

Special Event Planning Guide



Santa Barbara County Community Services Department



Step 1: General Information

Please confirm with the Special Events Coordinator that the date and location of interest is available for your event. Please follow the **Suggested Timeline** on page 2 to ensure that all paperwork is completed, and all fees are processed in a timely manner.

Priority is granted to returning events from the previous year. Returning events must re-apply within 30-days after their event to keep their priority reservation status. If the date for the following year is not secured within 30-days of the event, that date may be released from the calendar.

When filling out the Application, please provide as much detail as possible so we can better assist with coordination of your event needs.

Community Services Management will try to accommodate all events, but may deny (or revoke) event requests for reasons including but not limited to:

- * The proposed event conflicts with another reservation.
- * The proposed event is not permitted in that park or facility.
- * There is insufficient time to plan or organize the proposed event in a manner that is consistent with the needs of public health and safety.
- * The applicant fails to comply with reservation requirements and/or pay fees in a timely manner.

Every effort is made to review applications and deliver a confirmation and permit within 4 – 6 weeks. Due to the large number of events during peak event season (April – November) the review process may take longer.

Due to the logistics of some events, pre and post event walk-throughs may be required with the Special Events Coordinator/Community Services Management. The pre-event walk-through of the site should be scheduled 3 to 6 months prior to the event.

Upon submittal of the Application and required Review Fee, the Special Events Coordinator will email a Reservation Agreement along with a Preliminary Special Event Permit, which describes permit fees due and any additional requirements needed to obtain final approval. Once completed, signed and returned to the Community Services Department, the Special Events Coordinator or Parks Management will sign the final Special Event Permit and return the documents to the Applicant.

The Special Event Permit should be kept on-site the day of the Event, and made available for verification by County personnel if necessary.

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All events held at a County facility that may impact streets, traffic, noise, or health and public safety, require submission of a Special Event Application, and approval from Community Services Management before a Special Event Permit is granted.

This information will guide you through our Special Event Application and Permit process, and provide step-by-step instructions for securing the necessary permits.

Our Special Events Coordinator will work with you to ensure the planning process runs as smooth and efficient as possible.

Timeline

- * 9 months in advance for Large events (approximately 1,000 guests or more)
- * 6 months in advance for Medium events (300 – 1,000 guests)
- * 3 months in advance for Small events (300 guests or less)

Layout Plan

All events are required to provide a Layout Plan by the date designated on the confirmation letter. First time events are required to submit a rough Layout Plan with their application in order for the Special Events Coordinator to set fees and requirements accordingly.

Returning events should provide a final Layout Map at the walk-through meeting.

Your Layout Plan should be as detailed as possible and list all equipment that will be brought on site. Please label items on your Layout Plan along with approximate dimensions.

Please note the Santa Barbara Fire Department requires a 20-foot clearance lane throughout your event for emergency vehicle access.

Request to make notable changes or additions to the Layout Map after the walk-through meeting may not be honored. Change requests are not accepted one-week prior to the event date.

Step 2: Application Process

1. Call Special Event Coordinator at 805-568-2460 (option 5) to check date and location availability.
2. Submit an Application with a \$200 non-refundable Application Review Fee.
3. Submit layout map, draft timeline, and vendor list if applicable, and any other detailed information with Application.
4. If you represent a non-profit organization, please include verification of current tax- exempt status with your Application.
5. If this is a public event and you plan to sell, sample or consume alcohol, you are required to obtain a permit from the California State Department of Alcohol Beverage Control. We will need a copy of the approved ABC Permit to keep on file. Please be aware that the property-owner (Parks Department) pre-approved signature is needed beforehand.
6. If this is a public event and you plan to sell, sample, consume or distribute any food items (including bottled water and pre-packaged food), you are required to obtain a permit from Santa Barbara County Public Health Department, Environmental Health Services.
7. Provide a Certificate of General Liability Insurance and Endorsements.
8. After meeting with the Special Event Coordinator, and/or Park Management, and obtaining all applicable approvals (items 1 - 7 above), you will receive a Preliminary Special Event Permit and Fee Schedule to remit any permit fees due. You will also be informed of any other needed requirements (i.e. food/alcohol permits, restrooms, monitors, security deposit, etc.)

Step 3: Permit Fees

There is an additional Special Event Site Fee that is separate from the Application Review Fee and is determined on a case-by-case basis depending on location, and impact to the County property. Minor events range from \$500 - \$5000* (most cost around \$2000); major events range from \$5000 - \$15,000*.

