SPECIAL EVENT GUIDELINES

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SECTION 1.0 – OFFICIAL INFORMATION

Your special event permit application, along with documents, plans and information you submit to support the application, will be used by the City of Chula Vista for official city purposes only. To that extent, the city seeks to maintain the confidentiality of the information submitted to encourage complete and proper disclosures so that fully informed decisions can be made by the city regarding the issuance of special event permits.

The city recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of the event on the surrounding area. In this regard, the following information on your special event permit application and any attachments and supporting documents included thereto are subject to public disclosure: Event Title, Event Summary, Name and Contact Information for the Permit Applicant/Organization and Designated Primary Contact; Website Address of the Permit Applicant/Organization/Organization; Dates and Times of the Event; Location of the Event; Participation/Attendance Fee(s); and Community Outreach Efforts. In addition, the final permit issued by the city and any invoices for city services as well as other rates/fees charged by the City and documentation regarding payments made to the City in connection with a special event are subject to public disclosure.

SECTION 2.0 – SPECIAL EVENT PERMIT PROCESS

The Special Event Permit Process is managed by the Office of Communications and supported by the Special Events Management Team. The team is comprised of representatives from city departments, divisions and programs, along with other public agencies that may be affected by or have regulatory authority related to elements found in your event. The Special Event Permit process provides a coordinated approach to the planning, review and on-site management of your event.

The permit process begins when you submit your permit application to the Office of Communications. All attachments and supporting documentation should be submitted with the original application. Acceptance of your permit application or the initiation of the review process does not deem your permit application to be complete, nor should submission of a permit application be construed as final approval of your request.

Throughout the permit review process you may clarify your permit application by providing information or documents requested by a member of the Special Events Management Team. At the sole discretion of the City of Chula Vista, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Delays in providing additional required information may affect the ability to finish reviewing your permit application in a timely manner or result in the determination that your permit application is incomplete and cannot be acted upon.

The City of Chula Vista will do its best to keep you apprised of any issues regarding your permit application throughout the review process. In some instances Special Event Permits are issued only a few days in advance of the event date due to the many changing components of an event.

SECTION 3.0 – MEETING WITH THE TEAM

The Special Event Management Team holds production meetings with event organizers for purposes of pre-event coordination, post-event evaluation and discussion of special needs or issues unique to an event or community. Production meetings also provide event organizers with feedback regarding proposed new events.

Topics of Discussion
As the event organizer, you will present your event plans or issues to be discussed to the Special Event Management Team. Meetings are managed in a roundtable discussion format.

If a topic of discussion involves information contained in an application already on file with the Office of Communications, copies of it will be distributed to meeting attendees prior to the meeting. If material has not been provided to the Office of Communications prior to the meeting, bring twelve (12) hard copies of each permit application, map or plan to be discussed.

The following are common topics of discussion at production meetings:

- Venue Layout
- Type of Event
- Event Components (such as music and other activities)
- Set-up and Dismantle Plan
- VIP/Dignitary Presence
- Alcohol Management
- Cash Management
- Security Responsibilities
- Storm Water Management
- Recycling/Trash Plans
- Insurance Requirements
- Traffic Control Plan
- Community Support/Issues
- Illegal Vendors
- Additional Required Permits/Approvals
- Cost Reduction Strategies
- Americans with Disabilities (ADA) Compliance

Meeting Attendees
Representatives from the Permit Applicant/Organization/Organization including individuals authorized to make operational and financial commitments regarding the event on behalf of the Permit Applicant/Organization/Organization must attend the meeting with the Special Events Management Team.

Permit Applicant/Organization/Organizations are encouraged to invite the professional service providers contracted to provide support services for the event in areas such as:

- Private Security
- Production Services
- Medical Support
- Trash/Recycling
- Storm Water
- Food Concessions
- Vendor Coordination
- Parking/Transportation Services
- Community Relations
- Tents/Canopies
- Other

SECTION 4.0 – SPECIAL EVENT RELATED PERMITS
There are a number of different special event related permits that may be issued independent/in addition to a 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 permit types.

The following is a summary of the most common permit types you may be required to obtain if you are planning a special event or an activity associated with a special event:

SECTION 4.01 – Alcohol Use Permit

If you plan to have alcohol at your event, you must receive authorization from the Chula Vista Police Department and the State of California Department of Alcohol Beverage Control. Chula Vista Police Department authorization is typically granted through the Special Event Permit process. If the proposed event will take place on public park land; within a city-owned facility; or other city-managed property, you will also be required to provide a letter of authorization to serve alcohol from an authorized representative of the managing city department. Both the Chula Vista Police Department and managing city department may place restrictions on the way in which alcohol is managed at your proposed event. Reference SECTION 4.1 – Alcohol Management.

In addition to authorization from the City of Chula Vista to provide alcohol at your event, it is your responsibility to obtain the appropriate license from the State of California Department of Alcohol Beverage Control. Additional information about Alcohol Beverage Control licensing and permit requirements can be found at www.abc.ca.gov/Forms/PDFSpc.html

SECTION 4.02 – Building Permit

If your event includes the introduction of portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, etc. you will be required to obtain a building permit from the City of Chula Vista Development Services Department and the Chula Vista Fire Department. If your event includes provisions to supply electrical power via electric generators, a building permit is required for electric power generating equipment ten kilowatts (10 KW) and larger. Electrical inspection is required on or before the event date and time. Generators ten (10 KW) and larger will also need to be grounded with rods. If your generator requires grounding, prior to your event you will need to schedule a time when Underground Service Alert can mark the utility owned lines. This is a free service, but may take an extended amount of time, therefore, please plan accordingly. Reference SECTION 3.0 – Event Infrastructure.

