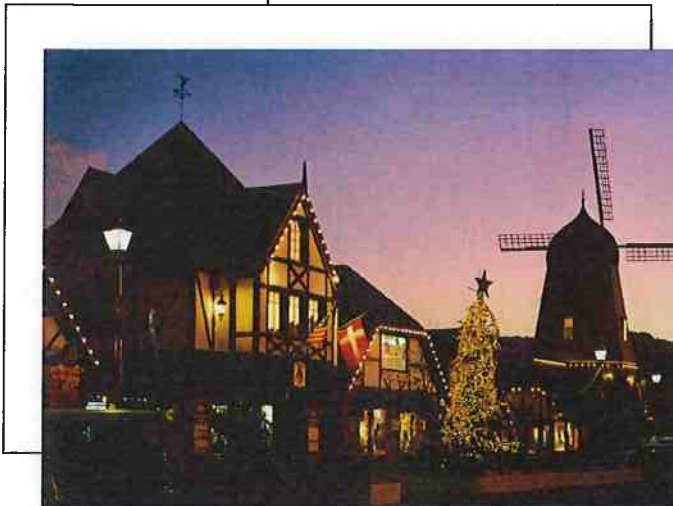


# Special Event Information and Guidelines



City of Solvang  
**Department of Public Works**

411 Second Street  
Solvang, CA 93463

805.688.5575



## SPECIAL EVENT GUIDELINES



*(Please keep this copy for your reference. The completed Special Event Application must be returned to the City).*

### Introduction

**In general, a Special Event is defined as any activity held on or otherwise impacting public property and/ or services. All Special Events must be approved by the Solvang City Council.**

The City of Solvang's Special Event information packet includes these Guidelines, the attached Special Event Application, Solvang Park site maps and a City street maps which have been developed to help guide you through the application process.

After you complete the application, please make a copy for yourself and return the original to the City of Solvang, Department of Public Works located at 411 Second Street. Thereafter, the Special Event Coordinator for the City of Solvang will serve as your primary point of contact for the processing of your event application. The Coordinator will distribute a copy of your application to all City departments affected by your event and will relay to you any additional information required to process your application. The Special Event Coordinator will issue your permit once all proposed event information has been received by the City.

### Application Timeline Requirements

**Permit Applications must be received by the City of Solvang no later than:**

- 1,000 people or more / **120 days prior to the event**
- 300 to 1000 people / **90 days prior to events**
- 300 people or less / **60 days prior**

Permit Applications may be submitted as early as one year before your event. Applications turned in with less than the above notice may incur additional fees and require full cost recovery to the City, or be subject to denial. Solvang Municipal Code Section 11-12-8 provides the framework and guidance for the issuance of Special Event Permits within the City of Solvang. Some events, although small in participation, may require extra notification time due to the complexity of the event such as multiple street closures or complicated set-up procedures.

### Denial of a Special Event Permit

Denial will be automatic if:

- Applicant cannot supply the required Certificate of Liability Insurance.
- There is a conflict with another event already scheduled.
- Applicant fails to provide required payments for initial application or other requested fees.
- The City Council denies the use of the public right-of-way.
- The event is not permitted by law or regulation.
- The event will imperil public health and safety.

### Application Process

**The application process begins when you submit to the City of Solvang a completed Special Event Permit Application and a \$125.00 application fee.**

**Please keep in mind that acceptance of your Special Event Permit Application should in no way be**

**construed as final approval or confirmation of your request.** Throughout the review process you will be notified if your event requires any additional information. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, Caltrans permit, etc.). We must receive these items before final approval is given to proceed.

**Delays in providing requested information often delays our ability to finish the review process and approve your permit application in a timely manner.** Once we receive the application it will be reviewed by staff and they may contact you for further information.

**Approval of a City facility rental does not constitute approval of your Special Event Permit.** Once a review of your application has been completed you will receive confirmation, including notice of any applicable fees, payment schedule, and a list of any conditions that must be met prior to your event.

Please do not advertise or print materials for your event until you have received confirmation that your event has been approved. **Failure to satisfy the conditions in the required time will result in the revocation of your permit.**

## **Planning Meetings**

**Often a meeting between City staff and the Event planners is required especially for large and first-time events.** Should a meeting be needed, generally it is best to schedule a pre-event meeting 2 months in advance for large venue events with wide-scale impact to the City and area streets. Typically all departments impacted by your event will attend. Reoccurring events often benefit from pre-event meetings as well. A post-event meeting is beneficial to discuss any problems that may have occurred during the event that can be avoided in the future. These generally held within one month of the event.

