SPECIAL EVENT REFERENCE BOOK

City of Carlsbad
Parks & Recreation Department
799 Pine Avenue, Suite 200
Carlsbad, CA 92008
SpecialEventPermits@carlsbadca.gov
www.carlsbadca.gov

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SPECIAL EVENT PROCESS FLOW CHART *(REFERENCE CMC 8.17)*

Sponsor initiates event by contacting staff 90 days to 2 years prior to event.
(9-12 months prior is preferred for most events)

ANNUAL EVENT

STAFF INITIATES
Review of previous after-action items
- Requirements that have changed
- Checklist of outstanding documentation
- Timeline schedule for Applicant

FIRST TIME EVENT

STAFF EXPLAINS
- Municipal Code requirements
- Special events process & timeline
- Available reference materials
- Referrals to other involved agencies
- Billing estimate

EVENT APPLICANT RESPONSIBLE FOR:

- Parks & Recreation Facility Use Permit
- Insurance
- Site Plan/Route Map
- Traffic Control/Signage Plan
- Parking Management/Shuttle Plans
- Affected Party Meeting/Notifications
- NCTD/Caltrans Permits
- Environmental Impact Plans
- FD Inspections &/or Permit
- Medical Plan
- Massage Licensing
- Business Licensing
- Staffing Plan
- ABC Permit
- SD County Health Permit
- Other requirements set forth by staff

Present (for new) &/or submit completed application with fee(s) to Special Events Committee

Special Events Committee reviews & provides feedback to Applicant

Re-submittal with corrections &/or supplemental documentation

Initiate process with Special Events Coordinator

APPROVAL
Minimum of 28 days notice

EVENT DATE

After-action letter & billing

DENIAL
Minimum of 28 days notice

City Manager can authorize alternate date/time/venue

Appeal process to City Council

APPLICATION REQUIREMENTS CHARTS

Depending on the specific event, the following event types on public property generally need to review the checked application pages corresponding to these components. These are based on the history of the annual events in Carlsbad.

ATHLETIC EVENTS

	Run	Walk	Cycling	5k	Half-marathon	Marathon	Triathlon	<50 People Public Property	Private Property Event
Summary	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Contacts	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Related Permits	N/A	✓	N/A	N/A	N/A	N/A	✓	N/A	N/A
Insurance	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Accessibility	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Traffic Control	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Safety Equipment	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Signage	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Route Map	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Parking Plan	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Kiosks	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Notifications	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
NCTD/Caltrans	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Environment	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Food/Beverages	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Alcohol	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Fire Prevention	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Medical Plan	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Massage Licensing	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Sound/Music	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Business Licensing	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Staffing/Billing	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Security Plan	✓	N/A	✓	✓	✓	✓	✓	N/A	N/A
Marketing	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Release of Liability	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Special Aspect	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Checklist	✓	✓	✓	✓	✓	✓	✓	N/A	N/A

NON-ATHLETIC EVENTS

	Concert	Expo	Festival	Fireworks	Open House	Parade	Parking Waiver	Street Fair	<50 People Public Property	Private Property Event
Summary	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Contacts	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Related Permits	✓	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Insurance	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Accessibility	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Traffic Control	✓	N/A	N/A	N/A	N/A	✓	✓	✓	N/A	N/A
Safety Equipment	✓	N/A	N/A	N/A	N/A	✓	✓	✓	N/A	N/A
Signage	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Route Map	N/A	N/A	N/A	N/A	N/A	✓	N/A	N/A	N/A	N/A
Parking Plan	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Kiosks	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Notifications	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
NCTD/Caltrans	N/A	N/A	N/A	N/A	N/A	✓	✓	✓	N/A	N/A
Environment	✓	✓	✓	N/A	✓	✓	N/A	✓	N/A	N/A
Food/Beverages	✓	✓	✓	N/A	✓	N/A	N/A	✓	N/A	N/A
Alcohol	✓	✓	✓	N/A	N/A	N/A	N/A	✓	N/A	N/A
Fire Prevention	✓	✓	✓	✓	✓	N/A	N/A	✓	N/A	N/A
Medical Plan	✓	✓	✓	N/A	✓	✓	N/A	✓	N/A	N/A
Massage Licensing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓	N/A	N/A
Sound/Music	✓	✓	✓	✓	✓	✓	N/A	✓	N/A	N/A
Business Licensing	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Staffing/Billing	✓	N/A	N/A	✓	N/A	✓	N/A	✓	N/A	N/A
Security Plan	✓	N/A	N/A	N/A	N/A	N/A	N/A	✓	N/A	N/A
Marketing	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Release of Liability	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A
Special Aspect	✓	✓	✓	✓	✓	N/A	N/A	✓	N/A	N/A
Checklist	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A

SPECIAL EVENT PERMIT PROCESS AND FEES

DEFINITION OF A SPECIAL EVENT IN CARLSBAD

The City of Carlsbad is proud to host a multitude of events each year ranging from major invitational sporting competitions to community-based celebrations. A special event permit is required of any organized event with 50 or more persons on public property:

- which is to travel or assemble in unison
- which will cause a disruption or change in normal traffic regulations or controls
- which is **not** within the scope of a Parks and Facility Use permit, other land use approval, or private property permit

SPECIAL EVENT REQUIREMENTS AND TIME-LINE

Carlsbad Municipal Code (CMC) Chapter 8.17 outlines the requirements of a special event.

The permit application, including all required documentation, must be received by the city no later than 90 days prior to the actual date of your event. Your application may be submitted as early as two (2) years prior to your event. **At least 9-12 months ahead is a preferred time-line to provide adequate time to process most events.** Approval of a permit must be made not less than 28 days prior to the event; therefore, it is imperative that the special event permit request and supporting documentation be submitted, reviewed and finalized in a timely manner.

Acceptance of your application by the city is not a guarantee of the proposed date and location or an automatic approval of your event. Please call well in advance of your event planning to discuss the availability of your date choice(s). **Holidays, annual event holder dates and the Carlsbad Police Department's events/training days are blackout dates.**

PERMIT PROCESS

The permit process begins when you submit your completed application and fee. The application is designed to prompt the information that is needed in the special events process. **All attachments and supporting documentation are to be submitted with the original application.**

Upon receipt of your application, the Special Events Office will perform an initial screening of the information. The documentation will be forwarded to the Special Events Committee for review and approval. Throughout the review process you will be notified if additional information (permits, licenses, certificates, etc.) is required. All requested information must be received before final approval. **Delays in providing these items could result in the denial of your permit.**

The Special Events Committee is comprised of members from various city departments who are involved with special events. Their primary function is to assure events are held in a manner that adequately ensures public health, safety and welfare, and does not adversely impact non-participants. Throughout the process the Special Events Committee is available to assist the Applicant and Event Organizer in planning a successful event.

SPECIAL EVENT PERMIT FEES

The Special Event Permit application fees are defined in CMC §8.17.070 and set forth in the Master Fee Schedule approved by City Council. The fees are required to reimburse the city for its reasonable and necessary costs in receiving, processing and reviewing event applications. The current **non-refundable** fees are:

- **$134** for a minor event - an event that does not require a Traffic Control Plan (TCP) **or** that requires a TCP for two or fewer intersections and does not involve a secondary, major or prime arterial OR
- **$401** for a major event - an event that requires a TCP for three or more intersections **or** involves a secondary, major or prime arterial

SPECIAL EVENT SUMMARY

This section of the application is intended to provide the City of Carlsbad with an overview of your event. Information you provide is public information and may be used for promotional purposes including, but not limited to, print, electronic and internet formats.