Portable and Vehicle-Mounted Generators & Ground Rods

- Must be grounded unless generators meet the criteria of sections 250.34(A) and (B) of the California Electrical Code.
- Must use the identified grounding point on the generator.
- Must be properly guarded to avoid contact by the general public.
- Ground rods must be fully driven
- Grounding clamps are required
- Ground rods must be properly guarded to avoid contact by the general public

SECTION 4.03 – Electrical Permit

If your event includes provisions to supply electrical power via electric generators, or by connecting to existing permanent electrical systems, you may be required to obtain an

electrical permit from the Development Services Department. An electrical permit is required for electric power generating equipment of fifty kilowatts KVA (50 KW) and larger. In some cases, electrical distribution plans and load calculations prepared by a California licensed Electrical Contractor or Electrical Engineer may be required. Electrical inspection is required on or before the event date and time.

SECTION 4.04 – Firework/Pyrotechnic/Special Effect/Laser Permit

All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the Chula Vista Fire Department in compliance with the California Fire Code as amended by the State of California and City of Chula Vista. Examples of activities in this category include outdoor fireworks, lasers, model rocket launches, open flame activities such as fire walking and special effects using pyrotechnical devices.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

SECTION 4.05 – Food Permit

If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages, at a public event, you must obtain a Temporary Food Facility Sponsor Permit. Additionally, each food vendor at your event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing sinks. The County of San Diego Department of Environmental Health issues food permits. You can obtain information at www.co.san-diego.ca.us/deh/doing_business/forms.html.

SECTION 4.06 – Park Use Permit

The Public Works Department maintains more than fifty (50) community and neighborhood, mini-parks and facilities. Organized events involving the use of public parks that will have groups of fifty (50) or more people require a Park Use Permit. Special rules and regulations unique to each site may apply (e.g. use of alcohol, dogs off-leash, use of inflatables, party jumps, live entertainment, park hours, event moratoriums, etc). If your event requires review by other city departments, you may be required to obtain a Special Event Permit in addition to the Park Use Permit. If your proposed event includes the use of park land and it is determined that a Special Event Permit is required, your special event permit application is not complete without authorization from the Public Works Department to use the requested venue. Additionally, parks are rented on an as-is basis and will not be modified by City staff for your event. *Remember, Parks are for everyone!*

SECTION 4.07 – Temporary Use Permit

A Temporary Use Permit (TUP) applies to the use of private property and can allow certain uses, for limited time periods, in locations where the uses would not otherwise be allowed in the applicable zone. A Temporary Use Permit may be issued for the following uses:

- Retail sales related to seasonal activities, such as holidays
- Temporary public assembly and entertainment uses

- Temporary telecommunication facilities intended to provide service to public events

At the sole discretion of the City of Chula Vista, events proposed to take place on private property that meet the qualifications for a TUP may be required to apply for a Special Event Permit due to the location, complexity, or other unique circumstances related to the event.

SECTION 4.08 – Tent, Canopy and Membrane Structure Permit

Tents and membrane structures having an area in excess of four hundred (400) square feet shall not be erected for any purpose without first obtaining a separate permit from Chula Vista Fire Department.

Exception: Tents open on all sides that comply with the following:

1. Individual tents having a maximum size of seven hundred (700) square feet
2. The aggregate area of multiple tents placed side by side does not exceed seven hundred (700) square feet
3. A minimum clearance of twelve (12) feet to all structures and other tents.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

Temporary Structures

If your event includes the introduction of portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, elevated tent structures, etc. that are made available for use by the general public you will be required to obtain a building permit and/or fire permit from the City of Chula Vista Development Services Department and/or Fire Department.

Structural plans will be required to show how the proposed uses will be supported above ground and how elevated structures will resist lateral wind and earthquake forces. Plans will also be required to show accessibility by disabled persons in compliance with the California Building Code. Your event cannot occupy regulated structures without a final inspection of construction approved under a building permit. Structural calculations will be required to demonstrate the structural adequacy of proposed construction.

When a Building Permit is required for temporary construction, the California Business and Professions Code requires a registered design professional to prepare plans showing compliance with building standards in the California Building Code and California Fire Code. Structural plans and structural calculations shall bear the stamp and signature of a registered design professional such as California licensed architect, or a California registered civil engineer or registered structural engineer.

SECTION 5.0 – EVENT INFRASTRUCTURE – STAGES, TENTS AND CANOPIES

This section of the permit application has been designed to help us better understand the build-out of your event venue including the size and types of stages, tenting and canopies you plan to use at your proposed event.

SECTION 5.01 – Stages

Most events use standard-sized portable, mobile or riser stages. The use of standard four-foot by eight-foot (4' x 8') risers placed either at a single level or stacked, typically in eight inch (8") increments to create an elevated performance area typically does not require review by building officials. Use of portable trailers and mobile units is common and typically does not require a building permit if the stages remain affixed to the wheels of the vehicle and a license plate is affixed to the vehicle. If footings or a foundation are affixed to the ground, a building permit and/or fire permit may be required.

If your event plans include elevated platforms, walkways, seating areas or stages for use by the general public that include a finished floor that is more than thirty inches above the lowest adjacent grade or floor, you will be required to obtain a building permit and/or fire permit.

All stages must be accessible and meet local, state and federal disability access laws including, but not limited to, the use of ramps, lifts, and safety handrails. Many portable stage units comply with accessibility requirements, but it is your responsibility to ensure that your event plans meet all accessibility requirements.

SECTION 5.02 – Tents/Canopies

Under the provisions of the California Fire Code as amended by the State of California and City of Chula Vista, tents and canopies must be at least ten feet (10') from cooking apparatus; and twenty feet (20') from any building and must also have a Certificate of Flame Resistance.

Tents and membrane structures having an area in excess of four hundred (400) square feet shall not be erected for any purpose without first obtaining a separate permit from Chula Vista Fire Department.

