

City of La Mesa Special Event Guidelines



CITY OF LA MESA SPECIAL EVENT GUIDELINES
Table of Contents

SECTION 1.0 – Official Information

SECTION 2.0 – Special Event Permit Process

SECTION 2.1 – Insurance Requirements

SECTION 2.2 – Hold Harmless Agreement

SECTION 2.3 – Event Applications and Forms

SECTION 3.0 – Meeting with the Special Event Management Team

SECTION 4.0 – Special Event Related Permits

SECTION 4.1 – Alcohol Use Permit

SECTION 4.2 – Building Permit

SECTION 4.3 – Electrical Permit

SECTION 4.4 – Food Permit

SECTION 4.5 – Use of City Facilities/Park Use Permit

SECTION 4.6 – Tent, Canopy and Membrane Structure Permit

SECTION 4.7 – Sound Amplification Registration Statement/Permit

SECTION 4.8 – Temporary Street Closure/Block Party Permit

SECTION 4.9 – Public Property Sign Permit

SECTION 5.0 – Community Outreach

SECTION 5.1 – Written Notification

SECTION 5.2 – Advisory Signage

SECTION 6.0 – Cost Recovery

SECTION 7.0 – Event Map/Site Plan

SECTION 7.1 - Accessibility

SECTION 7.2 – Event Map/Site Plan

SECTION 8.0 – Event Infrastructure – Stages, Tents, Canopies and Generators

SECTION 8.01 – Stages

SECTION 8.02 – Tents/Canopies

SECTION 8.03 – Generators/Use of City Outdoor Power Pedestals in Downtown Village

SECTION 8.1 – Event Infrastructure – Food Preparation

SECTION 8.11 – Permits

SECTION 8.12 – Fire Extinguishers

SECTION 8.13 – Coleman Stoves or Equivalent

SECTION 8.14 – Butane or Propane Equipment

SECTION 8.15 – Charcoal/Barbeque Cooking

SECTION 8.16 – Deep Fat Frying/Flame Cooking

SECTION 8.2 – Event Infrastructure – Restrooms and Sinks

SECTION 8.21 – Restrooms

SECTION 8.22 – Restroom Accessibility

SECTION 8.23 – Sinks

SECTION 8.24 – Storm Water Pollution Prevention

SECTION 8.3 – Event Infrastructure – Trash and Recycling

SECTION 8.31 – Trash

SECTION 8.32 – Recycling

SECTION 8.4 – Event Infrastructure – Safety Equipment and Fencing

SECTION 8.41 – Safety Equipment

SECTION 8.42 – No Parking Signage Posting Requirements

SECTION 8.43 – No Parking Signage Technical Specifications

SECTION 8.44 – Tow Authorization

SECTION 8.45 – Barricades

SECTION 8.46 – Fencing

SECTION 9.0 – Operational Plan – Security

SECTION 9.01 – Private Security Company Requirements

SECTION 9.02 – Vendor Requirements, Weapons

SECTION 9.1 – Operational Plan – Alcohol Management

SECTION 9.11 – Applying for a Permit

SECTION 9.12 – Beer Gardens

SECTION 9.2 – Operational Plan – Medical

SECTION 9.3 – Operational Plan – Transportation and Street Closures

SECTION 9.31 – Transportation Plan

SECTION 9.32 – Street Closure and Reopening

SECTION 9.4 – Operational Plan – Signage

SECTION 9.5 – Operational Plan – Event Activities

SECTION 9.51 – Inflatables

SECTION 9.52 – Mechanized Equipment

SECTION 9.53 – Animals

SECTION 9.54 – Float and Parade Vehicles

SECTION 9.55 – Amplified Sound

SECTION 10.0 – Temporary Uses

SECTION 1.0 – OFFICIAL INFORMATION

The special event permit application, along with documents, plans and information submitted to support the application, will be used by the City of La Mesa for official City procedural purposes.

The City recognizes that the public has a legitimate interest in obtaining information concerning special events, particularly as they directly relate to potential impacts of the event on the surrounding area. In this regard, all information on the special event permit application and any attachments and supporting documents included are subject to public disclosure. In addition, the final permit issued by the City and any invoices for City services as well as other rates/fees charged by the City and documentation regarding payments made to the City in connection with a special event is subject to public disclosure.

SECTION 2.0 – SPECIAL EVENT PERMIT PROCESS

The permit process begins when a permit Applicant/Organization(s) submits a special event permit application to the City of La Mesa's City Clerk's Office. All attachments and supporting documentation should be submitted with the original application. Acceptance of the permit application or the initiation of the review process does not deem the permit application to be complete, nor should submission of a permit application be construed as final approval of the request.

The Special Event Permit Process is managed by the City of La Mesa's City Clerk's Office and supported by the Special Event Management Team. The team is comprised of representatives from City departments and divisions that support special events, such as the Police Department, Public Works Department, City Manager's Office, and Community Services Department. The Special Event Management Team provides a coordinated approach to the planning, review and on-site management of the event and is discussed in detail in Section 3.0 – Meeting with the Special Event Management Team. Involvement of the Special Event Management Team typically applies to large events or events that require the closure of major streets. Not every special event permit application will require Special Event Management Team meetings with the permit Applicant/Organization(s). For small events located in City parks, on private property, or events that do not propose the closure of major streets, the City Clerk's Office will forward the permit application and all supporting documentation concurrently to each City department that supports special events for their review. The departments are given a deadline to respond with their approval (often with conditions) or denial of the permit application. Once all of the departments have responded, the City Clerk's Office will notify the permit Applicant/Organization(s).

In accordance with Section 10.50.040 of the La Mesa Municipal Code, any special event expected to be attended by one thousand attendees or more must be approved by the City Council. Special events that are expected to be attended by less than one thousand attendees may be issued a permit by the City Clerk's Office.

Throughout the permit review process the permit Applicant/Organization(s) may clarify the permit application by providing information or documents requested by the City Clerk's Office or the Special Event Management Team. At the sole discretion of the City of La Mesa, the permit

Applicant/Organization(s) may be asked to submit written amendments or provide additional information to the initial permit application due to unique or changing circumstances related to the event. Delays in providing additional required information may affect the ability of the City Clerk's Office or Special Event Management Team to finish the review process of the permit application in a timely manner or result in the determination that the permit application is incomplete and cannot be acted upon.

The City of La Mesa will do its best to keep the permit Applicant/Organization(s) apprised of any issues regarding the permit application throughout the review process. In most instances Special Event Permits are issued in a timely manner well in advance of the event date. However, it should be noted that special events vary in size and scope therefore special event permit review timeframes can differ.

SECTION 2.1 – Insurance Requirements

Before final approval of the special event permit application, a certificate evidencing Commercial General Liability insurance in the name of the permit Applicant/Organization(s) of the permit must be provided and a separate Additional Insured Endorsement designating "City of La Mesa it's elected officials, officers, officials, employees, agents and volunteers" as additionally insureds. Permit Applicant/Organization may also be asked to provide other insurance as deemed necessary by the City of La Mesa Risk Management Division to address the risk associated with the event, i.e. Liquor Legal, Fireworks, Automobile, etc. If the Event organizer is unable to meet the above requirements, special event liability insurance may be purchased through the City's Risk Management Division, depending on the type and scope of the event.

Minimum policy limits are generally \$1 million per occurrence for permit Applicant/Organization(s); however, the City of La Mesa reserves the right to adjust policy limits according to the level of risk associated with the event. Each policy and endorsement must include the City of La Mesa, its officer, employees, volunteers and agents as additionally named insured. Insurance coverage must be primary and maintained for the duration of the event including set-up and dismantle dates and times. If the permit Applicant/Organization(s) has paid employees, proof of Workers Compensation Insurance with a minimum policy limit of \$1 million must be provided.

Failure to provide accurate insurance documents is one of the most common reasons an event may not receive a final permit or be permitted to incorporate specific event elements. Therefore, in the early stage of event planning, an insurance provider and all of the professional service providers should be contacted to use to ensure that they will be able to provide insurance documents to the City of La Mesa in a timely manner. If a service provider indicates their insurance is already on file with the City of La Mesa, include that information with the submission of insurance documents to the City's Risk Management Division. For more information about insurance requirements for special events, please call our Risk Management Division at (619) 667-1175.

