



Temporary Event Permit Guide and Application

The Goleta Municipal Code requires organizers of certain events taking place on private property to apply for and receive a Temporary Event Permit prior to their event. The Municipal Code provisions imposing the standards and procedures for the issuance of Temporary Event Permits are contained in Chapter 9.01 of the Goleta Municipal Code. Exceptions from the temporary event permitting requirements are also listed under Chapter 9.01. Unless an exception applies, under Chapter 9.01, a Temporary Event Permit is required for the following events:

1. A temporary event taking place on a privately owned active recreational facility attended by a total of 500 or more attendees over the duration of the event.
2. A temporary event taking place on any nonresidential privately owned property aside from that described in paragraph (1) above attended by a total of 100 or more attendees over the duration of the event.
3. Temporary events involving outdoor sales, including, but not limited to, grand opening events and other special sales events, in accordance with the following standards:
 - a. Temporary events involving outdoor sales must be part of an existing business on the same site.
 - b. Outdoor display and sales areas must be located on a paved or concrete area on the same lot as the structure(s) containing the business with which the temporary sale is associated.
 - c. Location of the displayed merchandise must not disrupt the normal circulation of the site, nor encroach upon driveways, bicycle paths, pedestrian walkways, or required landscaped areas, or obstruct sight distances or otherwise create hazards for vehicle, bicycle, or pedestrian traffic. The minimum applicable ADA parking and access requirements must be satisfied.

While this Temporary Event Permit Guide and Application is intended to provide the public with helpful guidance regarding the temporary event permitting process, applicants must review the Goleta Municipal Code to ensure compliance with all City regulations. Should a conflict arise between the information contained in this guide and Chapter 9.01, Chapter 9.01 shall take precedence. Applicants should also be aware that events conducted on public property may require a Special Event Permit as provided in Chapter 12.07. Temporary use of private property for certain events are regulated by the Temporary Event Permit in Chapter 9.01 and Temporary Use Permit in Chapter 17.41.

Applicants are also encouraged to contact the Neighborhood Services Department at (805) 961-7558 with any questions or concerns regarding this Document and the special event permitting process.

PERMIT FEES* (due at the time of application):

- \$438 – General Use
- \$133 – Non-Profit & School Use (*must provide proof of non-profit status*)

Other fees may apply, as applicable, including but not limited to:

- Traffic Control Plan Review
- Traffic Control Inspection Fee (*may also include a 15% surcharge for weekend or after-hours inspection services*)
- Encroachment Permit Fee (*if applicable*)
- Sheriff's Services (*an advance deposit may be required*)
- Security Deposit (*a refundable deposit may be required*)

*Permit fees can be found in [User Fees and Charges Schedule](#).

INSTRUCTIONS:

Applicants must submit a **complete and signed application**, including all required insurance certificates, fees and all other documents at least thirty (30) days before any scheduled Temporary Event that requires submission of a permit application and that **does not** involve conduct, the sole and principle object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinions, views, or ideas.

Applicants must submit a **complete and signed application**, including all required insurance certificates, fees and all other documents at least four (4) days before any scheduled Temporary Event that requires submission of a permit application and that **does** involve conduct, the sole and principle object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinions, views, or ideas.

Submit fees by cash, check, or credit card to City Hall with application. Please make all payments out to "City of Goleta".

**City of Goleta ATTN: Temporary Events
130 Cremona Drive, Suite B
Goleta CA 93117
(805) 961-7500**

Lobby hours are Monday thru Thursday, 8AM – 5PM

Submitting an incomplete application will result in the City returning the document to the applicant, unless an application is not required or the applicant submits a signed declaration requesting an exemption from the applicable deadline to the Director of Neighborhood Services and an application deadline is waived. The applicant's declaration should include at a minimum the following information:

1. Whether the proposed event will involve conduct, the sole and principle object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinions, views, or ideas; and

2. The applicant's explanation as to why the application was not submitted prior to the applicable deadline.

All applications containing incomplete, false, or misleading information will be denied by the Director of Neighborhood Services.

APPLICATION CHECKLIST

Not all events meeting the definition of a Temporary Event will require the submission of an application. Applicants are strongly encouraged to review Chapter 9.01 of the Goleta Municipal Code and, if necessary, to seek the advice of their legal counsel, in order to determine whether or not their proposed event requires the submission of an application.

