

# CITY OF CORONADO

## SPECIAL EVENT INFORMATION

### APPLICATIONS

A special event is defined as any assembly, procession, march, or other activity involving the use of public property as an activity site, including a beach, park, public street, sidewalk, or alley. Special events held in Coronado are categorized as major, moderate or minor, based on information provided in the submitted Special Event Permit application. The category in which an event is placed in is used to determine applicable fees, timing of application submittal, requirements for pre-event coordination meetings and level of review for approval.

	<b>Letter of Intent</b>	<b>Permit Application</b>	<b>Permit Application Fee</b>	<b>Level of Approval</b>
<b>Major</b>	August 1 of the calendar year prior to the proposed event	60 days prior to the event	\$313	City Council
<b>Moderate</b>	6 months prior to the proposed event, preferably by the August 1 deadline	30 days prior to the event	\$156	City Council
<b>Minor</b>	N/A	30 days prior to the event	\$26	City Manager

### SPECIAL EVENTS

All special events shall follow the provisions of Section 20.30 of the City Code and the activity shall be conducted in accordance with the description submitted in the application. Special event permits are subject to date availability and community impact. Permits are not issued for more than one event per weekend, on holidays (except for July Fourth and Veterans' Day), or during the summer between Memorial Day and Labor Day, with limited exceptions. The City of Coronado will issue no more than 14 major special events and 15 moderate special events during any calendar year.

### REVOCATION

Any special event permit issued is subject to revocation. A special event permit may be revoked if the City Manager determines that the event cannot be conducted without violating the standards or conditions for Special Event Permit issuance, the event is being conducted in violation of any condition of the Special Event Permit, the event poses a threat to health or safety, or the special event permit was issued in error or contrary to law. If there is an emergency requiring immediate revocation of a special event permit, the City Manager or his or her designee may verbally notify the permit holder of the revocation.

### INSURANCE

The permittee shall obtain, and during the term of this permit maintain, policies of comprehensive general liability and property damage insurance from a carrier authorized to be in business in the State of California in an insurable amount of not less than one million dollars (\$1,000,000) per occurrence. These insurance policies must name the City and its elected and appointed officers, officials, agents, and employees as "additional insureds."

### RELEASE OF LIABILITY

A City of Coronado Release of Liability, Waiver, and Assumption of Risk form must be signed and submitted to the City Manager's Office prior to the event date. The release can be found on page 6 of this application.

**NOTE:** Along with the application fee, the permittee shall reimburse the City for all costs incurred in providing public facilities and services for the special event. The City Council may waive all or part of the permittee's obligation to reimburse the City during the annual Special Event Approval City Council meeting.

# **CITY OF CORONADO**

## **ADDITIONAL INFORMATION**

### **ALCOHOL WAIVER**

The consumption of alcohol on any public street, alley, sidewalk, beach, park, or other public property within the City of Coronado is prohibited. A permit approved by the City Council is required to consume alcohol in public places. Any special event may request an alcohol service waiver from the City Council. The individual requesting an alcohol waiver must be at least 21 years of age and all persons attending the event who consume alcoholic beverages are of legal age. Individuals who receive an approved alcohol waiver will be required to follow all applicable state and local laws, including regulations by the Alcoholic Beverage Control Board, as well obtain appropriate licenses, engage the necessary security and provide the required insurance.

### **APPROVED VENDORS LIST**

Those planning to hire a caterer, bartender, bounce house company or other equipment service vendor for their special event is encouraged to choose from the City of Coronado's Approved Vendor List. All vendors conducting business within the City of Coronado must possess a City of Coronado Business Certificate and obtain the appropriate insurance.

### **BLOCK PARTIES**

A minor event permit is required for neighborhood block parties. Block Party permit applications will be received and processed by the City Manager's Office. Applications must be submitted no later than thirty (30) days prior to the event. Block Party permits will only be issued between the hours of 10 a.m. and 10 p.m., including set-up and tear down. The applicant is required to obtain comprehensive general liability and property damage insurance. Liquor liability coverage is recommended if alcohol will be consumed on private property at the event.