LOCATION(S)

Describe the names and addresses of the areas involved: streets, public and private properties, parks and facilities. If private properties are involved, letters of consent are required for use of those properties. For The Shoppes at Carlsbad parking lot, which is owned by the City of Carlsbad, consent from the city's Real Estate Manager is required **before the special event application can be accepted.** A private property permit may be required.

ACTIVITIES

As an Applicant you must be certain that all event-related activities comply with local, state and federal laws.

DESCRIPTION OF EVENT

The description requested in the application is to be promotional in nature. Include:

- Whether this is a non-profit or for-profit event
- What charity, organization, persons the event is benefitting
- The activities scheduled at the event

APPLICANT'S EVENT STAFF CONTACTS

APPLICANT

The Applicant is the party or entity legally responsible for the event. The Applicant or the Applicant's Agent must be available to work closely with the Special Events Committee throughout the permitting process. In the event that any information provided is inaccurate, the Applicant may be personally liable for all costs and damages incurred as a result of this special event. **The Applicant must be the same party or entity that:**

- **Has signed the Affidavit of Applicant**
- **Is named as the Insured on all required insurance documents, including the ACORD™ Certificate of Liability Insurance (see page 15)**
- **Is the same Applicant that holds a current Carlsbad Business License**

If the required insurance for the event is provided from any entity other than the Applicant, that entity must also appear as a Co-Applicant, provide the same signatures as set forth above, and be named as additional insured.

SPECIAL ASPECT ENTITY

If a particular aspect of the event (e.g. alcohol, inflatables, fireworks/pyrotechnics, climbing wall, security, traffic control, etc.) is not provided or insured by the Applicant, the entity providing that particular aspect of the event must also fulfill the city's insurance requirements. That entity must also execute the "Special Aspect of Event Release from Liability and Indemnification" signature page of the application.

AUTHORIZATION DOCUMENTATION

The Applicant or Agent of the Applicant must be authorized to sign the application and work with the Special Events Committee. In some cases, documentation must be submitted that indicates the signer is authorized to be legally responsible. **You may indicate authorization for five future events to be kept on file.** There may be an instance that there is no one to authorize the signer because the signer is the top-ranking individual. A document indicating so on letterhead is greatly appreciated. The goal is to be sure all parties are aware of each person's role at all levels of the host organization and the city.

Sometimes the Applicant, or Agent of the Applicant, delegates an event staff person to work with the Special Events Committee. This person is named and authorized in the application. Examples of Applicants, Agents or event staff might be:

- A national office may sign as the Applicant but the local chapter may assign staff to work with the city.
- The corporate president may sign but an office assistant may do the work with the city.
- The Chief Executive Officer of a non-profit entity may sign but a board member may work with the city.

PROFESSIONAL ORGANIZER

The Applicant may contract with a Professional Event Organizer to work with the city's Special Event Committee to plan, produce and/or manage your event. The Professional Event Organizer must be available to work closely with the Special Events Committee throughout the permitting process. This person is named and authorized in the application. **The Professional Event Organizer is not eligible to sign documents in-lieu of or on the behalf of the Applicant.**

BUSINESS LICENSING

A current Carlsbad Business License is required for all special event Applicants and Co-Applicants. You are required to provide a copy of your license for verification by city staff.

For-profit and non-profit organizations are both required to have a Carlsbad business license. Organizations or entities without an IRS 501(c)(3) valid tax exemption status are considered to be commercial in nature. Requests from non-profit organizations require a copy of the IRS 501(c)(3) tax exemption letter with the business licensing application, and there is no cost for a non-profit business license. For more information or to obtain a business license, visit https://www.carlsbadca.gov/departments/finance/business-licenses. You may also contact the Business Licensing Department at 760-602-2495. Please allow 45-60 days for license processing.

The special event permit can allow you exclusive control and regulation of any concessionaires within your defined event venue. You need to provide a plan for regulation and controlling such concessionaires. Park and beach regulations may vary. Contact the City of Carlsbad's Parks & Recreation Department if your event is on park property and California State Parks if your event is on beach property.

An amendment to CMC §8.17.070 also requires a special event Applicant to pay a non-refundable fee to be submitted with the application fee to allow third-party vendors to participate under the Applicant's Carlsbad Business License. The fee is as follows:

- $90 each day

In lieu of the vendor fee, all vendors involved in the event would need to submit current Carlsbad business licenses.

AFFECTED PARTY MEETING

The following events must sponsor a meeting for all affected parties:

- A first time major event
- A major event that has not been held for more than 2 years
- A first time event at a city facility not authorized by a facility use permit
- An event at a city facility that is not authorized by a facility use permit and has not been held for more than 2 years

The purpose of the affected party meeting is to allow the Applicant to identify and address concerns regarding the time, place, and manner in which the special event is to be held. Concerns regarding the message or viewpoint of the event sponsor are not considered. **This meeting must be held between 80 and 180 days prior to the date of the special event** and will be facilitated by city staff.

AFFECTED PARTY MEETING NOTICE

Notifications are required to be disseminated a minimum of 10 days prior to the meeting via the United States Postal Service or by direct distribution. **Affected parties are those residents and businesses located within 300 feet of the special event area that are likely to experience impact and those within reasonable hearing for fireworks.**

To adequately inform your recipients, the following list should help remind you of the important information that should be relayed to those affected by your event:

- Description of event and purpose
- Date(s) and time(s)of event, setup and dismantle, road closure(s)
- Schedule of event activities
- Location of event venue(s)
- Location/summary road closure(s)
- Shuttle information
- Parking information
- Site map/route map
- Number of spectators and participants
- Information on how to participate in event
- Event's public contact's name, phone number, email address, website
- City of Carlsbad Special Events Committee phone number, email address (required)

The Special Events Committee also requests that you notify these applicable, affected agencies:

- California Highway Patrol
- Oceanside Police Department
- San Diego Sheriff's Department
- Palomar Airport's Air Traffic Control Tower
- California State Parks
- North County Transit District
- Caltrans
- Applicable City of Carlsbad departments

INSURANCE REQUIREMENTS and VERIFICATION of COMPLIANCE

As soon as you begin to plan your event, review your insurance policy exclusions and provide the city's insurance requirements to your broker to determine whether there is coverage for all activities planned and insurance documents can be provided to meet the city's requirements (common policy exclusions are shown on page 14). This will help to avoid the most common reasons insurance is not accepted: errors and omissions.

Insurance requirements depend on the risk level of the event. As a general rule, the City of Carlsbad requires a minimum of one million dollars ($1,000,000) in liability coverage. Events with higher risk levels require additional insurance coverage in the form of higher limits and/or multiple policies if all activities cannot be covered by one policy. Contact the Risk Manager at 760-602-2470 for any questions about the required amount of coverage.

Before final permit approval, you will need to submit a certificate(s) and endorsement(s) for your Commercial General Liability (CGL) Insurance policy that name as Additional Insured, the City of Carlsbad, its officers, employees, volunteers and agents. Other agencies related to the city may have to be named as well, depending on the event. You may also be required to submit insurance for other public entities (e.g., County, State, NCTD, Caltrans) impacted by your event. Insurance coverage must be primary and maintained for the duration of the event including set-up and dismantle dates.

If the required insurance for the event is provided from any entity other than the Applicant, that entity must also appear as a Co-Applicant and provide the same signatures as set forth above.

THE FOLLOWING INSURANCE DOCUMENTS MUST BE SUBMITTED:

Certificate(s) of Insurance
Complete the checklist for each policy required for the event (sample certificate on page 15) This document is a statement of the coverage in place but does not extend coverage or any other rights to the city or any other party.