For Temporary Events that do require the submission of an application, the applicant may wish to refer to this Checklist for guidance regarding the documents and other items that may be required:

- Completed Temporary Event Application
- Site Map/Route Map (*Event location and setup plan*) and/or (*Course Route showing all streets along the route*)
- Fee payment (*check or credit card* - Visa, MasterCard, Discover only; *includes a \$3 convenience fee for every \$150*) *Application will not be processed until all fees are paid. Payments via cash or credit card must be made in person at City Hall.*
- Additional forms as needed – Indemnification for Special Use (Caterer); Affidavit of Posting, Insurance, etc.

ADDITIONAL REQUIREMENTS (*more than one may apply*):

Are you holding/hosting a footrace, walk/run, cycling event, or an event that will otherwise occur in or impact the public right of way with participants, spectators or traffic controls? Then you may need a [Conditions of Approval for Events Occurring in The Public Right of Way/Private Property within City Limits](#) and a [Traffic Control Plan \(including volunteer locations\)](#).

Are you serving alcoholic beverages? Then you need an [Alcohol Beverage Permission and ABC Permit](#) and a Santa Barbara County Environmental Health Permit for beverage consumption.

Are you serving food and/or non-alcoholic beverages? Then you need a [Santa Barbara County Environmental Health Permit](#).

Will there be caterers, exhibitors, and/or vendors at your event? Then you may need a [Special Use Indemnification Agreement](#) (hold harmless agreement).

Do you need to notify City residents or businesses about your event? Then you need an [Affidavit of Posting](#).

Will your event impact city roads at all (car lines into your event location, closing of walkways, signage at roads and intersections)? Then you may need a **Traffic Control Plan (including volunteer locations)**.

Forms are available on the City's website at www.cityofgoleta.org.

Questions & Answers

The responses contained in this Section are intended solely for the purpose of providing information that is already available elsewhere such as in Chapters 9.01 and 12.07 of the Municipal Code or other City regulations. Nothing contained herein is or is intended to provide legal advice or interpretation of any provisions of the City's Municipal Code.

Q. What is a temporary event?

A. Under Section 9.01.010 of the City's Municipal Code, a Temporary Event is defined as an event lasting no longer than five consecutive days that is not otherwise permitted by an underlying permit or by this Title and which will not require or involve changes to the structure or composition of the land.

Q. What is a special event?

A. Under Section 12.07.020 of the City's Municipal Code, a Special Event is defined as either:

1. An organized formation, parade, procession, demonstration, or assembly which may include persons, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk, or other public right-of-way owned or controlled by the City and which does not or is not reasonably likely to comply with applicable traffic regulations, laws or controls, or
2. Any organized assemblage of seventy-five (75) or more persons at any public place, public park, public right of way, property or facility or any organized assemblage of persons which requires closure of a public street that is to gather for a common purpose under the direction or control of a person or organization.

Not all events that meet one or both of the above definitions will require a Special Event Permit. Applicants should refer to Chapter 12.07 of the Municipal Code to confirm whether one or more exceptions to the permitting requirements applies.

Q. What is a Spontaneous Special Event?

A. Under Section 12.07.020 of the City's Municipal Code, a Spontaneous Special Event is defined as a Special Event involving conduct, the sole and principle object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinions, views, or ideas, that is responding to current affairs coming into public knowledge. While many, but not all, Spontaneous Special Events do not require a Special Event Permit, organizers of a Spontaneous Special Event may nevertheless either be required or encouraged, depending on the circumstances, to provide the Director of Neighborhood Services with notice of the Spontaneous Special Event. Furthermore, the Director of Neighborhood Services may impose certain conditions on and, in some circumstances, deny permission to conduct Spontaneous Special Events that are occasioned by news or affairs coming into public knowledge within five (5) days of such Spontaneous Event. Organizers of Spontaneous Special Events are strongly encouraged to review Section 12.07.041 of the Municipal Code to ensure comprehension of and compliance with any requirements that may be applicable to their Spontaneous Special Event.