## **Additional Contacts**

While many City departments and agencies joined together to make this application process simple and complete, please be aware that in some cases you may have to contact federal, state or county agencies (**i.e. Caltrans, Health Department, Alcohol Beverage Control**) in addition to the City of Solvang for the processing and approval of your Special Event.

**Use of Mission Drive/State Route 246:** Any event that will use any portion of State Route 246 may require a Caltrans encroachment permit. Information may be obtained by calling Caltrans at (805) 549-3134. An approved Caltrans permit must be submitted to the City during the application process prior to your event.

## **Use of Solvang Parks/Veteran's Memorial Building**

**A separate application to use these public facilities must be turned into the Parks & Recreation Department at least sixty (60) days prior to the scheduled event.** If you plan to hold your event at a City park or Parks & Recreation facility, it is your responsibility to contact the Parks & Recreation Department to reserve the necessary time(s) and day(s) for your event at (805) 688-7529.

**Facilities under the management of the Parks & Recreation Department include Solvang Park, Sunny Field's Park, Veteran's Memorial Building, Hans Christian Anderson Park and its recreation areas.**

- Each Park & Recreation facility has its own rules and regulations that must be followed. Please contact Park & Recreation as early as possible so you can be aware of the requirements and can plan accordingly.

**If you are planning your event in a City Park, please be aware of the following information:**

- There is no staking in the park. Staking causes damage to existing irrigation lines.
- Overnight camping is prohibited unless special permission is granted.

- Raised flooring may be required under structures to reduce damage to the grass.
- Vehicles are prohibited from driving on the grass area.
- Please plan ahead for any loading and unloading for you event and have this reflected on your site plan.

You will be required to fill out a site plan of all structures, tables, booths, etc., on a Park site plan that you will find included in the Special Event application packet.

### **Security Deposit Requirements**

Your application will be reviewed and a determination made whether or not a security deposit is required. The security deposit will be used if public facilities are damaged, additional cleanup is required, or if items such as event signs, barricades, traffic cones, fencing, and “No Parking” signs are lost or must be retrieved.

The security deposit is refundable within 30 days following the event, less miscellaneous charges as mentioned. Security deposits will normally be required for large events, events serving food and beverages and for events with extensive traffic control requirements.

### **City Maintenance Crew Assistance**

**Should you request the assistance of a City maintenance crew, City staff will be charged at a rate of \$50 per hour per person with a minimum two-hour charge.**

- **You will receive an estimate of the anticipated costs for staff time prior to your event. A deposit of 50% is required prior to the event. Remaining cost, based on actual time will be billed post-event and are due in full. Outstanding balances are subject to finance charges and interest rates.**
- If there is a security deposit on account, you may settle any outstanding balances post-event with monies remaining in this account.

### **Insurance Requirements**

Insurance requirements are based upon the risk level of the event at the sole discretion of the City. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

- Before your application is approved, you will need commercial general liability insurance that names as Additional Insured, the “City of Solvang, its officers, employees, elected officials, volunteers and agents” and any other public entities impacted by your event.
- The City will review and consider the Applicant’s existing Commercial General Liability coverage but has sole discretion for determining its sufficiency in form and coverage limits given the nature of the event.
- Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. An original Certificate of Insurance must be received by the City of Solvang one week prior to the event
- Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. An original Certificate of Insurance must be received by the City of Solvang one week prior to the event

### **Alcohol Requirements**

If you plan to sell alcoholic beverages at your event you will be required to

- Obtain a Special Daily License from the Alcohol Beverage Control. For information and licensing procedures go to [www.abc.ca.gov/forms](http://www.abc.ca.gov/forms).
- Provide fencing for your conditioned area and check ID’s.
- Show the designated conditioned area on your site plan and along with its dimensions and entrances and exits.

## Parades

Please use the attached City street map to detail your requested parade route.