Endorsement to the Policy
Complete the checklist. This document adds language to the insurance policy that is required by the permit. An example is the requirement to make the city additional insured on the insured's policy.

A model endorsement form and samples of insurance industry standard endorsement forms that are acceptable, as long as they have not been altered with additional wording to limit/restrict coverage, are found on pages 15, 16, 17 and 18.

NOTE: Excerpts from policies are not accepted in lieu of the required endorsement.

CERTIFICATE(S) CHECKLIST *(refer to sample on Page 15)*

- ☐ **(1) INSURED**: The "insured" matches the Applicant's name as it appears in the application.

  The Applicant is the party responsible for the event. Insurance from an entity other than the event holder is not a substitute for coverage for the event. Examples include party planners, caterers, or other vendors who provide event services but may not be responsible for the entire event. Insurance from a vendor(s) who is not the Applicant may be required and provided in addition to the insurance for the event.
- ☐ **(2) GENERAL LIABILITY:** "Occurrence" box is checked.

Additional policies or confirmation of coverage in this policy are required for activities that are commonly excluded from the typical Commercial General Liability (CGL) policy. An example is Liquor Liability insurance, which generally is provided by a separate policy. If alcohol is available for consumption and money changes hands in any way (e.g., for a donation, for a ticket for a meal, for entry into the event, for the beverage) between the facility user/vendor and attendees, then Liquor Liability insurance is required.

☐ **(2a) LIMITS:** Minimum per occurrence limit (higher may be required depending on event risks):
- $1 million per occurrence general liability coverage OR
- $2 million per occurrence general liability coverage if alcohol is to be served.

Liquor Liability coverage must be included on the certificate at the same coverage limit even if provided in another policy. This requirement may be met with a combination of primary and excess liability if both policies include liquor liability coverage.

☐ **(3) POLICY EFFECTIVE AND EXPIRATION DATES:** Policy is current and date(s) of the event fall within the "policy effective" and "policy expiration" dates.

☐ **(4) EXCESS/UMBRELLA:** Supplements limits of other policies to meet required limits, as necessary.

☐ **(5) OTHER:** Liquor Liability or other coverage required for the permit is shown here, or along with another policy as appropriate. Limits are as high as or higher than required.

☐ **(6) DESCRIPTION OF OPERATIONS:** The name of the event and date(s) to be held are shown here. **There is no language here attempting to limit liability.** Coverage is shown for event activities that are commonly excluded from a typical CGL policy or typically outside the scope of coverage for a policy for one specific activity, such as a sport.

Two of the most common exclusions are liquor liability and athletic participants*. On page 14 is a list of many types of events and activities that are typically excluded from CGL policies.

***ATHLETIC PARTICIPANTS**

If there are athletic participants, one of the following is required:
- "Participant legal liability" coverage is shown on the certificate at the required limit of coverage, **or**
- "Liability claims filed by athletic participants are not excluded under the general liability insurance" appears in the description section of the certificate.

NOTE: Participant legal liability coverage subject to signing of waiver/release is **not** acceptable. The medical expense portion of a CGL policy and a Workers' Comp policy are not accepted in lieu of the above.

☐ Copy of blank waivers and releases of liability forms for athletic participants attached *(release of the City of Carlsbad from liability must be included on the form)*

☐ Copies of waivers and releases of liability forms signed by all athletic participants

☐ **(7) CERTIFICATE HOLDER:** City of Carlsbad,1200 Carlsbad Village Dr., Carlsbad, CA 92008

ENDORSEMENT CHECKLIST

A model endorsement form as well as samples of acceptable insurance industry standard (ISO) forms can be found on pages 15, 16, 17 and 18. Complete the checklist for each endorsement required for the event (multiple polices may be needed to cover all event activities).

The endorsement(s) requirements include the following:

☐ The City of Carlsbad, its officers, employees, volunteers and agents are additional insured. **LIMITED RESTRICTIVE WORDING** is acceptable, other than to restrict the coverage to liability arising out of the operations of the named insured. Sample acceptable industry standard forms

are attached and include: **Newer forms: CG 20 10 04 13, CG 20 13 04 13, and CG 20 26 04 13. Older forms which are still acceptable, but seldom used: CG 20 10 11 85**, **CG 20 26 11 85, CG 20 10 10 93, CG 20 10 03 97, CG 20 10 10 01, CG 20 24 11 85, CG 29 35 11 88, CG 20 11 01 96, CG 20 12 07 98, and CG 20 26 07 04.** Added wording to restrict coverage will not be accepted.

If the event is held on private property belonging to another entity, they must also be named additional insured by the same requirements.

- ☐ General Liability policy number on endorsement matches policy number on certificate.

COMMON EXCLUSIONS TO GENERAL LIABILITY POLICIES (SPECIAL ASPECTS)

Some events and activities that may be **EXCLUDED** from many general liability insurance policies are shown below. This is not an exhaustive list and some policies may provide coverage where others do not. Event holders should check their policy to ensure coverage for all activities proposed and evidence of this coverage must be provided.

- Aircraft/aviation, all terrain boarding, animals or animal acts, athletic activities/participants, athletic equipment--sale/manufacture or distribution
- Ballooning, hot air balloons or balloon rides, base jumping, bicycle or unicycle activities, boating, power boats, power boat racing, bouldering, boxing, bungee jumping
- Canoeing, carnival rides, cheerleading pyramids, chemicals, use or demonstration, circus acts, circuses, climbing wall, concert or dance with mosh pits, concerts over six hours, construction or demolition work
- Demolition work, diving, platform diving or spring board diving
- Equestrian related sports
- Fire (use or demonstration with), fireworks, football (except passing camps w/ no contact drills)
- Gliders, guns (use or demonstration with), gymnastics
- Hang gliding, hockey, horseback riding or use of horses, hot air balloons
- Ice hockey, inflatables, inflatable activities
- Jousting
- Karate or contact martial arts, kayaking
- Lacrosse, luge
- Mechanical amusement rides or services, medical or chiropractic care, motorized sporting equipment, mountain biking, mountain climbing, mountain boarding
- Parachuting, polo, professional sporting activities, games, racing or contests of a professional nature and with cash prize, pyrotechnics, fireworks, explosives, black powder
- Rafting, rap, heavy metal or rock concerts, raves, rock climbing, rodeo or roping events (including practice), roller blade or roller skate activities, roller hockey, ropes courses, rugby
- Saddle animal exposure, scaffolding or elevated platform, such as a stage, more than 4 feet above level, scuba diving, security, skate board activities, skin diving, sky diving, snowboarding, snow skiing, squash
- Tanning devices, tobogganing, tournaments, tractor or truck pulls, traffic control, trampoline
- Water polo, water skiing, watercraft activities or use, waterslides, wrestling

FOR EVENTS WITH MULITPLE DATES

For events with multiple dates choose one:

- ☐ List all the events during the year on the certificate by name and date(s) OR
- ☐ Add a general statement on the certificate that is for the special event in Carlsbad during the poliy year OR
- ☐ Issue a certificate and endorsement for each event OR
- ☐ Attach an email to the certificate and endorsement showing a conversation with the broker confirming the docs are the all the special event during the policy year

City of Carlsbad

ACORD™ CERTIFICATE OF LIABILITY INSURANC Clear Save

DATE (MM/DD/YYYY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED

1

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	$
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurence)	$
		CLAIMS MADE / OCCUR				MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$
						GENERAL AGGREGATE	$
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$
		POLICY / PRO-JECT / LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO					
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
		HIRED AUTOS				BODILY INJURY (Per accident)	$
		NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		OCCUR / CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS / OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					