Certificate of Insurances

All Certificates of Insurance must name as Additional Insured:

The City of La Mesa, its elected officials, officers, officials, employees, agents and volunteers

Additional Insured Endorsements

All separate additional Insured Endorsements must name:

The City of La Mesa, its elected officials, officers, officials, employees, agents and volunteers as additionally insured

SECTION 2.2 – Hold Harmless Agreement

All permit Applicant/Organization(s) applying for a Special Event Permit are required to sign a Hold Harmless Agreement prior to permit approval. The purpose of the Hold Harmless Agreement is to indemnify the City of La Mesa from any loss or liability associated with the event. The City Clerk's Office will facilitate the signing of the Hold Harmless Agreement and the permit Applicant/Organization(s) will be given a copy prior to permit approval. If the special event permit is not approved, the Hold Harmless Agreement will become null and void.

SECTION 2.3 – Special Event Permit Application and Forms

A special event permit application and Hold Harmless Agreement can be downloaded from the City's website at www.cityoflamesa.us under the "Explore La Mesa" link at the top of the main page. Under "Explore La Mesa", go to the "Special Events" link where you will find a page containing the Special Event Guidelines and Forms. The special event permit application and Hold Harmless Agreement can also be obtained at the City Clerk's Office in La Mesa City Hall located at 8130 Allison Avenue.

SECTION 3.0 – MEETING WITH THE SPECIAL EVENT MANAGEMENT TEAM

For large events or events that require the closure of major streets, the Special Event Management Team may hold production meetings or "stakeholders meetings" with the permit Applicant/Organization(s) and their event organizers, professional service providers, and contractors for purposes of pre-event coordination, discussion of special needs or issues unique to an event, and post-event evaluation. Professional service providers and contractors are not required to attend all scheduled Special Event Management Team meetings.

Topics of Discussion

As the event organizer, the permit Applicant/Organization(s) will present their event plans or issues to be discussed to the Special Event Management Team. Meetings are managed in a roundtable discussion format. If a topic of discussion involves information contained in an application already on file with the City Clerk's Office, copies of the application will be distributed to meeting attendees prior to the meeting. If material has not been provided to the City Clerk's Office prior to the meeting, the permit Applicant/Organization(s) should bring ten (10) hard copies of each permit application, map or plan to be discussed.

The following are common topics of discussion at Special Event Management Team meetings:

- Type of event
- Venue layout
- Traffic and/or parking control plan and street closures

- Alcohol management and Alcoholic Beverage Control (ABC) licensing
- Event components (such as music and other activities)
- Set-up and dismantle plan (or commonly referred to as the Production Schedule)
- Event security responsibilities
- Potential cost recovery for City support
- Insurance requirements
- Additional required permits/approvals
- VIP/dignitary presence
- Cash management
- Storm Water management
- Recycling/Trash plans
- Community and neighborhood issues/concerns
- Illegal vendors
- Post event cleanup requirements
- Americans with Disabilities Act (ADA) compliance

Meeting Attendees

Representatives from the Permit Applicant/Organization(s) including individuals authorized to make operational and financial commitments regarding the event on behalf of the Permit Applicant/Organization(s) must attend the meeting with the Special Events Management Team.

Permit Applicant/Organization(s) are encouraged to invite the professional service providers contracted to provide support services for the event in areas such as:

- Private Security
- Production Services
- Electrician Services
- Medical Support
- Trash/Recycling
- Storm Water
- Food and Beverage Concessions
- Vendor Coordination
- Parking/Transportation Services/Traffic Control
- Community Relations/Outreach
- Tents/Canopies
- Other

SECTION 4.0 – SPECIAL EVENT RELATED PERMITS

There are a number of different special event related permits that may be issued independent or in addition to a Special Event Permit. The proposed event venue, activities, components, attendance and unique circumstances of the event are contributing factors to the final determination of the required permit types.

The following is a summary of the most common permit types the permit Applicant/Organization(s) may be required to obtain if planning a special event or an activity associated with a special event.

SECTION 4.1 – Alcohol Use Permit

Plans to have alcohol at an event must receive authorization from the La Mesa Police Department and the State of California Department of Alcohol Beverage Control (ABC). La Mesa Police Department authorization is typically granted through the Special Event Permit Process. If the proposed event will take place on public park land; within a city-owned facility; or other city-managed property, the permit Applicant/Organization(s) will also be required to provide a letter of authorization to serve alcohol from an authorized representative of the managing City department. Both the La Mesa Police Department and managing City department may place restrictions on the way in which alcohol is managed at the proposed event. Under no circumstances shall event organizers or staff waive or modify any restriction imposed by the La Mesa Police Department or the State of California Department of Alcoholic Beverage Control (ABC).

In addition to authorization from the City of La Mesa to provide alcohol at an event, it is the permit Applicant/Organization(s) responsibility to obtain the appropriate license from the State of California Department of Alcohol Beverage Control. Additional information about Alcohol Beverage Control (ABC) licensing and permit requirements can be found at www.abc.ca.gov/Forms/PDFSp.html. For additional information about Alcohol Management at an event, please refer to SECTION 9.1 – Operational Plan – Alcohol Management.

SECTION 4.2 – Building Permit

If an event includes the introduction of portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, etc. a building permit from the City of La Mesa Community Development Department and the La Mesa Fire Department is required. If an event includes provisions to supply electrical power via electric generators, a building permit is required for electric power generating equipment ten kilowatts (10 KW) and larger. Electrical inspection is required on or before the event date and time. Generators ten (10 KW) and larger will also need to be grounded with rods. If event generators require grounding, prior to the event, the permit Applicant/Organization(s) will need to schedule a time when Underground Service Alert can mark the utility owned lines. This is a free service, but may take an extended amount of time, therefore, please plan accordingly. For additional information about the use of generators, please refer to SECTION 8.03 – Generators/Use of City Outdoor Power Pedestals in Downtown Village.

SECTION 4.3 – Electrical Permit

If an event includes provisions to supply electrical power via electric generators, or by connecting to existing permanent electrical systems, you may be required to obtain an electrical permit from the City of La Mesa Community Development Department. An electrical permit is required for electric power generating equipment of fifty kilowatts KVA (50 KW) and larger. In some cases, electrical distribution plans and load calculations prepared by a California licensed Electrical Contractor or Electrical Engineer may be required. For events in the Downtown Village proposing to use the outdoor power supply, a California licensed Electrical Contractor is required to manage the power distribution of the event.

Electrical inspection by the City of La Mesa Public Works Department/Engineering Division or City of La Mesa Building Official is also required on and/or before the event date and time.

SECTION 4.4 – Food Permit

If there will be selling, serving, give away, or sampling of food or consumable products, including water or other beverages, at a public event, the permit Applicant/Organization(s) must obtain a Temporary Food Facility Sponsor Permit. Additionally, each food vendor at the event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on the classification and the number of days of the event. As part of the food handling requirements, public safety features such as hand-washing sinks are required to be included in event plans. The County of San Diego Department of Environmental Health issues food permits. Information regarding food permits can be obtained at www.co.san-diego.ca.us/deh/doing_business/forms.html. For additional information about the Temporary Food Facility Sponsor and Vendor Permits, please refer to SECTION 8.11 – Permits.

SECTION 4.5 – Use of City Facilities/Park Use Permit

The Community Services Department manages fifteen (15) public parks in the City of La Mesa. Organized events involving the use of public parks that will have groups of twenty-five (25) or more people require a Park Use Permit. Park use permit fees are in addition to Special Event Permit fees. Special rules and regulations unique to each site may apply (e.g. use of alcohol, dogs off-leash, use of inflatables, live entertainment, park hours, event moratoriums, etc.). Smoking is not permitted in any City of La Mesa Park.