Exception: Tents open on all sides that comply with the following:

1. Individual tents having a maximum size of seven hundred (700) square feet
2. The aggregate area of multiple tents placed side by side does not exceed seven hundred (700) square feet
3. A minimum clearance of twelve (12) feet to all structures and other tents

You are responsible for meeting or exceeding the following requirements for the management of all tent and canopy areas:

Locations

- Property lines, buildings, other tents, canopies, or temporary membrane structures must be at least twenty feet (20') from tent support wires, ropes, and guy wires.
- A twenty foot (20') fire access lane must be maintained. The access route must be outside of support wires, ropes, and guy wires.
- A twenty foot (20') fire lane must be provided around the entire event venue and must connect with all fire lanes required around tents/canopies.
- All vehicle parking and other internal combustion engines must be at least twenty feet (20') from any tent/canopy.
- According to California Fire Code 3104.19 there must be a (20') clearance around generators

- All vehicle parking and other tents, canopies, temporary membrane structures or other structures including portable toilets must be at least 15 feet (15') from a fire hydrant in accordance with California Vehicle Code Section 22514 and Chula Vista Municipal Code Section 10.52.080.

Installation

- Many parks and other public sites have irrigation, pipes and electrical components located inches below surface areas. Before using stakes to secure tents, canopies or other event components you must receive authorization to disrupt surfaces below ground.
- If tent stakes are authorized, they must be capped or covered.

Ingress/Egress

- All tent ingress and egress points must remain open and shall not be obstructed whenever event participants or staff occupies the tent.
- Illuminated exit signs are required at each exit while the tent is occupied. These exit signs must be powered by two separate sources of power.

Fire Safety

- Fire extinguishers of a 2-A-10B: Class C rating shall be provided every seventy five feet (75') of travel distance between tents/canopies and must be secured in an upright position and protected from vehicular traffic.
- Heating and cooking equipment shall not be located within ten feet (10') of exits, aisles, passageways, or combustible materials.
- Hay, straw, trash, and other flammable material cannot be stored closer than thirty feet (30') from the outside of tents/canopies.

SECTION 5.1 – EVENT INFRASTRUCTURE – FOOD PREPARATION

If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages at a public event, you must obtain a Temporary Food Facility Sponsor Permit. Additionally, each food vendor at your event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing sinks.

The County of San Diego Department of Environmental Health issues these permits. Food facility guidelines are provided by the County of San Diego Department of Environmental Health and can be accessed at http://www.co.san-diego.ca.us/deh/doing_business/forms.html.

SECTION 5.11 – Tent/Booth Construction and Location

- Tents/booths must be located a minimum of twenty feet (20') from any permanent structure. Should conditions warrant, the distance may be reduced when approved by the Fire Marshal.
- Exit openings must be a minimum six feet (6') wide and 6 feet 8 inches (6' 8") in height.
- Vehicles must be parked a minimum of twenty feet (20') away from the tent/booth.

- Cooking tents/booths must be separated from non-cooking tents/booths by ten feet (10').
- A physical barrier must separate all cooking activities from the public.
- All fabric or pliable canopy covers, side/backdrops and decorative material must either be:
    - Inherently fire-resistive and labeled as such; or
    - Treated by a State Fire Marshal licensed applicator; or
    - If the tent/booth is owner-occupied, the material may be treated by the owner with a State Fire Marshal approved fire retardant chemical. A flame test conducted by the Fire Marshal may be required.

SECTION 5.12 – Portable Cooking Equipment

- Each tent/booth must have a minimum 2-A-10B: Class C rated portable fire extinguisher.
- Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require a 2-A: K Class K fire extinguisher in addition to the Class C extinguisher.
- Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency.
- Each extinguisher must be visible and accessible and located away from the cooking area.
- Each extinguisher must have been serviced within the last year and have a California State Fire Marshal service tag attached.
- Only non-combustible materials should be used in cooking areas and around other heat sources.
- If your event is at a city park and you plan on cooking over turf you will be required to protect the turf surface from heat and/or hot water.
- Trash containers should be emptied regularly.
- Clean all cooking surfaces regularly to prevent the build-up of grease.
- Coals must be placed in water before disposal. Disposal must not utilize the storm water system.
- Know where the fire extinguisher is for each tent/booth and how to use it.
- Do not leave food cooking unattended.
- Do not wear loose-fitting clothing when cooking.
- In case of an emergency, call 9-1-1.

Coleman Stoves or Equivalent

- No gasoline or kerosene may be used.
- No fueling of a stove may be conducted in the tent/booth.
- No storage of fuel in the tent/booth.
- A minimum of five feet (5') of clearance must be maintained between the public and all cooking devices.

Butane or Propane Equipment

- The maximum size of LPG tanks that can be used inside of a tent/booth is one and a half (1.5) gallons or less.
- LPG tanks with more than one and a half (1.5) gallons must be stored outside of the tent/booth.
- Tanks must have a shut-off valve.
- Stoves must have an on-off valve.

- Hoses must be of an approved type for use with the equipment.
- Tanks must be protected from damage and secured in the upright position.
- Tanks located outside of tents/booths must have a pressure regulator if in excess of five (5) gallon capacity.
- Butane or propane tanks cannot be stored in tent/booths.
- Tanks must be turned off when not in use.
- All connections must be tested prior to use. Testing may be done with a soap and water solution.
- A minimum of eighteen inches (18") must be provided between the tent/booth backdrop material and cooking appliance. This clearance may be reduced with the permission of the Fire Marshal.
- A minimum of sixteen inches (16") must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to the sixteen inches (16") separation requirement includes the provision of a sixteen inch (16") in height, full width splashguard.

Charcoal/Barbeque Cooking

- Charcoal barbeque cooking is prohibited inside tents/booths.
- Charcoal cooking must be performed only in areas away from public access and shall be located a minimum of 5 feet (5') from any booth with a minimum of 10 feet (10') from any permanent structure.
- Only commercially sold charcoal lighter fluid or electric starters may be used (no gasoline, kerosene, etc.).
- Storage of starter fuel in the tent/booth is not permitted.
- Coals must be disposed of only in metal containers that have been designated for such use and are approved by the Fire Marshal. Dumping of coals in trash containers is prohibited.