Sample

Sample

2 2a 3 4 5

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

6

CERTIFICATE HOLDER

7

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Numbers 1 – 7 in red are referenced on Page 13

CHECKLIST	MODEL ENDORSEMENT
☐ **Policy No. must match Certificate.**	POLICY NUMBER: XXXXXXX **COMMERCIAL GENERAL LIABILITY**
☐ **Insured's Name, if shown, must match certificate.**	INSURED: XXXXX XXXX XXXXXXX
	THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
	ADDITIONAL INSURED- DESIGNATED PERSON OR ORGANIZATION
	This endorsement modifies insurance provided under the following:
	COMMERCIAL GENERAL LIABILITY COVERAGE PART.
	SCHEDULE
☐ **Name of Person or Organization: City of Carlsbad, its officers, employees, volunteers and agents**	Name of Person or Organization: **City of Carlsbad, its officers, employees, volunteers, and agents.**
	(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)
☐ **Language is not restrictive. For example, "…with respect to liability… caused in whole or in part by…" will not be accepted.**	WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.
	Copyright, Insurance Services Office, Inc. 1984

City of Carlsbad, Risk Management Department

POLICY NUMBER: **COMMERCIAL GENERAL LIABILITY**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

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POLICY NUMBER: **COMMERCIAL GENERAL LIABILITY**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

 Copyright, Insurance Services Office, Inc., 1984

SITE PLAN

A site plan is required for most events. To ensure prompt and proper review, it is preferred you submit blueprints or computer assisted drawings (CAD). If CAD is not available, the plans should be produced in a clear and legible manner and submitted in an 8 ½" x 11" or 11" x 17" standard format. **To supplement your site plan, provide a detailed narrative and time-line including a description of activities within and during the event.**

The layout should include but not be limited to showing the following:

- ☐ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area
- ☐ The location of fencing, barriers and/or barricades--show any removable fencing for emergency access
- ☐ All signage, language, dimensions
- ☐ Exit locations for outdoor events that are fenced and/or location within tents or tent structures
- ☐ Access points for emergency vehicles and equipment
- ☐ 20 foot emergency access lanes throughout the event venue
- ☐ How all event components meet accessibility standards
- ☐ Location of parking for the disabled
- ☐ Location of portable, prefabricated, or site built structures, staging, platforms, bleachers, grandstands, bridges, tents, canopies, and booths
- ☐ Shuttle zone location
- ☐ Location of first aid facilities and ambulances and their access points
- ☐ Location of all portable restrooms, trash and recycling containers and dumpsters
- ☐ Location of water supplies, run-off containment, storm drains, water stations
- ☐ A close-up of the food and/or cooking area configuration with all fire extinguisher locations--include booth identification of all vendors cooking with flammable gases, open flames or barbecue grills
- ☐ A close-up of the alcohol service area
- ☐ Location of fuel storage and/or generator locations and/or source of electricity
- ☐ Placement of vehicles and/or trailers
- ☐ Details of any inflatables or rides
- ☐ Area allocated to accommodate individuals desiring to express opinions not consistent with the purpose or intent of the event (Freedom of Speech areas)
- ☐ Other related event components not listed above

The Applicant is responsible for:

- Inspecting all areas within the event site for hazards
- Notifying the Special Events Office, Officer in Charge, or other appropriate city staff a minimum of 48 hours in advance of the event to allow for corrective/remedial measures
- Taking steps to protect event participants and attendees until corrective/remedial measures are implemented

No materials may be drilled into the concrete or attached to any city property or vegetation without permission. The Applicant is responsible for any damage that occurs to city property/facilities due to the event, and will be billed at full recovery rates plus overhead for cleanup and repairs necessary as a result of the event.

BUILDING PERMIT

Based on your event site plan and components, the Carlsbad Fire Prevention Department and/or Carlsbad Building Department may require inspections of your venue before and/or during the event at your cost. A minimum charge for the inspections is established by the Master Fee Schedule. For more information, you may contact **Fire Prevention at 760-602-4665**.

The Fire Prevention Department may require inspections should the event include:

- The use of a barbecue
- Bleachers
- Food preparation
- Heating Devices
- Inflatable/hot air balloons
- Open flame
- Tent/canopy
- Vehicles indoors

The Building Department may require the issuance of building permits should the event include:

- Portable structures
- Prefabricated structures
- Site built structures
- Bleachers
- Elevated platforms
- Tents
- Membrane structures
- Other similar structures
- Involve electrical modifications

Provide all necessary structural calculations, drawings and related site inspections required by the Building Department to facilitate the review and permit issuance. A cash bond with a completion/forfeiture date may be required if plans/permits are not complete at the time the building application is filed. For more information, you may contact the **Building Department at 760-602-2719** no less than 30 calendar days prior to needing your permit.

TRAFFIC CONTROL PLAN (TCP)

If your event impacts or restricts the public's normal or typical use of city streets, bike lanes, sidewalks, parks, beaches or public water ways, you are required to provide a TCP. The city mandates the services of a private barricade vendor to draft and implement the TCP which is then reviewed and approved by the city Traffic Engineer. The TCP:

- Illustrates the appropriate and safe handling of traffic for your event
- Illustrates how traffic control will be set up and implemented
- Must meet the standards of the California Manual on Uniform Traffic Control Devices
- Helps to assure minimal impact on traffic progress without compromising safety
- Is applicable for both moving routes and fixed venues

Blueprint or computer assisted drawings (CAD) plans are preferred in standard 8½" x 11" or 11" x 17" formatting. Your TCP must be submitted along with the original application to allow sufficient time for comment and revisions. If your TCP requires revisions, you will need to make the corrections in a timely manner and resubmit it. Be sure to return the original TCP (with staff corrections) along with the newly revised one for re-checking.

The TCP must indicate:

- ☐ A detailed outline of the event venue including pertinent landmarks and parks
- ☐ Clearly marked street names and applicable intersections
- ☐ All detours and alternate circulation routes and all proposed street, intersection and/or lane closures
- ☐ All barricades, cones, sheeting, delineators, fencing and any other traffic control product required by your TCP
- ☐ All regulatory, warning and guide signs that are part of your TCP
- ☐ All dimensions, sizes and spacing of any traffic control products
- ☐ Signage, its dimensions, and what it says
- ☐ The location and description of all off-site signs and any on-site signs that have a face area larger than 16 square feet or stand more than 4 feet above the ground
- ☐ All provisions for parking, both on-site and off-site, including shuttle pickup and drop off locations
- ☐ The number and location of persons proposed or required to monitor or facilitate the event, or to provide spectator and/or traffic control--include all positions for uniformed officers, security personnel, and event volunteers
- ☐ Special notes applicable to the TCP

ROAD CLOSURE SIGN NOTIFICATIONS

If your event involves road closures in accordance with CMC §8.17.110, you are required to provide and post street closure advisory notification signs **10 to 15 days** prior to your event. These advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure and must be shown on the TCP. All signs must be in compliance and indicate the following per specific size and location restrictions in the above code section:

- ☐ The name of the event
- ☐ Date
- ☐ Time
- ☐ Location of the closure

SAFETY EQUIPMENT

If your event closes, blocks or interrupts traffic flow, you will be required to obtain traffic safety equipment for your venue. You will also be required to ensure that proper detour/parking information and signage are posted in approved locations. Depending on the type of event, you many need to use barricades, traffic cones, directional signage, fencing, etc. It is your responsibility to obtain and properly place this equipment prior to the beginning of your event.