- **Routes that include Old Mission Santa Ines** must be scheduled and approved by their facility manager who can be reached at (805) 688-4815. Proof of approval must be provided to the City.
- **The City has pre-approved parade routes you will be required to use.** Once your application is received for review, staff will discuss route options with you. Please indicate your requested route on the attached City street map. The City Public Works Department and the Sheriff's Department have pre-approved all parade routes. Alternate routes must be approved by the Public Works Director and the Deputy Sheriff. Special safety provisions may be required of the applicant. **The applicant is expected to work with Public Works staff and with Sheriff Deputies to implement a safety plan for a safe and efficient parade.** The applicant should highlight their requirements and will be responsible for costs associated with the plan implementation.
- **Routes that use State Route 246 (Mission Drive) will require a Caltrans Encroachment Permit.** Please allow the appropriate time to obtain your Caltrans permit. The City does not obtain this permit for you as part of this permit process.
- **Applicant is responsible for securing a street sweeper to clean route immediately following the conclusion of the parade when animals are included as part of the parade.**
- **Deputy Sheriff will provide a cost estimate for services to monitor the parade route with required Deputies.** Those costs can be paid directly to the City. A deposit of 50% of the fee is due one month prior to the event with the remaining amount due within one week of the completion of the event.
- **Applicants must provide volunteers to assist with traffic control and undertake activities related to temporary traffic control.** A list of names of dedicated volunteers along with their contact numbers is mandatory and must be submitted to the Deputy in charge of the parade route.
- **Sheriff Failure to provide the required volunteer list and contact numbers at the specified time and/or failure of volunteers to report to assigned post prior to parade can result in either shortening of parade route or cancellation of parade for pedestrian safety.** Parades that start late or run over time will incur additional costs.

## Traffic Control Plan

Any traffic control must be in accordance with the California Manual on Uniform Traffic Control Devices and must also highlight traffic monitors and police personnel where appropriate. Applicants will be responsible to furnish and place all traffic control devices (such as barricades and "No Parking" signs) per the approved traffic control plan.

**Should our event require the closure or restriction of any public right-of way (such as a sidewalk, alley or street) you must submit a traffic control plan. Any request to close or restrict the public right-of-way must be approved by the City of Solvang City Council.** The Special Event coordinator will provide you with an estimated date when Council is expected to address your request.

- **You must inform the public (businesses and residences) within 1000 feet of any closure or restriction.**

## Site Plan

To ensure appropriate review of your event, your site/route plan should be demonstrated in a clear and legible manner. Attach a detailed site/route plan depicting the proposed layout for the event. Route maps are very important for some events and may be required as part of your traffic control plan.

- **Details that should be included are: parking, portable toilets, trashcans, recycling containers, dumpsters, equipment, alcoholic and non-alcoholic concession areas, food concession areas,**



barbecues, generators, tables, chairs, seating, tents, canopies, stages, signs, banners, sound amplification equipment and others.

- **If the event is held on a City or private street or in a City or private parking lot, there must be an unobstructed 12-foot wide, emergency vehicle access lane.** Entrances to streets, alleys and parking lots must not be permanently blocked at any time. Movable barricades can be used to block streets, alleys, or parking lot entrances.
- **Please also include information on inflatable devices, animals, placement of show vehicles, signs/banners, lighting or other pertinent information that will better assist us in reviewing the activities and components of your event.**

### **Entertainment and Related Activities**

- As an event organizer, you must be certain that all event related activities comply with local laws. Banners, flags, signs and related devices are regulated by local ordinance, must be included on your site map, and must receive approval from the City of Solvang. **When planning your event please be aware that the City of Solvang has an adopted noise ordinance that disallows amplified music after 10pm.**
- Sign regulations, banner applications and local ordinances can be obtained at [www.cityofsolvang.com](http://www.cityofsolvang.com)

### **Food Concession/Vendors**

**If you plan to have vendors selling food, beverages, merchandise or services each vendor must pay a flat rental fee of \$50** (payment must be included with this Special Event Permit Application). Vendors that are registered as non-profit organizations are exempt from paying vendor rental fees. You will need to provide a list of your vendors and indicate whether or not they are registered as non-profit organization. If vendors aren't listed it will be assumed that they are not registered as non-profit organizations.

### **Portable Restrooms**

**General guidelines recommends one (1) chemical toilet for every 250 people, ten percent (10%) of these facilities must be ADA accessible.** You are required to provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event.

### **Sanitation And Recycling**

As an event organizer, you must properly dispose of garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to clean condition. Should you fail to perform adequate cleanup, or if damage occurs to City property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for clean up and repair. **You must have equal numbers of trashcans and recycle containers and must provide a dumpster for events with more than 1,000 people.**

### **Medical Plan**

If applicable, describe the location of your first aid area and medical and plan including hours of setup and dismantle of medical areas in the application.