If an event requires review by other City departments, the Applicant/Organization(s) may be required to obtain a Special Event Permit in addition to the Park Use Permit. If the proposed event includes the use of park land and it is determined that a Special Event Permit is required, the special event permit application is not complete without authorization from the Community Services Department to use the requested venue. Additionally, parks are rented on an as-is basis and will not be modified by City staff for the proposed event. Remember, parks are for everyone! A damage deposit may be required for events held in City of La Mesa parks or facilities.

SECTION 4.6 – Tent, Canopy and Membrane Structure Permit

Tents and membrane structures having an area in excess of four hundred (400) square feet shall not be erected for any purpose without first obtaining a separate permit from La Mesa Fire Department. Requirements for tents and canopies including conditions for a permit exception for tents open on all sides are further covered in SECTION 8.02 – Tents/Canopies.

Temporary Structures

If an event includes the introduction of portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, elevated tent structures, etc. that are made available for use by the general public, the permit

Applicant/Organization(s) will be required to obtain a building permit and/or fire permit from the City of La Mesa Community Development Department and/or Fire Department.

Structural plans will be required to show how the proposed uses will be supported above ground and how elevated structures will resist lateral wind and earthquake forces. Plans will also be required to show accessibility by disabled persons in compliance with the California Building Code. The event cannot occupy regulated structures without a final inspection of construction approved plans under a building permit. Structural calculations will be required to demonstrate the structural adequacy of proposed construction.

When a Building Permit is required for temporary construction, the California Business and Professions Code requires a registered design professional to prepare plans showing compliance with building standards in the California Building Code and California Fire Code. Structural plans and structural calculations shall bear the stamp and signature of a registered design professional such as a California licensed architect, a California registered civil engineer or a California registered structural engineer.

SECTION 4.7 – Sound Amplification Registration Statement/Permit

For special events that propose the use of sound amplifying equipment, the permit Applicant/Organization(s) is required to file a Sound Amplification Registration Statement form with the La Mesa Police Department at least ten (10) days prior to the event. The permit Applicant/Organization(s) must report the general description of the sound amplifying equipment, the maximum sound producing power, wattage of equipment, the volume in decibels of sound which will be produced, the license and motor number of the sound truck (if used), and whether the sound amplifying equipment will be used for commercial or non-commercial use.

The permit Applicant/Organization(s) authorized to operate sound amplifying equipment is required to meet the requirements under Section 10.80.170 of the La Mesa Municipal Code:

1. The only sounds permitted shall be either music or human speech or both.
2. The operation of sound amplifying equipment shall occur between the hours of 7:00 a.m. and 10:00 p.m. each day authorized.
3. Sounds level emanating from sound amplifying equipment shall not exceed fifteen (15) decibels above the ambient noise level of the zone, per Section 10.80.040 of the La Mesa Municipal Code.
4. Sound amplifying equipment shall not be operated within 200 feet of churches, schools, hospitals, or City or County buildings.
5. The volume of sounds shall be so controlled that it will not be unreasonably loud, raucous, jarring, disturbing, or a nuisance to reasonable persons of normal sensitiveness within the area of audibility.

For additional details about sound amplification at an event, please refer to SECTION 9.55 – Amplified Sound.

SECTION 4.8 – Temporary Street Closure/Block Party Permit

For the temporary closure of residential streets for the purpose of conducting a block party, a Temporary Street Closure Block Party Permit is required from the City of La Mesa Public Works Department/Engineering Division. This permit is for the closure of residential streets only. Requests for closure of a major street or streets should be directed to the City Manager’s Office as this requires City Council approval.

The permit Applicant/Organization(s) applying for a Block Party Permit is required to obtain approval signatures from at least 80% of the residents living within the temporary street closure area. The permit Applicant/Organization(s) is also required to make the necessary arrangements for rental of barricades and street signs prior to permit issuance and to inform the City of La Mesa Public Works Department/Engineering Division when traffic control set-up will be complete and to request an inspection of the site. For additional information, please refer to the Temporary Street Closure Block Party Permit.

SECTION 4.9 – Public Property Sign Permit

If the event is being held on public property such as a City park and is open to the public, the permit Applicant/Organization(s) may request to hang promotional materials on public property. If the event is not sponsored or co-sponsored by the City, then a Public Property Sign Permit Application is required through the Community Development Department/Planning Division to place signs on public property. Signs placed on private property must receive the approval of the property owner(s) and proof of such approval may be requested by the City prior to permit approval. Stipulations for hanging promotional materials on public property include, but are not limited to:

1. Must be City sponsored or co-sponsored event or activity.
2. Other Special Events in City of La Mesa may request permission to hang banners to promote event (e.g., approved Special Events, events for schools, non-profits, etc.).
3. All banners to promote events must be approved by the City Manager’s Office prior to printing.
4. Banners may not cover other banners, existing signage, or block line of sight.
5. When a banner(s) is to be posted, notify the Special Events Coordinator so City work crews can be alerted and the banners don’t get taken down.
6. 5. If banners are hanging on poles or stakes – must coordinate with Parks Department and Dig Alert 811 to avoid irrigation pipes.
7. Banners may be posted thirty (30) days prior to the event, with tear down of banners no later than three (3) days after the event.
8. A request to advertise the event on the City’s electronic sign can be made through the City Manager’s Office. The City cannot advertise non-City sponsored events on the electronic sign.

SECTION 5.0 – COMMUNITY OUTREACH

Special events held in City parks, the Downtown Village, or in residential neighborhoods can impact the surrounding neighborhood and environment. The following sections cover requirements for the permit Applicant/Organization(s) to provide written notification and advisory signage to satisfy community outreach requirements as part of the Special Event Permit Process.

SECTION 5.1 – Written Notification

When the special event is expected to be attended by more than five hundred attendees, the City of La Mesa requires that notices/fliers be mailed or hand delivered to all surrounding residences and businesses within three hundred (300) feet of the special event's perimeter at least thirty (30) days prior to the event. The permit Applicant/Organization(s) can opt to post notices (minimum size eight by ten inches) at intervals of not more than one hundred feet throughout the area of the special event. The notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during the event. The notice must also give detour or alternate route information if regular access to the surrounding area is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact an event representative with the authority to address issues or concerns prior to the event and throughout the event time frame including set-up and dismantle. Complete documentation of this effort must be available to City representatives upon request.

SECTION 5.2 – Advisory Signage

If the event impacts a major use roadway, advisory signs must be provided that are placed a minimum of two (2) weeks prior to the event date. A representative of the La Mesa Police Department in conjunction with City of La Mesa Public Works Department/Engineering staff will provide a required list of advisory signs that must be placed at specific locations to provide advanced notice to the regular users of a roadway of the scheduled closure.

SECTION 6.0 – COST RECOVERY

Events that require City support for services such as public safety, traffic control, placement of safety equipment, or fire inspection require that the permit Applicant/Organization(s) reimburse the City for providing those services. Upon submittal of the special event permit application and supporting documentation, the Special Event Management Team will determine whether cost recovery will apply to the event. If it is determined that the event will require City services, a cost recovery estimate will be provided prior to approval of the Special Event Permit. The permit Applicant/Organization(s) will have an opportunity to agree to the cost recovery amount prior to approval of the permit. If the permit Applicant/Organization(s) agrees to provide cost recovery, the amount is included as a condition of approval on the Special Event Permit. In some cases, a letter of credit or security bond will be required from the permit Applicant/Organization(s) in the amount of the cost recovery estimate prior to approval of the permit.

Factors that can determine whether City services will be required to support an event and factors that can influence the cost recovery amount include:

- Size of event.
- Location of event.
- Duration of event.
- Serving of alcoholic beverages.
- Degree of traffic control required/closure of major streets.

- Level of assistance provided by the City of La Mesa Public Works/Engineering Division to prepare adequate documentation.

SECTION 7.0 – EVENT MAP/SITE PLAN

The event map/site plan included with the permit application is a visual representation of all infrastructure and operational event elements that are described throughout the permit application. The event map/site plan should include any stationary elements as well as moving routes.

SECTION 7.1 – Accessibility

Event plans must comply with all City, county, state and federal disability access laws and regulations applicable to the proposed event activities. All temporary venues, related structures, and outdoor sites associated with the event must be accessible to all disabled persons. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas.

