

**This brochure is designed to help you better understand the special event permitting process and to provide tips that will facilitate your event planning.**

### **CITY PERSPECTIVE**

The City of Oceanside is host to over 200 special events annually. As you begin your planning process, it is important to recognize that every event has an impact on our community. The City of Oceanside has developed a Special Event Committee made up of experienced City staff who are committed to assisting event applicants through the City's event permitting process. These knowledgeable staff members help facilitate and produce the many year-round quality special events throughout the entire city.

Community events such as street fairs and festivals, art shows, and parades enhance the quality of life for local residents and help to improve the spirit of our neighborhoods and hometown pride.

Athletic and cultural events strategically located in key business districts provide marketing opportunities and bring new patrons to local businesses.

Events of national stature have a positive effect on our local economy, enhance tourism, instill civic pride, and provide long-term economic development for our City.

## **EVENT COMPONENTS**

### **TIPS FOR PLANNING A SUCCESSFUL EVENT**

**A successful event includes proper pre-planning; some important components include:**

**Estimated Attendance Calculation**

**Vision or theme**

**Timeline**

**Scope**

**Budget**

**Staffing / Volunteers**

**Venue**

**Traffic Control / Street Closures**

**Security**

**Insurance**

**Alcohol**

**Food Sales**

**Vendors**

**Entertainment**

**Restrooms and Environmental Impact**

**Marketing and Public Relations**

**Set-up / Clean-up plan**

**Before picking a date, check neighboring cities' event calendars**

City of Oceanside  
Neighborhood Services Department  
Parks and Recreation  
Office of Special Events  
300 North Coast Hwy.  
Oceanside, CA 92054

Phone: 760-435-5540  
Fax: 760-722-065  
E-mail: [specialevents@ci.oceanside.ca.us](mailto:specialevents@ci.oceanside.ca.us)

# **Planning Your Special Event in Oceanside**

City of Oceanside  
Neighborhood Services Department  
Parks and Recreation  
Office of Special Events



## **EVENT BENEFITS AND IMPACTS**

***As you begin the preliminary plans for your event, think carefully about the impacts and benefits the event brings to the community.***

Following are some common impacts and challenges that thorough planning can help reduce:

**Street Closures.** Even two or three blocks of closed streets can affect traffic flow for miles around as traffic is rerouted or turned away. Notify businesses and residents **in advance** if your event affects access to businesses and/or residences.

**Alcohol.** If you are planning on serving alcohol at your event, examine whether or not it meets your event's objective. Also, examine participants' safety and enjoyment, as well as insurance and security costs.

**Music.** Will your event include music? In choosing a music style, examine crowd numbers and audience behavior, as well as possible impacts on the surrounding neighborhood.

**Scheduling.** Check to see if there are other events scheduled within the City on the date of your event, and be sure to check neighboring cities as well. Will these other events reduce the attendance of your event and possibly impact your staffing needs?

**Additional Permits.** Know the requirements, check with the Special Events Office to obtain phone numbers and information regarding licensing and permits for handicap (ADA accessibility), alcohol, food handling, tenting, etc. In planning your budget, consider added costs for additional permits.

**Community Input.** If your event venue is in an area governed by a civic organization, be sure to include them in your planning process. Civic organizations include MainStreet Oceanside, Oceanside Chamber of Commerce, and South O Merchant Association.

## **GETTING STARTED...**

### **SPECIAL EVENT PERMIT**

Special Event Permits are required for any organized activity involving the use of, or having impact upon, public property, public facilities, parks, beaches, sidewalks, street areas or the temporary use of private property in a manner that varies from its current land use.

Events that include the following components will require a permit: amplified music, alcohol, street closures, and/or crowds greater than 50.

Weddings/Picnics/Gatherings will generally not require a Special Event Permit if there are fewer than 50 people in attendance and the event does not include the following: alcohol, amplified music, event equipment or decorations.

Permits are not issued for beach weddings during the peak summer months (Memorial Day to Labor Day)

### **Application Filing Procedures:**

Application for permits are available at the Special Events Office, 1st Floor of City Hall East, or the City Website ([www.ci.oceanside.ca.us](http://www.ci.oceanside.ca.us)) and must be filed no less than 60 or more than 365 days prior to the proposed activity's 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.

All applications must be filled out completely. Incomplete applications will be returned which may result in delays to your event planning process. A non-refundable processing fee of \$150 to cover the administrative costs **must** accompany any and all applications.

After receipt of the application and the \$150 filing fee, the application will be forwarded to the Special Events Committee (Police Department, Fire Department, Harbor and Beaches, Public Works and Parks & Recreation). The Committee members return it with fees, conditions or restrictions, and a recommendation for either approval or denial. This review process is usually completed within three weeks.

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 comply may result in the cancellation of your event.

Depending on the size and scope of the event, the applicant may be required to meet with the Committee to discuss event details and conditions.

## **IMPORTANT INFORMATION**

All applicants will be required to provide Comprehensive General Liability Insurance naming the City of Oceanside as additional insured.

A refundable deposit is required to cover any damage, additional facility use, or post-event services.

The Special Events Committee will require the applicant to cover all subcontracted services required by the City, including trash/recycling collection, portable restroom facilities, fencing, and cleaning services.

All applicants will be required to reimburse the City for all City personnel costs, (i.e., harbor and beach maintenance, police, fire, lifeguards, recreation, and public works staff).

Applicant must provide a site plan, drawing and/or detailed map to include the area to be used, entry and exits (if closed), and set-up structures (i.e., bleachers, fences, display, tables, chairs, concessions, etc.).

Depending on the scope of your event, the City may require you to obtain private security services for your event. Security firms must be licensed to operate within the City. A detailed security plan must be submitted detailing the number of private security guards and event staffs' locations and responsibilities.

**NO** activity will be permitted which is in violation of local, state, or federal statutes. Applicants must adhere to all City Police and Fire Department codes.

Parks & Recreation Division activities and other City-sponsored events will retain first priority for use of all facilities.

**If you need additional information  
please call the Special Events Office  
at (760) 435-5540.**