



CITY OF GROVER BEACH
APPLICATION FOR SPECIAL EVENT PERMIT
GBMC ARTICLE III, Chapter 11 Sections 3974-3984

*Thank you for choosing Grover Beach for your event. We welcome activities for our residents and visitors!
Applications must accompany the non-refundable special event fee as identified in the Master Fee Schedule*

SECTION 1 – APPLICANT INFORMATION

Applications shall be submitted not less than **90 days** nor more than one **(1) year** prior to the event.

1. **Application date:** _____

APPLICANT

2. **Applicant/Event Contact Person:** _____

3. **Additional Contact Person:** _____

4. **If this is a 501(c)3 Organization, Provide #:** _____

Proof of status by the IRS must be submitted for final approval of permit.

5. **Address:** _____

6. **City:** _____ **State:** _____ **Zip:** _____

7. **Phone:** _____

8. **Email:** _____ **Cell Phone:** _____

SECTION 2 – EVENT INFORMATION

TYPE OF EVENT

- Festival**
- Concert**
- Car Show**
- Other:** _____

EVENT DETAILS

9. **Event Name:** _____

10. **Event Date(s):** _____

11. **Purpose of Event:** _____

12. **Start Time (must include set-up):** _____

13. **End Time: (must include clean-up):** _____

14. **Estimated number of:**
Attendance: _____ Observers: _____ Vendors: _____ Vehicles: _____ Other: _____

15. **Location and/or Route of Event:** (must include a detailed map or diagram indicating the specific location – layout of the event (i.e.: vendors, booths, portables, stage, etc., direction of the route, including all turns and requested traffic lanes if applicable). Attach additional pages if necessary:

16. **Describe Street(s)/Sidewalk(s)/Facility and/or Park Requested for Use (Include map):** Attach additional pages if necessary:

SECTION 3 – ADDITIONAL EVENT INFORMATION			
	No	Yes	Action to be taken:
17. Will food be prepared and/or served at the event?			Contact with San Luis Obispo County Public Health Department for necessary permits
18. Will you be having a band or amplified music?			Review the City’s Ordinances regarding outside noise decibel limits and security guard requirements
19. Will portable restrooms be used?			Review Special Event Ordinance regarding portable restroom ratios requirements
20. Will vendors be selling food/products/merchandise, etc.			Each vendor must obtain a City of Grover Beach Business Tax Certificate (BTC)

FIRE DEPARTMENT – If you answer Yes to any question in this SECTION, you are required to contact the Five Cities Fire Authority (FCFA) at (805) 473-5490 for additional permits or approvals.

Note: Must provide 20 feet emergency access lane throughout event.			
	No	Yes	
21. Will a tent/temporary structure be utilizing sidewalks or having electricity/cooking within the tent?			The FCFA will assist you with obtaining the proper permit
22. Do you have a plan in place for medical emergencies, lost & found, that may occur during your event?			The FCFA will assist you with defining your safety needs/requirements

STREET USE – If your event uses any street (s) or requests them to be closed, you are required to contact the Grover Beach Chief of Police (805) 473-4511 to schedule a review the plan.			
NOTE: Barricading of streets will NOT be provided by the City. You will be responsible to contract these services with a <u>City-approved</u> provider.			
	No	Yes	Action to be taken:
23. Are you requesting to use any street(s) and/or be closed to traffic?			The Chief of Police will assist you with a traffic plan
24. Are you requesting any special parking restrictions?			The Chief of Police will assist you with a parking plan

SECTION 4 - PARKS AND RECREATION DEPARTMENT

You are required to contact the Parks and Recreation Department (805) 473-4580 to obtain park and facility rules/regulations/rental information and/or for additional items which may be needed.			
	No	Yes	Action to be taken:
25. Will the event be held in any Grover Beach park or utilize any City facilities?			The P&R Department will assist you with determining the requirements & application
26. Have you confirmed availability of date(s) for the park or facility for this purpose?			The P&R Department will assist you with establishing an available date
27. Will you be having a temporary structure in the park? (i.e.: Inflatable bounce house-must be City approved)			A separate permit & fee is required

SECURITY AND CONTROL SECTION – If you answer Yes to any question in this SECTION, contact the Grover Beach Chief of Police for more information (805) 473-4511.

	No	Yes	Action to be taken:
28. Will alcoholic beverages be served and/or sold?			If yes, contact the Alcohol & Beverage Control agency to obtain a permit to allow you to sell/serve beer and/or wine: (805) 543-7183
29. If serving and/or selling alcohol, have you determined the number of security guards required?			The Police & Parks & Recreation Departments will assist you with defining your safety/security needs
30. Do you have the correct level of insurance for your special event? (The City of Grover Beach needs to be listed as an additional insured)			Your permit WILL NOT be issued unless a required Certificate of Insurance including indemnifying the City is on file
31. Will surrounding residential and/or businesses be impacted?			You will be required to provide proof of notification regarding event details to the surrounding neighborhood and businesses 30 days prior to the event.

AGREEMENT FOR APPROVED SPECIAL EVENTS:

The undersigned, herein known as the applicant, understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, as a result of their use of City property. The applicant certifies that he/she has read and agrees to the City's Conditions of Approval provided herewith and acknowledges that additional conditions and fees may be required. The applicant agrees and consents to allow inspection of event by City personnel. The applicant further certifies under penalty of perjury under the laws of the State of California that the above information is a complete and accurate representation of the planned event.

Applicant-Print Name

Signature

Date

INDEMNIFICATION

By signing this application, I agree 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

Applicant-Print Name

Signature

Date

FOR OFFICE USE ONLY

Department	Approve	Deny	By	Date	Comments
PARKS & RECREATION					
POLICE					
FIRE					
PUBLIC WORKS					
ADMINISTRATIVE SERVICES					
CITY MANAGEMENT					

ADDITIONAL COMMENTS:

Date Permit issued

____/____/____

Permit No.

SUBMISSION OF COMPLETED APPLICATION - The Applicant must complete, sign, date, and add supplemental documentation to this application before submitting an original copy to: **City of Grover Beach - Parks & Recreation Department, Attention: Special Event Permit Application, 154 S. 8th Street, Grover Beach, CA 93433**