Deep Fat Frying/Flambé Cooking

- All cooking operations must be located in a separate enclosure where only cooking operations are performed.
- Such enclosures must conform to tent/booth construction requirements, however, the top of the enclosure must be open or, when required by the San Diego County Health Department, shall have a metal/flame retardant screening that is a minimum height of seven feet (7').

SECTION 5.2 – EVENT INFRASTRUCTURE – RESTROOMS AND SINKS

SECTION 5.21 – Restrooms

The San Diego County Department of Environmental Health Services recommends one (1) chemical or portable toilet for every two hundred fifty (250) people. The number of portable toilets can be determined based on your estimated peak time attendance. You must provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both accessible and non-accessible facilities in the immediate area of the event site that will be available to the public during your event.

SECTION 5.22 – Restroom Accessibility

Ten percent (10%) of restroom facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom should be placed in each location designated for restrooms facilities and located on a level area not to exceed a two percent

(2%) cross-slope in any direction. If a single restroom unit is placed in a location, it must be accessible. An accessible route to each portable restroom must be provided.

SECTION 5.23 – Storm Water Pollution Prevention

Standard portable restrooms must be placed on a liner to prevent spills and run-off into the storm drain system. Accessible portable restrooms must use sand bags or other equivalent materials to prevent run-off from entering the storm drain system in lieu of a liner that might prevent accessibility. Spills must be immediately cleaned-up using proper spill containment and clean-up methods.

SECTION 5.24 – Sinks

The provision of hand-sanitizing facilities or sinks is recommended in restroom areas. As part of the County Health Department food handling permit process, you will also be required to provide specific types of hand sanitizing and/or sink facilities in all food and beverage service areas. It is illegal to use water tapped from public facilities and other outlets without authorization. In locations where sinks or hand sanitizing units are provided, at least one unit must be accessible. If a single sink or hand-sanitizing unit is placed in a location, it must be accessible. Standard portable sinks or hand-sanitizing units must be placed on a liner to prevent spills and run-off into the storm drain system. Accessible portable sinks or hand-sanitizing units must use sand bags or other equivalent materials to prevent run-off from entering the storm drain system in lieu of a liner that might prevent accessibility. Spills must be immediately cleaned-up using proper spill containment and clean-up methods.

SECTION 5.3 – EVENT INFRASTRUCTURE – RECYCLING AND TRASH

- All containers must be clearly identified as "RECYCLING ONLY", "FOOD WASTE ONLY", or "TRASH ONLY", as applicable.
- All recycling and food waste containers must have a label of text and/or graphic images of the primary materials accepted, and the primary materials prohibited for each type of container.
- Use clear/transparent bag liners for recycling and black for trash.
- The Host Organization must ensure that all recyclable and food waste materials are delivered to a recycling facility and not to a landfill.

SECTION 5.31 – Recycling

- The number of recyclable containers at special events must be equal to the number of trash containers (a 1:1 ratio).
- Recycling and trash containers must be placed next to each other in areas throughout the event venue.
- Each recyclable container must be clearly identified as a recycling receptacle. Acceptable recyclable items-accepting all commingled plastic and glass bottles and jars, paper, newspaper, metal containers, cardboard, and rigid plastics.

SECTION 5.32 – Trash

You are required to develop and implement plans that ensure the proper disposal of trash and recyclables generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. The city does not provide street sweeping services or additional food waste, recycling, or trash containers for special events, so please plan accordingly. At the conclusion of your event, the event venue and

surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities.

Failure to perform adequate clean-up and/or repair damages to city property and facilities due to your event will result in the City of Chula Vista providing the services and billing the Permit Applicant/Organization/Organization for clean-up and/or repair and/or withholding facility deposits.

SECTION 5.33 – Food Waste

Separate containers for food waste accepting commingled food material, food-soiled paper, yard trimmings, and nonhazardous wood waste, if the event generates, distributes, provides, or sells food or other food material.

- Food waste containers must, at minimum, be placed in food production and preparation areas, near food vendors and distributors, and around designated eating areas.
- Food Waste containers must be paired with a set of trash and recycling containers.
- Effective January 1, 2024, events with a daily attendance of 2,000 or more individuals must arrange for a food donation program. The host organization must enter a contract or written agreement with a food recovery organization or service to collect/accept the maximum amount of edible food that would otherwise be disposed of. Event Organizations not providing food but allowing food to be provided must require vendors to comply. For additional assistance please contact Environmental Services division at 619.691.5122.

Best Practices

Talk to vendors prior to the event to identify if they can support zero waste practices such as:

- Offering reusable serve ware
- Asking customers prior to handing out single use plastic straws and utensils
- Serving on 100% paper products that can be discarded in food waste containers.
- Encouraging vendors not to hand out excessive amounts of fliers and pamphlets or items with excessive packaging.

Inform vendors of waste management requirements and expectations including:

- Food waste recycling requirements for food vendors
- Do not to separate trash and recycling containers; containers must remain paired.
- How to properly dispose of material(s)

SECTION 5.4 – EVENT INFRASTRUCTURE – SAFETY EQUIPMENT AND FENCING

SECTION 5.41 – Safety Equipment

Based upon the location, components and configuration of your event, you may be required by the Chula Vista Police Department to provide safety equipment such as barricades, traffic cones, directional signage, fencing, lighting, etc. All equipment must be free standing, unless otherwise authorized. It is prohibited to affix temporary signage and equipment to trees, light poles, traffic signs, etc. You are responsible for obtaining

and properly placing this equipment prior to the beginning of your event in compliance with local and state laws. The city does not provide required safety equipment.