Applicants are responsible for notifying all impacted residents prior to the event. It is recommended that the applicant distribute invitations or flyers and provide a phone number or email for questions or concerns. The invitation or flyer should include the event date, times, activities, impacted streets and notice of amplified sound, if applicable.

Applicants are required to submit an event site map showing the name and location of street(s) being closed, barricade placement, tables, chairs and other set-up items. For the sake of public safety, the submitted site map will undergo City review. A 20-foot emergency lane and a minimum vertical clearance of 13 feet 6 inches must be maintained throughout the block. The applicant is responsible for picking up barricades from the City of Coronado Public Services Department at 101 B Ave., Coronado, CA 92118.

Jumpers, slides and moon bounces are not allowed on residential streets or sidewalks. Bands and DJs are discouraged but may be permitted with special conditions. Additional notification and approval from impacted residents may be required. All use of outdoor music must comply with Section 41.10.010 Property Line Noise Limits of the Coronado Municipal Code. Upon a complaint, the applicant must ensure any sound is turned down to a more acceptable level or eliminated altogether.

### **SPECIAL EVENT PERMITS ISSUED BY RECREATION SERVICES**

Individuals or groups interested in reserving a City facility or hosting a private event in a park or on the beach are required to obtain a use permit issued by Recreation Services. [Click here](#) for more information.

**CITY OF CORONADO**  
**APPLICATION FOR SPECIAL EVENT PERMIT**

1825 Strand Way, Coronado, CA 92118  
(619) 522-7335 | [emspecialevents@coronado.ca.us](mailto:emspecialevents@coronado.ca.us)

**Type of Event**

- Street Event       Race/Run       Block Party       Parade       Park/Beach Event

Other: \_\_\_\_\_

**Event Details**

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

Location(s): \_\_\_\_\_

Date/Days: \_\_\_\_\_ Estimated # of Participants: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Takedown Time: \_\_\_\_\_

Organization/Sponsor: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

**Event Description**

Please include event flyer, map or other information. If requesting a temporary street closure, please indicate the street(s) you request be closed.

**City Personnel Requested:**

Please note that the applicant is responsible for reimbursing the City for any incurred personnel costs.

- Police
- Fire/Emergency Services
- Public Services
- Lifeguards

**Other Event Infrastructure:**

Some event infrastructure may not be provided by the City. The applicant should plan to procure all infrastructure as needed.

- Traffic Control
- Portable Restrooms
- Electricity/Generator
- No Parking Signs
- Street Closure Barricades
- Extra Trash Receptacles
- Electricity/Generator

**CITY OF CORONADO  
APPLICATION FOR SPECIAL EVENT PERMIT**

**Sound, Power, Temporary Structures**

**Additional Event Details**

- Retail Vendors       Food Vendors       Alcohol      Other: \_\_\_\_\_
- Security Guards       Amplified Sound       Tents/Pop-ups

**City Facilities/Property Requested** \_\_\_\_\_

Is this event for a nonprofit? \_\_\_\_\_

Is this an annual or one-time event? \_\_\_\_\_

Does this event fall on a holiday? \_\_\_\_\_

**For Parades**

Minimum/Maximum Speed: \_\_\_\_\_ Special Effects: \_\_\_\_\_

Interval Between Units: \_\_\_\_\_ Animals/Other: \_\_\_\_\_

**Other Permits**

- Caltrans       Port District       Naval Base Coronado       Federal Aviation Authority       State Parks



