

Chapman Estate Permit Application



Please Submit to:

Mail: Pismo Beach Conference & Visitor's Bureau
760 Mattie Road, Pismo Beach, CA 93449

Email: events@pismo-beach.org

Questions: 805.773.7034



CHAPMAN ESTATE PERMIT APPLICATION

Please return completed application to the Conference & Visitors Bureau:
760 Mattie Road, Pismo Beach, CA 93449 (805) 773-7034

Pismo Beach is a city that celebrates special events. From internationally renowned events to community-based festivals, parades and athletic activities, the City of Pismo Beach is proud to host many events each year. It is our goal to enhance the vitality, quality of life, and economic prosperity of Pismo Beach through the support of special events. So, thank you for choosing Pismo Beach for your event location.

PERMITS REQUIRED

Chapman Estate Permits are required for any person, group, or organization that wants to conduct, manage, aid, or solicit attendance for an event at Chapman Estate.

Applications and \$74 application fee can be submitted to the Conference and Visitors Bureau, 760 Mattie Road, Pismo Beach, CA 93449, Monday-Friday 8am-5pm, via email to events@pismo-beach.org. The application fee must be paid before the application will be reviewed.

Applications must be received **no less than 60 calendar days** before the first day of the event and no sooner than 2 years before the first day of the event. Applications received less than 60 calendar days before the event are subject to a \$56 late filing fee or may be rejected. Annual events must reapply for each recurring event. Special Event Permits may be denied during holidays and peak season.

Incomplete applications will not be reviewed by the Special Event Committee. Any incomplete applications will be returned to event organizers.

For new and/or large events, staff member from the Conference & Visitors Bureau (CVB) may contact your event coordinator to schedule an appointment with our Special Events Committee (SEC). During this appointment, you will have an opportunity to present and discuss the details of your event.

PROVISIONS - This application is made according to the rules set forth in Pismo Beach Municipal Code Section 12.16, regarding Special Event Permits. In this application, the phrase “Special Event Code” shall be used to refer to these Code requirements.

An application for a Chapman Estate is deemed completed when the applicant has provided all of the information required herein including any additional information requested, such as payment(s), insurance and endorsement certificates, park/hall application and fees, copy of ABC license, copy of security guard contract, insurance certificates, business licenses from vendors and any other documents required by the City. Application must be approved by City Manager.

- 1. Pismo Beach Municipal Code Section 12.16.** By submitting this application, the applicant understands that the City shall review the application under the procedures set forth in the Special Event Code. If the City approves the application, the CVB will issue a Special Event Permit.
- 2. Application Fee.** Application must be submitted to the Conference & Visitors Bureau within 60 working days prior to the date of the event along with the application fee of \$74.00/\$197.00 (if encroachment permit is required) and required insurance. *Applications will not be processed or reviewed until application fee has been paid in full.* All fees, schedules and permits are subject to change without notice. Late applications may be accepted on a case-by-case basis and are subject to a \$56 fee. Acceptance of late applications depend on there being time to process and review the application. Make check payable to: “City of Pismo Beach”.
- 3. Insurance Requirements.** All events must request a Certificate of Liability Insurance policy naming the City of Pismo Beach as additionally insured *and* an additional Endorsement Certificate with following wording: [The City of Pismo Beach and its employees, officers, elected and appointed officials, agents and volunteers are added as additional insured.] Coverage must be at minimum: Each Occurrence: \$1M, Damage to Premises: \$100k, Med Exp: \$10k, Personal Injury: \$1M, General Aggregate: \$2M.
- 4. Applicants’ Financial Responsibility.** By submitting this application, the applicant understands that they will be financially responsible for any City fees or costs that may be imposed for the event.
- 5. Designee of Organization.** If the application is submitted on behalf of an organization, written documentation giving authority to the applicant to sign this application on behalf of the organization by the head of the organization must be supplied.
- 6. Sales/Vendors.** If selling of any sort will be conducted, all vendors must provide and pay for a Special Events Vendor Business Tax License, and insurance certificate if vendor(s) is/are not covered by event organization. All booths and activities will be monitored by the City of Pismo Beach and upon request vendor must provide proof of this license.
- 7. Display of Special Event Permit.** A copy of the Special Event Permit shall be displayed in the special event venue and shall be presented upon demand of any City official. Organizers may not advertise or market their event until final approval of permit.