Q. Do I need a temporary event permit?

A. "Temporary event permit" is required prior to the use of private property for a temporary event subject to this chapter. (Ord. 21- 06 § 1). A temporary event permit is required for the following temporary events because of their potential for temporary impacts on surrounding areas:

1. A temporary event taking place on a privately owned active recreational facility attended by a total of 500 or more attendees over the duration of the event.
2. A temporary event taking place on any nonresidential privately owned property aside from that described in paragraph (1) above attended by a total of 100 or more attendees over the duration of the event.
3. Temporary events involving outdoor sales, including, but not limited to, grand opening events and other special sales events, in accordance with the following standards:
 - a. Temporary events involving outdoor sales must be part of an existing business on the same site.
 - b. Outdoor display and sales areas must be located on a paved or concrete area on the same lot as the structure(s) containing the business with which the temporary sale is associated.
 - c. Location of the displayed merchandise must not disrupt the normal circulation of the site, nor encroach upon driveways, bicycle paths, pedestrian walkways, or required landscaped areas, or obstruct sight distances or otherwise create hazards for vehicle, bicycle, or pedestrian traffic.
The minimum applicable ADA access requirements must be satisfied.
4. All other temporary events that are not exempt under subsection A of this section.

Q. Do I need a special event permit?

A. An event that meets the definition of a Special Event requires a Special Event Permit unless an exception applies. Under Chapter 12.07 of the City's Municipal Code, the following Special Events do not require a Special Event Permit:

1. A march, procession, walk, run, or assembly consisting of 500 or fewer participants that meets the requirements set

forth in Section 12.07.040(2)(i)-(iv);

2. A Special Event which is not organized by any one person, group of persons, or organization does not require a Special Event Permit;
3. A Spontaneous Special Event that is occasioned by news or affairs coming into public knowledge within five (5) days of such Spontaneous Special Event does not require a Special Event Permit provided that the event organizers provide written notice that meets the requirements of Section 12.07.041(A)(1)-(12) to the Director of Neighborhood Services at least twenty-four (24) hours prior to the Spontaneous Special Event.

Furthermore, if the proposed event does not meet the definition in Section 12.07.020 of the Municipal Code of a Special Event, then a Special Event Permit is not required for the event.

Q. What information should be included in the notice of a Spontaneous Special Event

A. Notice of a Spontaneous Special Event occasioned by news or affairs coming into public knowledge within five (5) days of the event must be provided to the Neighborhood Services Director at least twenty-four (24) hours prior to the event. Such notice may, but is not required to, be provided using the Notice of Spontaneous Special Event Form included in this guide. However, such notice must include all the information requested in the Notice of Spontaneous Special Event Form and in Section 12.07.041(A)(1)-(12) of the Municipal Code.

Q. Why is a temporary event permit required?

A. Under Section 9.01 the process for reviewing proposed temporary events on privately-owned property within the City to ensure that basic health, safety, and community welfare standards are met, while approving suitable temporary events with the minimum necessary conditions or limitations consistent with the temporary nature of the activity. A temporary event permit allows short-term activities that might not meet the normal development or use standards of the applicable zoning district or the allowed uses in a governing action or permit pursuant to Title 17, but which may otherwise be acceptable because of their temporary nature. However, these activities should be regulated to avoid incompatibility between the proposed activity and surrounding areas. (Ord. 21-06 § 1).

Q. Why is a special event permit required?

A. Public health and safety is a top priority for the City of Goleta as is the preservation of all citizen's rights to the lawful use and occupation of public property. Special Event Permits are required to provide the City with the ability to address public safety concerns that are caused by events that do not or are not reasonably likely to comply with applicable traffic regulations, laws, or controls and which may require traffic or crowd control measures. For this reason, many, but not all, Special Events that take place in the Public Right of Way require a Special Event Permit. The City also requires Special Event Permits for events of seventy-five (75) persons or more that will take place on public property in order to ensure that such events do not unreasonably interfere or conflict with other events taking place on the public property.

Q. What is the cost of the permit and what is the fee used for?

A. Each general use permit fee is \$438.00. Non-profit & school use permits are \$133.00 and require proof of status. Non-profit organizations must provide a copy of their 501(c)3 Certificate. Permit fees are used to cover administrative costs to review and process the application. The approval process includes a risk assessment and insurance review.