Traffic control devices will not be supplied by the City of Carlsbad.

There are two types of signage that can be approved on the traffic control plan:

- **Traffic control/directional signs** may not be posted more than four hours prior to and after the event.
- **Road closure signs** may be posted 10-15 days prior to the scheduled closure.

CONTACT INFORMATION/INSURANCE

If applicable, provide the name and contact information of the traffic safety company you will be using for your event.

The Applicant will also be responsible to provide the vendor's insurance in compliance with the City of Carlsbad's requirements. Traffic control is a special aspect commonly excluded from general liability policies.

ROUTE MAP

If the event involves a moving route of any kind, a detailed route map is required for events in motion. Be sure to indicate:

- ☐ Direction of travel
- ☐ Type of travel
- ☐ Size and number of vehicles
- ☐ Streets
- ☐ Storm drains
- ☐ Water stations
- ☐ A narrative/time-line including a description of activities within the event

Your route map must be submitted along with the original application to allow sufficient time for comment and revisions. Your route map will be forwarded to appropriate city staff for review. If your route map needs to have corrections made to it, it will be returned to you. You will need to make the corrections in a timely manner and resubmit it. Be sure to return the original route map (with staff corrections) along with the newly revised one for re-checking.

PARKING MANAGEMENT PLAN (PMP)/ PRIVATE PROPERTY/SHUTTLE SERVICES

It is important that you plan for the safe arrival and departure of event attendees, participants and vendors. As an Applicant you should develop a parking management plan that is suitable for the environment in which your event will take place. Remember that parking, traffic congestion and environmental pollution are all factors of concern with events. You should include the use of carpools, public transportation and alternate modes of non-polluting transportation whenever possible.

A PMP is required if: parking will be provided outside the venue or parking waivers are requested, private lots are used for parking, or shuttle services will be available. Your plan must include the following if applicable:

- ☐ A parking waiver site plan
- ☐ Disabled parking provisions
- ☐ A copy of the letter(s) of consent from all private property owners not owned by the Applicant
- ☐ Shuttle service information
- ☐ Taxi/limo/ride service drop off and pick up areas

The City Traffic Engineer reviews and approves these plans. Your PMP must be submitted along with the original application and traffic control plan (if applicable) to allow sufficient time for comments and revisions. Be sure to return the original PMP (with staff corrections) along with the newly revised one for re-checking.

SIGNAGE AND KIOSK RESERVATIONS

Aside from traffic control signage, off-site signage is generally prohibited for special events. The Building, Planning and Code Enforcement Departments review requests for signage that are for purposes other than traffic control. Indicate all signage, its dimensions and what it says on the site plan, route map and/or TCP. Specific sign allowance and placement regulations are outlined per Carlsbad Municipal Code §8.17.110 and §21.41.100:

- Promotional signs on the eight city kiosks may not be posted more than 16 days prior to the event and must be removed immediately, but at no time more than two days after. The maximum sign size is four feet x four feet. Use of these kiosks requires making a reservation, as noted below.
- All venue signs with more than 16 square feet of sign area, or signs that are more than four feet above ground level, must be identified on the site plan. Signs/banners must be less than 50 square feet.
- Traffic rules and regulations must be obeyed when posting signage.

KIOSK RESERVATIONS

The city provides kiosks for your promotional advertisement signs. Reservations are required to advertise at each of the eight locations for a 16-day maximum prior to the event, with a two-day grace period for removal. There is room for one sign per side of each kiosk, with a four x four-foot size maximum. You may contact the Special Events Office for more information at 760-931-2297.

There are several times during the year that annual events overlap in their requests to use the kiosks. **Priority for posting signs, and for which side of the kiosk you may use, is given to events first in time.** Reservations made first are not necessarily first to post. As space is limited, you may be asked to divide the number of locations with another event. You will either both have the opportunity to post at least four signs or to post the signs that are in the vicinity that would notify traffic of your event.

Be advised that if you move or remove signs belonging to another event without their permission, you will not be eligible to make reservations in the future. It is acceptable to work with another event via the Special Events Office to make special accommodations that benefit all parties.

NORTH COUNTY TRANSIT DISTRICT PERMIT (NCTD)

If your event will need street closures that affect the use of railways and/or public bus routes, a permit from NCTD may be necessary. A copy of your NCTD permit must be available upon request at the event.

For more information, you may contact NCTD as follows:

- For **permits,** contact ROW@nctd.org or 760-967-2851.
- For **bus notifications**, contact NCTD at 760-901-1122 or 760-967-2856.
- To find out what route changes are in effect, dial 511.
- For **railway/Coaster notifications**, contact NCTD at 760-966-6700. For an emergency involving a train, contact 760-967-2821. Your permit may require a flagman, **after** obtaining your permit contact Ralph Godinez, Track/Flag Foreman at 760-975-9692 to schedule.

CALTRANS PERMIT

If your event affects interstate access or signage, or closes interstate ramps, a permit from Caltrans may be necessary. A copy of your Caltrans permit must be available upon request at the event.

For more information, you may contact Caltrans at 619-688-6158.

FACILITY USE PERMIT

If your event will need the use of a Carlsbad park or facility before and/or during the event, you will need to obtain a Facility Use Permit at your cost. The permit will be obtained simultaneously through the special event permitting process, and the Parks & Recreation Department will work with the Special Events Office to facilitate your permit.

You may contact the Parks & Recreation Department for specific questions regarding the park or facility at 760-602-7510 no less than 30 calendar days prior to needing your permit. Applications will be reviewed, use will be categorized, and fees, if any, will be set by the Parks & Recreation Department. **Carlsbad parks and facilities may be rented one year in advance to the public; submission for Special Events Permit does not guarantee Carlsbad park or facility availability.**

Additional fees may be applied should the event include:

- **Park staff:** If before 0800 hours or after 1700 hours, there is an extra staffing fee per hour per staff required for all usages other than during regular operation hours.
- **Inflatables:** Applicable fees are required in a city park or facility. Additional insurance and signatures for this Special Aspect are required.

Additional regulations may apply to your permit such as:

- No vehicles or trailers permitted on grass, natural turf or synthetic turf areas.
- A refundable cleaning/damage deposit; determined by risk factors such as amplified sound, alcohol, total attendance, and alteration of traffic flow.

ENVIRONMENTAL IMPACT (RECYCLING/TRASH/STORM WATER)

It is important to the community that your event is planned and organized with minimal impact to the environment. Recycling and waste reduction strategies are required as part of your initial planning process. The information provided below can help you meet that goal. For additional information regarding necessary environmental requirements for your event, you may contact the city's Environmental Management Division/Recycling & Trash Program at 760-602-4646.

RECYCLING

Recycling is required for all events. In 2004, the State of California passed AB 2176 requiring event organizers to develop and implement a waste reduction plan for large venues and events averaging over 2,000 attendees per day, or events that charge an admission fee. Answers to the questions in the Special Event Application will serve as your recycling and trash plan and must include:

- The amount and types of waste anticipated
- Actions proposed to reduce the amount generated
- Provisions to handle hazardous waste
- Recycling arrangements
- Provisions to document the actual amounts of diverted or recycled waste

To facilitate the maximum segregation of recyclable materials from the waste stream and to identify contamination, **recycle bins must have lids and be clearly marked. At a minimum, one recycle bin must be placed next to each trash bin. Bins should be placed for every 100-150 attendees (both participants/spectators combined)**. Signage should clearly distinguish between recycle bins and trash bins.

