



# City of South Lake Tahoe Special Event Application Guidelines

The City of South Lake Tahoe is able to accommodate special events in the public spaces of our community and does so for the social and economic benefits of the event. Special events will be considered for approval and provision of city services on that basis and compliance to these *Special Event Guidelines*. Events should be well organized and appropriately supported from the planning stages through clean up.

The following information corresponds to the Special Event Permit Application form and is intended as a guideline to assist those proposing an event in South Lake Tahoe, California.

Application forms must be signed and submitted by mail or in person. Proposers who do not live in or near South Lake Tahoe may submit applications via electronic mail (E-mail) along with the original application submitted via mail (US Mail, Fed-Ex, UPS, etc). **The person signing the application form is responsible for ensuring that all conditions are met.**

**“Special Event” definition and application of these Guidelines:** Any event proposed to take place within the City of South Lake Tahoe that may require significant utilization of City services (including but not limited to Police, Fire, Parks and Recreation, Streets and Fleet Services) or attract over 2000 patrons may be subject to these Special Event Guidelines. The determination will be made at the discretion of the Recreation Manager and / or the City Manager. “Special Event” is not synonymous with “large event.” A small number of expected attendees at an event could require the utilization of city services and impact the community (e.g.: requiring the closure of highway or roadway). Similarly, a large number of attendees at a proposed event may not utilize City services or impact the community (e.g. baseball tournament). For that reason, persons proposing an event in South Lake Tahoe are required to review these *Guidelines* and contact the Community Services Department to schedule an appointment with the Director to discuss the application requirements which may or may not require the submission of every component of these Special Event Guidelines. For more information, contact 530-542-6197.

## **APPLICATION**

The following definitions and descriptions are to be used to assist special event applicants in completing the *Special Event Application*.

### **1. Event Description**

- (a-c) Event name, date of event and proposed location of event.
- (d) Beneficiaries of Fundraising: Profit-oriented events or those which are primarily intended as fundraisers will be required to pay for any required City services. The City will provide support for events raising some funds for charities, but only where this is secondary to investing funds in developing and sustaining the event.
- (e) Changes for this Year: If the event was held in the past, identify any changes that will affect the planning or approval of the event.



## 2. Event Details

- (a) Event Times: Start and finish times for each day of the event must be provided, including any additional days and times required for set up and tear-down (including clean up). If applicable, performance schedules and any other important times should also be provided. All contractors, suppliers and other persons involved in any way with the event should be aware of these critical times and are required to schedule work accordingly. Setup and clean up times should only be as long as is necessary and should be restricted only to required areas of the site.
- (b) Attendance: Number of Participants and Spectators The number of participants and spectators should be estimated as accurately as possible as they will be used to determine the requirements of the safety plan. The number and type of vehicles and participants is required for parades, walks, runs or other processions.
- (c) Notification: All residents and businesses within 300 yards of the event venue shall be notified in writing of the event date, planned hours of operation and event content no less than thirty days prior to the event. The notification zone may be extended based on potential impacts to be determined by the Special Events Committee. Notification must include phone numbers for contacts before, during and following the event. The City may require approval of the content of the written notification and proof of its delivery to impacted residents and businesses.
- (d) Traffic: Traffic impacts must be identified. City staff and Police may assist with developing a Traffic Plan which minimizes disruptions to business and residential traffic flows. Plan the times and locations of event activities to avoid primary access routes to neighborhoods and businesses. Consider public transit in the area to minimize disruptions to bus routes. Note: emergency vehicle access may stop, delay or otherwise interfere with the event. Event producers/ applicants shall take appropriate measures to reduce parking impacts and overflow into surrounding neighborhoods.
- (e) Alternative Transportation: The plan must include consideration of how participants and spectators will travel to the event. A Traffic Plan should include how event producers will encourage and facilitate alternative transportation methods such as cycling (e.g. bike lockups), carpooling and public transit. South Lake Tahoe BlueGo may be able to provide enhanced service to and from the event site. A schedule and plan for such considerations as vehicle access for set up, delivery of supplies and access for vendors must be provided. Vehicle movement on site may not be permitted during times when the event is open to the public.
- (f) Parking: The event may require consideration of parking locations for organizers, performers, vendors, spectators and participants. City parking may be available to accommodate some or all of the parking needs although impacts to the public's use of public parking spaces shall be limited. Parades and jogging events requiring removal of access to public parking along the route requires notification five (5) days in advance of the event. Windshield reminder notices are distributed by the organizer the evening before the event and any remaining vehicles are towed at the time of the event. Towing may be either "ticket and tow" to an impound lot at the owners expense for those ignoring event "no parking" signage, or by a "courtesy" tow to a nearby location if the vehicle was parked prior to sign posting and notification which the driver may not have seen. The organizer may choose to pay for a courtesy tow in cases where the City would normally ticket and tow vehicles. Vehicles, including media vehicles, are not permitted on sidewalks, paths or grass areas unless they are a functional part of the event and have been approved in advance.