Safety equipment must be positioned at the specific location(s) and time(s) indicated on the special event permit or traffic control plan that is approved by the City of Chula Vista Traffic Engineering Department and the Chula Vista Police Department. Equipment must be properly placed at the required dates and times and must be removed as soon as it is safe to do so. All signage and barricades used after dark must be retro-reflective. Any barricades used at your event after dark must have flashing amber caution lights securely attached to them. You should also provide informational material and/or meet with businesses, residents, and other entities in any area where safety equipment will be placed.

The following information provides details regarding some of the most commonly used safety equipment along with requirements for fencing:

SECTION 5.42 – No Parking Signage Posting Requirements

- No Parking signs must be posted seventy two (72) hours prior to your event start time, and you must notify in person one of three (3) phone numbers; (619) 691-5151, (619) 476-2576 and (619) 585-5661
- Verification that all No Parking signs are placed in their correct location(s) every twenty four (24) hours from time of initial placement of the signage and a minimum of twelve (12) hours prior to your event set-up start time is required. The documentation must be kept on file and provided to city representatives upon request.
- No Parking signs must be posted on the curb next to the roadway including red, yellow, white, and blue zone areas.
- No Parking signs must be placed a minimum of every 20 feet (20**'**).
- Additional No Parking signs must be placed in areas where obstructions are present.
- Missing, collapsed, or damaged No Parking signs must be replaced at least daily and a minimum of twelve (12) hours prior to your event set-up start time.

In addition to the required equipment, it is important to assess the venue in which your proposed event will be held to develop signage and notification plans that best meet the needs of the event and the neighborhood or business district.

SECTION 5.43 – No Parking Signage Technical Specifications

- No Parking signs must be an "A" frame type structure (SDMC 86.07). An "A" frame may be constructed of plastic, wood or metal.
- No Parking signs must be a minimum of 17" x 22".
- No Parking Tow-Away message on each sign should meet the following requirements:
  - White background.
  - Preprinted message stating at minimum
    - ✓ Tow Away
    - ✓ No Parking
    - ✓ Special Event
  - A temporary sign securely attached to the "A" frame structure must use easily readable lettering and must include:

- ✓ Tow-Away Times (e.g. 6 AM – 2 PM)
- ✓ Day/Date
- ✓ Event Name/Telephone Number
- ✓ CVPD/(619) 691-5151

- The temporary No Parking message shall not be pasted over other signage.

SECTION 5.44 – Tow Authorization

Only a representative of the Chula Vista Police Department can authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the Chula Vista Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.

SECTION 5.45 – Barricades

Signs, delineation and barricades shall comply with the latest approved version of the State of California Manual of Uniform Traffic Control Devices and be provided by a licensed traffic control company.

SECTION 5.46 – Fencing

Fencing is typically used to delineate all or portions of an event venue. Most events use freestanding fences. If you plan to use stakes, footings or other materials you must receive authorization to disrupt surfaces below ground level. The Fire Marshal will also determine a maximum occupancy for the fenced area and corresponding number of required accessible exits. Free standing fence bases and guy assemblies must be protected to avoid a tripping hazard.

SECTION 6.0 – OPERATIONAL PLAN – SECURITY

Once your security plan has been submitted, the Chula Vista Police Department will review the plan and has final authority to require a minimum number of licensed private security guards, volunteer and staff positions as well as police officers and traffic controllers necessary to staff your proposed event.

Role of Private Security

Private security is typically used at events to enforce the operations and management of a broad array of safety measures ranging from crowd control within and around the venue, VIP management, and parking lot enforcement to identification checks, beer garden safety, money transfers, and/or any rules and regulations established by the Permit Applicant/Organization/Organization, etc. It is the responsibility of the Permit Applicant/Organization/Organization to contract with a licensed private security company and to ensure that the company has the ability to respond to the security needs of the event and surrounding environment. Private security officers have no police powers except the ability to perform a citizen's arrest.

Role of the Police Department

The Chula Vista Police Department may require department staff to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If your special event

impacts the community outside your venue, police services in addition to those needed to directly support your event may be required.

The Chula Vista Police Department has final authority over your event safety requirements. If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the Chula Vista Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Permit Applicant/Organization/Organization.

SECTION 6.01 – Private Security Company Requirements

- Professional Security Company licensed by the State of California.
- Company needs to develop and manage appropriate security plan.
- Private security to coordinate areas of responsibility with Chula Vista Police Department prior to the approval of your event.
- Company is required to have a Private Patrol Operator License issued by the State of California Department of Consumer Affairs.
- Security Guards are required to have a Guard Card Permit that is issued through the Department of Consumer Affairs.
- If security guard is armed, an Exposed Weapons Permit is also required.
- If hiring an armed, plainclothes guard with the weapon carried in a concealed manner, the courier is also required to have a Concealed Weapons Permit.

SECTION 6.1 – OPERATIONAL PLAN – ALCOHOL MANAGEMENT

It is illegal for anyone under the age of twenty one (21) to consume alcoholic beverages in the State of California. As the Permit Applicant/Organization/Organization or authorized representative listed on the Special Event Permit Application you and/or your organization are legally liable for any consumption and/or possession of alcohol by a minor.

SECTION 6.11 – Applying for a Permit

If you propose to sell or furnish alcoholic beverages at your event, you will be required to obtain a permit from the California State Department of Alcoholic Beverage Control (ABC) in addition to your Special Event Permit.

The City of Chula Vista Police Department and State ABC representatives will review your event plans and alcohol management strategies before your license is approved. If the proposed event will take place on public park land; within a city-owned facility; or other city-managed property, you will also be required to provide a letter of authorization to serve alcohol from an authorized representative of the managing city department. Both the Police Department and managing city department may place restrictions on the way in which alcohol is managed at your proposed event.

More information is available at http://www.abc.ca.gov or the local ABC office can be contacted at 619.525-4064.