DEFINITIONS:

Bin: a collection container for recyclables or trash typically 36 gallons, but may vary in size
Container: anything that contains or can contain something
Contamination: refers to the mixing of general trash with recyclables
Segregation: the act of segregating; to separate or set apart from others; isolate

RECYCLING PLAN FOR LARGE EVENTS

The following information must be provided in order to be in compliance with the State of California AB 2176 regulation. **If your event charges an admission fee or averages over 2,000 attendees per day, you must submit a recycled materials receipt within 30 days of your event.** This documentation must include the actual amounts of materials diverted and/or recycled (usually through presentation of a weight or yardage receipt from the receiving waste service or recycling center).

TRASH

As an Applicant, you must properly dispose of, or recycle, waste throughout the term of your event. Immediately upon conclusion of the event, the area must be returned to a clean condition. **Should you fail to perform adequate cleanup, or damage occurs to city property/facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair.** In addition, such failure may result in denial of future approval for a special event permit or the requirement of a cash deposit or surety bond for future events.

City recycling or trash containers utilized by participants and spectators must be emptied during your regular collections during the event and restored for public use during clean-up of your event.

Waste Management, Inc. is the only "authorized collector" of trash (solid waste) in the City of Carlsbad through an exclusive franchise agreement. You must contact Waste Management, Inc., to coordinate trash and recycling containers and servicing options for your event. They may be reached at 760-929-9400. If the Applicant chooses, they may market and sell recyclable materials without going through Waste Management, Inc., so long as recyclables are transported privately and not through a contractor.

STREET SWEEPING

The city does not provide street sweeping services for special events. If applicable, provide the name and contact information of the street sweeping company you will be using for your event. If a street sweeper is used, ensure they are on-site promptly after the event.

PORTABLE RESTROOMS

Studies indicate that providing adequate portable sanitation facilities has a significant impact on your event. Special consideration should be given to quantity, placement and service of the portable toilets and other portable sanitation equipment such as portable hand washing stations. **Federal law requires at least 10% of the portable restroom facilities be ADA accessible. The City of Carlsbad requires restrooms be provided with secondary containment trays to contain possible overflows and that restrooms be placed away from locations that have the potential to impact the storm drain system.** All portable restroom and hand washing stations must be indicated on the site plan.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)/TEMPLATE

The city has an intricate storm drain system that is not connected to sanitary sewer systems or other treatment plans but is designed to move rainwater from the streets to creeks, lagoons and the ocean in order to prevent flooding. Any materials left behind or disposed of on streets and sidewalks can reach the storm drain system and eventually our natural resources. Local and state regulations prohibit the discharge of wash water, cleaning water, trash and debris to the storm drain system.

On January 24, 2007, the City of Carlsbad was issued a municipal storm water permit (municipal permit) by the California Regional Water Quality Control Board. The municipal permit requires the city to prevent the potential for storm water pollution during special events. All special events in Carlsbad are required to implement the minimum special event best management practices (BMPs). BMPs are structures, procedures and practices that help prevent pollutants from entering storm drains and assure that trash, litter and other pollutants generated by special events do not impact waterways.

Special events have been prioritized according to type of event, size, location, number in attendance, weather forecast, proximity to the nearest water body, and potential threat to water quality. High priority events may be required to develop a detailed SWPPP. Based on this prioritization, the city will conduct storm water compliance inspections of most special events in Carlsbad.

A SWPPP describes the steps you plan to take to prevent pollution as required per CMC §8.17 of the CMC and the California Regional Water Quality Control Board San Diego Region Order No. R9-2007-0001. The SWPPP includes a list of BMP's to be implemented by the event organizer before, during and after the event to reduce and/or prevent pollutants from leaving the event venue. The SWPPP must be approved by the city prior to special event permit issuance. The special event application questions do cover the necessary information; however, the Event organizers can submit a supplemental SWPPP in an alternate format as long as it includes the required information. *(See STORM WATER POLLUTION PREVENTION PLAN TEMPLATE)*

The SWPPP must be submitted along with the original application to allow sufficient time for comments and revisions. You may contact the city's Storm Water Protection Program for specific information and assistance with this aspect of your event planning. The city's Storm Water Inspector, who reviews and approves these plans, can be reached at 760-602-2780.

MAJOR EVENT SWPPP (GREATER THAN 1,000 ATTENDEES)

All major event organizers are required to develop and implement an event/venue-specific SWPPP that includes a site map, list of BMPs, and a description of how staff, vendors and participants will be trained on storm water pollution prevention.

MINOR EVENT SWPPP (LESS THAN 1,000 ATTENDEES)

Some minor event organizers may be required to develop a SWPPP that minimally includes a list of BMPs and a description of how staff, vendors and participants will be trained on pollution prevention.

STORM DRAIN SITE MAP

Event organizers must submit a site plan that identifies all of the drain inlets and/or discharge points. The storm drain map can be included as a part of the SWPPP or stand alone. The storm drain map should include the following minimum elements:

- An outline of the event venue including the names of all streets or areas that are part of the event and the surrounding area.
- The location of all portable toilets, trash and recycling containers, and dumpsters.
- Location of all storm drain inlets, including curb inlets, grates and other discharge points. In addition, include all locations of storm drain protection devices, run-off containment features and water stations.
- A detail of the food and/or cooking area and location of spill kits.
- Fuel storage and/or generator locations.
- Placement of vehicles and/or trailers.
- Details of any inflatable rides, carnival or mechanical rides and animal attractions.
- The location of activities and materials that have the potential to contribute to pollution must be depicted.

HOW TO USE THIS SWPPP TEMPLATE

☐ **READ THE TEMPLATE**
Make sure you understand the template before using it to develop an event/venue specific SWPPP.

☐ **ONLY INCLUDE RELEVANT INFORMATION**
This template can be used by major and minor event organizers. Some of the information may not be relevant to activities that occur during the event.

☐ **ONLY INCLUDE BMPs THAT WILL BE IMPLEMENTED**
Do not include a comprehensive list of BMPs that will be difficult or impractical to implement. Only include BMPs that are reasonable and feasible.

☐ **KNOW YOUR EVENT AND STAFF**
Conduct a site evaluation prior to developing the SWPPP. Make sure staff are knowledgeable and able to implement the SWPPP.

STORM WATER POLLUTION PREVENTION PLAN TEMPLATE

Name of Event: _____

Event Location: _____

Address (if applicable): _____

Event Contact Name: _____ Phone: _____

Clean-up Crew Leader: _____

Title: _____

Phone: _____ Cell: _____

Responsibility: _____

1. **Storm Drain Site Map**

   Present a site map (this information can also be included in the site plan and/or route map) of the event showing the following features:

   - ☐ The location of all portable toilets, trash and recycling containers, and trash receptacles.
   - ☐ Location of all storm drain inlets, including curb inlets, grates and other discharge points. In addition, include all locations of storm drain protection devices and/or runoff containment features.
   - ☐ A detail of the food and/or cooking area and location of spill kits.
   - ☐ Fuel storage and/or generator locations.
   - ☐ Placement of vehicles and/or trailers.
   - ☐ Inflatable rides, carnival or mechanical rides, and animal attractions.
   - ☐ The location of activities and materials that have the potential to contribute to pollution.

2. **Potential Sources of Pollution**

   The following have been identified as potential sources of pollution during the event (select all that apply):

   - ☐ Outdoor storage/staging areas
   - ☐ Food concession and preparation
   - ☐ Eating and picnic areas
   - ☐ Trash and recycling areas
   - ☐ Event activities (please be specific)
   - ☐ Water attractions or rides
   - ☐ Mechanical equipment and/or rides
   - ☐ Vehicle and/or equipment leaks
   - ☐ Pet and animal waste
   - ☐ Portable restroom areas
   - ☐ Any other areas or activities that have the potential to contribute to storm water pollution.