Q. What is the refund policy for cancelled events?

A. Permit fees are non-refundable for cancellations less than one month prior to the scheduled event. Refund requests must be made in writing and are subject to the approval of the Neighborhood Services Director. The City of Goleta is not responsible for incidental damages, losses, or costs due to cancelled events.

Q. Are other permits required for serving food and alcohol?

A. Yes – A County Health Permit is required if you plan to prepare, sell, or serve food and/or beverages to the public. Information and forms for selling food at special events can be found at <https://www.countyofsb.org/414/Environmental-Health> or by calling (805) 681-4900. An ABC Permit is required if you intend to sell or give away any alcoholic beverage. Application forms and information for selling alcohol at special events can be found at <https://www.abc.ca.gov/licensing/license-forms/> or by calling (805) 289-0100. These applications must be submitted with the special event application and become part of the conditions of the special event permit. In addition, Permission to Sell Beer and/or Wine on City of Goleta Park Property must be approved by the Neighborhood Services Director and attached to the ABC application. This form is available on the City's website at www.cityofgoleta.org.

Q. Can volunteers be used for traffic and crowd control?

A. In many cases volunteers can be used for crowd control. However, traffic control requires specialized training and it is up to the Sheriff's Dept. to determine if their services are required. Before any special event permit application is approved the Sheriff's Dept. must confirm traffic control plans. Traffic control is the responsibility of the event organizer. Contact the Sheriff's Office at (805) 681-4100 at least 30 days before the event to determine if traffic control is required for the event.

Q. What if Police or Sheriff's Dept. services are required?

A. Based on the application and the organization's history of past events, the Sheriff's Dept. or City Traffic Liaison will determine if their services are required for traffic or crowd control. Since off-duty officers cover special events, an estimate is made of the number of personnel hours required and a minimum deposit for their overtime must be paid before the application can be processed. If the event requires additional services beyond the estimated amount, the event organizer will be billed for the remaining balance. Refunds will be made on deposits in excess of the actual Sheriff's fees.

Q. When is the application due and how will I know if my event is approved?

A. Unless the Temporary Event meets the standards set forth in Section 9.01.030(B) of the Municipal Code, the complete signed application is due **at least** thirty (30) days before the scheduled event. After the application is approved you will receive a copy of the final permit. If there is a problem with the application, you will be notified by phone or email. NOTE: Many organizers submit their application several months ahead of time for proper planning, and to make sure their event runs smoothly.

Q. Who can I contact for additional information regarding special events on public or private property?

A. Please call the City of Goleta, Neighborhood Services Department at (805) 961-7558 if you have any questions or concerns regarding the permitting process.

12. Number of Monitors Provided and Identifying Markers of Monitors: _____
_____.

13. Estimated Number and Description of Vehicles: _____

14. Method of Notifying Attendees of Permit's Terms and Conditions: _____

15. Will Music Will Be Provided, And, If So, Where Will Amplifying Devices Be Located? If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map.: _____
_____.

16. Please Describe The Extent to Which The Temporary Event Will Occupy All Or A Portion of The Public Right of Way: _____
_____.

17. Is The Sole And Principle Object of The Event The Expression, Dissemination, or Communication by Verbal, Visual, Literary, Or Auditory Means of Opinions, View, Or Ideas? Yes No

18. If Responding Affirmatively to Question 17, Please Provide a Brief Explanation of How Your Event Meets This Description (please note that your explanation may, but is NOT required, to include a description of the opinions, view, or ideas that will expressed): _____

19. If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. _____

20. Will this event comply, or is not reasonably likely to comply, with all applicable traffic control laws, rules, and regulations? Yes No

21. If you answered "No" to either of the two questions above, please explain the manner in and extent to which the event either will not or is not reasonably likely to comply with applicable traffic control laws, rules, or regulations: _____

22. **Route Map Attached:** Yes No N/A

23. Route to be traveled: _____

24. **Traffic Control Plan Attached:** Yes No N/A

25. Has Law Enforcement been contacted? Yes No N/A

26. Plans for traffic control: _____

27. Will you need any of the following supports? Traffic Crowd Control Street Closure Other

28. If you answered yes to Question 27, please describe the location & time at which these supports will be required: _____

29. Specific areas to be used or public rights of way requiring closure. Please include map of areas.

30. Will the event require City personnel, service, or equipment? If so, there may be an additional fee assessed per GMC 12.05.050 for reimbursement to the City for personnel services or equipment costs. Please describe below:

31. Will the event involve a run, race, triathlon, marathon, other similar event or posting of traffic controls taking place in any portion of the public right of way? Yes No

32. Will the event involve a run, race, triathlon, marathon, or other similar event taking place in any portion of the County of Santa Barbara's public right of way? Has a County permit been secured? Yes No

If Question 32 was answered affirmatively, please respond to Questions 34 through 40, below.