SECTION 6.12 – Beer Gardens

A beer garden is required to separate guests of a legal drinking age from those who are not of legal drinking age. All beer gardens must be constructed with material or in a

manner that prevents beverages from being passed through to patrons outside the controlled space.
A beer garden can be constructed using several different methods including:

- One, six foot (6') free standing chain link fence, clear plastic sheeting, or other material that will easily allow the interior to be visible from the outside. Posters, banners, and other material shall not block more than twenty percent (20%) of the visibility.
- Two, four foot (4') free standing fences or other barriers placed six feet (6') apart.
- Tent structures may be used for beer gardens when appropriate security measures are employed.
- All entrances and exits must be at least four feet wide and free of any obstructions.
- The Fire Marshal requires entrances and exits to be spaced apart from each other based on the following formula:
- Corner to Corner Diagonal Distance ÷ 2 = Distance between Exits
- Example: a 40' x 40' square has a diagonal measurement of 56 feet (56').
- 56' ÷ 2'= 28'.
- Therefore, the exits must be placed at least 28 feet (28') apart from each other.
- The Fire Marshal will establish a maximum occupancy for your beer garden based on the proposed square footage, usage and furnishings of the beer garden.

As part of your event plans, you must depict the size and configuration of any proposed beer gardens on your site plan or route map.

SECTION 6.13 – All-age events
All-age events are permitted within the City of Chula Vista; contact the Office of Communications for further details, 619-691-5296.

SECTION 6.14 – Permit Conditions
Any police officer or State ABC official may revoke your permit to provide, serve or sell alcohol during your event for violations of the rules and terms of your permit application or your final permit. The following conditions, unless specifically modified by the Chula Vista Chief of Police, are required by the Chula Vista Police Department:

SECTION 6.15 – Chula Vista Police Department Alcohol Management Permit Conditions

- The sales, services, and consumption of permitted alcoholic beverages must take place only in the areas designated and approved on your Special Event permit application.
- Each time a person purchases an alcoholic beverage, the person's age shall be verified with identification. The use of hand stamps or wrist bands to verify age is discouraged.
- Alcoholic beverages can only be sold or provided to people twenty one (21) years or older.
- All distribution of alcoholic beverages must be performed be designated, trained (LEAD training or equivalent) event staff.
- Patrons shall not take alcoholic beverages from or be allowed to bring alcoholic beverages into designated event area(s).
- All alcoholic beverages must be consumed from a single serving container that complies with the following guidelines:

    - Sixteen (16) ounce cup or smaller for beer.
    - Five (5) ounce cup or smaller for wine.
    - No more than one (1) ounce of hard liquor/spirits stand alone or in a pre-mixed drink served in a five (5) ounce or smaller cup.
    - Smaller serving sizes may be required based on beverage type.
- Glass containers cannot be provided to patrons.
- The use of beer luges, drinking funnels, free pouring, etc. is prohibited.
- Licensed private security guard(s) shall be present at each entrance and exit to check entrants identification.
- Licensed private security guard(s) shall be present to check identification for the purposes of verifying that people entering the beer garden are twenty one (21) years of age or older.
- Licensed private security guard(s) shall be present in the area where consumption is taking place at all times that the license privileges are being exercised.
- Commencement of alcohol service shall not begin prior to the start time of the event. Last service shall be conducted no later than one-half hour prior to the end of the event.
- The Permit Applicant/Organization/Organization is responsible for resolving any problems associated with the event and/or issues of concern raised by neighbors.
- Liability Insurance naming the City of Chula Vista, its officers, employees and agents must be provided.

SECTION 6.2 – OPERATIONAL PLAN – MEDICAL

Events with a higher potential risk are required to implement an appropriate medical plan to address the specific needs of the attendees and/or participants. It is your responsibility to ensure that all medical support personnel whether paid or volunteer has the appropriate licensing, certifications and insurance to provide services at your event.

SECTION 6.3 – OPERATIONAL PLAN – TRANSPORTATION AND STREET CLOSURES

SECTION 6.31 – Transportation Plan

The Chula Vista Police Department in conjunction with City of Chula Vista Public Works/Traffic Engineering staff will determine if your event requires traffic control in order to facilitate vehicular, bicycle and pedestrian movement on city streets and public right-of-ways affected by your event. Following are guidelines that should be incorporated in your transportation plan:

- All traffic control in the public right-of-way must be conducted by a representative of the police department or by a civilian who is certified in traffic control and authorized by the police department in conjunction with City of Chula Vista Public Works/Traffic Engineering staff.
- All proposed street closures must be included in your permit application and be authorized by the police department in conjunction with City of Chula Vista Public Works/Traffic Engineering staff.
- If you plan to implement a shuttle plan to support your event needs, you must include approval of the property owner for use of the property in your transportation plan. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.

- The City of Chula Vista will evaluate the shuttle stops and proposed transportation routes as part of its overall evaluation of your event plans.
- Any taxi/limo drop-off/pick-up zones should be coordinated with the Chula Vista Police Department.
- You must include accessible parking and/or access in your event plans.
- If your event involves street closures, you must obtain traffic/safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted.
- If the event will alter or impact the flow of traffic (vehicle, bicycle and/or pedestrian) on public streets, traffic control plans may be required.

SECTION 6.32 – Street Closure and Reopening

Moving vehicles are not allowed in a closed venue except when approved as part of a parade or other entertainment feature associated with your event. If a stationary vehicle is part of your event plans, the Fire Marshal requires the keys be removed from the vehicle and kept by the Primary Contact until the event is over and it is safe to drive in the venue area. This requirement includes electric carts, Segway's, and other vehicles that may be used to provide supplies and services within your venue. Exceptions to the use of vehicles in a venue may be granted by an authorized city representative for public safety purposes. You must indicate the presence of parked cars within your venue as part of your permit application.

