

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: SPECIAL EVENTS AND BLOCK PARTIES	POLICY NUMBER	EFFECTIVE DATE	PAGE
	102-06	04/01/08	1 of 7

ADOPTED BY: Resolution No. 2008-081

DATED: ~~04/07/08~~/0814

AMENDED BY: Resolution No. (~~date of resolution~~07/08/2014)

BACKGROUND:

Numerous public events are held in the City of Chula Vista each year including bicycle and running races, community festivals, recycling events, block parties and more. The Office of Communications coordinates with event planners to ensure a well-planned and organized event.

PURPOSE:

The City of Chula Vista invites the use of City facilities for public events. This policy outlines the types of events, requirements, and process for securing a Special Event or Block Party Permit.

POLICY:

SPECIAL EVENTS

A Special Event Permit is required for any organized activity on public property to which the **general public** is invited, which results in, or requires:

1. Any modification to traffic flow patterns (street closures, lane closures, traffic stops) or parking regulations; and/or,
2. Providing/selling alcohol to the public; and/or,
3. Any combination of two or more of the following:
 - a. Sales or distribution of merchandise or food; and/or,
 - b. Use of City utilities; and/or,
 - c. Single tent, or connected tents, greater than 700 square feet; and/or,
 - d. Modification of facility/park hours of operations; and/or,
 - e. Permit from the Development Services Department for generator(s) greater than 10kw, staging, or other temporary structure(s).

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: SPECIAL EVENTS AND BLOCK PARTIES	POLICY NUMBER	EFFECTIVE DATE	PAGE
	102-06	04/01/08	2 of 7

ADOPTED BY: Resolution No. 2008-081

DATED: ~~04/07/08~~08/14

AMENDED BY: Resolution No. (~~date of resolution~~07/08/2014)

This includes but is not limited to:

1. Parades
2. Marathons and fun-runs/walks
3. Street fairs
4. Other outdoor cultural events and community festivals
5. Dog shows
6. Motorized vehicle races or contests
7. Circuses, fairs and rodeos
8. Outdoor music concerts
9. Public speaker events

Exceptions to Special Event Permit requirements include:

1. Gazebo/Picnic Shelter/Area rentals.
2. Funeral processions by a licensed mortuary.
3. Activities conducted by a governmental agency acting within the scope of its authority.
4. Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment).
5. Any religious activities taking place on premises approved and/or regularly used for religious purposes.
6. Filmmaking activities, for which a filming permit has been requested and granted.
7. Block parties, for which a block party permit has been requested and granted.
8. Standard sporting leagues/tournaments held within a City park or recreation field and where all necessary Facility/Park Use Permits and approvals had been requested and granted by the Department of Recreation, Public Works, and/or Police.
9. Weddings, parties, or other celebrations or events where all necessary Facility/Park Use Permits and approvals have been requested and granted by the Department of Recreation, Public Works, and/or Police.
10. Established entertainment facilities that have long-term contracts with the City that define the conditions and requirements for conducting ongoing public events.

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: SPECIAL EVENTS AND BLOCK PARTIES	POLICY NUMBER	EFFECTIVE DATE	PAGE
	102-06	04/01/08	3 of 7

ADOPTED BY: Resolution No. 2008-081

DATED: ~~04/01/08~~/0814

AMENDED BY: Resolution No. (~~date of resolution~~07/08/2014)

Permits ~~for special events on City-owned, controlled, or maintained property~~ shall be issued upon proof the established ~~special~~ Special event ~~Event~~ criteria and certain preconditions have been met ~~and subject to certain preconditions being met~~ as follows:

1. A Special Event Permit must be completed and submitted to the Office of Communications at least 45 days before the start date of the event in question.
2. A nonrefundable administrative fee must be submitted to the Office of Communications with the ~~special~~ Special event ~~Event~~ permit ~~Permit~~.
3. Late and incomplete applications may not be processed.
4. All insurance requirements must be filed and processed with the City's Risk Management Department ~~20 business days~~ prior to the event in order to receive a final, approved ~~special~~ Special event ~~Event~~ permit ~~Permit~~.
5. ~~The applicant will receive a conditional notice of approval or notice of denial within 20 working days of submission of the special events permit application. Final, full approval is contingent on completion of all outstanding paperwork, fees, deposits, and insurance requirements, noted on the conditional approval.~~
6. ~~A Special Event Permit shall be required for the following activities:~~
 - a. ~~An organized formation, parade, processional or assembly of more than one hundred (100) participants (may include people, animals, vehicles or any combination thereof); that assemble or travel in unison on any public street, highway, alley, sidewalk or other public walk.~~
 - b. ~~Any organized formation, parade, procession or assembly which either (1) may impede, obstruct impair or interfere with free use of a public street, highway, alley, sidewalk or other public way owned, controlled or maintained by the City or (2) does not comply with normal or usual traffic regulations or controls.~~
 - c. ~~Any activity on public property that could reasonably be expected to require provision of public safety or clean-up services.~~
 - d. ~~Any activity on public property that involves the placement of a tent, canopy, or other temporary structure (e.g. stages, bleachers) if that placement requires a permit from the City's Fire Department or Building Division.~~

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: SPECIAL EVENTS AND BLOCK PARTIES	POLICY NUMBER	EFFECTIVE DATE	PAGE
	102-06	04/01/08	4 of 7

ADOPTED BY: Resolution No. 2008-081

DATED: ~~04/07/08~~08/14

AMENDED BY: Resolution No. (~~date of resolution~~07/08/2014)

~~———— This includes but is not limited to:~~

~~Parades~~

~~Marathons and fun runs/walks~~

~~Motorized vehicle races or contests~~

~~Circuses, fairs and rodeos~~

~~Outdoor music concerts~~

~~Other outdoor cultural events and community festivals~~

~~Street fairs~~

~~Public speaker events~~

~~7. — Exceptions to Special Event Permit requirements:~~

~~a. — Funeral processions by a licensed mortuary~~

~~b. — Activities conducted by a governmental agency acting within the scope of its authority~~

~~c. — Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment)~~

~~d. — Events conducted by local elementary schools, middle schools, high schools or colleges that are conducted on their own grounds and property and will not significantly impact traffic flow on surrounding public streets or pose a risk to public safety.~~

~~e. — Any religious activities taking place on premises approved and/or regularly used for religious purposes~~

~~f. — Filmmaking activities for which a filming permit has been requested and granted~~

~~g. — Community/neighborhood block parties, where a block party permit has been requested and granted~~

~~h. — Standard sporting leagues/tournaments held within a City park or recreation field and where all necessary facilities use permits and approvals had been requested and granted by the~~

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: SPECIAL EVENTS AND BLOCK PARTIES	POLICY NUMBER	EFFECTIVE DATE	PAGE
	102-06	04/01/08	5 of 7

ADOPTED BY: Resolution No. 2008-081

DATED: ~~04/07/08~~08/14

AMENDED BY: Resolution No. (~~date of resolution~~07/08/2014)

~~Department of Recreation~~

~~i. Established entertainment facilities that have long term contracts with the City that define the conditions and requirements for conducting ongoing public events.~~

8.5. Insurance Requirements

The City of Chula Vista requires liability insurance for all special events on City-owned, controlled or maintained property. The event organizer must procure insurance against claims for injuries to persons or damages to property that may arise from or in connection with the permitted event, including those arising from the actions of the event organizer, his agents, representatives, employees or subcontractors and must provide documentation of the same before a final permit will be issued. Event organizers must meet the following minimum requirements:

- a. Provide a Certificate of Insurance evidencing General Liability insurance for bodily injury, property damage, and personal injury on a per occurrence basis. Limits to be determined by the City's Risk Manager based upon an analysis of the risks associated with the permitted activity.
- b. Any deductibles or self-insured retentions must be declared to and approved by the City.
- c. The City of Chula Vista, its officers, officials, employees, agents and volunteers are to be named as additional insureds with respect to liability arising out of the event.
- d. Insurance is to be placed with licensed insurers admitted to transact business in the State of California with a current A.M. Best's rating of no less than A-V.
- e. Provide that policy is primary and non-contributory to any other insurance available to the City.
- f. Provide minimum of thirty (30) days written notice of cancellation of the policy for any reason, other than non-payment of premium.
- g. Provide other insurance as deemed necessary by the City's Risk Manager to address the risk associated with the event (i.e. Liquor Legal, Fireworks, Automobile, Aviation, etc.)
- h. If the event organizer is unable to meet the above requirements, it may be possible to purchase event specific liability insurance via the City's Office of Risk Management. Issuance of the

