



## CITY OF HALF MOON BAY SPECIAL EVENT PERMIT APPLICATION

535 Kelly Street – Half Moon Bay, California 94019

(650) 750-2026

[www.hmbcity.com](http://www.hmbcity.com)

A Special Community Event Permit will be required for any event impacting City services or involving use of or impact on public property, public facilities, sidewalks, or street areas. This includes City parks, streets, sidewalks, City buildings, public parking lots, or other City facilities. In addition, an event on private property that may impact neighborhood parking, noise, safety, is not consistent with zoning, or not subject to any other permit, may also require a Special Community Event permit. Examples of special events that require this permit but are not limited to: craft fairs, festivals, ceremonies, foot races, bicycle events, carnivals, food trucks events, and farmers' markets. If you still are unsure if your event requires a Special Event Permit, please visit the City of Half Moon Bay Recreation Department, email [ebehle@hmbcity.com](mailto:ebehle@hmbcity.com) or call 650-750-2026. Our goal is to assist organizers in planning safe and successful events that create a minimal impact on the communities surrounding the event.

**THE SPECIAL EVENT PERMIT** Special Event Permits must be submitted at least **60-90 days** for a Major Event (festivals, triathlons, parades fairs, etc.) prior to the date of the event. If the event requires an environmental review, then it is important that the applicant submit at least **90-120 days** prior to the date of the event. Minor Special Events (block parties, small fundraisers, business workshop/ribbon cuttings, etc.) must be submitted at least **two weeks (2 weeks)** in advance. Events that take place on private property and do not require street closures, blockades or traffic interruptions do not require submittal of a Special Event Application.

Your permit will be reviewed upon submission to ensure it is completed and to determine if your event will require other permits (CDP, CDPE, environmental review, bird survey, biological reports, etc.). Representatives from the Sheriff's Department, Fire, Public Works, Recreation and Community Development Departments will facilitate the review and approval process for Special Event Permits.

**THE APPLICATION FEE** Permit fees must be collected before your application will be approved.  
**Fee:** \$220.00 (minor) or \$440.00 (major)

**SOUND APPLICATION PERMIT** is necessary only if sound amplification will be used for this event.  
**Fee:** \$237.00

**ADDITIONAL PERMITS** may be required under certain conditions, where permits from other agencies such as San Mateo County Health, Alcohol Beverage Control, etc. will be required if cooking food or selling alcoholic beverages is being requested. Departmental representatives from the City will provide additional guidance. A CalFire Special Event Permit may also be required if determined to be necessary by CalFire and/or the Coastside Fire Protection District.  
**Fee:** \$201.75

**CERTIFICATE OF LIABILITY INSURANCE IN THE AMOUNT OF \$2,000,000** naming the City of Half Moon Bay as the additional insured is required. The City of Half Moon Bay is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

**A SITE MAP/SCHAMATIC** is required for all Special Event Permits. Please provide a Site Diagram for your event and submit it to the Special Event Coordinator with this application. The Site Diagram should include the placement of all structures, tents, portable toilets, waste stations, table placement, fencing, barriers, cooking booths, cones, generators, vendor booths, platforms or stages, vehicle/trailer locations, eating areas, alcoholic beverage areas, first aid locations, routes of exit/entrance.

### **FOR PROFESSIONAL SPORTS COMPETITIONS HELD WITHIN THE CITY**

I agree to comply with Half Moon Bay City Council Resolution No. 2020-01 Supporting Equity in Professional Sports Competitions Held Within the City, which requires that for competitions held solely on land, property, or facilities owned by the City of Half Moon Bay, that the sporting event have gendered categories and that the playing time and prize compensation for each gendered category be identical at each participant level.

## Recycling Plan

These activities will help you to prepare for your event while keeping resource conservation in mind:

1. Order recycling and trash containers from your hauler and confirm schedule of arrival.
2. Find a volunteer or group to be responsible for the recycling operations on the day of the event. You can allow them to take the refundable beverage containers for cash.
3. Post large, central, easy-to-read display boards or signs instead of distributing programs.
4. Provide beverages in recyclable containers instead of single-use cups.
5. Hang a sign at concession stands telling people where they can recycle.
6. Maximize your use of the media to promote your event. Rely less on flyers and brochures.
7. Choose reusable or recycled products over disposable ones (i.e. instead of paper tablecloths rent vinyl or cloth ones; consider gift certificates, passes or plants instead of gimmicky items).
8. Ask concessionaires to minimize packaging. For example, offer condiments in bulk instead of single serving packets; only hand out one napkin per customer.
9. Do not let leftover food go to waste! Divide it up amongst your volunteers.
10. Ensure recycling containers are collected in a timely manner following your event.

### APPLICANT INFORMATION

NAME OF APPLICANT OR ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ ALT NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_ INSURANCE CARRIER \_\_\_\_\_

NON-PROFIT  (501c3 ID) \_\_\_\_\_ EST ATTENDANCE \_\_\_\_\_ PER DAY

### EVENT INFORMATION

FESTIVAL  PARADE  RUN/WALK RACE  FUNDRAISER  CARNIVAL/CIRCUS

BLOCK PARTY  BIKE RACE  CONCERT  PARTY  OTHER \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

SET UP TIME \_\_\_\_\_ EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_ CLEAN-UP \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

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## PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT

YES	NO		YES	NO	
_____	_____	Food concession area	_____	_____	No parking/directional signs
_____	_____	Will liquor be served	_____	_____	Cleaning/recycling services
_____	_____	Will liquor be sold	_____	_____	Booth(s), exhibit(s), tent(s), etc.
_____	_____	Requires provided electricity	_____	_____	Speakers/amplified sound
_____	_____	Entertainment (describe):	_____	_____	Stages(s) (locations):
_____	_____	Barricades needed (locations):	_____	_____	Traffic interruptions (locations):
Will your organization provide additional restrooms (locations):					

Estimated number of people in attendance: \_\_\_\_\_ Youth \_\_\_\_\_ Adults

Estimated % of Half Moon Bay residents served at this event: \_\_\_\_\_

Estimated # cars at event site at any given time: \_\_\_\_\_

Describe specific activities planned during the event:

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**Please note that the approval of this event will involve compliance with all City of Half Moon Bay Ordinances and established Fire, Police, Public Works and Community Development Department regulations.**

Proposed type and use of equipment (including equipment and vehicles to be brought into the facility, nature and duration of the use of such equipment, amplified sound and exterior lighting needs):

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Food/Beverage Service (if any) – Explain whether you will have a caterer or food truck, what will be served, how it will be served and any set up needs that you will be addressing:

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Plan for garbage collection/recycling at event:

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Specify sales of goods, participant/entrance fees (if any):

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Everything that I have stated on this application is correct to the best of my acknowledgement and I agree to indemnify, defend and hold harmless the City of Half Moon Bay, its officers, employees and agents, whether elected or appointed, from any and all liability arising from the event planned and described above. Further, I understand that prior to the issuance of any permit as prescribed in this application, **I shall submit a Certificate of Insurance for \$2,000,000 with the application, naming the City of Half Moon Bay, its officers, employees and agents, as additional insured's.** I agree to pay all the City required permit fees for this event prior to the issuance of this permit and will be billed for City services needed.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_