**CITY OF SOLVANG**  
**DEPARTMENT OF PUBLIC WORKS**



**SPECIAL EVENT APPLICATION**

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*(Please return the completed application to the City of Solvang Department of Public Works)*

**Applicant Information**

Host Organization/Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Primary Contact for Event \_\_\_\_\_

Mailing Address \_\_\_\_\_

Best Telephone Number \_\_\_\_\_ Other Number \_\_\_\_\_

E-Mail \_\_\_\_\_

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**Type of Event Requested**

- Athletic Event    Auto Show    Bike Ride    Walk or Run    Parade  
 Festival/Carnival    Concert/Performance    Other \_\_\_\_\_

**General Description** \_\_\_\_\_

**Duration of Event**

- 1 Day Event    2 Day Event    Other \_\_\_\_\_

**Use of Solvang Parks & Recreation Facilities** (Contact (805) 688-7529 for more information)

- Solvang Park    Hans Christian Anderson Park    Veteran's Memorial Building  
 Sunny Fields

Will you need use of:   Electrical    Yes    No   Water    Yes    No

Will you need restrooms to remain open for extended hours? (after 6pm)    Yes    No

**Public Streets Requested for Event** (List streets by name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Schedule**

Setup..... Date \_\_\_\_\_ Time \_\_\_\_\_  
 Event Starts..... Date \_\_\_\_\_ Time \_\_\_\_\_  
 Event Ends..... Date \_\_\_\_\_ Time \_\_\_\_\_  
 Dismantle..... Date \_\_\_\_\_ Time \_\_\_\_\_  
 Anticipated Attendance..... Per day \_\_\_\_\_ Total \_\_\_\_\_

**Food Concession/Vendors**

- Will you be preparing food at your event?  Yes  No  
 If you plan to serve/sell food you are required to contact Santa Barbara County Public Health Department for permit and requirements for food service. You can contact them at (805) 681-4900 or at [www.sbcphd.org/ehs](http://www.sbcphd.org/ehs)

- Does your event include food concession and/or preparation area?  Yes  No  
 If yes, please describe how food will be served and/or prepared. Please show all food booths on your site plan. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will LPG (Liquid Propane Gas) be used?  Yes  No

Participating Vendor Names	Non-Profit	Registration Number (or copy of tax exemption letter)
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**Alcohol Requirements**

- Will you be serving or selling alcohol at your event?  Yes  No
- Show required conditioned area(s) on your site plan including entrances and exits as required by ABC.

**Parades**

Does your event include a parade?  Yes  No Time parade begins: \_\_\_\_\_ Ends: \_\_\_\_\_



- **Parade Route A:** Begins at Veteran's Memorial Building. West on Mission Drive, left on Fourth Place, left on Copenhagen Drive, left on Alisal, right on Mission and returns to the Veteran's Memorial Building. **(15 volunteers required for this route)**
- **Parade Route B:** Alternate route from Route A (above). Begins at Veteran's Memorial Building. West on Mission Drive, left on Atterdag Drive from Mission Drive, left on Copenhagen, left on Alisal, left on Mission and back to the Veteran's Memorial Building. **(10 volunteers required for this route).**

**Request for Public Works and Sheriff Services**

Will you require Public Works Maintenance Crew Assistance  Yes  No  
 Will you require Sheriff Deputy Services  Yes  No

Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Time needed: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Date(s) needed \_\_\_\_\_

**Traffic Control Plan**

- Should your event require the closure or restriction of any public right-of way (such as a sidewalk, alley or street) you must submit a traffic control plan.
- Will you be providing your own Traffic Control Devices for your event?  Yes  No
- Will you be requesting use of any City owned Traffic Control Devices  Yes  No

**Traffic Control Plan Narrative**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Site Plan**

- To ensure appropriate review of your event, your site/route plan should be demonstrated in a clear and legible manner. Attach a detailed site/route plan depicting the proposed layout for the event. Please include details described in the Special Event Permit Guidelines.

**Entertainment and Related Activities:**

Are there any musical entertainment features related to your event?  Yes  No

Will music be amplified at any time?  Yes  No

If yes to any of the above, please explain: (Include location)

\_\_\_\_\_

(continued on next page)

\_\_\_\_\_  
\_\_\_\_\_

**Portable Restrooms:**

Do you plan to provide restroom facilities at your event?  Yes  No

If yes: Total number of portable toilets \_\_\_\_\_ ADA accessible units \_\_\_\_\_

Locations of restrooms must be shown on a site map or list the locations here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Sanitation and Recycling:**

Please fill in the number of each unit type you will be providing:

\_\_\_\_\_ Trash Can \_\_\_\_\_ Recycling Containers \_\_\_\_\_ Dumpsters

**Medical Plan**

If required by your event, please describe the location of your first aid area and medical plan including hours of setup and dismantle. \_\_\_\_\_

**Additional Contacts for this Event**

\_\_\_\_\_ Contact for \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Contact for \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Contact for \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Contact for \_\_\_\_\_ Phone \_\_\_\_\_

**Affidavit of Applicant**

I certify that the information contained in the forgoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Solvang Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Solvang.

Print Name of Applicant/ Host Organization \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_