# CITY OF CORONADO

## Release of Liability, Waiver, and Assumption of Risks

Upon approval of the attached *City of Coronado Application for Permit for Use of City Facilities, Property or Personnel* by the City, the undersigned named organization, through its duly authorized representative, does hereby indemnify, defend (with counsel acceptable to City) and hold harmless the City of Coronado, its elected and appointed officers, officials, agents, employees and volunteers (“City Indemnitees”) from and against any and all causes of action, claims, liabilities, obligations, judgments, losses, or damages, including, but not limited to reasonable attorneys’ fees and costs of litigation, (“Claims”) arising out of, or in connection with, the attached approved *Permit for Use of City Facilities, Property or Personnel* (“Permit”), including, but not limited to, the activities, use or conduct in connection with the Permit, or any act or omission related thereto by the named organization or its officers, directors, members, agents, employees, contractors, representatives, guests, invitees, customers or volunteers.

The named organization shall provide a defense to the City Indemnitees or, at the City’s option, reimburse the City Indemnitees their costs of defense, including reasonable attorneys’ fees, incurred in defense of such Claims; and the named organization shall promptly pay any final judgment or portion thereof rendered against the City Indemnitees with respect to claims determined by a trier of fact to have been the result of the named organization’s negligent or wrongful acts, errors, or omissions, provided.

The named organization’s obligation herein does not extend to liabilities, claims, demands, causes of action, losses, damages, or costs that arise solely out of the City’s intentional wrongful acts, City’s violations of law, or gross negligence.

This *Release of Liability, Waiver and Assumption of Risk* shall not be limited by any provision of insurance coverage the named organization may have in effect, or may be required to obtain and maintain, during the term of the Permit.

The named organization assumes the risk of inspecting the City property to assure that it is safe for the purposes intended in the Permit. The named organization assumes the risk of any injury to the named organization or to the named organization’s guests, invitees, or customers, or to property resulting or arising from or in connection with the Permit or the use of the City facilities or property.

The provisions of this document shall survive the expiration or termination of the Permit.

The person executing this document on behalf of, and duly authorized by, the named organization, represents and warrants to the City of Coronado that he or she has the authority to execute this *Release of Liability, Waiver, and Assumption of Risks*, and that he or she has read and understands the above statements fully, freely agrees to them and thereupon affixes his or her signature below.

**THE CITY OF CORONADO PROHIBITS SMOKING ON ALL PUBLIC PROPERTY**

\_\_\_\_\_  
Signature of Authorized Representative

Must be handwritten or an official digital signature.

\_\_\_\_\_  
Date

**NAME OF SIGNER:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_



## CITY OF CORONADO

The person(s) requesting use of City property, facilities or personnel shall obtain, and during the term of this Permit shall maintain, a comprehensive general liability and property damage insurance policy covering all activities and all liabilities from a carrier authorized to do business in the State of California in an amount not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate and, if applicable, Commercial Automobile Liability Insurance for all any automobiles (any auto) providing coverage for bodily injury and property damage of at least one million dollars (\$1,000,000) per occurrence.

The insurance policies must name the City and its elected and appointed officers, officials, agents and employees as “additional insureds.” The City must be provided with a Certificate(s) of Insurance and Policy Endorsement(s) naming the City and its elected and appointed officers, officials, agents, representatives, employees and volunteers as “additional insureds” and reflecting that the policies are primary and noncontributory to any insurance that may be carried by the City. If applicable, the same person(s) shall obtain, and during the term of this Permit shall maintain, Workers’ Compensation Insurance in an insurable amount of not less than one million dollars (\$1,000,000) or statutory minimum amount, as required by California law with a blanket waiver of subrogation. The Risk Management Department may require additional verification, different coverages or higher limits depending on the nature of activities.

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Applicant’s Signature

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Date



# CITY OF CORONADO

## Sample Certificate of Insurance and Additional Insured Policy Endorsement

### Required Coverage:

- Comprehensive General Liability
- Property Damage
- Commercial Automobile Liability
- Proof of Workers Compensation

### Minimum Limits:

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

The Insurance Company must be licensed to do business in California.

### Additional Details

- City of Coronado, its elected and appointed officers, officials, agents, representatives, employees, and volunteers must be listed as additional insured.