However, these activities must not be offered only to patrons with disabilities. This should include, but not be limited to:

- Accessible Parking/Transportation.
- Accessible Restrooms/Sinks.
- Accessible Booths/Service Counters.
- Accessible Staging/Seating.

SECTION 7.2 – Event Map/Site Plan

The final permit issued by the City of La Mesa will only be valid for the venue areas and event elements described in the permit application and event map/site plan. Modifications to the request may be required during the permit review process and will be incorporated in the final permit. Following are guidelines to assist in the development of an event map/site plan:

Technical Specifications

- To ensure appropriate review of the event plans, the primary event map/site plan map should be computer-generated using scaled drawings and measurements to depict the components of the event.
- Event maps, site plans, and supporting drawings/diagrams should be submitted in PDF format and in an 8-½" x 11" or 11" x 17" standard format. If meetings between the permit Applicant/Organization(s) and Special Event Management Team are necessary, it is beneficial to bring at least three (3) copies of the event map/site plan in 24"x 36" plan size. In some instances, the City may be able to assist with printing event maps in plan size format for these meetings.
- There are many online mapping sites that provide basic mapping capabilities. If one of these mapping sites is utilized, please use the 'plain', 'road', or 'parcel' view as the base to create the map instead of the 'aerial' view. It is important that City staff can clearly see the scaled dimensions, locations and activities proposed on the map.

Boundaries and Routes

- The event map/site plan must include the names of all streets and/or areas that are part of the proposed event; including auxiliary parking and production areas.
- If the event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the event map/site plan.
- The location of fencing, barriers and/or barricades must be depicted on the event map/site plan. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- Identification of minimum sixteen foot (16') emergency access lanes throughout the event venue is required.
- All access routes, removable fencing, and exit locations should be clearly identified on the event map/site plan.

Event Infrastructure

The event map/site plan should include the location of all event infrastructure elements identified in the permit application including, but not limited to:

- Fencing, including beer gardens and production areas.
- Portable restrooms and sinks.
- Trash and recycling containers and dumpsters.
- Storm drains and run-off containment.
- Water stations to provide an adequate potable water supply; water and ice supplies.
- Generators and other sources of electricity.
- Fuel storage facilities.
- Placement of any vehicles and/or trailers including production areas.
- Portable, prefabricated, truss or site built structures, bridges, staging, platforms, bleachers, or grandstands.
- Other related infrastructure components not listed above but included in the permit application.

Event Operations

The event map/site plan should include the location of all event operational elements identified in the permit application including, but not limited to:

- Stages and entertainment areas.
- Inflatables, mechanical rides or equipment, climbing walls, obstacle courses, games, petting zoo/animal rides, children/teen areas, sport demonstrations and other activities.
- Tents, canopies and/or booths.

- Identification of all vendors cooking with flammable gases, open flames or barbeque grills.
- Location of beer garden(s).
- A close-up or sufficient detail on the event map/site plan of the beer garden configuration(s) with all exit locations, serving fixtures, furniture, beer serving areas, and tenting.
- Tables, seating and other furniture.
- Parking, accessible parking, drop-off, limo/taxi zone, and shuttle locations, etc.
- Other related operational components not listed above but included in the permit application.

SECTION 8.0 – EVENT INFRASTRUCTURE – STAGES, TENTS, CANOPIES, AND GENERATORS

This section of the permit application has been designed to help better understand the build-out of an event venue including the size and types of stages, tenting, and canopies that are often proposed to be used at an event.

SECTION 8.01 – Stages

Most events use standard-sized portable, mobile or riser stages. The use of standard four-foot by eight-foot (4' x 8') risers placed either at a single level or stacked, typically in eight inch (8") increments to create an elevated performance area typically does not require review by building officials. Use of portable trailers and mobile units is common and typically does not require a building permit if the stages remain affixed to the wheels of the vehicle and a license plate is affixed to the vehicle. If footings or a foundation are affixed to the ground, a building permit and/or fire permit may be required.

If an event's plans include elevated platforms, walkways, seating areas or stages for use by the general public that include a finished floor that is more than thirty inches above the lowest adjacent grade or floor, the permit Applicant/Organization(s) will be required to obtain a building permit and/or fire permit.

All stages must be accessible and meet local, state and federal disability access laws including, but not limited to, the use of ramps, lifts, and safety handrails. Many portable stage units comply with accessibility requirements, but it is the permit Applicant/Organization(s) responsibility to ensure that event plans meet all accessibility requirements.

SECTION 8.02 – Tents/Canopies

Under the provisions of the California Fire Code as amended by the State of California and City of La Mesa, tents and canopies must be at least ten feet (10') from cooking apparatus; and twenty feet (20') from any building and must also have a Certificate of Flame Resistance.

Tents and membrane structures having an area in excess of four hundred (400) square feet shall not be erected for any purpose without first obtaining a separate permit from La Mesa Fire Department.

Exception: Tents open on all sides that comply with the following:

1. Individual tents having a maximum size of seven hundred (700) square feet.

2. The aggregate area of multiple tents placed side by side does not exceed seven hundred (700) square feet.
3. A minimum clearance of twelve (12) feet to all structures and other tents. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity, and/or unique safety issues regarding the activities associated with the event.

The permit Applicant/Organization(s) is responsible for meeting or exceeding the following requirements for the management of all tent and canopy areas:

Locations

- Property lines, buildings, other tents, canopies, or temporary membrane structures must be at least twenty feet (20') from tent support wires, ropes, and guy wires.
- A sixteen foot (16') fire access lane must be maintained. The access route must be outside of support wires, ropes, and guy wires. A sixteen foot (16') fire lane must be provided around the entire event venue and must connect with all fire lanes required around tents/canopies. All vehicle parking and other internal combustion engines must be at least twenty feet (20') from any tent/canopy.
- According to California Fire Code 3104.19 there must be a (20') clearance around generators
- All vehicle parking and other tents, canopies, temporary membrane structures or other structures including portable toilets must be at least 15 feet (15') from a fire hydrant in accordance with California Vehicle Code Section 22514 and La Mesa Municipal Code Section 10.52.080.
- Tents/booths must be located a minimum of twenty feet (20') from any permanent structure. Should conditions warrant, the distance may be reduced when approved by the Fire Marshal.
- Exit openings must be a minimum six feet (6') wide and 6 feet 8 inches (6' 8") in height.
- Vehicles must be parked a minimum of twenty feet (20') away from the tent/booth.
- Cooking tents/booths must be separated from non-cooking tents/booths by ten feet (10').
- A physical barrier must separate all cooking activities from the public.
- All fabric or pliable canopy covers, side/backdrops and decorative material must either be:
 - Inherently fire-resistive and labeled as such; or
 - Treated by a State Fire Marshal licensed applicator; or
 - If the tent/booth is owner-occupied, the material may be treated by the owner with a State Fire Marshal approved fire retardant chemical. A flame test conducted by the Fire Marshal may be required.

Installation

- Many parks and other public sites have irrigation, pipes and electrical components located inches below surface areas. Before using stakes to secure tents, canopies or other event components you must receive authorization in order to disrupt surfaces below ground.

- If tent stakes are authorized, they must be capped or covered.

Ingress/Egress

- All tent ingress and egress points must remain open and shall not be obstructed whenever event participants or staff occupies the tent.
- Illuminated exit signs are required at each exit while the tent is occupied. These exit signs must be powered by two separate sources of power.

Fire Safety

- Fire extinguishers of a 2-A-10B: Class C rating shall be provided every seventy five feet (75') of travel distance between tents/canopies and must be secured in an upright position and protected from vehicular traffic.
- Heating and cooking equipment shall not be located within ten feet (10') of exits, aisles, passageways, or combustible materials.
- Hay, straw, trash, and other flammable material cannot be stored closer than thirty feet (30') from the outside of tents/canopies.

SECTION 8.03 – Generators/Use of City Outdoor Power Pedestals in Downtown Village

Generators are often used for special events to provide power for stages, lighting, food vendors, inflatable jumpers, and other electrical power generating equipment. The use of generators for special events in City parks is allowed but electrical power generating equipment ten kilowatts (10 KW) or larger will require a building permit. For special events in the Downtown Village, the use of the outdoor power pedestals is required. The following requirements apply to the use of generators for special events.