Additional fees* which may be added:

Additional Day for Setup/Breakdown Fee:	35% of daily site fee
Ranger Fee:	\$56/hr.
Lifeguard Fee:	\$25/hr.
Security Guard Fee:	\$21/hr.
Security Deposit	\$1,500+

* Fees based on approved budget.

If refuse and restrooms are picked up by 9:00AM the following morning you will not be charged an additional day breakdown fee.

Non-Profit Organizations:

There is a 50% discount given to 501(c) (3) non-profit groups. Proof of current tax -status must be submitted along with the Application.

Step 4: Insurance Requirements

Each applicant is required to provide a Certificate of Insurance for one-million (\$1,000,000) comprehensive general and automobile liability coverage naming the “**County of Santa Barbara, its Officers, employees, and agents**” as additional insured.

The name on the Application must match the name of the insured listed on the Certificate of Insurance, in addition to the name of the event, the event date(s) including set-up and break-down days. All insurance certificates must be received at least 30-days prior to the event.

Please send to: County of Santa Barbara Community Services Dept., Parks Division, 123 E. Anapamu Street, 2nd Floor, Santa Barbara, CA 93101. Or scan and send Application in pdf format to: events@countyofsb.org

The County reserves the right to require insurance for events on a case-by-case basis and the coverage may increase if higher risk activities are planned.

Step 5: Other Permit Requirements

County Health Permit

If you plan to sell, sample, consume or distribute any food items (including bottled water and pre-packaged food) to the public, a temporary food facility permit will be required. This permit is required if you are providing food prepared on-site or distributing pre-packaged food. The application for the temporary food facility permit can be obtained by contacting Santa Barbara County Environmental Health Services: South County location: (805) 681-4900; North County location (805) 346-8460 or <http://cosb.countyofsb.org/phd>

Alcohol & Beverage Control Permit

If alcohol will be sold, sampled, or consumed at your public event an A.B.C. Permit is required. An application must be submitted to the State of California’s Department of Alcohol and Beverage Control Board. Their office can be reached at (805) 289-0100 or www.abc.ca.gov.

Public Right-of-Way Use Permit

If road closure, signage, or pavement markings are necessary to accommodate your public event, an application is required. Please contact Santa Barbara Public Works Department, Transportation and Traffic Division (805) 884-8073 or <http://cosb.countyofsb.org/pwd/pwroads.aspx?id=12470>

Portable Restrooms

Depending on the size of your event you may be required to provide portable restrooms. There should be one (1) standard restroom for every 250 – 300 attendees. One (1) ADA accessible restroom must also be provided. Portable restrooms are provided at the expense of the Applicant. Please note that permanent restrooms on site are not factored in when determining the required number of portable restrooms that are needed because permanent restrooms are intended for the normal activity of the park or facility and are not opened beyond regular business hours to accommodate public events. Attendees at events scheduled at the Santa Barbara Courthouse are not allowed to use the restrooms inside the Courthouse.

Refuse Collection

Trash containers must be placed throughout the event site and emptied throughout the day. Events with 300 or more attendees will be required to provide at least one commercial refuse container at the expense of the Applicant. A copy of the contract with the waste management company must be provided 2-weeks prior to your event.

Security Guards

Due to the size of an event, if alcohol is present, or for public safety measures, professional security guards may be required to monitor the Special Event. There should be one (1) security guard for every 50-75 attendees. If there is additional need for pre-event day/set-up monitoring at the event location to monitor equipment overnight, a professional security guard will be required to guard your equipment. All security guards are arranged by the County at the expense of the applicant.

Step 6: Rules and Regulations

ADA Requirements

All events must comply with City, County, State, and Federal accessibility requirements, including the Americans with Disability Act (ADA). Accessibility compliance is required if a building permit is needed for a stage or other equipment.

Amplified Sound & Music

Only selected sites are allowed to have amplified sound and/or music. Some events may be required to provide an independent sound monitor to ensure that the sound levels are kept within the guidelines set forth in the permit, that music curfew times are observed, and that any other requirements for amplified sound are followed. The Community Services Department will determine if this requirement is necessary, and the expense of the

sound monitor will be paid for by the Applicant. If there are complaints about the sound, the Sheriff, Park Ranger, or Park Monitor may require that the volume be turned down or shut off.

