



Parks, Beaches, and Recreation Department

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



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

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



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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?	Yes No
(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?	Yes No
(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?	Yes No
(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?	Yes No
(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?	Yes No
(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?	Yes No
(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?	Yes No



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