

SPECIAL EVENT PERMIT (SEP) – STANDARD CONDITIONS OF APPROVAL

General Conditions:

- Special Event Permit (SEP) is approved per submitted application and with adherence to Special Event Policy.
- The requested date(s) are not reserved until the permit request has been approved and permit fee has been paid.
- All fees and insurance to be paid and provided per SEP fee schedule and policy prior to event. City will provide an invoice with all required fees.
- Trained Crowd Managers are required when the event involves a gathering of more than 1,000 people. Minimum requirement is (1) crowd manager per every 250 people. (CFC 403.12.3)
- Food trucks must have current Health Department permits, business license with the City of San Marcos, provide trash receptacles and clean up area(s) where serving food/customers.
- Applicant agrees to adhere to Special Events Stormwater Best Management Practices.
- Any electrical installations shall comply with the 2016 California Electrical Code.
- Applicant to supply their own power source and water.
- All temporary power cords shall be protected from damage and covered to prevent trip/fall hazards.
- Applicant will be held responsible for any required work by the City to restore City facilities or property (i.e. trash, debris, repairs, clean up) after the event has concluded.
- Amplified music and/or speakers must be directed away from any adjacent residences. Volume to be continually monitored to prevent complaints.

Conditions for Events in City Parks:

- Applicant to schedule an onsite meeting with the Parks Maintenance Supervisor at least 2 weeks prior to the event. Call 760-752-7550 to schedule the meeting.
- Applicant agrees to adhere to Field Use Policy and pay deposit amount determined by Parks Maintenance staff (Only for events in city parks)

SPECIAL EVENT PERMIT (SEP) – STANDARD CONDITIONS OF APPROVAL - FIRE

General Conditions:

- Applicant shall coordinate with Public Works, Sheriff's Department, or Fire/Paramedic Departments for any services needed the day of the event.
- Tablecloths, fabric or other cloth material used in vendor booths shall not be frayed or torn, and shall be used in a manner that does not present a trip-hazard during the event.

Access Conditions:

- Access must be maintained at all times for emergency vehicles and applicant shall have a plan in place to move tables, booths, etc. if needed.
- Any road block devices (cones/barricades, etc.) must be easily movable as needed for quick access by emergency vehicles.
- Maintain clear access to fire hydrants at all times.
- Adequate exiting, based on occupant load, must be provided in any fenced area (beer garden) or tent/canopy. Exit signs and maximum occupant load signs must be posed by each entrance/exit and need to be visible over the heads of the crowd. (Maximum Occupant Load = *** persons).

Food/Vendor Conditions:

- All food vendors with cooking appliances utilizing grease shall provide a Class "K" rated fire extinguisher; all other cooking vendors shall provide a Class 2A:10B:C fire extinguisher. Fire Extinguishers must have a current service tag from a licensed contractor.
- Food vendors using any propane or other compressed gas cylinders shall properly secure cylinders from falling or tipping over.
- No cooking permitted at any time under tents or canopies unless approved by the Fire Department and conducted in accordance with CFC 3104.15.

Generator Conditions:

- If any generators will be used on site, they shall not be refueled in crowded areas. No extra fuel (flammable liquids) will be allowed to be stored on site for generators if used.
- No refueling of generators is allowed in public area or while generators are running. No fuel for generators is allowed to be stored on site, or at any booth. Fuel shall be kept off site and be stored in approved safety can with self-closing handle/spout and spark arrestor screen. Fuel cans shall not exceed 5 gallon capacity.