- 8. On-site Presence of Event Organizer.** The event coordinator or a designated representative is required to be on-site for the duration of the event for coordination and management purposes.
- 9. Accessibility.** It is the event coordinator's responsibility to comply with all City, County, State and Federal accessibility requirements pertaining to the Americans with Disabilities Act (ADA).
- 10. Use of City Logos Prohibited Without Authorization.** Use of the City Logo, Experience Pismo Beach Logo, or any other City insignia in association with a third-party special event is prohibited. The City Manager's Office may approve an exception, by explicit written authorization, in cases where the event organizers and City have agreed to an official sponsorship arrangement. Issuance of a Special Event Permit does not constitute such authorization. Unauthorized use of City insignia is subject to prosecution under Pismo Beach Municipal Code.

Questions? If the Applicant has any questions regarding the requirements of the Special Event Code, or this application, a request for clarification should be made to the Conference & Visitors Bureau Office, 805-773-7034, events@pismobeach.org. However, no clarification made by the City is binding unless incorporated into the terms of the Special Event Permit.



CHAPMAN ESTATE PERMIT APPLICATION

Please return completed application to the Conference & Visitors Bureau (CVB):
Events@PismoBeach.org | 760 Mattie Road, Pismo Beach, CA 93449

Name of Event: _____

Location on Property: _____

Date / Days: _____ Estimated Number of Participants: _____

Starting time of event: _____ Set-up time of event: _____

Ending time of event: _____ Take-down time of event: _____

Organization / Sponsor: _____

Contact Person(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____ Email: _____

Event Description, please include event flyer if available:

Is this event for a non-profit? _____ Or for-profit? _____

Name or non-profit organization or business: _____

Please include a copy of your 501(c) determination letter from the IRS for non-profit status.

Number of other events by the organizer _____

Is this an annual or One-time event _____

Does this event fall on a holiday? _____

Please explain how this event benefits the residents of Pismo Beach:

Please explain how this event benefits the business and lodging community of Pismo Beach:

Please explain how this event benefits the City of Pismo Beach:

Any additional details that may help the Special Event Committee decide to approve or deny event:

City Services Requested: Check all that apply

<input type="checkbox"/>	Police	<input type="checkbox"/>	Public Works
<input type="checkbox"/>	Fire/First Aid	<input type="checkbox"/>	Lifeguards
<input type="checkbox"/>	Traffic Control	<input type="checkbox"/>	Electricity
<input type="checkbox"/>	Portable Restrooms	<input type="checkbox"/>	Dumpsters
<input type="checkbox"/>	Water	<input type="checkbox"/>	Gray Water
<input type="checkbox"/>	Banners	<input type="checkbox"/>	
<input type="checkbox"/>	Other		

Additional Event Requests: Check all that apply

<input type="checkbox"/>	Vendors	<input type="checkbox"/>	Food Vendors
<input type="checkbox"/>	Alcohol for sale	<input type="checkbox"/>	Alcohol no-charge
<input type="checkbox"/>	Security Guards	<input type="checkbox"/>	Amplified Sound
<input type="checkbox"/>	Tents/Pop-Ups	<input type="checkbox"/>	
<input type="checkbox"/>	Other		

FOR INTERNAL USE ONLY:

SPECIAL EVENT SCHEDULE OF FEES: EFFECTIVE DATE: JULY 1, 2022

Event Name: _____

Date(s) of Event: _____

SPECIAL EVENT COSTS	CHARGE RATE	NUMBER OF HOURS	ESTIMATED TOTAL	ACTUAL HOURS	ACTUAL TOTAL
APPLICATION FEES		ONE TIME FEE			
Application Fee	\$74.00				
Application Fee w/ Encroachment Permit	\$197.00				
Late Application Fee (less than 60 days)	\$56.00				
Late Application Fee (Less than 30 days)	\$295.00				
Staff Costs		PER HOUR			
Public Works Maintenance Worker, Lifeguard, Fire Fighter, Police Officer, City Staff Worker	Actual Cost of Worker				
SPECIAL EQUIPMENT		PER HOUR			
Use of Electricity	\$30.00/day use of one outlet \$50.00/day use of more than one outlet or larger events				
Water (hydrant meter)	\$5.21/HCF or 748 gallons				
City Vehicle (Public Works, Fire, Lifeguard)	Cost of Vehicle				
CHAPMAN FEES		PER HOUR			
Chapman Estate Private Event Fee Up to 25 Outdoor	\$537/event residents \$1,611/event non-residents				
Chapman Estate Private Event Fee Up to 50 Outdoor	\$896/event residents \$2,685/event non-residents				
Chapman Estate Private Event Fee Up to 25 Indoor/Residents	\$896/event \$719 for second day				
Chapman Estate Private Event Fee Up to 25 Indoor/Non-Residents	\$2,685/event \$2,148 for second day				
Chapman Estate Cleaning Deposit	\$390.00				
Use of Tables & Chairs	\$110/Event				
Special Event Business License	\$44.00-\$54.00				
Event Grand Total					
Deposit Collected					
Amount Due City					