If your proposed event will take place in an area where vehicles park, you will be required by the Chula Vista Police Department to post No Parking signs seventy two (72) hours prior to your event start time, including set-up. You must verify that all No Parking signs are placed in their correct location(s) a minimum of twelve (12) hours prior to your event start time.

Only a sworn or trained employee of the police department has the legal right to remove a vehicle from a city street or authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the Chula Vista Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.

You must plan for the closure and reopening of the streets and other areas in which your event will take place. If a city fire marshal, police officer, or traffic controller is present, you must coordinate the closure and opening of streets with these authorities.

SECTION 6.4 – OPERATIONAL PLAN – SIGNAGE

Clear visible signage that can be seen over a crowd of people is important to the success of your event. All entrances, exits, start and finish lines should be clearly marked. Directional signage can help people locate food, entertainment, restroom facilities, and information areas making your event more user-friendly; resulting in enhanced pedestrian flow and the overall enjoyment of your event. Signage should meet accessibility standards.

SECTION 6.5 – OPERATIONAL PLAN – EVENT ACTIVITIES

Event Activities

Activities not included in your permit application are not authorized to take place in your event venue and can be curtailed by the Chula Vista Police Department. A member of the Chula Vista Police Department may terminate activities if they incite a crowd or have potential to cause unruly and risky behavior. Use of some equipment, interactive activities, or animals may require additional safety features, insurance levels, or permits.

SECTION 6.51 – Inflatables

The use of inflatables is prohibited in some parks. Examples of inflatables include, but are not limited to, jumpers, climbing walls, obstacle courses, décor elements and promotional signage.

SECTION 6.52 – Mechanized Equipment

The use of mechanized equipment can require additional planning, permits, security, and/or insurance requirements. Examples include, but are not limited to, carnival rides, mechanized trains, robotic demonstrations, etc.

SECTION 6.53 – Animals

The County of San Diego regulates the use of animals at events. All animals are to be treated in a humane manner and provided proper care and attention at all times. County Animal Control Officers must, at all reasonable times, be permitted full access to examine any/all animals to be used in and/or kept on the premises of your proposed event. Hand sanitizing/washing stations are required for all employees working with animals at an event and must be made available to attendees in instances where animals may be handled by the public. If your event is at a city park and you plan on corralling animals on turf you will be required to protect the turf surface.

SECTION 6.54 – Float and Parade Vehicles

A float is a unit specifically designed or constructed for use in conjunction with a parade or public gathering. A parade vehicle is a self-propelled wheeled conveyance not running on rails used in conjunction with a parade or public gathering. The following information has been developed to provide you with the minimum regulations for the operation of a float and/or parade vehicle:

Float/Parade Vehicle Requirements

- Participants on a float are not permitted to throw, toss or drop objects from the float to the crowd.
- All decorative materials used must be fire resistant or flame retardant.
- All motorized apparatus must have a fire extinguisher with a minimum UL rating of 2-A-10B: C that is accessible to the operator.
- All engines must be cleaned prior to use to prevent overheating and to reduce fire hazards.
- All engines must be equipped with an air cleaner or flame arrester.
- No smoking is permitted on floats and parade vehicles.
- No open flames are permitted on floats and/or parade vehicles.
- No flammable or combustible liquids are permitted on floats and parade vehicles.
- All exhaust pipes must be leak-free and insulated from float and vehicle decorations.

- If a gasoline-powered electrical generator is used and is located on the float (rather than on a trailer), a second 2-A-10B: C extinguisher must be located near the generator.
- Side rails/barriers or other approved restraints are required to prevent a person and/or objects from falling off a float and/or parade vehicle.

Driver Requirements

- All drivers must have a valid driver's license.
- If enclosed, a driver and all passengers must have a minimum of two escape routes.
- The driver's compartment must be properly ventilated to prevent accumulation of exhaust fumes such as carbon monoxide.

SECTION 6.55 – Amplified Sound

It is important to carefully assess the environment in which your event is proposed to take place in order to develop a plan that best limits the impact of sound generated by event activities to the surrounding neighborhood. Issues to consider include but are not limited to:

- The direction speakers are pointed.
- Use of directional speaker systems with cut-off points.
- Placement of smaller sound systems in specific locations throughout the venue rather than far-ranging single amplification systems.
- Sound checks must be authorized as part of your permit.
- Do not place speakers and sound system devices in areas that have not received authorization.
- Do not use amplified music during the set-up and dismantle of your event unless you have received prior authorization.
- Provide information to area residents and business that might be impacted by noise from your event. You should include a mobile number that is staffed by an event representative throughout the event set-up, event duration, and dismantle.

In most cases, issuance of a Special Event Permit will serve as your approval to use amplified sound within your event venue as outlined in your permit application. Loud and unreasonable noise at any time of day or night (including music) is a violation of state law. A police officer or park ranger that determines noise from your event is offensive to others may require you to lower or discontinue the noise even though you have a permit allowing such use. In some instances, you may be required to conduct decibel readings at pre-determined locations throughout your event time frame as part of your permit requirements.

SECTION 6.6 – OPERATIONAL PLAN – ACCESSIBILITY

Your event plans must comply with all city, county, state and federal disability access laws and regulations applicable to your proposed event activities. All temporary venues, related structures, and outdoors sites associated with your event must be accessible to all disabled persons. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be offered only to patrons with disabilities. This should include, but not be limited to:

- Accessible Parking/Transportation
- Accessible Restrooms/Sinks
- Accessible Booths/Service Counters
- Accessible Staging/Seating

SECTION 6.61 – Site Plan/Route Map

The site plan or route map you include with your permit application is a visual representation of all the infrastructure and operational event elements that you describe throughout the permit application and should include any stationary elements as well as moving routes.