- (g) Disabled Access: Describe how the event will include provisions for access for persons with disabilities. This is important both for the disabled and the increasing number of elderly which may have an interest in attending the event. This includes parking and street access, pathways, washrooms and viewing areas.
- (h) Personnel: It is extremely important the event have an adequate number of properly trained staff and/or volunteers. The best laid plans require excellent execution to result in a well-managed event. Consider identifying staff or higher level volunteers as coordinators. A designated “waste management coordinator”, for example, can thoroughly organize and supervise one portion of an event thus leaving the primary organizer to higher level planning and management.

Volunteer marshals are essential for supporting barricades and assisting participants and pedestrians along the route of an event. It is the responsibility of the marshals to assist motorists and pedestrians in following the direction set by signage and barricades, not to control traffic or enter into conflict situations. They must wear appropriate safety equipment and have a full understanding of what they are expected to do.

Communication protocol and direction to volunteers during the event should be in place to prevent confusion and misdirection. The organizer is responsible for ensuring an adequate number of marshals are in position at all agreed times.

- (i) Community Noise Impacts, Event Sound: Events with outdoor entertainment, music and speeches (particular those with amplified sound) shall not unreasonably impact neighboring residents or businesses. Proposed outdoor events with expected noise impacts are required to provide a *Sound Management Plan* for controlling the type and volume of sound produced by the event. The Sound Management Plan shall be attached to the application. No event shall exceed a maximum decibel limit of 95dB measured at the property line over a sustained period of ten minutes. Outdoor music and entertainment shall be limited to performing between the hours of 10:00 a.m. and 10:00 p.m. although music and entertainment is not expected and will not be approved to occur through those twelve hours. Exceptions to the time constraints may be made if recommended by the Special Events Committee and approved by the City Manager. Event producer / applicant is required to provide the schedule of artists and entertainers to the City no later than 30 days prior to the event or as soon as the artists are known to the event producer. The City reserves the right to request a specific artist or entertainer to perform prior to 7:00 p.m.

Special events with outdoor music and entertainment shall work closely with the City to ensure the notification procedures described in paragraph 2(c) above are followed. In addition, the City may require additional notification as deemed appropriate by the City Manager or Community Services Director.

- (j) Sale or Handouts of Food, Beverages and Merchandise: The event producer is **required to obtain a South Lake Tahoe Business and Professions certificate** (also referred to as a Business license) from the City of South Lake Tahoe. In addition, each event vendor must obtain a Temporary Sellers Permit from the State Board of Equalization. Each *food* vendor (including event producer/applicant) must obtain a food handler safety certification from the El Dorado County Environmental Health Department (530) 573-3450. The sale or handout of food and beverages requires health approval from the El Dorado County Health Department. Cooking equipment requires inspection from the Fire Department.



All vendor permits must be displayed so provide for inspection by the City of South Lake Tahoe. All food, beverage and merchandise sales vendors require approval in advance from the City of South Lake Tahoe and must be described in the application (vendor name, products, location). Only event-related products may be sold on site. Sale of products which would significantly compete with similar products sold by adjacent merchants is not permitted.

**Note: The event producer is required to collect the applicable sales tax due to the City of South Lake Tahoe from each of the vendors, combined with the sales tax due from producer's event sales that occurred within the City of South Lake Tahoe, to the City's Finance Department within 90 following the event.**

