



FACILITY AND PARK USE PERMIT APPLICATION

City of San Diego – Developed Regional Parks Division

2125 Park Boulevard, San Diego, CA 92101

prpermitcenter@sandiego.gov

ADMIN USE ONLY:
Permit #: _____
Fees: _____
Date Permit Created: _____

Event Name _____ No. of Attendees _____

Customer Name/Payee _____ Phone () _____

Address _____ City, State _____ Zip _____

SDRecConnect.com Account: Yes No* Account Email _____

*If no account, please fill out the information below:

Email _____ Date of Birth _____ Gender _____

Other contact _____ Relation _____ Phone () _____

Company Name (if applicable) _____

501c3, bona fide tax-exempt non-profit entities must provide (IRS) tax exempt letter to receive the non-profit rate.

Address _____ City, State _____ Zip _____

Note for caterers/organizers: Written authorization is required which authorizes an event organizer to apply for a permit on customer behalf. Applications will not be accepted without such written authorization.

Facility Name (park, building, or room) _____

Event Type (wedding, birthday party, fitness, etc.) _____

All applications **must** be submitted **10 days** or more prior to the event date.

Set-up Date	_____	Set-up time	from _____:_____ to _____:_____	()	TOTAL HOURS:
Event Date	_____	Event time	from _____:_____ to _____:_____	()	
Clean-up Date	_____	Clean-up time	from _____:_____ to _____:_____	()	
Picnic Shelter/Gazebo	(Mission Bay Park Only)	Time of use	from _____:_____ to _____:_____	()	
Alternative Dates	_____				

NOTE: Reservations are only permitted by the hour.

Alcohol Use: Yes No (Alcohol is prohibited in all shoreline parks, beaches, and most outdoor areas of Balboa Park.)

Catering: Yes No Charging Admission: Yes No Selling Food: Yes No

Music or Amplified Sound: Yes No 75% of your participants youth: Yes No

75% of your participants seniors (age 62) or persons with disabilities: Yes No

Water Activity – please describe (baptism, swimming, etc.) _____

Please list the quantity of each item below:

_____ Tables _____ Chairs _____ PA System _____ Megaphone _____ Air Horn

_____ 10'x10' Canopy _____ 10'x20 Canopy _____ 20'x20' Canopy

_____ Inflatable Jumper (Mission Bay Park's Only); Company Name _____

Other equipment: _____

Customers Please Note:

- This application is not a valid permit. All applications are approved based on availability/timeframe/logistics of each event and processed the order they are received.
- An event layout and timeline may be required.
- Wedding Ceremony's must be a maximum of four (4) hours.
- For Mission Bay events Only: Inflatable jumper companies must provide to permit holder a Certificate of Liability that lists the City of San Diego, its Officers, Employees and Agents as additional insured. Liability insurance requirements are one (1) million occurrences and two (2) million general aggregates. The City of San Diego also requires an additional endorsement accompany each certificate of insurance also naming the City of San Diego as an additional insured. **Park Use Permit is invalid without proper insurance.**

(Customer Signature, if applicable)

- Shade structures larger than 20'x20' require a fire permit and Park and Recreation District Manger approval.
- Amplification by battery operated units only; use is limited by time of day and park sites.
- For Balboa Park Only: Indoor facilities must provide a room set up diagram.
- Alcohol
 - Balboa Park Indoor Only: Require insurance, licensed security guard, licensed bartender. An Alcoholic Beverage Control (ABC) Permit may be required in addition to the Facility Park Use Permit.
 - Mission Bay Park Only: Applications must be submitted 120 days prior to event, must be approved through City of San Diego Special Events office and are not permitted be during summer moratorium.

Additional Requirements (outdoor only):

Number of Toilets _____ 1 portable toilet required for 300 people or more and 1 additional for each additional 150 people.

Number of Dumpsters _____ 1 dumpster with lid for each full increment of 300 people.

Number of Recycling _____ 1 recycling for every dumpster with lid

Activities Occurring During Event (briefly describe activities/event):

Please notify this office in writing if your event is cancelled. Refunds are granted for grounds use cancellations made no less than 60 calendar days prior to event/setup date, less a \$50 processing fee. For all other events, cancellations must be made no less than 30 calendar days prior to the date of event. Cancellations received less than 30 calendar days will be charged 25% of the fee paid. Cancellations received less than 10 calendar days prior to the event will be charged 50% of the fee paid. City Transactions fees and credit card fees are non-refundable.
No refunds or cancellations less than 48 hours prior to event.

(Print Name)

(Signature)

(Date)