



**APPLICATION FOR  
SPECIAL EVENT**

July 1, 2023 – June 30, 2024

**CITY CLERK USE ONLY**

Cleanup Fee Refund Date: \_\_\_\_\_

**Event Name:**

**Applicant Name:**  
(Please Print)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Organization**  
(Please Print)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
**End Time:** \_\_\_\_\_

*Please note: application fee is not refundable. Also, any required staffing for the event is charged at full cost recovery rates unless a specific exception has been approved by the City Council. This applies to all events.*

| <b>Approximate Number of People:</b>                               | <b>FEES</b>                             |   |
|--|---|---|
| <input type="checkbox"/> Parade                                    | .....\$ 459.00                          |   |
| <input type="checkbox"/> 250-499.                                  | .....\$ 539.00                          | <input type="checkbox"/> <b>Permit Amendment</b> .....\$ 249.00   |
| <input type="checkbox"/> 500-999.                                  | .....\$ 653.00                          | <input type="checkbox"/> <b>Permit Amendment</b> .....\$ 286.00   |
| <input type="checkbox"/> 1,000+).                                  | .....\$ 2,440.00                        | <input type="checkbox"/> <b>Permit Amendment</b> .....\$ 1,154.00 |
| <input type="checkbox"/> Clean Up Fee (refundable) .               | \$ 1,000.00 for events over 500 persons |   |
| <input type="checkbox"/> Street Closure Permit (if applicable) . . | ..\$ 50.00                              |   |

**In addition to the above fees, applicant must provide the following:**

- A certificate of insurance in an amount specified by the City, **and** an Additional Insured Endorsement naming the City of La Mesa and verifying that the applicant's insurance shall be primary and any insurance or self-insurance provided by the City shall be non-contributory. (Available through the applicant's insurance carrier.)
- A hold harmless/indemnification agreement. (Available through the Risk Management Department.)
- Applicant must submit a traffic control plan if city property/streets/traffic/transit will be impacted and/or used for the event.
- Applicant must notify MTS and/or SDTC if any form of transit will be impacted.

**The Engineering Division must approve the traffic/transit control plan prior to the approval of the permit.**

**FOR FINANCE USE ONLY:**    **Application Fee Code: 101-43990-000-000000/OUTDR;**  
**Clean-up Fee Code: 701-26940-000-000000/OUTDEP**

**Detailed Description of Event:**

Name of Event \_\_\_\_\_

|   |              |          |           |
|---|--------------|----------|-----------|
| <b>If a PARADE, provide the following information:</b>  |              |          |           |
| Assembly Location(s):   |              |          |           |
| Dispersal Location(s):  |              |          |           |
| Specific Parade Route:  |              |          |           |
| Plans for Assembly:   |              |          |           |
| Plans for Dispersal:  |              |          |           |
| Number in Parade  | People:      | Animals: | Vehicles: |
| Will any costumes, masks or unusual attire be worn?      YES <input type="checkbox"/> NO <input type="checkbox"/>   |              |          |           |
|   |              |          |           |
| <b>On-Site Contact(s) responsible for special event or parade:</b>  |              |          |           |
| NAME  | CELL/PHONE # | ADDRESS  |           |
| 1)  |              |          |           |
| 2)  |              |          |           |
| 3)  |              |          |           |
| Total number of security persons provided by applicant: _____   |              |          |           |
| Describe identification marks, badges or symbols to be worn by such persons:  |              |          |           |
|   |              |          |           |
| <b>WHEN THE SPECIAL EVENT IS EXPECTED TO REACH 500 OR MORE PERSONS AT ANY GIVEN TIME, TO BE DETERMINED BY THE CHIEF OF POLICE OR HIS/HER REPRESENTATIVE, THE APPLICANT, IN ADDITION TO THE ABOVE, WILL PROVIDE AND ASSURE THE FOLLOWING SERVICES:</b>   |              |          |           |
| 1. The applicant shall distribute handbills that have been approved by the Chief of Police, or his/her representative, to surrounding residences and businesses within 300 feet of the special event's perimeter at least 30 days before the event. Parades and runs may satisfy this requirement by posting notices along the proposed route. The applicant must attest in writing to the City Clerk that this requirement has been met. |              |          |           |
| 2. Adequate potable water supply.   |              |          |           |
| 3. One toilet for every 250 persons in attendance.  |              |          |           |
| 4. Adequate lighting during nighttime events.   |              |          |           |

Name of Event \_\_\_\_\_

5. Adequate number of trash receptacles.
6. Adequate communications equipment for use by the monitors.
7. Clean-up of immediate and surrounding area properties within 24 hours of the special event.
8. Parking control (two hours before the start and two hours after the conclusion of the special event).
9. Method of regulating the number of participants. One security person for every 250 persons in attendance. Special Events utilizing La Mesa police officers, La Mesa reserve officers, and/or officers from other law enforcement agencies may be exempted from this requirement.
10. One copy of white background print of a map drawn to scale showing:
  - a. The location of the property concerned.
  - b. The location of all highways, streets, alleys, lots and parcels of land within 500 feet of the exterior boundaries of the proposed use.
  - c. The location of the vehicle parking area and of all other areas to be used for other uses incidental to the special event.
  - d. All interior access ways.
  - e. Access to the property.
  - f. The location and detailed plans of all buildings and structures on the premises or to be erected, including any bandstand, stage or other facility for performers.
  - g. The location of loud speakers.
  - h. The location of all toilet, medical, drinking and other facilities.
11. A certified check or other funds acceptable to the city in the amount of one thousand dollars shall be paid at the time of application to the City of La Mesa for clean up. If the terms of this chapter are met, the funds will be returned to the applicant within thirty days after the special event upon written request of the applicant.
12. Such other information as the Chief of Police may deem necessary in order to properly provide for traffic control, street and property maintenance, administrative arrangements, police and fire protection, and for the protection of public health, safety and welfare.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY FALSE STATEMENTS OR INFORMATION WILL RESULT IN THE REJECTION OR REVOCATION OF MY PERMIT.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**SIGNATURE OF APPLICANT/ORGANIZATION                      PRINT NAME                      DATE OF APPLICATION**

Name of Event \_\_\_\_\_

|  |  |                   |
|--|--|-------------------|
| <b>CITY OF LA MESA USE ONLY</b>  |  |                   |
| <b>COMMUNITY SERVICES DEPT: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature:</b>         |  |                   |
| Name of Facility:  |  |                   |
| Availability: YES <input type="checkbox"/> NO <input type="checkbox"/>   |  |                   |
| <b>POLICE DEPT: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature:</b>                     |  |                   |
| Comments:  |  |                   |
| Method of Noticing (for over 500 people):  |  |                   |
| <b>COMMUNITY DEVELOPMENT DEPT: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature:</b>      |  |                   |
| Comments:  |  |                   |
|  | <b>BUILDING DIVISION: Reviewed <input type="checkbox"/> Signature:</b> |                   |
|  | Comments:  |                   |
|  | <b>PLANNING DIVISION: Reviewed <input type="checkbox"/> Signature:</b> |                   |
|  | Comments:  |                   |
| <b>FIRE DEPT: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature:</b>                       |  |                   |
| Comments:  |  |                   |
| <b>PUBLIC WORKS / ENGINEERING DEPT: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature:</b> |  |                   |
| <u>OPS Comments:</u>   |  |                   |
| <u>ENG Comments:</u>   |  |                   |
| <b>RECEIPT #</b>   | <b>FEE AMOUNT: \$</b>  | <b>DATE PAID:</b> |
| Date Issued:   | BY:  |                   |