- (k) Alcohol: All sales of beer and liquor during an event require a license from California Alcohol Beverage Control Board ([abc.ca.gov](http://abc.ca.gov)) and a Special Alcohol Use Permit from the City of South Lake Tahoe (to be approved by the City's Community Services Department and the South Lake Tahoe Police Department). All regulations for selling and serving alcohol must be strictly adhered to during the event. Events with planned sale or handout of alcohol must indicate where the distribution or sale will be located on the Site Plan attached to the application.
- (l) Signs and Banners: All event signs and banners must follow the City code governing signs and banner. Event promoter/applicant is encouraged to meet with the City's Planning Division prior to producing any event signs to understand and follow City code and regulations. The City recognizes sponsorship acknowledgment is often required by organizers in order to secure funding for non-for-profit events. The location of all sponsorship acknowledgement including sponsor vehicles and tents, must be shown on the site plan. The primary and most visible information must be event-related.
- (m) Temporary Structures: The location of larger structures such as tents, stages and portable toilets must be included on the site plan. A tent is defined as: *a portable shelter of skins, canvas, plastic or the like, supported by one or more poles or a frame and often secured by ropes fastened to pegs in the ground or other weighted items*. Tents must meet National Fire Protection Association (NFPA) standards and must be approved by the South Lake Tahoe Fire Department (SLTFD). All tents must include an affixed manufacturer's label stating the tent meet NFPA requirements. If a label is not attached, it will be the producer / applicant's responsibility to produce documentation from the manufacturer that the tent meets this standard prior to its acceptance. Event producer / applicant must follow SLTFD's "Standard Details and Specification Guidelines for Special Event Display, sales and food booth. The City's Building Official is required to inspect and approve the final installation of all temporary structures (excluding portable toilets).
- (n) First Aid Provision: Some events will be required to have first aid provisions on site. The locations of these services must be indicated on the map. The South Lake Tahoe Fire Department may require an onsite contact and unimpeded access to the site.
- (o) Safety: The site layout and installation should reflect considerations for safety hazards for the event. For example, electrical cords should be taped down and tripping hazards marked. Fire hazards should be identified, and where there is a hazard, management provisions will be approved by the Fire Department. A minimum access corridor of 20' in width must be maintained on a street, or anywhere else designated by the Fire Department, to allow access by emergency vehicles. No materials which can not be quickly removed or displaced (e.g. barricades) can be situated in this corridor. Access to fire hydrants should also be unobstructed.



- (p) Security: The applicant has a large degree of responsibility for the behavior of event participants and is responsible for ensuring that appropriate security is in place. The event should be designed to avoid risk of unintended police call-outs. Specific costs of such callouts may be assessed to the organizer if risk has been identified and inadequately addressed. Security personnel should be experienced and capable of handling the situations which they may face. They should be in position at all scheduled times and have emergency protocol and communication in place. Site design and event management (e.g. ticket sales) should also minimize risk of security problems. City Police may assist with developing a security plan for the event and in some cases Police approval will be required.

Appropriate temporary lighting may be required for parking and pedestrian areas to ensure the safety of event participants. Lighting should be directed downward and should not produce offsite lighting impacts.

- (q) Waste Management & Environment: City Resolution 2011-40 requires all City sponsored events to utilize the South Tahoe Refuse Special Event Recycling Quick Kit Program. Events not sponsored by the City, but authorized by a Special Event Permit are required to identify effective waste management that will result in minimal impacts to the event facility and surrounding environment. An effective Waste Management Plan goes beyond providing recycling containers onsite and indicating trash and refuse will be collected. The City of South Lake Tahoe is located on the edge of the Jewel of the Sierra, Lake Tahoe, which has been deemed an *Outstanding National Resource Water*, a rare and special designation. The City's Sustainability Commission encourages event producers / applicants to strive for a Zero-Waste event (also known as a ZeeWee Event) by requiring vendors to use recycled content products, compostable cups, utensils and materials, providing effective and sufficient recycling contains, maintaining efficient refuse collection during and after the event and encouraging event participants to take care of their surroundings. If the [2012 Olympics can go Zero-Waste](#), so too can the events in South Lake Tahoe. While not required, ZeeWees are highly encouraged.

Event promoters/ applicants will be required to remove all trash and empty public garbage bins in the normal course of its duties. It is the responsibility of the event organizer to make arrangements for waste removal and the pickup and haul away of any additional litter and refuse that is due specifically to their event and those attending it using South Tahoe Refuse.

### 3. Site Plan and/or Route Map

A picture is worth a thousand words! A site plan is required for each location used for the event. This plan should be **clearly presented**, drawn to scale and include the date it was prepared (any revised plans must include the date). The plan must include the location of all aspects of the event as described in the application. This includes clearly indicating the locations of stages, tents, cables, hoses, sound systems, portable toilets, litter bins, recycling bins and water holding tanks. All fencing, gates, entrances and exits, including emergency exits and fire lanes must also appear on the site plan. Fire hydrants cannot be obstructed and their location should be shown.

Parades, walks and runs associated with the event, the route as well as the assembly and dispersal areas must be identified on the map. Indicate whether the event will take place on the sidewalk or the street. Modifications of the submitted Site Plan and/or Route Map may be recommended by City staff.