Clean-Up

You will be required to keep the event area clean during the event and perform a thorough cleaning at the conclusion of the event. Depending on the size of your event, you may be required to hire a professional cleaning company to clean the site after the event and/or have the streets, sidewalks and parking lots surrounding the event site power washed. If the event site requires power washing, County guidelines state that a company with a water collection system be used.

Day Use Park Rules

- * Park hours are 8:00am to sunset.
- * Put all trash in cans provided.
- * Park visitors are expected to restore the area to the condition in which it was found. The person whose name appears on the reservation will be responsible for any damages to County Property in connection with their activity.
- * Bouncers are permitted in the following areas **ONLY**: Los Alamos Park (Areas A, B, and Robert Ferrero), Manning Park (Area 9), Nojoqui Park (areas A, B, C, D), Rocky Nook Park (Area 1), Santa Ynez Park (Area A), Toro Canyon Park (Area 1), Tucker's Grove Park (Areas 2, 3, and 5).
- * No amplified sound is allowed. Sound, including radios, at a low volume is allowed but should not disrupt or interfere with the peace or the enjoyment of any other recreation area.
- * Dogs must be leashed at all times and picked up after.
- * Our parks are tobacco-free, smoking is prohibited.
- * Alcohol is allowed, except at Orcutt Community Park. The person whose name appears on the reservation is responsible for ensuring that anyone consuming alcohol is over 21.
- * Selling of alcohol or food requires additional permits (See page 3).
- * The use of staples or tacks is prohibited. Please use tape to secure table coverings and other decorations.
- * Water activities, including but not limited to water balloons, wading pools, slip and slides, and dunk tanks are not allowed.
- * Each picnic area is equipped with picnic tables and a barbeque grill/pit. Do not bring extra chairs or tables to expand the picnic area's capacity.
- * Extra open-flame grills and oil fryers are prohibited. Electric crock-pots and propane stoves that meet safety standards are permitted (No home-made propane cooking equipment). The use of unauthorized equipment may result in additional fees, citation, or eviction.
- * Mylar confetti and Mylar on piñatas are prohibited.
- * Motorized/electric vehicles are not allowed on park lawns.
- * Items may not be left unattended in the unreserved areas.
- * Prior authorization/walk-through is required for weddings, memorial services and other special events.
- * Unauthorized events may result in additional fees or eviction.

Courthouse Rules

- * All park rules and regulations must be adhered to at all times, including those covered under Santa Barbara County Code, Chapter 26.
- * Public and ADA access must be maintained at all times.
- * Public activity must not be disturbed.
- * Generators are not permitted on the grounds.
- * Open flames are not permitted on the grounds.
- * Do not attach anything to the building without prior approval.
- * Vehicle access on the grounds is not permitted.
- * Do not block public access into or out of the grounds or building at any time.
- * Dogs must be leashed at all times and picked up after.
- * No amplified sound is allowed.
- * No flash photography is allowed in the Mural Room.
- * Smoking is prohibited.
- * All trash must be removed from the site after your event.
- * Do not dump hot or cold fluids, ice, etc., on the lawns or in the shrubbery beds.
- * Please monitor your setup crew to insure that all equipment is brought in on dollies or hand carts (if pre-approved by Parks Management during walk-through) and is handled in a manner that protects the stonework from damage. The stone walkways and steps must be protected from spills, stains, chipping and any other physical damage.
- * Otherwise, dollies and hand carts are never permitted on the steps or anywhere on the Courthouse Grounds.
- * Only breathable materials are permitted on the lawn. No plastic, tarps, vinyl, or synthetic materials.
- * Do not drive poles, stakes, etc., into the lawn.
- * You will provide security guards for the protection of the grounds and building, if required. Security guards work at the direction of County Staff.
- * If required, County Staff will be on site for your event, and you will be charged accordingly.
- * Be sure you have left the facility in the condition you found it.
- * Wedding Receptions are not permitted at the Courthouse (this includes pre or post brunch/dinner, champagne toasts, cake-cutting, etc.).
- * Unauthorized events may result in additional fees or eviction.

Cancellation Policy

If an event must be cancelled, the Community Services Department will retain the \$200 non-refundable Application Review Fee, AND

- * Issue a fifty percent (50%) refund of the reservation fee for events cancelled less than 2-months prior to the event date.
- * Issue a full refund (*less non-refundable application fee*) if cancelled more than 2-months from event date.