



---

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 \$140 to cover the administrative costs must accompany any and all applications.**
- **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 \$140 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.**

**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, OFFICERS 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 by 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 am 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.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Designated Agent*

## 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)

<b>Will you need:</b>	<b>Yes</b>	<b>No</b>	<b>Detail / Location</b>
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:**

<b>Will You Need:</b>	<b>Yes</b>	<b>No</b>	<b>Details / Location</b>
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)			

**MADATORY SERVICES**

**Additional Requests/Comments:**

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

---



---



---



---

## 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