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: SPECIAL EVENTS AND BLOCK PARTIES	POLICY NUMBER	EFFECTIVE DATE	PAGE
	102-06	04/01/08	6 of 7

ADOPTED BY: Resolution No. 2008-081

DATED: ~~04/07/08~~08/14

AMENDED BY: Resolution No. (~~date of resolution~~07/08/2014)

insurance will be subject to underwriting criteria of the insurer and may not be available for all types of events.

9.6. Common Grounds for Denial of Application

- a. Application is submitted ~~less-fewer~~ than ~~fifty-forty-five~~ (5045) days prior to scheduled event start date.
- b. Application is found to be incomplete or contain material falsehoods or misrepresentation.
- c. Failure to meet insurance requirements.
- d. Requested venue has already been reserved on the same date for another event/activity.
- e. Requested venue cannot physically accommodate the proposed event due to the number of anticipated attendees or size/nature of planned activities.
- f. City staff cannot provide necessary services to ensure public safety or prepare/maintain venue.
- g. Event organizer has violated the terms of previous event permits or damaged City property.
- h. Event organizer has unpaid debts resulting from previous events (e.g. fees assessed for permits, city services, damages, etc.).
- i. If the Office of Communications denies a special event application, an appeal may be submitted in writing to the City Manager or his/her designee. ~~If the City Manager's Office upholds the denial of the application, a final appeal may be presented in person at the next City Council meeting, by filing a speaker request in advance with the City Clerk's Office.~~

10.7. Fees

- a. A nonrefundable administrative fee must be submitted to the Office of Communications with the ~~special-Special event-Event permit~~Permit.
- b. City departments that provide services that are made necessary by the event, before, during or after the event, are authorized to assess charges for cost recovery of the services provided (i.e., street closures, street sweeping, crowd control, etc.). The permit will be circulated to City staff where an estimate of fees will be determined based on the information provided by the event organizer on the event application. The Office of Communications will total the estimates and present the estimated costs to the event organizer.

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: SPECIAL EVENTS AND BLOCK PARTIES	POLICY NUMBER	EFFECTIVE DATE	PAGE
	102-06	04/01/08	7 of 7

ADOPTED BY: Resolution No. 2008-081

DATED: ~~04/07/08~~/0814

AMENDED BY: Resolution No. (~~date of resolution~~07/08/2014)

~~e. Should the event organizer not be able to afford the estimated City service fees, an appeal may be presented in person at the next City Council meeting, by filing a speaker request in advance of the meeting with the City Clerk's Office.~~

BLOCK PARTIES

Permits for block parties on City owned, controlled, or maintained property shall be issued upon proof the established special event criteria have been met and subject to certain preconditions being met as follows:

1. A request to the City for closing of a street for a block party will be referred to the City Manager's Office for investigation and approval.
2. The City Manager's Office will determine feasibility of the requested closing by checking with the Departments of Public Works, Police, Fire and other affected public utility agencies.
3. The closing of a street for block parties is permissible for local residential streets only.
4. No street shall be closed for a block party more than once in a three-month period.
5. Signatures for 80% of all households within the party area indicating their consent for the closure must be submitted with the application on the Signature Authorization Form found within the block party permit.
6. The criteria for approval should be related to:
 - a. The general convenience of the affected residents on the street
 - b. Traffic safety aspects involved
 - c. Any complications with scheduled street affected improvements such as gas, electricity, water, re-surfacing, etc.
 - d. Any unusual impact in terms of provision of refuse collection

Approval will be subject to all other City ordinances and governmental restrictions.