33. The proposed assembly point: Time from: _____ to: _____

34. The proposed route: Time from: _____ to: _____

35. The proposed end-final assembly point: Time from: _____ to: _____

36. Final clean-up time: _____

37. Flyer advertising the event must be attached: Yes No

38. The number of participants anticipated by category: _____

39. The estimated spread in participants (fastest vs. slowest at the time of max. spread): _____

40. Are there any unique activities associated with this event that should be brought to the attention of the City of Goleta to provide a better understanding of the event?

Event Details (Check all that apply and list name):

Facilities:

Trails _____ Park _____ Streets _____ Parking Lot _____ Other _____

Services Required:

Street Closure Fire/First Aid Stage Traffic Control
 Vendors Water Tents/Pop-Ups Food Vendors
 Electricity Banners Security Guards Grey Water
 Dumpsters Other Alcohol for Sale Alcohol No Charge
 Amplified Sound Portable Restrooms Sheriff Deputies

Include map identifying all applicable aspects of the event with the general location and name of features.

Electrical Generators Vendor Booths Mobile Stage Sound Systems
 Comfort Stations First Aid Stations Portable Restrooms Bounce Houses
 Electrical Power Sources Food Booths Entertainment Grey Water
 Alcohol to be Sold Alcohol to Be Distributed/Consumed Extra Parking
 Display Areas (i.e. show cars, equipment) – Please specify _____

County Health Permit - If you intend to prepare, sell or serve food and/or beverages to the public, a temporary food facility permit will be required prior to your event. This “health” permit is required whether you are serving food prepared on-site or food already pre-packaged. The application for a temporary food facility permit can be obtained through the County of Santa Barbara’s Environmental Health Services Department (County Health) at (805) 681-4900 or on their website at <https://www.countyofsb.org/2160/Temporary-Food-Facility>.

Will any food or beverage be available at the event? Yes No
Will any food or beverage be sold at the event? Yes No

If yes, what are you selling? _____

A.B.C Permit - If you intend to sell alcohol, charge an entrance fee, fundraise, raffle, seek donations or the general public is invited/allowed to your event you will need an ABC license. Permission to Sell Beer and/or Wine on City of Goleta Park Property and an ABC-221 “one day permit application” form must be completed and submitted to the City of Goleta, Law Enforcement for initial approval. After City approval the applicant must obtain approval by the Alcohol Beverage Control Department. The nearest ABC office is located at 1000 S. Hill Road Suite 310, Ventura, CA 93003, (805) 289-0100. An ABC-221 application can be obtained on the ABC website at <https://www.abc.ca.gov/licensing/license-forms/>. The City of Goleta reserves the right to place conditions on the ABC permit including but not limited to hours or operation, required security and number of attendees. Submit completed application to ABC two – four weeks prior to your event.

INSURANCE REQUIREMENTS - If required, a Certificate of Insurance for General Liability coverage shall be requested. Insurance is subject to approval by the City’s Risk Manager or their designee.

INDEMNIFICATION REQUIREMENT - If required, a signed Indemnification Agreement shall accompany the Application. However, applicants may apply for a waiver of this indemnification requirement by submitting a signed declaration to the Director of Neighborhood Services detailing the reasons for the waiver request. The Director of Neighborhood Services may waive this indemnification requirement if he or she determines that the Temporary Event does not present a substantial or significant public liability or property damage exposure for the City and its officers.

If the response to Question Seventeen (17) in the above application was affirmative, the indemnification requirements described herein will not apply to the Temporary Event, provided that the applicant agrees to redesign or reschedule the Temporary Event to respond to any specific risks, hazards or dangers to the public health and safety identified by the Director of Neighborhood Services as being reasonably foreseeable consequences of the event. Under such circumstances, the details of all necessary redesigns and rescheduling will be included in the terms and conditions of the Temporary Event Permit.