Portable and Vehicle-Mounted Generators & Ground Rods

- Must be grounded unless generators meet the criteria of sections 250.34(A) and (B) of the California Electrical Code.
- Must use the identified grounding point on the generator.
- Ground rods must be fully driven.
- Grounding clamps are required.
- Generators and ground rods must be properly guarded to avoid contact by the general public.

Use of City Outdoor Power Pedestals in Downtown Village

The use of generators for events in the Downtown Village is prohibited unless specific circumstances or conditions justify their use. The City Building Official must approve any use of generators in the Downtown Village.

The Downtown Village area is equipped with outdoor power pedestals that are designed and installed to provide ample power supply for special events and outdoor activities. Permit Applicant/Organization(s) applying for a Special Event Permit in the Downtown Village that are proposing to use the outdoor power supply must hire a California licensed Electrical Contractor or Electrical Engineer to manage and oversee all aspects of power use and distribution related to the event. Failure to hire a California licensed Electrical Contractor or Electrical Engineer will result in the unavailability of the outdoor power supply for the proposed event. Equipment such as spider boxes, power cabling, and ramping must be in good condition and is subject to inspection by either the City of La Mesa Public Works Department/Engineering Division or the City Building Official. Prior to the event, the Engineering Department may require a field meeting with the Electrical Contractor to review operational details and safety precautions.

SECTION 8.1 – EVENT INFRASTRUCTURE – FOOD PREPARATION

The following sections cover safety requirements for proper food preparation including permit requirements for food handling and the use of fire extinguishers and cooking devices at special events.

SECTION 8.11 - Permits

If there will be selling, serving, giving away, or sampling of food or consumable products, including water or other beverages, at a public event, the permit Applicant/Organization(s) must obtain a Temporary Food Facility Sponsor Permit. Additionally, each food vendor at an event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on the classification and the number of days of the event. As part of the food handling requirements, the permit Applicant/Organization(s) is required to include public safety features in the event plans such as hand-washing sinks.

The County of San Diego Department of Environmental Health issues these permits. Food facility guidelines are provided by the County of San Diego Department of Environmental Health and can be accessed at http://www.co.san-diego.ca.us/deh/doing_business/forms.html.

SECTION 8.12 – Fire Extinguishers

- Each tent/booth must have a minimum 2-A-10B: Class C rated portable fire extinguisher. Vendor staff/volunteers must know where the fire extinguisher is in their respective booth(s) and how to operate it.
- Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will also require a 2-A: K Class K fire extinguisher in addition to the Class C extinguisher.
- Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency.
- Each extinguisher must be visible and accessible and located away from the cooking area.
- Each extinguisher must have been serviced within the last year and have a California State Fire Marshal service tag attached.
- Only non-combustible materials should be used in cooking areas and around other heat sources.

- Public street and sidewalk improvements are to be protected from grease/oil and food preparation.
- If the event is at a City park and you plan on cooking over turf you will be required to protect the turf surface from heat and/or hot water.
- Trash containers should be emptied regularly.
- Clean all cooking surfaces regularly to prevent the build-up of grease.
- Coals must be placed in water before disposal. Disposal must not utilize the storm water system.
- Cooking equipment, tables, coolers, propane tanks, etc. are to be located within tent booth or vendor purchased area.
- Do not leave food cooking unattended.
- Do not wear loose-fitting clothing when cooking.
- In case of an emergency, call 9-1-1.

SECTION 8.13 – Coleman Stoves or Equivalent

- No gasoline or kerosene may be used.
- No fueling of a stove may be conducted in the tent/booth.
- No storage of fuel in the tent/booth.
- A minimum of five feet (5') of clearance must be maintained between the public and all cooking devices.

SECTION 8.14 – Butane or Propane Equipment

- The maximum size of LPG tanks that can be used inside of a tent/booth is one and a half (1.5) gallons or less.
- LPG tanks with more than one and a half (1.5) gallons must be stored outside of the tent/booth.
- Tanks must have a shut-off valve.
- Stoves must have an on-off valve.
- Hoses must be of an approved type for use with the equipment.
- Tanks must be protected from damage and secured in the upright position.
- Tanks located outside of tents/booths must have a pressure regulator if in excess of five (5) gallon capacity.
- Butane or propane tanks cannot be stored in tent/booths.
- Tanks must be turned off when not in use.
- All connections must be tested prior to use. Testing may be done with a soap and water solution.
- A minimum of eighteen inches (18") must be provided between the tent/booth backdrop material and cooking appliance. This clearance may be reduced with the permission of the Fire Marshal.

- A minimum of sixteen inches (16”) must be provided between deep fat frying appliances, woks, and open flame stoves. An alternative to the sixteen inches (16”) separation requirement includes the provision of a sixteen inch (16”) in height, full width splashguard.

SECTION 8.15 – Charcoal/Barbeque Cooking

- Charcoal barbeque cooking is prohibited inside tents/booths.
- Charcoal cooking must be performed only in areas away from public access and shall be located a minimum of 5 feet (5’) from any booth with a minimum of 10 feet (10’) from any permanent structure.
- Only commercially sold charcoal lighter fluid or electric starters may be used (no gasoline, kerosene, etc.).
- Storage of starter fuel in the tent/booth is not permitted.
- Coals must be disposed of only in metal containers that have been designated for such use and are approved by the Fire Marshal. Dumping of coals in trash containers is prohibited. Some Parks such as Harry Griffen Park do not have approved designated areas for dumping coals.

SECTION 8.16 – Deep Fat Frying/Flame Cooking

- All cooking operations must be located in a separate enclosure where only cooking operations are performed.
- Such enclosures must conform to tent/booth construction requirements, however, the top of the enclosure must be open or, when required by the San Diego County Health Department, shall have a metal/flame retardant screening that is a minimum height of seven feet (7’).

SECTION 8.2 – EVENT INFRASTRUCTURE – RESTROOMS AND SINKS

It is important for the permit Applicant/Organization(s) to meet requirements to provide restrooms, restroom accessibility, portable sinks, and follow storm water pollution prevention guidelines at an event to maintain a clean and safe environment.

SECTION 8.21 – Restrooms

The San Diego County Department of Environmental Health Services recommends one (1) chemical or portable toilet for every two hundred fifty (250) people. The number of portable toilets can be determined based on the estimated peak time attendance. The event must provide for portable restroom facilities unless it can be substantiated that the sufficient availability of both accessible and non-accessible facilities in the immediate area of the event will be made available to the public during the event. It is the responsibility of the permit Applicant/Organization(s) to stock and clean all restrooms throughout the event, including any City-owned facility or park public restrooms being counted or included for event use.

SECTION 8.22 – Restroom Accessibility

Ten percent (10%) of restroom facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom should be placed in each location designated for restrooms facilities and located on a level area not to exceed a two percent (2%) cross-slope in any direction. If a single restroom unit is placed in a location, it must be accessible. An accessible route to each portable restroom must be provided.

SECTION 8.23 – Sinks

The provision of hand-sanitizing facilities or sinks is required in restroom areas. As part of the County Health Department food handling permit process, the permit Applicant/Organization(s) will also be required to provide specific types of hand sanitizing and/or sink facilities in all food and beverage service areas. It is illegal to use water tapped from public facilities and other outlets without authorization. In locations where sinks or hand sanitizing units are provided, at least one unit must be handicap accessible. If a single sink or hand-sanitizing unit is placed in a location, it must be handicap accessible. Standard portable sinks or hand-sanitizing units must be placed on a liner to prevent spills and run-off into the storm drain system. Accessible portable sinks or hand-sanitizing units must use sand bags or other equivalent materials to prevent run-off from entering the storm drain system in lieu of a liner that might prevent accessibility. Spills must be immediately cleaned-up using proper spill containment and clean-up methods.

SECTION 8.24 – Storm Water Pollution Prevention

Standard portable restrooms must be placed on a liner to prevent spills and run-off into the storm drain system. Accessible portable restrooms must use sand bags or other equivalent materials to prevent run-off from entering the storm drain system in lieu of a liner that might prevent accessibility. Spills must be immediately cleaned-up using proper spill containment and clean-up methods.

