CITY OF OCEANSIDE

PARKS & RECREATION DEPARTMENT

****

SPECIAL EVENTS APPLICATION

Class I

Office of Special Events
(760) 435-5540 Fax (760) 722-0650
Mail Address
300 North Coast Highway, Oceanside, CA 92054

APPLICATION PROCEDURES

Applications for permits must be filed with the City of Oceanside, at City Hall East Wing, not less than sixty (60) or more than three hundred sixty-five (365) days prior to the proposed activity date. Applications are accepted on a first-come, first-served basis. Dates will not be held without receiving an application. Only one date per application unless event is consecutive days.

- **A non-refundable processing fee of $150 to cover the administrative costs must accompany any and all applications. Late applications must submit a non-refundable processing fee of $350.**
- **A cleaning deposit may be required.**
- **The Applicant is required to provide Comprehensive General Liability Insurance in amounts to be determined by the Special Events Committee.**
- **The Special Events Committee will require the applicant to compensate the City for any incidental costs (i.e., utilities, coordination, monitoring, increased police and fire protection or other staff costs).**
- **NO activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all City Police, Fire Department and County Public Health codes.**
- **Applicant must provide a drawing/detailed map to include the area to be used, entries and exits (if closed), set-up structures (i.e., bleachers, fences, display concessions, etc.)**
- **Parks and Recreation Department activities and other City-sponsored events will retain first priority for use of all facilities.**
- **After receipt of the application and the $150 filing fee, the application will be forwarded to the Special Events Committee (Police Department, Fire Department, Dept. of Harbor and Beaches, Public Works and Parks and Recreation Department). The Committee members return it with fees, conditions or restrictions, and a recommendation for either approval or denial. This process is usually completed within three weeks.**
- **Groups requesting a nonprofit classification must provide proof of nonprofit status.**

MANDATORY SERVICES

- THE SEPARATION OF SOLID WASTE AND RECYCLABLE MATERIALS
  - Applicants are required to provide solid waste disposal services to keep the event area free of trash and litter. Applicants are required to participate in the separation and collection of recyclable materials (aluminum, plastic, and glass beverage containers), and may use the containers provided by the City or may choose to subscribe to the recycling services provided by Waste Management.

Once the Special Events Supervisor has received all of the comments and recommendations from the Committee, a letter will be sent to the applicant listing all fees, conditions, deadlines and requirements that must be met. Failure to meet deadlines and terms may result in cancellation of event. If you have any questions, please call the Special Events office at (760) 435-5540.

"Your event MAY be posted to the City website at the sole discretion of the City of Oceanside; the City reserves the right to determine the content of its web and social media posting. Award of a special event permit does NOT ensure posting of the event to the City's web and social media nor does the City have a responsibility to advertise events not directly sponsored by the City."

Greening Your Special Event

The City of Oceanside is requesting that all special events at city parks, beaches, harbor and/or other city facilities, comply with state and local mandates for the proper disposal of solid waste and recycling. To ensure the greatest diversion rate possible, we would like to assist you with meeting this requirement by providing you with several options and/or recycling containers for your event. When you apply for your event permit at the City Recreation Department, they will provide a required form with all the details. Additionally, Waste Management of North County can provide bigger recycling containers for the large venues. You may also call our Recycling Hotline for more information on how to recycle at your next event at (760) 435-5015.

The following are a couple of tips on how to green your event, large or small:

- Send E-vites rather than actual invitations. Reduce your use of paper.
- Check that your event location has a recycling bin prior to the event. If there is no bin close by, designate a personal container for recycling, or for larger events, please call the Recycling Hotline at (760) 435-5015 for some free special event recycling containers.
- Purchase food that does not have a lot of packaging, or is in packaging that can be recycled. All plastics with the recycling symbol #1-7 can be recycled in Oceanside, as well as bottles, cans, paper, and cardboard, all of which can be placed in one recycling container. Bottles and cans with a CRV are cash redeemable at your local recycling center.
- **Do not use Styrofoam and/or plastic bags.**
- Provide food and condiments in bulk. Avoid excess packaging.
- Leave no trace: Conduct a thourough clean-up of event area. Lets make Oceanside litter free!