Signed Indemnification Agreement Attached: Yes No

TEMPORARY EVENT PERMIT FEES*	
GENERAL USE PERMIT (each permit application)	\$438.00
NON-PROFIT & SCHOOL USE (requires proof of status)	\$133.00
*Payment is due upon submittal of application	

Applicant Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

FEE PAID: \$ _____ CHECK #: _____ CASH CREDIT CARD

RECEIPT #: _____ DATE: _____

INDEMNIFICATION AGREEMENT SIGNED YES NO

COUNTY PERMIT (IF APPLICABLE) YES N/A

INSURANCE (IF APPLICABLE) YES N/A

ABC PERMIT (FOR ALCHOL SALES/SERVICE) YES N/A

APPROVED BY

Neighborhood Services Director

SBSO Sergeant

Date

Date

Public Works Director

Assistant City Manager

Date

Date

NOTE SECTION: _____



**CITY OF GOLETA
STANDARD INDEMNIFICATION
AGREEMENT FOR TEMPORARY
EVENTS**

EVENT NAME: _____ EVENT DATE: _____

SPONSOR/ORGANIZATION: _____

EVENT REPRESENTATIVE: _____

INDEMNIFICATION

THE ABOVE-NAMED EVENT SPONSOR SHALL REIMBURSE THE CITY OF GOLETA FOR ANY COSTS INCURRED BY IT IN REPAIRING DAMAGE TO CITY PROPERTY OCCURRING IN CONNECTION WITH THE PERMITTED EVENT AND PROXIMATELY CAUSED BY THE ACTIONS OF THE PERMITTEE OR SPONSORING ORGANIZATION, ITS OFFICERS, EMPLOYEES, OR AGENTS, OR ANY PERSON WHO WAS UNDER THE PERMITTEE'S OR SPONSORING ORGANIZATION'S CONTROL INSOFAR AS PERMITTED BY LAW. THE ABOVE-NAMED EVENT SPONSOR SHALL DEFEND THE CITY AGAINST AND INDEMNIFY AND HOLD THE CITY HARMLESS FROM ANY LIABILITY TO ANY PERSONS OR PROPERTY RESULTING FROM ANY DAMAGE OR INJURY OCCURRING IN CONNECTION WITH THE PERMITTED EVENT PROXIMATELY CAUSED BY THE ACTIONS OF THE PERMITTEE OR SPONSORING ORGANIZATION, ITS OFFICERS, EMPLOYEES OR AGENTS, OR ANY PERSON WHO WAS UNDER THE PERMITTEE'S OR SPONSORING ORGANIZATION'S CONTROL INSOFAR AS PERMITTED BY LAW. FOR PURPOSES OF THIS AGREEMENT, A PERSON WHO MERELY JOINS IN A PARADE, ASSEMBLY, OR SPECIAL EVENT IS NOT CONSIDERED, BY REASON OF THAT ACT ALONE, TO BE "UNDER THE CONTROL" OF THE PERMITTEE OR SPONSORING ORGANIZATION. NOTHING CONTAINED HEREIN SHALL BE CONSTRUED AS OBLIGATING THE ABOVE-NAMED EVENT SPONSOR TO INDEMNIFY OR HOLD THE CITY HARMLESS FOR LOSSES PROXIMATELY CAUSED BY REACTIONS OF PERSONS NOT AFFILIATED WITH THE PARADE, ASSEMBLY, OR TEMPORARY EVENT TO THE PARADE, ASSEMBLY, OR TEMPORARY EVENT.

EVENT REPRESENTATIVE SHALL NOTIFY CITY IMMEDIATELY IN THE EVENT OF ANY ACCIDENT OR INJURY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT.

A SIGNED COPY OF THIS AGREEMENT SHALL BE SUBMITTED WITH THE COMPLETED TEMPORARY EVENT APPLICATION

EVENT REPRESENTATIVE SIGNATURE

DATE

ASSISTANT CITY MANAGER

DATE



TEMPORARY EVENT APPLICATION

CONDITIONS OF APPROVAL FOR EVENTS OCCURRING IN OR IMPACTING THE PUBLIC RIGHT OF WAY

This permit for use of the public rights-of-way for the subject event is not intended to provide participants with any guarantee of safety in completing the proposed activity. The City of Goleta makes no warranty, express or implied, as to the suitability of any roadway, bikeway or sidewalk for the event proposed. Not all City facilities were designed for use by specialized equipment such as delicate road racing bicycles. It is the responsibility of the Event Sponsor to inspect the physical condition and to determine the suitability of the event route. And event participants shall be responsible for their own safety in using the public rights-of-way.