SECTION 8.3 – EVENT INFRASTRUCTURE – TRASH AND RECYCLING

The following sections cover the permit Applicant/Organization(s) responsibilities and the conditions for providing trash and recycling services at an event.

SECTION 8.31 – Trash

The permit Applicant/Organization(s) is required to develop and implement plans that ensure the proper disposal of trash and recyclables generated by the event and its attendees, including during event set-up and break down. The City does not provide street sweeping services or additional recycling or trash containers for special events, so please plan accordingly. Trash and recycling services are provided by EDCO Disposal, the City's franchised waste hauler. Contact EDCO directly at (619) 287-7555 to arrange for special trash and recycling services for the event. Charges apply. The number of trash and recycling receptacles must be sufficient to support anticipated attendance for the duration of the event. At the conclusion of the event, the event venue and surrounding areas must be cleaned and returned to a condition equal to or better than the condition prior to the onset of the event activities. For large parades or events located in the Downtown Village, street sweeping of public streets may be required. Trash and recycling dumpsters located in the Downtown Village are not available for use by event organizers at any time during an event in the downtown area.

Failure to perform adequate clean-up and/or repair damages to City property and facilities due to the event will result in the City of La Mesa providing the services and billing the permit Applicant/Organization(s) for clean-up and/or repair and/or withholding facility deposits.

SECTION 8.32 – Recycling

The permit Applicant/Organization(s) is required to meet the following conditions when providing recycling services within an event area:

- The number of recyclable containers at special events must be equal to the number of trash containers (a 1:1 ratio).
- Recycling and trash containers must be placed next to each other in areas throughout the event venue.
- Each recyclable container must be clearly identified as a recycling receptacle
- Separate trash and recycling container(s) will be required.

SECTION 8.4 – EVENT INFRASTRUCTURE – SAFETY EQUIPMENT AND FENCING

SECTION 8.41 – Safety Equipment

Based upon the location, size, components and configuration of the event, the permit Applicant/Organization(s) may be required by the City of La Mesa Public Works Department/Engineering Division and/or the La Mesa Police Department to provide safety equipment such as barricades, traffic cones, directional signage, fencing, lighting, etc. All equipment must be free standing, unless otherwise authorized. It is prohibited to affix temporary signage and equipment to trees, light poles, traffic signs, etc. In instances where the permit Applicant/Organization(s) is responsible for hiring a licensed traffic control company to perform traffic control and obtaining and properly placing safety equipment, the City will inspect the placement of such equipment prior to the beginning of the event to ensure that the safety equipment is placed in compliance with local and state laws. Depending on the size and scope of the event, the City may opt to place safety equipment using City crews. In these cases, the permit Applicant/Organization(s) is responsible for providing the safety equipment (from a licensed traffic control company) and coordinating with the City of La Mesa Public Works Department/Engineering Division on the delivery of such equipment to the City's Public Works Yard located at 8152 Commercial Street, La Mesa, CA 91942 well in advance of the event date. The staff time necessary for City crews to place safety equipment will be factored into the cost recovery estimate for City support of the event and provided to the permit Applicant/Organization(s) during the review of the Special Event Permit. For additional information about cost recovery, please refer to SECTION 6.0 – Cost Recovery.

Safety equipment must be positioned at the specific location(s) and time(s) indicated on the Special Event Permit or traffic control plan that is approved by the City of La Mesa Traffic Engineering Division and/or the La Mesa Police Department. Equipment must be properly placed at the required dates and times and must be removed as soon as it is safe to do so. All signage and barricades used after dark must be retro-reflective. Any barricades used at the event after dark must have flashing amber caution lights securely attached to them. The permit Applicant/Organization(s) should also provide

informational material and/or meet with businesses, residents, and other entities in any area where safety equipment will be placed.

SECTION 8.42 – No Parking Signage Posting Requirements

During review of the special event permit application, the City will determine whether the permit Applicant/Organization(s) or the City will be responsible for the placement of No Parking signage for an event. For larger events, the City will typically place No Parking signage. For the placement of No Parking signage, the following requirements apply:

- No Parking signs are posted seventy-two (72) hours prior to the event start time.
- No Parking signs must be posted on the curb next to the roadway including red, yellow, white, and blue zone areas.
- No Parking signs must be placed a minimum of every 20 feet (20’).
- Additional No Parking signs must be placed in areas where obstructions are present.
- Missing, collapsed, or damaged No Parking signs must be replaced at least daily and a minimum of twelve (12) hours prior to the event set-up start time.

In addition to the required equipment, it is important to assess the venue in which the proposed event will be held to develop signage and notification plans that best meet the needs of the event and the neighborhood or business district.

SECTION 8.43 – No Parking Signage Technical Specifications

- No Parking signs must be an “A” frame type structure. An “A” frame may be constructed of plastic, wood or metal.
- No Parking signs must be a minimum of 17” x 22”.
- No Parking Tow-Away message on each sign should meet the following requirements:
- White background.
- Preprinted message stating at minimum;
 - Tow Away.
 - No Parking.
 - Special Event.
- A temporary sign securely attached to the “A” frame structure must use easily readable lettering and must include:
 - Tow-Away Times (e.g. 6 AM – 2 PM).
 - Day/Date.
 - Event Name/Telephone Number.
 - LMPD/(619) 667-1400.
- The temporary No Parking message shall not be pasted over other signage.

SECTION 8.44 – Tow Authorization

Only a representative of the La Mesa Police Department can authorize a tow in the public right-of-way. The permit Applicant/Organization(s) must coordinate with the La Mesa Police Department for the towing of all vehicles within the event venue prior to the onset of event activities, including set-up. For

events that include the closure of a public street or public municipal parking lot, a load-in/load-out or production schedule is required to be submitted to the Special Event Management Team prior to permit issuance. The event will not be allowed to be set-up where there are parked cars, even if the area is denoted on the final event map/site plan or permit.

SECTION 8.45 – Barricades

Signs, delineation and barricades shall comply with the latest approved version of the State of California Manual of Uniform Traffic Control Devices and be provided by a licensed traffic control company. In certain situations deemed safe and appropriate by the City of La Mesa Public Works/Engineering Division, vehicles may be used as moveable barricades. The use of vehicles as moveable barricades is approved by City staff during the special event or block party permit process and must be shown on the event map/site plan.

SECTION 8.46 – Fencing

Fencing is typically used to delineate all or portions of an event venue. Most events use freestanding fences. If you plan to use stakes, footings or other materials you must receive authorization from the City of La Mesa Public Works Department/Engineering Division to disrupt surfaces below ground level. The Fire Marshal will also determine a maximum occupancy for fenced-in areas and corresponding number of required accessible exits, particularly for any beer gardens proposed for the event. Free standing fence bases and guy assemblies must be protected to avoid a tripping hazard.

SECTION 9.0 – OPERATIONAL PLAN – SECURITY

Once the security plan has been submitted, the La Mesa Police Department will review the plan and has final authority to require a minimum number of licensed private security guards, volunteer and staff positions as well as police officers and traffic controllers necessary to staff the proposed event.

Role of Private Security

Private security is typically used at events to enforce the operations and management of a broad array of safety measures ranging from crowd control within and around the venue, VIP management, and to perform identification checks, beer garden safety, money transfers, and/or any rules and regulations established by the conditions of the Special Event Permit and permit Applicant/Organization(s). It is the responsibility of the Permit Applicant/Organization(s) to contract with a licensed private security company and to ensure that the company has the ability to respond to the security needs of the event and surrounding environment. Private security officers have no police powers except the ability to perform a citizen's arrest and to evict patrons from the event.

Role of the Police Department

The La Mesa Police Department may require department staff to be present at the event to supplement the security plan and to provide an additional presence at the event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If the special event impacts the community outside the venue, police

services in addition to those needed to directly support the event may be required. Police services are often the largest component of cost recovery for large events requiring City support.