3. **Best Management Practices**

   Date/Time BMPs will be installed: _____

   Date/Time BMPs will be removed: _____

   The following is a list of BMPs that can be implemented for the special event. Select the BMPs most appropriate for the event and describe how BMPs will be implemented. BMPs must be implemented before, during, and after the event. Select all that apply and provide detailed information about how each will be implemented.

A. **Good Housekeeping:** describe which good housekeeping practices will be implemented to maintain a clean and orderly venue.

- ☐ Keep site free of litter and debris. Place trash cans and recycling receptacles around venue the site to minimize litter.
- ☐ Frequently inspect BMPs to ensure they are performed as required.
- ☐ Frequently check and empty trash and recycling receptacles.
- ☐ Keep heavy equipment in good working condition. Inspect frequently for leaks and repair as needed. Perform major equipment repairs away from the storage area.
- ☐ Dry sweep paved surfaces. Clean-up materials such as brooms, shovels, dustpans, and sweepers must be available throughout the event.
- ☐ Sweep paved areas weekly for collection and disposal of loose solid materials. Do not use a hose to dispose of these materials into a storm drain or conveyance system.
- ☐ Distribute information during staff and vendor training sessions and meetings.
- ☐ Sweep the streets after the event.
- ☐ Announce pollution prevention public service announcements during the event.

B. **Preventative Maintenance:** describe which preventive maintenance BMPs will be implemented to help prevent the discharge of pollution to the storm drain system.

- ☐ Locate and protect storm drains on-site with berms or filters during the event.
- ☐ Regularly inspect and clean gutters, storm drains, catch basins, and other storm drainage features so that pollutants do not accumulate.
- ☐ Place materials on pallets, when possible, to avoid contact with storm water run-on and runoff.

C. **Spill Response:** describe how staff will respond to and/or prevent spills during the event.

- ☐ Keep rags, damp mops, and absorbents readily accessible. Dispose of waste properly.
- ☐ Never hose down pavement or impervious surfaces where fluids have spilled. Use dry clean-up methods, whenever possible.
- ☐ Report any significant spills to the city.
- ☐ Train employees and vendors to routinely check for leaks and spills.

D. **Training and Awareness:** describe how staff, vendors, and participants will be trained in pollution prevention.

- ☐ Staff, vendors, and participants should be informed about the storm water requirements, their responsibilities, and how event activities could potentially contribute to storm water pollution.
- ☐ Make storm water pollution prevention and BMP information available.
- ☐ Training, at a minimum, should include:
  - ➢ SWPPP requirements
  - ➢ Spill response and reporting
  - ➢ Good housekeeping
  - ➢ BMPs
  - ➢ Waste handling and storage procedures

E. **Waste Handling and Recycling:** describe how trash will be managed, stored, and disposed of during and after the event.

- ☐ Cover and maintain waste containers and check frequently for leaks. Lids must be kept closed at all times. If lids cannot be provided for the waste containers or they cannot otherwise be covered, designate a waste storage area and provide secondary containment.
- ☐ Never clean out a dumpster by hosing it down. When cleaning the containers, all rinse water from cleaning must be disposed of to a sanitary sewer or septic system.
- ☐ Dispose all wastes and debris properly.
- ☐ Recycle all recyclable materials.
- ☐ Train staff to frequently check waste storage for leaks and to ensure that dumpster lids are on tightly.
- ☐ Sweep the waste storage area or otherwise clean the area frequently to collect all loose solids for proper disposal. Do not use a water hose to collect or clean solids.
- ☐ Obtain or utilize another container if the amount of waste accumulated appears to frequently exceed the capacity of the dumpster.
- ☐ Provide secondary containment for all portable restrooms.

F. **Inspections:** event organizers will conduct inspections throughout the event to determine if the storm water pollution prevention controls are being effectively and properly implemented. Specific BMPs that are not working as intended or properly implemented will be noted and brought to the attention of the appropriate maintenance staff. If problems are found during the inspection, event staff will determine whether operation and maintenance activities require modifications in order to comply with the SWPPP or if the BMPs need to be revised.

4. Special Event Site Compliance Inspection

The city will conduct a storm water inspection to evaluate the effectiveness of the SWPPP. The inspection will verify that potential pollution sources have been adequately identified in the SWPPP and that the BMPs prescribed are being properly implemented and maintained. Information reported shall include the inspection date, inspection personnel, scope of the inspection, major observations, and necessary corrective actions. Applicable fees may apply.

FIRE INSPECTIONS & PERMITS

FIRE PREVENTION/PERMITS

If your event plans will include any of the following items, a permit or inspections from the Carlsbad Fire Department may be necessary:

- Catering
- Tents
- Canopies
- Umbrellas
- Fire/open flame/burning
- Fireworks/pyrotechnic displays
- Flame producing equipment or hot work
- Food preparation sites
- Liquid or gas-fueled vehicles (equipment) within an assembly occupancy or covered mall

A tent permit is required if a temporary membrane structure is over 200 square feet, a canopy is over 400 square feet, or "EZ Ups" cumulatively measure 700 square feet or more. Small tents and/or canopies placed less than 20 feet apart are considered one area for inspection purposes. You may contact Fire Prevention at 760-602-4665 for a tent permit no less than 14 calendar days prior to needing your permit. You will be required to provide a copy of your application and a list of food service and tent vendors.

INSPECTIONS

Establishing fire prevention and safety procedures for your event is essential in the planning process. Your event must be reviewed by the Fire Marshal for fire safety, crowd capacity, cooking compliance and access issues. To ensure public safety, the Fire Marshal may need to inspect your venue for these issues either before or during your event.

For addition information regarding necessary inspections for your event, you may contact the Fire Prevention Department at 760-602-4665. If Carlsbad Fire Prevention Specialists are required for inspections or for stand-by duty for your event, you will be billed for their services at the rates established in the Master Fee Schedule approved by City Council Resolution.

VENDORS

A list of food service and tent vendors will be required to supplement the application to assist the Fire Department in their approval process.

INSURANCE

The Applicant will also be responsible to provide the vendor's insurance for fireworks/pyrotechnics in compliance with the City of Carlsbad's requirements. Fireworks/pyrotechnics are a special aspect commonly excluded from general liability policies.

MEDICAL PLAN

You are required to provide a detailed medical plan to ensure the health and safety of all participants and attendees at your event. **The Carlsbad Fire Department (CFD) must be accessed via the 911 system for all medical aids that are not immediately resolved by the on-site event medical plan. CFD must also be accessed via the 911 system for any hospital transport that is needed**. Your medical plan must include:

- ☐ Communications
- ☐ The types of resources
- ☐ Equipment available
- ☐ Location of medical staff
- ☐ The manner in which the plan will be managed
- ☐ Copies of CPR cards for event staff
- ☐ Copy of the Medical Director's curriculum vitae and California medical license
- ☐ **Copy of medical calls summary (required within 30 days of your event)**

CFD has final authority to determine your event's medical service requirements. They may consist of any of the following depending on the anticipated crowd size and activity at the event:

- Knowledge of 911 access and CPR
- Basic first aid station(s)
- First aid station(s) including a nurse
- First aid station(s) including physician
- BLS ambulance(s)
- ALS ambulance(s)
- Mobile team(s)

You may contact the Fire Department's EMS Coordinator at 760-931-2175 for further information.