- If the policy contains a “blanket” additional insured, then the certificate must note:

“City of Coronado is additional insured by blanket endorsement.”

- The Risk Management Department may require additional verification, different coverages or higher limits depending on the nature of activities.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRM, OR DENY, OR STATE THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE IS A CONTRACT BETWEEN THE ISSUING INSURERS, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE POLICYHOLDER.</p> <p>IMPORTANT: If the certificate holder is not the policy owner, the certificate holder is not authorized to make any changes to the terms and conditions of the policy. If the certificate holder is not the policy owner, it on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>				
<b>PRODUCER</b> INSURANCE AGENT NAME INSURANCE AGENT ADDRESS		<b>INSURER</b> INSURANCE COMPANY NAME(S)		<b>NAIC #</b>
<b>COVERAGES</b>				
<b>CERTIFICATE NUMBER:</b> POLICY NUMBER		<b>REVISION NUMBER:</b> CURRENT POLICY PERIOD		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>				
<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	<b>POLICY NUMBER</b>	<b>POLICY PERIOD</b>	<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTALS \$ 2,000,000.00 MEDICAL EXPENSE PER PERSON \$ 2,000,000.00 PERSONAL & ADULT LIABILITY \$ 2,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS-COMMERCIAL \$ 2,000,000.00	<b>NAIC #</b>
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> AUTO <input type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> AUTO <input type="checkbox"/> AUTO	<b>POLICY NUMBER</b>	<b>POLICY PERIOD</b>	<b>LIMITS</b> BODILY INJURY PER PERSON \$ 1,000,000.00 BODILY INJURY PER ACCIDENT \$ 1,000,000.00 PROPERTY DAMAGE PER ACCIDENT \$ 1,000,000.00 UNINSURED MOTORIST \$ 1,000,000.00	<b>NAIC #</b>
<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE	<b>POLICY NUMBER</b>	<b>POLICY PERIOD</b>	<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000.00 AGGREGATE \$ 1,000,000.00	<b>NAIC #</b>
<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> <input type="checkbox"/> Y/N <input type="checkbox"/> N/A	<b>POLICY NUMBER</b>	<b>POLICY PERIOD</b>	<b>LIMITS</b> WORKERS COMPENSATION \$ 1,000,000.00 EMPLOYERS LIABILITY \$ 1,000,000.00	<b>NAIC #</b>
<b>DESCRIPTION OF OPERATIONS (LOCATIONS) VEHICLES (Attach ACORD 101, Additional Network Schedule, if this space is required)</b>  THE CITY OF CORONADO AND ITS ELECTED AND APPOINTED OFFICERS, OFFICIALS, AGENTS, REPRESENTATIVES, EMPLOYEES AND VOLUNTEERS AS ADDITIONALLY INSURED.				
<b>CERTIFICATE HOLDER</b> CITY OF CORONADO 1825 STRAND WAY CORONADO, CA 92118-3099		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE		

POLICY NUMBER:	COMMERCIAL GENERAL LIABILITY				
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY. <b>ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION</b>					
This endorsement modifies insurance provided under the following: COMMERCIAL GENERAL LIABILITY COVERAGE PART					
<b>SCHEDULE</b>					
<table border="1"> <thead> <tr> <th>Name Of Additional Insured Person(s) Or Organization(s)</th> <th>Location(s) Of Covered Operations</th> </tr> </thead> <tbody> <tr> <td>City and its elected and appointed officers, officials, agents and employees</td> <td>All insured premises and operations.</td> </tr> </tbody> </table>	Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations	City and its elected and appointed officers, officials, agents and employees	All insured premises and operations.	Information required to complete this Schedule, if not shown above, will be shown in the Declarations.
Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations				
City and its elected and appointed officers, officials, agents and employees	All insured premises and operations.				
<b>WHO IS AN INSURED</b> is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of your operations or premises owned by or rented to you.					

SAMPLE