



## City of San Luis Obispo “ABCs” of Special Events

**Application** – Organizations wishing to produce an event in the City of San Luis Obispo must submit an application. Applications for new events must be submitted no less than 90 days prior to the requested date, but may also be submitted up to one (1) year in advance.

**Fees** – City services are provided for all special events held within the City of San Luis Obispo. Upon submitting and application, the fees associated will be indicated on the Facility Permit and may include the following fees: application, facility use, permit processing, key deposit, and insurance. Any city services relating to traffic control will be required to be paid by the event sponsor and some services offered by Public Works may require deposits.

**Fire Regulations** – All vendors/booths participating in an event are subject to fire inspection prior to the start. A Special Event Fire Department Permit will be provided to the sponsor for use during inspections. Fire regulations, including the maintenance of fire lanes and having the appropriate fire extinguisher, must also be adhered to. Parade floats will also be subject to fire regulations and inspection.

**Insurance Requirements** – A Certificate of Liability and an Endorsement naming the City of San Luis Obispo as an additional insured covering General Liability and Property Damage is required for all events. If the event includes alcohol, the coverage must also state Liquor Liability. Event insurance may also be purchased through the City of San Luis Obispo.

**Liquor** – Any event at which alcohol is served or sold requires an Alcohol Beverage Control (ABC) Permit. A request form will be provided by the Parks and Recreation Department to help facilitate the permit request from the local ABC office.

**Notifications** – Residents and businesses located within or in close proximity to an event must be notified of the event no less than 30 days prior. A notification letter and mailing labels will be provided to assist with the notification. Events resulting in street closure may also require special parking passes to be distributed to affected residences.

**Parking Control** – If a street closure is required for an event, “No Parking” signs must be posted 24 hours prior to the closure. Signs are provided to the sponsor for posting. After a required posting, the Police Department must be contacted to verify the area in case towing is necessary.

**Permits** – A Facility Use Permit and Letter of Approval will be generated once an application is approved. The Facility Use Permit indicates the reservation of a City property and the Letter of Approval will detail the steps needed to be completed for the event to take place.

**Sound** – Amplified sound must be requested as part of the application. Some City facilities may not be suitable for live music. Approved amplification may not exceed .75dbl.

**Traffic Plan** – Some events require a traffic safety plan be submitted for approval by the City Traffic Engineer.

**Vendor Policy** – Events including vendor participation require the submission of a Vendor Policy form, indicating the choice of vendor fee to be paid. The Policy ensures the vendors are authorized to sell at the event. **Vendors that have a current City of San Luis Obispo Business Tax License are exempt.**

**XYZ** – Each event is unique unto itself. Other requirements may be identified such as the need for portable restrooms, waste wheelers, barricades, lost child area, etc. The Letter of Approval will detail each requirement enabling the event to be produced successfully. Questions? Please contact Shannon Bates, Recreation Manager at 805.781.7296 or by email at [sbates@slocity.org](mailto:sbates@slocity.org).