MASSAGE LICENSING

Massage services at special events are regulated, require prior approval and must be done free of charge.

Per Chapter 5.16 of the CMC, every Holistic Health Practitioner and Massage Technician performing a massage at your event must be CAMTC (California Massage Therapy Council) certified. Students must be supervised by a licensed instructor. Inclusion of this type of activity may also have additional insurance requirements.

Persons exempt per the CMC (who are duly licensed to practice and/or conduct business, such as physicians, chiropractors, sports trainers, and nurses in specific instances) are required to provide their State of California certification in lieu of the CAMTC certification.

You are required to provide copies of your CAMTC state certifications for verification by city staff. For questions about obtaining the state certification, contact CAMTC at 916-669-5336. Please allow up to 90 days in advance to obtain certification and at least 60 days in advance for renewals.

CITY STAFFING AND BILLING

The Police Officer in Charge (OIC) and the Fire Department will review the plans for your event and determine the staffing needs to ensure traffic control and public safety for the event. The decision is based on:

- Size, location, duration, time and date of the event
- Expected sale or service or alcohol
- Number of streets
- Intersections blocked from use by the public
- Need to detour pedestrian and vehicular traffic from public streets and sidewalks

When the staffing review is complete, an estimate of costs, outlining the extraordinary city services and equipment, will be provided for your records. You are responsible for payment of city staff working the event at the rates current at the time of billing.

There is no charge for Reserve Officers, Explorers or Senior Volunteer Patrol. We make every effort to utilize as many volunteers as is safely possible.

EXPLORERS

There is no charge for the Explorers; however, they are supervised by an advising Officer billed at his/her rate. The program by which they are regulated, Learning for Life, also requires they be fed every four hours. They appreciate your compensation by providing meals in return for their volunteer time. Explorer Post 781 is a non-profit organization that can provide you with a copy of their 501(c)(3) for tax purposes, if requested.

POLICE COMMAND POST

The OIC will also review the plans for your event to determine if there is a need for placement of the Police Department's mobile command post. If it is determined to be a necessary component for the Police Department to work from at your event, placement on the site plan will be discussed. Applicable fees for staffing the command post are billed to the Applicant.

SECURITY PLAN

As an Applicant, you are required to provide a safe and secure environment for your event. This is accomplished by anticipating potential problems/concerns related to the event's activities and surrounding environment. The following should all be taken into consideration when developing your security plan:

- Size, location, duration, time and date of the event
- Type of activities
- Expected sale or service of alcohol

The Carlsbad Police Department will review your security plan once it has been submitted and determine if private security guards will be sufficient. If not, police officers will be required to ensure traffic control and public safety for your event.

If private security is to be hired, they must have a current California state license. You will be asked to provide their Private Patrol Operator number. The status of their license will be verified with California State Department of Consumer Affairs at www.search.dca.ca.gov/ under "Security and Investigative"/ "Private Patrol Operator."

The Applicant will also be responsible to provide the vendor's insurance in compliance with the City of Carlsbad's requirements. Security is a special aspect commonly excluded from general liability policies.

The Carlsbad Police Department retains authority over your event security requirements. If the prescribed number of licensed private security guards is not provided, or proves to be inadequate, the Carlsbad Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Applicant.

AMPLIFIED SOUND OR MUSIC

Loudly amplified sound or music, especially at late evening or early morning hours, will not be granted as a condition of your permit. If a complaint is received regarding the sound from your event, a police officer will respond and ask you to turn the sound down. A second complaint will require you to terminate the amplification or music. As well, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly and risky behavior. The City of Carlsbad does not allow slam dancing, crowd surfing, mosh pits, or other similar activities.

RELATED PERMITS / LICENSES / TOPICS

The following items are permits/licenses/topics that are not required to be documented in the City of Carlsbad's special event process; however, these requirements are still necessary if they apply to your event. Copies of permits/licenses must be available upon request at the event.

ABC LICENSE

If your event plans to serve or sell alcoholic beverages, you will need to obtain a daily license from the California State Department of Alcohol Beverage Control (ABC). ABC can be reached at 760-471-4237 or www.abc.ca.gov. A copy of your ABC license must be available upon request at the event.

You may anticipate the following steps to attain your ABC license:

- Download the necessary forms from their website www.abc.ca.gov.
- Submit original application to the Carlsbad Police Department to obtain signatures and approval/conditions from the law enforcement agent/Property Owner prior to 60 days from the event.
- 21 to 60 days prior to date of event, take the original application with the approval/conditions from the Carlsbad Police Department to ABC for review & approval.
- ABC will send the final copy of the license to the Carlsbad Police Department whether approved or denied.

AFFECTED PARTY NOTIFICATIONS

By definition, a special event is an occurrence that results in a change in when and where people can walk, drive or park. One of the primary functions of the Special Events Committee is to evaluate the value of the event against any negative impact to the community. As an Applicant, you are required to notify those who may be affected by your event and develop satisfactory measures to mitigate any adverse impacts. This will help to assure the approval of your application.

The Special Events Committee takes the opinions and concerns of the individuals affected by an event very seriously. **Affected parties are those residents and businesses located within 300 feet of the special event area that are likely to experience impact or within reasonable hearing distance for fireworks.** Affected parties must have the opportunity to express their opinions and concerns. Therefore, Applicants are required to make all notifications in compliance with CMC §8.17.120 as follows:

- Any major event, not subject to the requirements of an affected party meeting, must notify all affected parties between **30 and 40 days** prior to the event date via the US Postal Service or by direct distribution.
- All applicants for a Special Event Permit must notify affected parties **10 to 15 days** prior to the event date via the US Postal Service or by direct distribution.
- Notifications must contain information concerning the event and how to contact the Applicant and the Special Events Committee before and after the event.

The Special Events Committee also requests that you notify these applicable affected agencies:

- California Highway Patrol
- Oceanside Police Department
- San Diego Sheriff's Department
- Palomar Airport's Air Traffic Control Tower
- California State Parks
- North County Transit District
- Caltrans
- Applicable City of Carlsbad Departments

AMERICAN DISABILITY ACT

As an Applicant, you are required to comply with all city, county, state and federal disability access requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events must be accessible to persons with disabilities.
Disability access may include:

- Parking
- Restrooms
- Clear paths of travel
- Transportation
- Signage
- Food/beverage/vending
- Telephones
- Drinking fountains
- Information center

CALIFORNIA STATE PARKS PERMIT

If your event will need the use of any California State parks or beach properties, a permit from the California State Parks Department may be necessary. CA State Parks may be contacted at sd.specialevents@parks.ca.gov at least 45 days prior to needing your permit. CA State Parks will send the final copy of the permit to the Special Events Office whether approved or denied. A copy of your California State Park permit must be available upon request at the event.

HEALTH PERMIT

The Applicant intending to sell, give away, sample food, or provide water to the public at a community event must have a temporary food facility organizer permit in accordance with the Health and Safety Code §114381.1. Each vendor must also have a temporary food facility vendor permit. These permits are issued by the County of San Diego Department of Environmental Health and must be available upon request at the event.

The guidelines in the county application should assist you in developing plans for food handling, preparation and distribution in the most responsible and legal manner. Examples of food service requiring a permit might include food that is fried, pre-packaged, grilled or barbecued; snacks and fruits; and bottled water. Examples of food service preparation to be permitted by the county may include means by: gas, fried, electric, open flame, propane, charcoal or other. Contact the County of San Diego Department of Environmental Health, Food and Housing Division at least 30 days in advance of needing your permit at 858-505-6809 or fhdtempevents@sdcounty.ca.gov.