunteers:**

All staff and volunteers should have a basic awareness of, and sensitivity to, disability issues. As such, the event organizer is responsible to train its' staff and volunteers on the following:

- Location and availability of accessible features (i.e. restrooms, telephones, TTYs, ramps, portable lifts, parking, etc.);
- Making reasonable accommodations so individuals with disabilities can participate equally.

### **Parking:**

At minimum, the number of accessible parking spaces should meet the ADA standards (see below). Of these, at least one (1), but never less than one, in every eight (8) accessible parking spaces must be "van accessible." To be usable, van spaces must have access aisles of at least 98" wide.

Total number of parking spaces in the parking lot	Required minimum number of accessible spaces
1 – 25	1
26 – 50	2
51 – 75	3
76 – 100	4
101 – 150	5

If the event is directed toward a population consisting of a large number of people who have mobility disabilities (i.e. function for seniors), it is suggested the number of accessible spaces increases above the minimum.

### **Communication Barriers:**

Communication barriers are critical issues facing individuals with disabilities. In an effort to make everyone's experience rich, accommodations to achieve full enjoyment are paramount. For the hearing impaired, consider assistive listening devices, sign language interpreters and pencil and paper communication. The visually impaired will appreciate a large font size on visually presented information (i.e. instructions, itinerary, maps, etc.), sample objects to touch and feel and/or informational items in braille. Those individuals with cognitive or developmental disabilities will benefit you're your patience and simple instructions that are presented slowly, in short sentences.



### **Concessions and Eating Areas:**

Being able to enjoy food and beverages is certainly part of the total experience at most large events. As such, concessions and eating areas should meet ADA Standards. The height of service counters must not exceed 34 inches; mobile trailers may install a low folding shelf, as a solution. Individuals with mobility disabilities should be able to reach at least five (5) percent, but never less than one, of the fixed tables.

### **Restrooms:**

Access to restrooms is a critical issue that determines, to a large extent, how much a person with a disability can participate in programs and events. Every restroom available to the public should have at least one toilet and lavatory fixture that is accessible to people with disabilities. Accessible facilities in adjacent buildings and portable toilets may also be utilized. If portable toilets are utilized, however, ADA Standards require that five (5) percent of the portable toilets must be accessible.

ADA Standards for restrooms are as follows:

- Restroom door width of at least 32”;
- 60” wide accessible restroom stall;
- 5-foot diameter of clear floor area, or 3-foot wide “T” shaped clear floor area, to allow someone in a wheelchair to turn around to exit the room without backing out or allow for a three-point turn.
- Accessible lavatories should have a 29” clearance between the bottom edge of the apron and the floor;
- Mirrors should be mounted so the bottom edge is no more than 40” above the floor;
- Depending on the direction of reach, towel and soap dispensers should be no higher than 48” unless they are over a counter or fixture where they are limited to 44” above the floor.
- Freestanding trash receptacles should be located so they do not interfere with wheelchair maneuvering space.

### **Drinking Water:**

Drinking water should be readily available to everyone, but particularly to individuals with disabilities who must drink fluids because they are susceptible to dehydration or becoming overheated. Ideally, there is a balance between high and low drinking fountains. However, this is not always the case. Therefore, in addition to concessionaires who sell water, drinking fountains, portable water containers and/or coolers should be placed in easy-to-find, well communicated, accessible locations. Paper cup dispensers are suggested if existing fountains are higher than the standard or the drinking fountain is foot controlled. Accessible drinking fountains are 32”-34” above the floor.

### **Information:**

If you have any questions on the Special Event Application process, please contact:

**City of San Carlos  
Parks and Recreation Department  
600 Elm Street, 2<sup>nd</sup> Floor  
San Carlos, CA 94070  
(650) 802-4421  
Fax: (650) 595-6727**

**COUNTY/STATE AGENCIES**

Alcoholic Beverage Control, State of California.....(408) 277-1200  
100 Paseo de San Antonio, Rm. 119, San Jose, 95113  
[www.abc.ca.gov](http://www.abc.ca.gov)

Alcoholic Beverage Control, State of California.....(415) 356-6500  
71 Stevenson St., Suite 1500, San Francisco, CA 94105

Board of Equalization, State of California.....(408) 277-1231  
250 South Second St., San Jose, CA 95113  
[www.boe.ca.gov](http://www.boe.ca.gov)

Department of Public Health, San Mateo County .....(650) 573-2582  
225 37<sup>th</sup> Avenue, San Mateo, CA 94403  
[www.co.sanmateo.ca.us](http://www.co.sanmateo.ca.us)

Environmental Health Services.....(650) 372-6200  
2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403

**CITY OF SAN CARLOS CONTACTS**

Fire Department.....(650) 780-7400  
755 Marshall Street, Redwood City, CA 94063

Public Works (Laurel Street Banners).....(650) 802-4200  
600 Elm Street, 2<sup>nd</sup> Floor, San Carlos, CA 94070  
[www.cityofsancarlos.org/publicworks](http://www.cityofsancarlos.org/publicworks)

Planning Department (A-Frames).....(650) 802-4361  
600 Elm Street, 1<sup>st</sup> Floor, San Carlos, CA 94070  
[www.cityofsancarlos.org/planning](http://www.cityofsancarlos.org/planning)

South Bayside Waste Management Agency (SBWMA) / Rethink Waste... ..(650) 802-3500  
610 Elm Street, 2<sup>nd</sup> Floor, San Carlos, CA 94070  
[www.RethinkWaste.org](http://www.RethinkWaste.org)

**Amended: 6/24/16**

**Amended: 3/9/17**