The La Mesa Police Department maintains the right to locate a Police Command Post and/or police vehicles or equipment inside of the event area. The amount of space required shall be determined by the La Mesa Police Department based on operational needs. The La Mesa Police Department maintains the right to require that an event manager or staff member be assigned to the Police Command Post during the event hours of operation if one is required, and/or to require that an event manager or staff member be readily available by telephone or radio to address any issues or concerns. Any such event manager or staff member shall not be under the influence of alcohol or other controlled substances at any time when acting in this capacity.

The La Mesa Police Department has final authority over event safety requirements. If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the La Mesa Police Department maintains the right to shut down any or all components of the event, require that additional security guards be provided, and/or to provide additional police services that will be billed directly to the Permit Applicant/Organization(s).

SECTION 9.01 – Private Security Company Requirements

- Professional Security Company licensed by the State of California.
- Company needs to manage appropriate security plan approved for the event.
- Permit Applicant/Organization(s) and private security to coordinate areas of responsibility with La Mesa Police Department prior to the approval of the event.
- Company is required to have a Private Patrol Operator License issued by the State of California Department of Consumer Affairs.
- Security Guards are required to have a Guard Card Permit that is issued through the Department of Consumer Affairs.
- Security Guards are required to wear professional uniforms that readily identify them as members of the security team. All security guards working the event shall wear the same uniform.
- Security guards are required to have a professional appearance. The La Mesa Police Department maintains the right to refuse to allow any security guards to work the event that do not, in their sole discretion, meet this requirement.
- If security guard is armed, an Exposed Weapons Permit is also required.
- If hiring an armed, plainclothes guard with the weapon carried in a concealed manner, the courier is also required to have a Concealed Weapons Permit.

SECTION 9.02 – Vendor Requirements, Weapons

No vendor shall be permitted to display, sell, or possess any item that poses a public safety threat and/or could be used as a weapon.

SECTION 9.1 – OPERATIONAL PLAN – ALCOHOL MANAGEMENT

It is illegal for anyone under the age of twenty one (21) to consume alcoholic beverages in the State of California. The Permit Applicant/Organization(s) or authorized representative listed on the special event permit application is legally liable for any consumption and/or possession of alcohol by a minor.

SECTION 9.11 – Applying for a Permit

If the permit Applicant/Organization(s) proposes to sell or furnish alcoholic beverages at the event, a permit from the California State Department of Alcoholic Beverage Control (ABC) will be required in addition to the Special Event Permit.

The La Mesa Police Department and State ABC representatives will review the event plans and alcohol management strategies before a license is approved. If the proposed event will take place on public park land, public streets, within a city-owned facility, or other city-managed property, the permit Applicant/Organization(s) may also be required to provide a letter of authorization to serve alcohol from an authorized representative of the managing City department. Both the Police Department and managing City department may place restrictions on the way in which alcohol is managed at the proposed event.

More information is available at <http://www.abc.ca.gov> or the local ABC office can be contacted at 619.525-4064.

SECTION 9.12 – Beer Gardens

A beer garden is required to separate guests of a legal drinking age from those who are not of legal drinking age. All beer gardens must be constructed with material or in a manner that prevents beverages from being passed through to patrons outside the controlled space.

A beer garden can be constructed using several different methods including:

- One, six foot (6') free standing chain link fence, clear plastic sheeting, or other material that will easily allow the interior to be visible from the outside. Posters, banners, and other material shall not block more than twenty percent (20%) of the visibility.
- Two, four foot (4') free standing fences or other barriers placed six feet (6') apart.
- Tent structures may be used for beer gardens when appropriate security measures are employed.
- All entrances and exits must be at least four feet wide and free of any obstructions.
- The Fire Marshal requires entrances and exits to be spaced apart from each other based on the following formula:
 - $\text{Corner to Corner Diagonal Distance} \div 2 = \text{Distance between Exits}$
 - Example: a 40' x 40' square has a diagonal measurement of 56 feet (56').
 - $56' \div 2' = 28'$.
 - Therefore, the exits must be placed at least 28 feet (28') apart from each other.
- The Fire Marshal will establish a maximum occupancy for each beer garden based on the proposed square footage, usage, and furnishings inside each beer garden. Occupancy for beer gardens proposed as part of an event will be calculated as early as possible upon submittal of a special event permit application to allow for any

adjustments to the layout of the beer gardens during the Special Event Management Team meeting process.

As part of the event plans, the size and configuration of any proposed beer gardens must be depicted on the site plan or event map.

Any police officer or State ABC official may revoke the permit to provide, serve or sell alcohol during an event for violations of the conditions and terms of the permit application or final permit. The following conditions, unless specifically modified by the City of La Mesa Chief of Police, are required by the La Mesa Police Department:

- The sales, services, and consumption of permitted alcoholic beverages must take place only in the areas designated and approved on the special event permit application.
- Alcoholic beverages can only be sold or provided to people twenty one (21) years or older.
- All distribution of alcoholic beverages must be performed by designated, trained (LEAD training or equivalent) event staff.
- Patrons shall not take alcoholic beverages from or be allowed to bring alcoholic beverages into designated event area(s).
- All alcoholic beverages must be consumed from a single serving container that complies with the following guidelines:
 - Sixteen (16) ounce cup or smaller for beer.
 - Five (5) ounce cup or smaller for wine.
 - No more than one (1) ounce of hard liquor/spirits stand alone or in a pre-mixed drink served in a five (5) ounce or smaller cup.
 - Smaller serving sizes may be required based on beverage type.
 - Glass containers cannot be provided to patrons.
 - The use of beer luges, drinking funnels, free pouring, etc. is prohibited.
- Licensed private security guard(s) shall be present at each entrance and exit to check entrant's identification.
- Licensed private security guard(s) shall be present to check identification for the purposes of verifying that people entering the beer garden are twenty one (21) years of age or older.
- Licensed private security guard(s) shall be present in the area where consumption is taking place at all times that the license privileges are being exercised.
- Commencement of alcohol service shall not begin prior to the start time of the event. Last service shall be conducted no later than one-half hour prior to the end of the event.
- The Permit Applicant/Organization(s) is responsible for resolving any problems associated with the event and/or issues of concern raised by neighbors.
- Liability Insurance naming the City of La Mesa, its officers, employees and agents must be provided.

SECTION 9.2 – OPERATIONAL PLAN – MEDICAL

Events with a higher potential risk are required to implement an appropriate medical plan to address the specific needs of the attendees and/or participants. Large events may require on-site medical personnel including but not limited to first aid stations or the presence of an ambulance service during event hours. It is the permit Applicant/Organization(s) responsibility to ensure that all medical support personnel whether paid or volunteer has the appropriate licensing, certifications and insurance to provide services at the event.

SECTION 9.3 – OPERATIONAL PLAN – TRANSPORTATION AND STREET CLOSURES

SECTION 9.31 – Transportation Plan

The City of La Mesa Public Works Department/Engineering Division in conjunction with the Police Department will determine if the event requires traffic control in order to facilitate vehicular, bicycle and pedestrian movement on City streets and public right-of-ways affected by the event. Following are guidelines that will be incorporated in the transportation plan if one is necessary:

- All traffic control in the public right-of-way must be conducted by a representative of the Police Department or by a civilian who is certified in traffic control and authorized by the La Mesa Public Works Department/Engineering staff in conjunction with the Police Department.
- All proposed street closures must be included in the permit application and be authorized by the City of La Mesa Public Works Department/Engineering staff in conjunction with the Police Department.
- If the event includes a shuttle plan to mitigate limited parking in the event area, the approval of the property owner for use of the property in the transportation plan is required.
- If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- The City of La Mesa will evaluate the shuttle stops and proposed transportation routes as part of its overall evaluation of the event plans.
- Any ride sharing/taxi/limo drop-off/pick-up zones should be coordinated with the City of La Mesa Public Works/Traffic Engineering staff in conjunction with the Police Department.
- For events proposed in parks or on private property with limited parking, you must include accessible parking and/or access in the event plans. For events in the Downtown Village, every public parking space is available as a disabled parking space to those with a valid placard. However, these public parking spaces do not meet Americans with Disabilities Act (ADA) accessibility requirements.
- If the event involves street closures, the City will require the use of traffic/safety equipment for the safe closure of streets and ensure proper detour and parking information is posted. For additional information, Please refer to SECTION 8.41 – Safety Equipment.