Compliance with the below listed conditions is necessary because the event will take place in the public right of way. Events that take place in or impacts the Public Right of Way present unique public safety risks due to their disruption of the regular flow of vehicular and/or pedestrian traffic and due to the fact that the event will not comply with otherwise applicable traffic laws, rules, and regulations that have been adopted to protect and maintain public safety. These conditions are imposed for the sole purpose of mitigating the public safety risks that the events' noncompliance with traffic laws, rules, and regulations will present. If applicant has any questions or concerns regarding these conditions, the applicant may contact the City at (805) 961-7500.

1. The Event Sponsor shall submit a route plan to the City for review and approval with this application. Said plan shall identify all traffic control measures necessary for the safe implementation of the proposed event.
2. All event participants shall sign written acknowledgment that they do not have exclusive use of City streets, all conditions of approval must be complied with, and that due caution must be exercised.
3. No City street or lane closures shall be allowed unless approved in advance and in writing by the Director of Neighborhood Services.
4. The Event Sponsor shall be responsible for the provision of all barricades, vests and other equipment needed to fulfill these conditions.
5. The Event Sponsor shall conduct a pre-event briefing for all event monitors. The Event Sponsor shall explain the conditions of this permit to all event monitors and shall instruct monitors that no vehicle entering or operating on the event route shall be unreasonably impeded.
6. Monitors shall be posted at barricaded conflict points throughout the event.
7. All monitors shall wear orange vests.
8. The Event Sponsor shall provide written notification of any approved street or lane closure to each property owner whose property is located within 300-feet of the closure 72-hours in advance of this event.
9. The Event Sponsor shall notify the Sheriff's Department at 805-681-4100, and California Highway Patrol, no less than 72-hours prior to the event. The Event Sponsor shall comply with their recommendations.
10. The Event Sponsor shall notify the local media of delays, closures, and detours pursuant to this agreement.
11. Use of State highways is contingent upon approval from the California Department of Transportation (Caltrans). The Event Sponsor shall notify Caltrans and the California Highway Patrol regarding the use of any State highway. This permit covers City roads only. Other jurisdictions may have additional conditions.

12. Driveway access shall be maintained for the duration of the event, unless previously coordinated with property owner(s).
13. All vehicular, pedestrian, and bicyclist traffic control or detours shall be prepared in accordance with the California Manual on Uniform Traffic Control Devices (CA MUTCD) and the California Vehicle Code.
14. The Event Sponsor shall place barricades at all conflict points along the event route in such a manner as to allow emergency vehicles to enter if necessary.
15. If using pilot vehicles for safety, they shall not block travel lanes, bicycle lanes, or intersections at any time. If there is a need to control an intersection, it must be done by the Sheriff's Department. Vehicles are not allowed on the sidewalk at any time.
16. Barricades may be installed one half hour prior to the beginning of the event and must be removed immediately upon completion of the event.
17. Signs notifying motorists of approved road closures and detours shall be in conformance with the California Manual on Uniform Traffic Control Devices (CA MUTCD).
18. Posting of all signage and pavement markings shall be done while wearing bright colored safety vests. No exceptions. All markings shall be made with water-based chalk paint that will naturally wear off within 2 weeks of the event.
19. If arrow signs will be posted, they must be posted on sandwich board signs or Type 1 barricades on the sidewalk while maintaining ADA access. Temporary signage shall not block existing street signs, signals, or any traffic control devices.
20. If temporary No Parking signs are used, they must include Day(s) of the Week, Date(s), Time(s) of restriction. If towing is needed, the signs must be placed and verified by City Staff 72-hours prior to the event, otherwise, towing will not be permitted.
21. Monitors shall be placed at strategic locations along the event route to ensure participants' compliance with the California Vehicle Code.
22. Barricade monitors shall inform each motorist wishing to cross or enter the event route that the road has been closed by the Neighborhood Services Department. If the motorist states that he/she has legitimate business within the closed area, no further effort to prevent the motorist from entering shall be made. The monitor shall advise the motorist to use extreme caution within the event area.
23. Monitors interrupting traffic shall be courteous to all motorists and explain the reason for the delay. Delays shall not be allowed to exceed two minutes in duration.
24. Upon completion of this event, the Event Sponsor shall return the road right-of-way to its pre-event condition. This includes collecting and disposing of all trash and debris and removing all posters and markings on paved surfaces.