The final permit issued by the City of Chula Vista will only be valid for the venue areas and event elements described in your permit application and site plan or route map. Modifications to your request may be required during the permit review process and will be incorporated in the final permit. Following are guidelines to assist you in the development of your site plan or route map:

Technical Specifications

- To ensure appropriate review of your event plans, your primary site plan or route map should be computer-generated using scaled drawings and measurements to depict the components of your event.
- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- There are many online mapping sites that provide basic mapping capabilities. If you utilize one of these mapping sites, you must use the 'plain', 'road', or 'parcel' view as the base to create your map. It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on your map.

Boundaries and Routes

- Your site plan or route map must include the names of all streets and/or areas that are part of the proposed event; including auxiliary parking and production areas.
- If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.
- The location of fencing, barriers and/or barricades must be depicted on your site plan or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- Identification of minimum twenty foot (20') emergency access lanes throughout the event venue.
- All access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map.

Event Infrastructure

Your site plan or route map should include the location of all event infrastructure elements identified in your permit application including, but not limited to:

- Fencing, including beer gardens and production areas.
- Portable restrooms and sinks.
- Trash and recycling containers and dumpsters.
- Storm drains and run-off containment.
- Water stations, water and ice supplies.
- Generators and other sources of electricity.
- Fuel storage facilities.

- Placement of any vehicles and/or trailers including production and shuttle areas.
- Portable, prefabricated, or site built structures, bridges, staging, platforms, bleachers, or grandstands.
- Other related infrastructure components not listed above but included in your permit application.

Event Operations

Your site plan or route map should include the location of all event operational elements identified in your permit application including, but not limited to:

- Stages and entertainment areas.
- Inflatables, mechanical rides, climbing walls, obstacle courses, games, petting zoo/animal rides, children/teen areas, sport demonstrations and other activities.
- Tents, canopies and/or booths. Booth identification of all vendors cooking with flammable gases, open flames or barbeque grills. A close-up of the food and/or cooking area configuration with all fire extinguisher locations is required.
- Location of beer garden(s). A close-up of the beer garden configurations(s).
- A close-up of the beer garden configuration(s) with all exit locations, serving fixtures, furniture and tenting is required.
- Tables, seating and other furniture.
- Parking, accessible parking, drop-off, limo/taxi zone, and shuttle locations, etc.
- Other related operational components not listed above but included in your permit application.

SECTION 7.0 – COMMUNITY OUTREACH

As part of your event planning process, you must evaluate the potential impact of your event on the surrounding neighborhood or environment.

SECTION 7.01 – Written Notification

The City of Chula Vista requires that notices/fliers be mailed or hand delivered two (2) weeks prior to your event to all entities directly impacted by your event and its associated activities. This notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact an event representative with the authority to address issues or concerns prior to the event and throughout the event time frame including set-up and dismantle. Complete documentation of this effort must be available to city representatives upon request.

SECTION 7.02 – Advisory Signage

If your event impacts a major use roadway, you must provide advisory signs that are placed a minimum of two (2) weeks prior to your event date. A representative of the police department in conjunction with City of Chula Vista Public Works/Traffic Engineering staff will provide you with a required list of advisory signs that must be placed at specific

locations to provide advanced notice to the regular users of a roadway of the scheduled closure.

SECTION 7.03 – Promotional Outreach

If your event is being held on public property and is open to the public, you may request to hang promotional materials on public property. Stipulations for hanging promotional materials on public property include, but are not limited to:

1. Must be City sponsored (or co-sponsored) event or activity
2. Other Special Events in City of Chula Vista may request permission to hang banners to promote event (e.g., approved Special Events, events for schools, non-profits, etc.)
3. All banners to promote events must be approved prior to printing by City Manager's office via Special Events Coordinator
4. Best option for banner visibility is to hang banners on park fencing
5. Banners can't cover other banners, existing signage, or block line of sight
6. When a banner(s) is to be posted, notify Special Events Coordinator so City work crews can be alerted and the banners don't get taken down
5. If banners are hanging on poles or stakes – must coordinate with Parks Department and Dig Alert 811 to avoid irrigation pipes
8. Banners can be posted 1 month prior to the event, with tear down of banners no later than three (3) days after the event

SECTION 8.0 – INSURANCE REQUIREMENTS

Before final approval of your Special Event Permit Application, you will need to provide certificate evidencing Commercial General Liability insurance in the name of the Permit Applicant/Organization and a separate Additional Insured Endorsement designating "City of Chula Vista". Permit Applicant/Organization may also be asked to provide other insurance as deemed necessary by City Risk Management to address the risk associated with the event, i.e. Liquor Legal, Fireworks, Automobile, Aviation, etc. If the Event organizer is unable to meet the above requirements, special event liability insurance may be purchased through the City's Office of Risk Management, depending on the type and scope of the event.

Minimum policy limits are generally $1 million per occurrence for Permit Applicant/Organization; however, the City of Chula Vista reserves the right to adjust policy limits according to the level of risk associated with the event. Each policy and endorsement must include the City of Chula Vista, its officer, employees, volunteers and agents as additionally named insured. Insurance coverage must be primary and maintained for the duration of the event including set-up and dismantle dates and times. The Permit Applicant/Organization and all contracted service providers that have paid employees must also submit proof of Workers Compensation Insurance with a minimum policy limit of $1 million.

Failure to provide accurate insurance documents is one of the most common reasons an event may not receive a final permit or be permitted to incorporate specific event elements. Therefore, in the early stage of your event planning, contact your insurance provider and all of the professional service providers you plan to use to ensure that they will be able to provide insurance documents to the City of Chula Vista in a timely manner. If a service provider indicates their insurance is already on file with the City of Chula Vista, include

that information with your submission of insurance documents to the city's Risk Management Department.

Summary of Requirements

Certificate of Insurances

All Certificates of Insurance must name as Additional Insured:

- The City of Chula Vista, its officers, employees and agents

Additional Insured Endorsements

All separate additional Insured Endorsements must name:

The City of Chula Vista, its officers, employees and agents as additionally insured