Call the Recycling Hotline at (760) 435-5021, to order free recycling containers for your special event.

CITY OF OCEANSIDE

Special Events Class I Permit Application

Type or use black ink only. Incomplete applications will be returned!

Days and Dates of Event:_____

Name of Event:_____

Location:_____

Set up Time: _____ **Daily Starting Time:**_____ **Daily Ending Time:**_____ **Cleanup Time:**_____

Description of Event (in detail):_____

_____

_____

_____

Event's Sponsor/ Organization:_____

Address (City, Zip):_____

Phone: ( )_____ **Fax:** ( )_____ **Email:**_____

Applicant's Name:_____ **Phone: Day:** ( )_____ **Night**:( )_____

Email: _____ **Fax:** ( )_____ **Cell phone:**( )_____

Address: (City, Zip)_____

Person in charge day of event (on site):_____ **Cell phone:**( )_____

Public Information Phone Number: ( )_____

Estimated Attendance:_____ **Estimated Participants:**_____

Admission Charge? Yes ___ No ___ Charge $_____ **Participant charge? Yes ___ No ___ Charge $**_____

Will alcohol be served on premises? (Alcohol Beverage Control Permit must be obtained as required by State Law)

Yes ___ No ___ Sold ___ Free ___

Is event a concert? Yes ___ No ___ Is event a dance? Yes ___ No ___

(A Dance Permit and/or security will be required according to Oceanside City Code 10.3)

Will your event require Harbor / Beach Dept. services? If so, please specify: _____

_____

_____

Applicant, for himself/herself and the above organization and all members thereof, agrees to abide by the policies and procedures as set forth.

Applicant's Signature:_____ **Date:**_____

CITY OF OCEANSIDE RELEASE AGREEMENT FOR SPECIAL EVENTS

IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES AND DISCHARGES THE CITY OF OCEANSIDE, ITS EMPLOYEES, OFFICER AND AGENTS (hereinafter referred to as "releasees") from all liability to the undersigned, his/her personal representatives, assigns, heirs, and next of kin for any loss, damage, or claim, therefore on account of injury to the person or property of the undersigned, whether caused by any negligent act or omission of the releasees or otherwise while the undersigned is participating in a special event within the City of Oceanside or using any City facilities in connection with the activity.

2. THE UNDERSIGNED HEREBY AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS the releasees from all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the releasees' right to indemnity or incurred on appeal) resulting from involvement in this event whether caused buy any negligent act or omission of the releasees or otherwise.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE while upon City property or participating in the event or using any City facilities and equipment whether caused by any negligent act or omission of releasees or otherwise.

The undersigned expressly agrees that the foregoing release and waiver, indemnity agreement and assumption of risk are intended to be as broad and inclusive as permitted by California law and that if any portion thereof be held invalid, notwithstanding, the balance shall continue in full legal force and effect.

I acknowledge that I have read the foregoing and that I am aware of the legal consequences of this agreement, including that it prevents any and all event participants, staff or volunteers involved in the production and participation of said event from suing the City or its employees, agents, or officers if injured or damaged for any reason as a result of participation in this activity or event. I further acknowledge that no oral representations, statements or inducements have been made.