- If the event will alter or impact the flow of traffic (vehicle, bicycle and/or pedestrian) on public streets or proposes to close public streets, a traffic control plan is required.
- Events located near schools such as events taking place in Harry Griffen Park may require an additional Facility Use Permit from the school or district for use of the school's parking lots, fields, or restrooms.

SECTION 9.32 – Street Closure and Reopening

Moving vehicles are not allowed in a closed venue except when approved as part of a parade or other entertainment feature associated with the event. If a stationary vehicle is part of the event plans, the Fire Marshal requires the keys be removed from the vehicle and kept by a designated primary contact until the event is over and it is safe to drive in the venue area during off-event hours. This requirement includes electric carts or cars, Segways, and other vehicles that may be used to provide supplies and services within the venue. For large events on closed public streets, the use of electric carts or cars, Segways, and other vehicles are not permitted to be driven during event hours. Electric carts or cars may be used on closed public streets during off-event hours for event set-up, tear down, and to supply food vendors.

Exceptions to the use of vehicles in a venue may be granted by an authorized City representative for public safety purposes. The permit Applicant/Organization(s) must indicate the presence of parked cars within the venue as part of the permit application and event map submittal. If a stationary vehicle is being used as a mobile barricade on a closed public street, the Fire Marshal requires that each vehicle be accessible by event personnel in the immediate area in the event that the vehicle needs to be promptly moved for emergency access by the Fire Department.

If the proposed event will take place in an area where vehicles park, the posting of No Parking signs will be required seventy two (72) hours prior to the event start time, including set-up. During the review period of the permit application, the City of La Mesa Public Works/Engineering Division will determine if City crews or the permit Applicant/Organization(s) will be responsible for the set-up of No Parking signs. If the set-up of No Parking signs is determined to be the permit Applicant/Organization(s) responsibility, the applicant must verify that all No Parking signs are placed in their correct location(s) a minimum of twelve (12) hours prior to the event start time.

Only a sworn or trained employee of the Police Department has the legal right to remove a vehicle from a City street or authorize a tow in the public right-of-way. An event organizer must coordinate with the La Mesa Police Department for the towing of all vehicles within the event venue prior to the onset of the event activities, including set-up. Event organizers will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on the final permit.

Events that require the closure of public streets must be approved by the City Council. During the review period of the permit application, the permit Applicant/Organization(s) and the Special Event Management Team will determine street closure and reopening schedules that provide for adequate event set-up and tear down with the least impact to businesses and residences in the event area. The closure and opening of streets must be coordinated with the La Mesa Public Works/Engineering Division and La Mesa Police Department.

SECTION 9.4 – OPERATIONAL PLAN – SIGNAGE

Clear visible signage that can be seen over a crowd of people is important to the success of an event. All entrances, exits, special activity areas, and start and finish lines should be clearly marked. Directional signage is highly encouraged and can help people locate food, entertainment, and restroom facilities. Information areas or booths can also make the event more user-friendly resulting in enhanced pedestrian flow and the overall enjoyment of the event. Signage should meet accessibility standards and be clearly depicted and labeled on the event map as part of the special event permit application.

SECTION 9.5 – OPERATIONAL PLAN – EVENT ACTIVITIES

Activities not included in the permit application are not authorized to take place in the event venue and can be curtailed by the La Mesa Police Department. The La Mesa Police Department may terminate activities if they incite a crowd or have potential to cause unruly and risky behavior. Use of some equipment, interactive activities, or animals may require additional safety features, insurance levels, or permits.

SECTION 9.51 – Inflatables

The use of inflatables is prohibited in some parks. Examples of inflatables include, but are not limited to, jumpers, climbing walls, obstacle courses, décor elements and promotional signage. Inflatables proposed for an event should be clearly depicted and labeled on the event map as part of the special event permit application.

SECTION 9.52 – Mechanized Equipment

The use of mechanized equipment can require additional planning, permits, security, and/or insurance requirements. Examples include, but are not limited to carnival rides, mechanized trains, robotic demonstrations, etc. Mechanized equipment proposed for an event should be clearly depicted and labeled on the event map as part of the special event permit application. A Building Permit may be required for carnival rides that include extensive construction or that have specific power requirements.

SECTION 9.53 – Animals

Animals are prohibited within an event area as provided in La Mesa Municipal Code Section 10.50.047. Proper signage shall be posted by the permit Applicant/Organization(s) at all event entrances stating that animals are prohibited. Service animals specifically trained to aid a person with a disability, or otherwise exempted by law, are acceptable. Animals owned or controlled by the permit Applicant/Organization(s) while in the special event area for purposes of event entertainment if authorized by the permit are allowed.

SECTION 9.54 – Float and Parade Vehicles

A float is a unit specifically designed or constructed for use in conjunction with a parade or public gathering. A parade vehicle is a self-propelled wheeled conveyance not running on rails used in conjunction with a parade or public gathering. The following information has been developed to provide the minimum regulations for the operation of a float and/or parade vehicle:

Float/Parade Vehicle Requirements

- Participants on a float are not permitted to throw, toss or drop objects from the float to the crowd.
- All decorative materials used must be fire resistant or flame retardant.
- All motorized apparatus must have a fire extinguisher with a minimum UL rating of 2-A-10B: C that is accessible to the operator.
- All engines must be cleaned prior to use to prevent overheating and to reduce fire hazards.
- All engines must be equipped with an air cleaner or flame arrester.
- No smoking is permitted on floats and parade vehicles.
- No open flames are permitted on floats and/or parade vehicles.
- No flammable or combustible liquids are permitted on floats and parade vehicles.
- All exhaust pipes must be leak-free and insulated from float and vehicle decorations.
- If a gasoline-powered electrical generator is used and is located on the float (rather than on a trailer), a second 2-A-10B: C extinguisher must be located near the generator.
- Side rails/barriers or other approved restraints are required to prevent a person and/or objects from falling off a float and/or parade vehicle.

Driver Requirements

- All drivers must have a valid driver's license.
- If enclosed, a driver and all passengers must have a minimum of two escape routes.
- The driver's compartment must be properly ventilated to prevent accumulation of exhaust fumes such as carbon monoxide.

SECTION 9.55 – Amplified Sound

It is important to carefully assess the environment in which the event is proposed to take place in order to develop a plan that best limits the impact of sound generated by event activities to the surrounding neighborhood. Issues to consider include but are not limited to:

- The direction speakers are pointed.
- Use of directional speaker systems with cut-off points.
- Placement of smaller sound systems in specific locations throughout the venue rather than far-ranging single amplification systems.
- Sound checks must be authorized as part of the permit.
- Do not place speakers and sound system devices in areas that have not received authorization.
- Do not use amplified music during the set-up and dismantle of the event unless prior authorization has been received.
- Provide information to area residents and business that might be impacted by noise from the event. A mobile number that is staffed by an event representative throughout the event set-up, event duration, and dismantle should be included.

If amplified equipment is proposed as part of an event, a Sound Amplification Registration Permit form must be filed with the La Mesa Police Department at least ten (10) days prior to the event. A police officer or park ranger that determines noise from the event is offensive to others may require lower or discontinued noise even though a permit allowing such use was approved. In some instances, the permit Applicant/Organization(s) may be required to conduct decibel readings at pre-determined locations throughout the event time frame as part of the permit requirements.

SECTION 10.0 – TEMPORARY USES

A temporary use applies to the use of private property for a limited time period in locations where the use would not otherwise be allowed in the applicable zone. Temporary uses may be allowed on a case by case basis when it is shown that the general health, safety, and welfare is maintained by addressing building and fire codes, requirements for off-street parking, pedestrian safety, and storm water runoff. The permit Applicant/Organization(s) is often required to inform the Fire Marshal and Police Department of the proposed activity and may be requested to submit forms to those departments so field personnel are informed for the event.

At the discretion of the City of La Mesa, events proposed to take place on private property that meet department requirements may be required to apply for a Special Event Permit due to the location, complexity, or other unique circumstances related to the event.