I agree to comply with the above-mentioned special conditions.

Event Sponsor, Signature

Date

Print Name, Position



STREET CLOSURE EVENT/USE OF PARKING LOT FOR EVENT

Please Note: Access for other visitors must not be impeded during event. A Temporary Event Permit does not grant exclusive use. If visitors will use a parking lot, permission from the property owner is required.

Any street closures will require a Traffic Control Plan to be submitted and approved by the City Engineer. Additionally, all events that require street closures must provide notification to local residents and businesses in the form of a postcard, mailed within a 300-foot radius of event.

Name of Event: _____ Date: _____

Requested Lot Address: _____

Specific areas to be used or closed. Please include map of areas.

Include map to identify all aspects of the event with the general location and name of features.

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Electrical
Generators | <input type="checkbox"/> Vendors and
Booths | <input type="checkbox"/> Mobile
Stage | <input type="checkbox"/> Sound Systems |
| <input type="checkbox"/> Comfort Stations | <input type="checkbox"/> First Aid Station | <input type="checkbox"/> Portable
Restrooms | <input type="checkbox"/> Bounce House |
| <input type="checkbox"/> Electrical Power
Sources | <input type="checkbox"/> Food Booths | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Grey Water |
| <input type="checkbox"/> Alcohol to be
sold | <input type="checkbox"/> Alcohol to be
distributed/consumed | <input type="checkbox"/> Extra Parking | |

Date of the event: _____ Estimated number of participants: _____

Starting time of event: _____ Set-up time of event: _____

Ending time of event: _____ Take-down time of event: _____

If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. Explicit music is not permitted.

Will the event require City personnel, service, or equipment or Sheriff's Department personnel?

If so, there may be an additional fee assessed per GMC 12.15.050:



RUN/RACE/TRIATHLON/CYCLING EVENT ON CITY STREETS

Please Note: Access for other visitors must not be impeded during event. A Temporary Event Permit does not grant exclusive use. Temporary Event Permits may be denied during holidays and peak season.

Any street closures will require a Traffic Control Plan to be submitted and approved by the City Engineer. Additionally, all events that require street closures must provide notifications to local resident and business in the form of a postcard, mailed within a 300-foot radius of event.

Name of Event: _____ Date: _____

Will streets need to be closed? Yes No

List the names of streets to be closed and include map of closures indicating closures:

The proposed assembly point: Time from: _____ to: _____

The proposed route: Time from: _____ to: _____

The proposed end-final assembly point: Time from: _____ to: _____

Final clean-up time: _____ Flyer advertising the event must be attached.

The number of participants anticipated by category:

The estimated spread in participants (fastest vs. slowest at the time of max. spread)

If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. Explicit music is not permitted.

Will the event require City personnel, service, or equipment, or Sheriff's Department staff/deputies? If so, there may be an additional fee assessed per GMC 12.15.050:



AFFIDAVIT OF POSTING
Notice of Temporary Event

Temporary Events
130 Cremona Drive, Suite B, Goleta, CA 93117
Phone: (805) 961-7500 Fax: (805) 685-2635
www.cityofgoleta.org

After posting the required Notices, please complete and sign the below affidavit. Prior to permit issuance return this original signed affidavit to the Neighborhood Services Department.

Event Name: _____ Event Date/Time: _____

Event Organizer: _____ Phone: _____

I, _____ (*Event Organizer*), do hereby Certify that _____ (*Print Name*) posted the required notice for the Temporary Event identified above on _____ (*Month/Day/Year*), and that the Notice was posted at all required locations as follows:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

I Certify under penalty of perjury that everything set out herein is true and correct.

Applicant's Name (Print)

Applicant's Signature (Required)

Date