



Public Park Small/Private Event Permit Application

Port of San Diego Use Only

Event Date _____

Received _____

Issued _____

Applicant Information

Name		Mailing Address (street #, city, state & zip code)	
Organization (if applicable)			
Daytime phone (include area code)	Email address		

Event Information

Park	Desired location in park	Event Type (check one) Birthday Party _____ Baby Shower _____ Picnic _____ Wedding Ceremony _____ Other (describe) _____
Event Day and Date	Event Start/End Times (see guidelines)	Anticipated Attendance

Detailed Event Description (Describe all activities, equipment and support items you will have.)

Specific items. Please check where applicable and include the numbers of each item where requested.

- Tables (#) _____ Chairs (#) _____ Canopies (#) _____ Generators (#) _____
- Air Jump Provider* _____
(Certificate of insurance required. See guidelines on page 3)
- Caterer cooking on site (See Public Park Large / Corporate Event Permit application)

For Port of San Diego use only:

BP # _____ Transaction # _____ Docs # _____
 Collected: Fee \$ _____ Deposit _____

- To initiate your permit request please contact customer service at (619) 686-6200 or go to our website www.portofsandiego.org and use the Park Availability Request form.
 - Do not submit your permit application until you have been contacted by a Park Permit representative with park availability and have been issued a reservation number.**
 - For commercial events, events open to the public, company picnics, block parties, wedding receptions and events with over 250 people please see the Public Park Large / Corporate Event permit application.
 - No Park Permits will be issued for events that fall on major holidays and over major holiday weekends.
 - Fee and security deposit (if required) in the form of check, money order or cashier's check.
 - Fee is \$35 for 0 to 100 people and \$125 for 101 to 250 people.**
 - If using an air jump, a certificate of insurance from the air jump provider naming the **San Diego Unified Port District** as an additional insured
 - Permit application must be received **30 days** prior to the event date.
- After completing this form, read the Terms & Conditions page, sign in the block provided and submit the entire application (form and Terms & Conditions page) to the Port of San Diego park permit office (see address below) with the following:

Port of San Diego
 Park Permits
 P. O. Box 120488
 San Diego, CA 92112-0488
 Phone: (619) 686-6200



www.portofsandiego.org

Terms and Conditions for Park Permit Applicants

Use of a San Diego Unified Port District park is subject to the following terms and conditions:

1. Applicant shall comply with all applicable laws, rules, regulations and requirements of the Port District and other governmental entities.
2. All or any portion of the security deposit (if applicable), shall be available unconditionally to the Port for the purpose of cleaning or repairing damages to the property upon termination of this permit.
3. Either party may cancel this permit by giving twenty-four (24) hours notice to the other party. In the event of an emergency, such cancellation shall be without liability of any nature. Applicant is subject to a processing fee of \$35.00 if Applicant provides less than sixty days written notice to the District of cancellation of a scheduled event.
4. This permit shall not be transferred or assigned.
5. Applicant shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless San Diego Unified Port District ("District") and its officers, employees, and agents for any and all liability, claims, judgments, damages, proceedings, orders, directives, costs, including reasonable attorneys' fees, or demands arising directly or indirectly out of the obligations undertaken in connection with this Permit, or Applicant's use, occupancy, possession or activities on the Premises, except claims or litigation arising through the sole negligence or willful misconduct of District. It is the intent of this Paragraph that Applicant indemnify and hold harmless District for any actions of Applicant or District, including duties that may be legally delegated by Applicant to third parties, except for those arising out of the sole negligence or willful misconduct of District. This indemnity obligation shall apply for the entire time that any third party can make a claim against or sue District for liabilities arising out of Applicant's use, occupancy, possession, or activities on the Premises, or arising from any defect in any part of the Premises.
6. Applicant must provide certificate of insurance coverage naming the "San Diego Unified Port District" as an additional insured. See the attached Guidelines.
7. The rights and privileges extended by this permit are non-exclusive.
8. Applicant shall not engage in any activity on Port District property other than the activity for which this permit is expressly issued.
9. In the event of failure of the Applicant to comply with any provision of this permit, this permit may, at the discretion of the Port District, be terminated immediately.

I certify that the information contained my permit application is true and correct to the best of my knowledge. I understand and agree to abide by the rules and regulations governing the proposed special event under the San Diego Unified Port District Code.

Name of Applicant (PRINT) _____ Title: _____

Signature of Applicant: _____ Date: _____

Port of San Diego Approval

Approver Name _____ Title: _____

Approver Signature: _____ Date: _____



www.portofsandiego.org

Public Park Small Event Guidelines for Permit Applicants

Introduction

After reading these guidelines, complete the attached form. Read the attached Terms & Conditions page, sign in the block provided and submit the entire application (form and Terms & Conditions page) to the Port of San Diego park permit office (see application for address) with the following items:

- **Park Permit Fee.** Check, money order and cashier's check accepted. Fee is \$35 for up to 100 people; and \$125 for 101 to 250 people. Larger events will require the Public Park Large / Corporate Event permit application.
- **Air Jump Insurance.** If you plan to have an air jump at your event, include a certificate of insurance from the air jump provider naming the **San Diego Unified Port District** as an additional insured. The certificate of insurance shall be for a minimum of \$500,000 for personal and bodily injury, one person, one occurrence; and for a minimum of \$500,000 for property damage.
- **Catering Insurance (Cooking on-site only).** If hosting a catered event in which the caterer will cook at the park, include a certificate of insurance from the caterer naming the **San Diego Unified Port District** as an additional insured. The certificate of insurance shall be for a minimum of \$500,000 for personal and bodily injury, one person, one occurrence; and for a minimum of \$500,000 for property damage.

Permit Holder Responsibilities

As the holder of the event permit, you are responsible for the following:

- Keeping your approved permit and receipt with you on site at your event from setup to departure. It is your only proof of your approval to use the park for your event.
- Collecting and removing from the park all trash generated by your event.
- Ensuring that vendors supporting your event do not drive their vehicles on the grass areas at the park.
- Ensuring that vendors supporting your event utilize loading zones only when actively loading or unloading.
- Maintaining a sound level that is considerate of other park users and surrounding neighborhoods. All amplified sound must cease at 10:00 p.m. in all parks except those in Coronado, where amplified sound must cease at 9:00 p.m.
- Complying with park hours of operation. Port of San Diego parks are open from 6:00 a.m. to 10:30 p.m.

Alcoholic Beverages

Park permits allow you to possess alcoholic beverages in a park, subject to the following exceptions:

- Keg beer and glass containers are prohibited.
- Alcoholic beverages are expressly prohibited in the city parks and on the beaches of the city of Coronado. (Coronado Municipal Code, Sec. 10.28.010). This applies to all Port of San Diego parks in Coronado.

Smoking Prohibited

Smoking is prohibited on any Port of San Diego park or beach. No person shall dispose of any cigarette, cigar, or tobacco in any place where smoking is prohibited, except in a designated waste disposal container

Electricity

Electricity is not available for public use in any Port of San Diego park. Permit holders must provide their own electricity.

Damage/Security Deposit

Depending upon the scope of setup required for the event, the Port may collect a minimum of \$500.00 as damage/security deposit. The permit holder will be required to compensate the Port for any incidental costs arising out of failure to meet any of the guidelines above or for damage occurring as a result of a their event.