

Special Event Permit Application

- A Special Event is any activity which occurs upon public property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, requires extraordinary levels of City services, and has 250 attendees or less.
- A Special Event includes, but is not limited to; tournaments, fairs, festivals, carnivals, sporting events, foot runs, bike races, markets, parades, exhibitions, auctions, dances, and motion picture filming.
- A Special Event Permit Application must be submitted sixty (60) days prior to the event and received by the Recreation Specialist in the Parks, Beaches, and Recreation Department. Special Events may require addition review prior to approval and any exceptions must be approved through the Recreation Management team.
- Additional fees or permits (i.e. insurance) may be required.
- A Site Map with Entry/Exit strategy, a Safety Plan, and an Event Proposal is required.

1.

Location Request

Pacifica Beach Trail Specify Location:	<input type="checkbox"/>	Pier Specify Location:	<input type="checkbox"/>	Park/Playground Specify Location:	<input type="checkbox"/>
Pacifica State Beach Specify Location:	<input type="checkbox"/>	Sharp Park Beach Specify Location:		Sports Fields Specify Location:	
Rockaway Beach North Specify Location:	<input type="checkbox"/>	Aquatics		Parking Lot Specify Location:	
Rockaway Beach South Specify Location:	<input type="checkbox"/>	Frontierland Park: Specific Location		Other Specify Location	<input type="checkbox"/>

2.

Event Information

Name of Event		Type of Event	
Date(s) of Event Alternative Date(s)		Estimated Attendance	# of people including children:
Event Time: Including setup and clean up	am/pm: to am/pm:		
Reoccurring Event?	<input type="checkbox"/> Yes No Monthly Weekly NA	Entry Fee (If Applicable):	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount Charged \$:
Access to Restrooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No Location:	Paid Photographer?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name & Phone:

Will Food/Beverages be sold ☐ Yes ☐ No
Food Distributor:

Insurance is required for some events. Please see our insurance requirement section for details or contact our reservation team at 650-738-7378.



Parks, Beaches, and Recreation Department

Pacifica Community Center
540 Crespi Drive Pacifica, CA 94044
(650)738-7378
www.cityofpacifica.org



3.	Contact Information			
Applicant or Company Name:				
Address		Phone/Cell		
Contact Name		Website		
Email address		Non-Profit Tax ID#		
Group Type: Resident Non-Resident Non-Profit/Fundraiser Commercial other				
Name and Contact Information of Sponsor:				

4.	Payment Information: Visa/ Mastercard/ Amex				
Full Name on Payment Method					
Card Number		Expiration Date MM/YYYY		CVC #	
City:		State			
Zip Code		Email Address			
Pay by check – Routing #		Account #			

5.	Additional Event Details			
(5a) Will there be street closures? Major streets or intersections?		Yes <input type="checkbox"/> No <input type="checkbox"/>	(5h) Will extension cords, power sources or Generators be needed?	
(5b) Will there be a garbage clean up and recycling plan?		Yes <input type="checkbox"/> No <input type="checkbox"/>	(5i) Will stages, booths, or platforms be constructed or installed?	
(5c) Will street barricades, barriers, or safety fences be used?		Yes <input type="checkbox"/> No <input type="checkbox"/>	(5j) Will there be adequate restroom facilities? Portable Restrooms?	
(5d) Will an Entry Fee be charged to attendees?		Yes <input type="checkbox"/> No <input type="checkbox"/>	(5k) Will there be special equipment or vehicles brought to the facility?	
(5e) Will vendors be operating booth(s), exhibit(s) tent(s) etc. How many? Names and Types?		Yes <input type="checkbox"/> No <input type="checkbox"/>	(5l) Will there be a First Aid Station or emergency booth set up?	
(5f) Food/Beverage Service if any?		Yes <input type="checkbox"/> No <input type="checkbox"/>	(5m) Will there be an Information, Visitor or Lost-and-Found booth?	
(5g) Will there be exterior lighting, amplifiers, or microphones being used?		Yes <input type="checkbox"/> No <input type="checkbox"/>	(5n) Will this event be advertised?	

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6.

If you answered "YES" to any items in #5, please provide a detailed description of the event including parking, recycling, and portable restrooms considerations.

4.	Office Use Only				
Security Non-Refundable Deposit		\$	Paid by Check #	CC	Permit #
PFina			Experation Date MM/YYYY		CVC #
City:			State		
Zip Code			Email Address		
Pay by check – Routing #			Account #		