



## SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS AND GUIDELINES

### A Special Event Permit shall be required for the following activities:

- a) An organized formation, parade, procession or assembly of more than one hundred (100) participants (may include people, animals, vehicles or any combination thereof); that assemble or travel in unison on any public street, highway, alley, sidewalk or other public way.
- b) Any organized formation, parade, procession or assembly which either (1) may impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or other public way owned, controlled, or maintained by the City or (2) does not comply with normal or usual traffic regulations or controls.
- c) Any outdoor activity of a group of more than one hundred (100) persons on City-owned, controlled, or maintained property such as City parks and open space, where a standard picnic shelter reservation or facilities use permit has not been granted.
- d) Any activity on public property that could reasonably be expected to require provision of public safety services.
- e) Any activity on public property that involves the placement of a tent, canopy, or other temporary structure (e.g. stages, bleachers), if that placement requires a permit from the City's Fire Department or Building Division.

This includes but is not limited to:

- Parades
- Marathons and fun-runs/walks
- Motorized vehicle races or contests
- Circuses, fairs and rodeos
- Outdoor music concerts, shows and exhibitions
- Other outdoor cultural events and community festivals
- Street fairs
- Public speaker event

### Exceptions to Special Event Permit requirements:

- (a) Funeral processions by a licensed mortuary.
- (b) Activities conducted by governmental agency acting within the scope of its authority.
- (c) Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment).
- (d) Events conducted by local elementary schools, middle schools, high schools or colleges that are conducted on their own grounds and property, and will not significantly impact traffic flow on surrounding public streets or pose a risk to public safety.
- (e) Any religious activities taking place on premises approved and/or regularly used for religious purposes.
- (f) Filmmaking activities for which a filming permit has been requested and granted.
- (g) Community/neighborhood block parties, where a block party permit has been requested and granted.
- (h) Groups of up to 200 people using picnic shelters at city parks where a shelter reservation and facilities use permit has been requested and granted, and the group does not exceed/violate any other noise, facilities use or public safety regulations.
- (i) Standard sporting leagues/tournaments held within a city park or recreation field, and where all necessary facilities use permits and approvals have been requested and granted by the Dept. of Recreation.
- (j) Established assembly/entertainment facilities that have long-term contracts with the City, that define the conditions and requirements for conducting ongoing public events.

### Insurance Requirements:

- The City of Chula Vista requires liability insurance for all special events on City-owned, controlled, or maintained property. Event organizers must meet the following minimum requirements:
  - Provide a certificate of insurance evidencing General Liability insurance for bodily injury, property damage, and personal injury on a per occurrence basis. Limit to be determined by City of Chula Vista Risk Management based upon risk.
  - Provide an Additional Insured Endorsement naming the City of Chula Vista, its officials, officers, agents, employees and volunteers as Additional Insured as respects of operations of the insured. Endorsement page must include name of insured, policy number and policy period.
  - Policy must be issued by an admitted insurer licensed transact business in the State of California
  - Policy must be issued by an insurer assigned an A.M. Best Rating A V (5) or better
  - Provide that policy is primary and non-contributory to any other insurance available to the City
  - Provide minimum of thirty (30) days written notice of cancellation of the policy for any reason, other than non-payment of premium.
  - 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

### Common Grounds for Denial of Application:

- Application is submitted less than 45 days prior to scheduled event start date
- Application is found to be incomplete or contain material falsehood or misrepresentation
- Inadequate insurance coverage
- Requested venue has already been reserved on the same date for another event/activity
- Requested venue cannot physically accommodate the proposed event, due to the number of anticipated attendees or size/nature of planned activities
- City staff cannot provide necessary services to ensure public safety or prepare/maintain venue
- Event organizer has violated the terms of previous event permits or damaged City property
- Event organizer has unpaid debts resulting from previous events (e.g. fees assessed for permits, city services, damages, etc.)



## **SPECIAL EVENT PERMIT APPLICATION**

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#### **Appealing Denial of Application:**

- If the Office of Communications denies a special event application, an appeal may be submitted in writing to the City Manager.
- If the City Manager's office upholds the denial of application, a final appeal may be presented in person at the next City Council meeting, by filing a speaker request in advance with the City Clerk's Office.

#### **Timelines:**

- A Special Event Permit Application must be completed at least 45 days before the start date of the event in question
- All insurance requirements must be filed and processed with City Risk Management 7 business days prior to the event in order to receive a final, approved special event permit
- Late and incomplete applications may not be processed
- The applicant will receive a conditional notice of approval; or notice of denial within 20 working days of submission of special event permit application. Final, full approval is contingent on completion of all outstanding paperwork, including insurance, noted on conditional approval.

#### **Submission of Applications:**

Special Event Permit Applications must be submitted at least 45 days prior to the scheduled start date of the event to:

City of Chula Vista - Office of Communications  
276 Fourth Avenue  
Chula Vista, CA 91910

Tel: 619-691-5296  
Fax: 619-409-5448

***Keep this page for your reference***