



County of San Diego

COMMUNITY EVENTS

P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(858) 694-3614 FAX (858) 505-6998

The following information will assist you line-by-line in the completion of your Community Event Permit (CEP) Application. The sections and numbers correspond with those on the application.

CEP Pre-Application Questionnaire

1. A **Community Event (CE)** is defined as a public event occurring in an unincorporated area of San Diego County, sponsored by a bona fide nonprofit or governmental organization, and planned for a time period of more than four (4) hours, but less than four (4) days.
2. Certain areas of the County do not allow community events. Be sure to contact the Zoning Department prior to beginning your permit application.
3. If your event will require road closure and/or will impact the normal flow of traffic in any way, you must complete Form B of the Supplementary Applications.
4. If food and/or beverages will be served at your event, you must complete Form C of the Supplementary Applications. Each vendor serving food and/or beverages must also apply for a Temporary Food Facility Permit. If alcohol will be served, you must apply for an ABC permit.
5. If temporary structures and/or electricity will be used at this event, you must complete Form D.
6. If your event will generate any music and/or noise on or off the site, including event set-up and clean-up, you must complete Form D.
7. If there will be over 2000 people at your event, including staff, volunteers, guests or anyone at the event site on the event day(s), you must complete Form E.
8. If your event will take place at a County Park, you must contact the Department of Parks & Recreation.

I. Applicant

Complete this section for the specific event, the main Organization sponsoring the event. The Organization Contact/Representative must be the person designated by the Organization to apply for the CEP and make decisions in relation to the event. Provide a written communication from an authorized officer of the Sponsoring Organization to DEH that authorizes the Contact/Representative to apply for the CEP on the Organization's behalf.

II. Event Principals

Event Principals include any other individuals greatly involved in organization of the event. If the Primary Event Contact is the same as the Organization Contact/Representative, check the box titled "Same as Organization Contact"; some information from the previous page will populate this page. Provide information for any other individuals who can be contacted in reference to the event.

III. Requested Event Details

- A. Event dates should automatically populate from the Applicant section. Complete the From and To time fields by using the drop-down boxes.
- B. Indicate the date and time of event set-up.
- C. If the set up location is different from the event location, enter the set-up location address.
- D. Indicate the date and time by which all event structures, materials, etc. will be removed from the event site.
- E. Enter the number of attendees expected per day at your event. The number of Participants and the number of Visitors & Guests will sum automatically to populate Total number of attendees per day. If the number of attendees (per day) exceeds 2000, remember to complete Form E.
- F. Provide a copy of the event entry form and/or flyers advertising the event.



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IV. Insurance

You must provide all requested information in this section. Proof of Insurance must be provided before a permit will be approved. If you will not have alcohol at your event, you do not need Liquor Liability. For all other events, Commercial General Liability Insurance must be carried throughout the course of the event (unless a formal exception is given by the Department of Human Resources, Risk Management Division).

V. Sanitation

Depending on your event location, a specific number of toilets must be provided for attendees of the event. Contact the Department of Planning and Land Use, Building Division to ensure you are in accordance with area requirements.

VI. Event Location Map

Provide a detailed site map with all applicable components of your event outlined in the list.

VII. Availability of Entertainment, Beverages and/or Food

- A. If the Organization applying for the ABC permit is the same as the Sponsoring Organization, click the box titled "Same as Primary Organization Contact". The information should pre-fill from the Applicant section.
- A1. Indicate what group will be serving the alcoholic beverages, where the beverages will be served (include on site map), and what type of beverages will be served (ex. Beer kegs dispensed into plastic cups, plastic bottles, glass bottles, mixed drinks in plastic cups, etc.)
- A2. Indicate how the alcoholic beverage area will be secured, and how attendees will be permitted to enter alcoholic beverage area (ex. Bar area will be fenced off with one entrance/exit staffed by a security guard who will check ID and administer wrist bands if attendee is 21 years of age or older).
- B. Check the box(es) that correspond with any activity that will or may be involved in your event. For each box checked, if a contractor will be used, provide contact information for each.
- C. If food and/or beverages will be served, indicate whether they will be sold or offered free of charge.
- D. If the event is catered, provide all contact information for the catering company, including their Department of Environmental Health, Food & Housing permit number.
- E. If you are unsure what types of fuel will be used by food vendors, obtain the information prior to submitting your CEP application.
- F. See page 12 of application.

VIII. Security and Safety Procedures

- A. Provide all requested information regarding security measures. Contact the Sheriff's Department with questions regarding licensed security organizations.
- B. Provide requested explanation and attachment.
- C. Provide information if applicable (ex. Pony rides, bike ride, etc.)
- D. Please note, bike races are not normally permitted on County maintained roads. Contact the Department of Public Works for more information.
- E-J. Complete all requested information if event includes a bicycle tour.
- K. Provide all information for the organization providing emergency medical services. You must contact your local Fire Department or agency to determine what level of service is necessary for your event.



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IX. Additional Authorization or Inspection Requirements

- A. Check all items that will be present at your event.
- B. If you will have pyrotechnics (fireworks) at your event, you must provide information for the licensed pyrotechnic company contracted for your event.
- C. If your event requires use of the State Highways or thoroughfares, you must contact the California Highway Patrol to determine requirements.

X. Mitigation of Impact on Others

You must describe your plans to notify the community of your event, including event set-up and clean-up, and how it might impact day to day business. For example, if much of the parking near your event will be occupied by attendees of the event, and unavailable for community members conducting normal business, those community members must be notified prior to the event. Provide copies of all letters, notices, flyers, etc. provided to community members, businesses and organizations regarding your event. It is a good idea to obtain letters of support and cooperation from community organizations, businesses, etc. who will be impacted by your event.

XI. Vendors or Concessionaries

- A. As the event Organizer and sponsor, you are responsible for monitoring those participating in your event, and ensuring that illegal vendors are not participating. Complete section XI, explaining how you will maintain control over vendors and/or concessionaries at your event.
- B. Provide all requested information.
- C. A list of entertainers, vendors and solicitors must be provided to the Sheriff's Department prior to the event start. The list allows the Sheriff's Department to verify that all concessionaries participating are approved as part of the event.

Department of Animal Services Statement & State Board of Equalization Letter

Read both pages to understand requirements.

Signature Page

Read the agreement and type your name (name of Authorized Organization Contact) where designated. Typing your name signifies that all information provided is correct and all agreements are understood, and will be abided by.

CEP Supplementary Forms (B, C, D & E)

Click the CEP Supplementary Applications button. Clicking this button will open a PDF file in an internet browser. Much of your general event information will be transferred from Form A into Supplementary Forms.