#### 4. Event Organizer Contact Information

- (a-e) Contact Information: Please describe the person considered the event's one primary contact during the planning process. The contact person will be contacted directly to discuss and resolve all issues relating to the event. This person must ensure that the most current information relating to the event is communicated to and from the City and those involved in the event.
- (f) Public Liaison: The person whose name and contact information may be provided to the public and media. It can be the same person identified as the primary contact.
- (g) On-Site Liaison: An on-site liaison must be identified and **must be present and available via cell phone** during set-up, tear down and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to City staff, Police and any other identified individuals or organizations.

#### 5. City Services

Most events that are not-for-profit and that bring economic and social benefits to the community are provided with a basic level of city services (e.g. police support, some litter cleanup, parking signage and traffic control equipment). A detailed list of requested services shall be provided in the application. Availability of any required City services and whether any costs will be waived will be determined before the event is approved.

- (a) Police: The City may require the presence of police to ensure public safety. A safety and/or security plan will be prepared for all large events and for all events requesting closure of streets in the downtown area. The safety and/or security plan must include a commitment on the part of the organizer to provide or fund sufficient resources to complement those provided by the City and successfully implement the plan. Only Police or others designated by Police have authority to undertake traffic control duties in the City of South Lake Tahoe. Police must be on location where there are road closures. Any event using streets may not begin until the senior police officer on site ensures that the route is secured and all required resources are in place.
- (b) Fire Department: Fire personnel may be required by the City to ensure public safety. Most requirements of the Fire Department will be undertaken during the approval process and through any required inspections of the site setup. In some cases, Fire Department services may requested, for example, to provide hydrant hookups or fire boat presence.
- (d) Street Occupancy: Summarize the specific requirements for supporting traffic, transportation and parking. The City's Public Works division will typically provide and setup the necessary traffic control equipment (e.g. barricades, lane divider (bean) poles, signage) to ensure street occupancy needs are met and the safety of participants and the public is ensured.
- (e) Equipment: The City of South Lake Tahoe may be able to lend organizers traffic control equipment, such as barricades, cones, lane divider (bean) poles and safety vests, for their own deployment. A deposit for equipment may be required. Note that barricades provided by event organizers must meet WCB standards.
- (f) Access to Water or Power: The City of South Lake Tahoe may be able to provide access to water or power at some sites. Describe how much power is required and how it is intended to be distributed.



## 6. **Insurance**

The following is provided as **guidance** to event planners and promoters. The City assumes no liability or risk in offering the following guidance event regarding and encourages all event promoters / applicants to seek legal advice regarding the type and amount of insurance necessary to fully protect the event promoters/applicants.

Managing risk of damage to property and injury to persons is an important part of planning an event. Identify any elements of risk associated with the event and ensure they are addressed before the event begins. Permission will not be granted to hold an event until proof of satisfactory insurance has been received and approved by the City's Risk Management staff and/ or the City Attorney's Office. All information required in the must be completed and returned before a permit will be issued. In most cases, the City shall be named as additionally insured and indemnified against claims against the event.

Waivers signed by event participants are recommended as a means of letting them know that there is some risk involved in participating in the event. This may reduce liability should a mishap occur. For walk/jog marathons and other higher risk events, the City requires insurance policies cover both spectators and participants. For events such as parades, the City may require insurance certificates cover event participants and spectators. Event promoters / applicants are encouraged to obtain legal advice before deciding the type and level of insurance necessary for their event.

## 7. **General Conditions**

- The organizer shall not use the site or route for any other purpose than that stated in the permit.
- The organizer shall be responsible for returning the site, route and/or any City equipment to its original clean condition following the event
- The organizer shall be liable for any damage done to the site or route or City equipment during the event
- Nothing can be fastened to, hung from or placed in trees, planters or other City property without specific permission
- The City may require a deposit in an amount estimated to cover the cost of City services and potential damage to City facilities. Major event deposits will range from \$2,500 to \$50,000.
- A market study may be required to determine economic impact of the event at the City Council's request.
- All events, regardless of size or potential impacts, will be required to obtain a temporary activity permit from the City of South Lake Tahoe.
- City Council will have the opportunity to review all major event proposals.
- Major events will require a contract or written agreement between the City and the event producer to insure compliance with the Special Event Guidelines.

## 8. **Permit Compliance and Event Cancellation**

The City retains the right to cancel the event up to and including the day of the event, or at any time during the event in an emergency or if the applicant does not adhere to this or any other related permit conditions. Organizers must designate a named on-site liaison person with authority to ensure compliance with permit conditions or stop the event if necessary at any time during the event.

**ADDITIONAL CONDITIONS AND COMMENTS FROM THE CITY MAY BE REQUIRED AND IF SO WILL BE INCLUDED IN THE APPROVED PERMIT.**