



CITY OF GROVER BEACH

SPECIAL EVENT PERMIT APPLICATION PROCESS

GBMC ARTICLE III, Chapter 11 Sections 3974 – 3984

Introduction

Welcome! The City of Grover Beach is pleased that you've selected our community to host your special event. The following guidelines have been prepared to assist you in determining whether your event requires a Special Event Permit. It also provides you with advance information regarding fees and operational requirements that must be considered in order to secure a permit. If a permit is required, City staff will be assisting you through the application pre-planning process to ensure the success of your event and the health and safety of event patrons, residents, workers and visitors. The City recognizes the substantial community benefits that may result from community events and encourages such public celebrations. The City also takes into consideration public safety issues and the potential impacts on neighborhoods and City services. Because a particular event may alter normal routines and/or the delivery of municipal services for our residents, businesses, and visitors, cooperation between the City, event organizers and sponsors, and the community is vital to the success of these events. The City encourages events that are appropriate in size to the sites in which they are proposed to be located, with manageable impacts on the surrounding community.

Definition of a Special Event

A "Special Event" is a planned assembly or gathering or activity planned to be attended by 100 or more people that requires the allocation of public resources beyond the normal pattern of traffic and travel or general calls for service. These public resources may include, but are not limited to, Police, Public Works, Parks & Recreation, Fire, Community Development and Administrative Services, and/or use of City streets, sidewalks, parking lots, and/or City facilities.

The following events/activities are examples that would require a Special Event Permit:

- A festival, concert, vehicles show or assembly consisting of persons, animals, or any combination thereof
- Use of any public street, sidewalk or other City-designated public right of way including: public streets, sidewalks or other publicly owned, controlled or maintained by the City; or
- Any other activity or event on **public property** which requires the placement of a tent, canopy, or other temporary structure.

How to Obtain a Special Event Permit

A review fee will be required to evaluate your application, as set forth in the Master Fee Schedule. Additional charges for City resources may be required and will be assessed during the evaluation process. All fees are collected after your application has been reviewed and is ready for final approval. An application for a permit may be submitted as early as one (1) year prior to the date of the event, but no later than 90 days prior.

This application process does not apply to events held exclusively at City-owned recreation facilities or barbecue pit reservations in City parks. Separate applications for these uses may be obtained from the Parks & Recreation Department and online reservations may be made at www.grover.org.

The Special Event Permit Application Process:

Step 1 **Submit application materials and review fee:** Please visit www.grover.org to download the application form or pick up an application from City Hall, 154 S. 8th Street, Grover Beach. If you have additional questions, please contact the Parks & Recreation Department at (805) 473-4580 or send an email to: gbparks@grover.org.

It is important to provide all required information in a timely and complete manner throughout the permit review process. *You are encouraged to submit an application for a permit as early as possible, up to one (1) year prior to the date of the proposed event, but no later than ninety (90) days prior to the date of the proposed event date(s). With the waiver of appeal rights, an application can be submitted no less than sixty (60) days prior to an event.*

Step 2 **Permit application is reviewed by City staff and applicant is notified of preliminary approval or denial:** City staff in each respective Department will review the application details within thirty (30) days. ***Please be aware that submission of a Special Event Permit Application does not guarantee receipt of a permit.*** The application will be reviewed through a collaborative process with pertinent City Departments. Special Event Permits receive final approval or denial by the City Manager or his/her designee.

Step 3 **Applicant meets with City staff to determine the level of City services and/or resources required, fees and costs:** City staff will make an appointment to consult with you regarding the event proposal. In addition to the information collected on the application, you may be required to prepare the following information for future meetings:

- Detailed event location maps, booth layouts, routes, etc.
- Detailed road closure requests including parking spaces
- Detailed timeline for event, including marketing, set up times/locations, actual event hours, alcohol permits, concessions, restrooms, clean up times/locations
- Security, medical, garbage & sanitation, lost and found, parking and volunteer plans
- Americans with Disabilities (ADA) Awareness
- Additional items as necessary

Other Permits: All licenses/permits whether required by the City Ordinance, County Ordinance or CA State Law are your responsibility to obtain. A general list of the required permits and licenses should be brought to the preliminary meeting with staff. During the Departments' review, required certificates, permits, and/or licenses may be identified, for example:

- Business Tax Certificate(s)
- Insurance Certificate
- Alcoholic Beverage Control (ABC) License
- Five Cities Fire Authority Inspection

Additionally, you will need to provide proof of third party service agreements for contracted services, for example:

- Entertainment
- Portable restrooms
- Security
- Barricades
- Waste disposal

Copies of the application are reviewed by all City departments to determine preliminary requirements for each event. At the pre-event meeting, City resources and estimated costs will be discussed with you. If necessary, the cost of providing a City service and staffing to support the event will be determined at this time. If necessary, the City of Grover Beach requires event organizers to compensate the City for all services provided for police protection, event control, equipment, services and clean up. **All fees are collected after the application has been reviewed and receives final approval.**

Step 4

Submit Insurance certificate; pay all applicable fees; City to issue or deny/revoke permit; appeal process: Before the issuance of a permit, the applicant be required to obtain commercial general liability insurance with coverage in an amount not less than One Million Dollars (\$1,000,000) for up to five hundred (500) attendees and with an additional One Million Dollars (\$1,000,000) for every additional five hundred (500) attendees per special event or outdoor assembly for personal injury or death and in the amount of not less than Two Million Dollars (\$2,000,000) for property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the special event or outdoor assembly, coverage must include full liquor liability. The City of Grover Beach, its officers, officials, agents, and employees shall be included as additional insureds on the policy. The insurance policy shall remain in full force and effect in the specified amounts for the duration of the permit. The evidence of insurance shall include an endorsement with the City of Grover Beach named second on the policy to the effect that the insurance company shall notify the Parks & Recreation Department of the City of Grover Beach in writing at least ten (10) days before the expiration or cancellation of said insurance.

If you wish to obtain special event insurance, you may purchase it from the City's insurance carrier, California Joint Powers Insurance Association (CJPIA). For more information on purchasing special event insurance through the City of Grover Beach, contact the Parks & Recreation Department.

The City of Grover Beach currently allows City property to be used for certain special events. To protect the City against financial loss arising from any incidents or accidents that may occur at the event, you will be required to provide appropriate insurance. This insurance protects both the City and you.

The event organizer shall sign an agreement to indemnify, defend, and hold harmless the City of Grover Beach, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with the special event or outdoor assembly, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

Event Applications

Pay all Applicable Fees: A review fee applies to all permits. However, additional charges for City resources may be required and will be assessed during the application review process. ***All fees are collected after your application has been reviewed and ready for final approval.*** You may be responsible for additional services that were not previously identified.

Permit Issued: A permit for the special event will be issued if all conditions established by the City are met.

Denial/revoke of Permit:

The City Manager or his/her designee will deny an application for a Special Event Permit or revoke a permit if any of the following is determined:

- The applicant knowingly made a false, misleading or fraudulent statement of fact to the City in the application process
- The applicant fails to comply with any conditions of approval including, but not limited to:
 - Remittance of fees and/or charges to the extent required by the Special Event Ordinance/Policy and Administrative instruction
 - Submittal of an indemnification agreement and/or proof of insurance to the extent required by the City of Grover Beach
 - Timely receipt of all required approvals to the extent required by the City of Grover Beach

- Agreement that if City property is destroyed or damaged by reason of permittee's use, event activity and the damage or destruction is directly attributable to the permittee, the permittee will reimburse the City for the actual replacement and/or repair cost of the destroyed or damaged property

Appeal

Appeal of Application Denial. Upon the denial of a Special Event / Outdoor Assemblies permit by the City Manager or his/her designee, the event organizer may submit an appeal to the City Council. The event organizer is required to file the appeal in writing within five (5) business days with the City Clerk. The appeal fee, as set by the Master Fee Schedule and subject to change from time to time, must be paid at the time of the appeal submission. The appeal must address only the reason for denial as made by the City Manager or his/her designee. The appeal will be presented by City staff to the City Council on the next reasonably available City Council meeting agenda. Event organizers who applied for a permit less than ninety (90) days prior to the proposed date of the event do not have the right to an appeal.

Step 5

After event evaluation with applicant: An after event evaluation with the applicant is recommended to gather insightful and valuable information and use it to improve the event in the future. Staff will assist the applicant with the evaluation process.

For questions about the City of Grover Beach's Special Events Permit process, please contact the Parks & Recreation Department at (805) 473-4580. An application form is available online at www.grover.org