EVENT NAME: _____ EVENT DATE: _____

☐ **Sponsor/Organizer** ☐ **Vendor/Exhibitor** ☐ **Participant**

Print Name: _____ Signature: _____ Date: _____

SPECIAL EVENTS CHECKLIST—PLEASE INCLUDE DETAILS

WILL YOU BE HAVING:	YES	NO	DETAILS / LOCATION (brief description required)
Alcohol			
Bicycle Race			
Boating			
Car Show			
Carnival Games (specify type and placement)			
Carnival Rides (specify type and placement)			
Communication Radios and Contact List			
Concert (specify music type & number of bands)			
Dancing			
Dunk Tank (indicate on venue diagram)			
Fencing (indicate on venue diagram)			
Fireworks			
First Aid Area (indicate on venue diagram)			
Food Vendors (indicate type and number)			
Foot Race			
Inflatable (indicate on venue diagram)			
Information Area (indicate on venue diagram)			
Jet Skis			
Live Animals			
Live Performers			
Movie			
Parade			
Prize/Raffle			
Tents / Canopies (indicate on venue map)			
Retail Sale Booths (indicate on venue map)			
Scaffolding (indicate on venue map)			
Security (must be licensed security firm)			
Skydivers			
Solicitation of Funds			
Street Banners (separate Banner Application required)			
Surfing			
Television Coverage (please name stations)			
Trade Show (indicate type & number of vendors)			
Vehicles on Beach			

HARBOR/BEACH AREA EVENT NEEDS:

(City/Harbor may be able to provide these services -- Applicant is responsible for payment of City expenses)

Will you need:	Yes	No	Detail / Location
Beach Access / Vehicles			
Lifeguards			
Banners hung			
Electricity Hookup (amps requested)			
Exclusive Parking (fee required)			
Beach Area Parking (Identify Locations)			
Special Beach Cleaning			

TRAFFIC CONTROL/WATER /TRASH NEEDS:

Will You Need:	Yes	No	Details / Location
Special Street Sweeping (additional fee required)			
Street Barricades (Identify traffic control company contracted)			
Water Hookup			
Street Closure (Specify)			
Traffic Control (Identify traffic control company contracted)			

MANDATORY SERVICES

Additional Requests/Comments:

You Will Need:	Yes	No
RECYCLING Will you remove your recyclables? If no, you will be charged for removal services by the City at $40/hr (2 hr minimum)		
SOLID WASTE Will you be contracting with Waste Management?		

_____

_____

_____

_____

City of Oceanside
Solid Waste Management Plan for Special Events

Recycling Mandate: In 1989 the California legislature passed Assembly Bill 939 (AB 939), requiring all California cities to divert a minimum of 50% from landfill disposal. Additionally, the Oceanside city code (chapter 13) requires that you properly dispose of solid waste and recycling materials.

The City of Oceanside is requesting that all special events comply with state and local mandates for the proper disposal of solid waste and recycling. To ensure the greatest diversion rate possible, we would like to assist you with meeting this requirement by providing you with several options and/or types of recycling containers for your event. Waste Management of North County can provide bigger containers for large venues.

PLEASE NOTE: The City can provide free recycling containers for your event (while supplies last) Please call (760) 435-5015 to request special event Recycling Containers.

In order for your event to be scheduled, this form must be completed and approved. Please provide the information requested below for your special event:

Event Name:_____

Date Of Event:_____ Location:_____

Expected # Of Attendees_____ Food/Beverages (circle one): YES / NO

Event Contact Person:_____ Phone #:_____

PLEASE NOTE: TRASH AND RECYCLING SERVICES IS REQUIRED FOR ALL EVENTS.

How many recycling containers will you need? _____

Please note recycling containers should be placed next to every trash can at your event for optimal recycling.

Person Handling Recyclables (If Different From Above):_____

*All recyclables should be taken to a recycling center or a permanent recycling receptacle; they should not be thrown into the trash.

Location Recyclables Will Be Taken To:_____

(Waste Management Recycling/Buyback Center is located at 2880 Industry Rd., Oceanside)

For events of 50 or more attendees, please provide a drawing of your event on the back of this page that will identify where you will be placing trash and recycling receptacles. Please place recycling receptacles next to your trash cans.

If you have questions or concerns regarding the Solid Waste Management Plan , please call (760) 435-5015.

Event Venue Map

Applicant must provide a drawing or a detailed map of venue.
We request computer- or CAD-generated diagram if possible.
Map/drawing to include:

1. Map of entire venue, to include street closures
2. Traffic control plan and diagram
3. All entries and exits, fire lanes, barricade
4. Structures (bleachers, fences, displays, booths, stages, rides, etc.)
5. First-aid station, information, check-in or ticket sales areas