____ Request to Waive **City Fees**

____ Approved

____ Denied

____ Request to Waive **Application Fee**

____ Approved

____ Denied



____ City Manager

____ Date

Internal Reference Only: SEC items needed to issue permit:

CHAPMAN ESTATE EVENT

Please Note: Use of the Chapman Estate is limited to a handful of events per year from April-October. Use of the Chapman Estate requires following the guidelines outlined in the Conditional Use Permit for the property.

If you plan to hold your event at the Chapman Estate, you must contact the Tourism and Events Department to reserve the date and time for your event: (805) 773-7034. A separate contract must also be completed.

Name of Event: _____ Date: _____

Type of Event: _____

ESTATE RENTAL Indicate which part of the property you will be utilizing

_____ Koi/Pond _____ Begonia House _____ Main Lawn _____ Pool Area

Include map to identify all aspects of the event with the general location and name of features.

- | | | |
|---|---|--|
| <input type="checkbox"/> Use of electricity | <input type="checkbox"/> Vendors and Booths | <input type="checkbox"/> Mobile Stage |
| <input type="checkbox"/> First Aid Station | <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Alcohol to be distributed |
| <input type="checkbox"/> Food Booths | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Bounce House |
| <input type="checkbox"/> Alcohol to be sold | <input type="checkbox"/> Wedding Ceremony | |

Date of event: _____ Estimated number of participants: _____

Starting time of event: _____ Set up time of event: _____

Ending time of event: _____ Take down time of event: _____

Describe the set-up of the event:

Will the event require City personnel, service or equipment? If so, there may be an additional fee assessed per PBMC 4.40.070:

Are there any unusual activities associated with this event that should be brought to the attention of the City of Pismo Beach to evaluate this application?



CAL FIRE **Pismo Beach Fire Department**

760 Mattie Road • Pismo Beach, CA 93449
Phone: 805.773.7031 • Fax: 805.773.7035
www.calfireslo.org



Listed below are the requirements for events.

Scope:

This standard shall apply to individual tents, temporary structures or membrane structures used as booths for carnivals, street fairs and flea markets.

Permits, approvals and inspections shall be in accordance with the California Code of Regulation Title 19, (Chapter 2), California Fire Code (Section 1002 & Chapter 31, Article 32), California Health & Safety Code (Division 104, Part 7 Chapter 4), CAL FIRE/San Luis Obispo County Fire Department, and the San Luis Obispo County Health Department.

CAL FIRE Pismo Beach Fire Department

BOOTHS/TENTS:

- Sidewalls, drops, and tops of all such structures shall be made of a flame-resistant material or treated with a flame retardant approved by the California State Fire Marshal. If chemically treated, provide sample material to CAL FIRE representative for testing or label or both.
- The approved California State Fire Marshal's label shall be permanently affixed to the structure or a label showing the name, type and applicant of flame retardant materials.
- All structures shall be adequately braced and anchored to prevent collapse or causing structure to go airborne.

PORTABLE FIRE EXTINGUISHERS:

- Each vendor will bring a portable fire extinguisher for their space.
- Portable fire extinguishers shall be a minimum rating of 2A, 10BC.
- Booths/Tents with cooking facilities inside or adjacent to them shall have a fire Extinguisher rating of a minimum 3A, 40BC. If vendor is heating oil the extinguisher will be K Class. If cooking with wood, the extinguisher will be a 2 ½ gal pressurized water and a 2A10BC fire extinguisher. Annual verification of service is required for all fire extinguisher. If fire extinguisher is less than a year old, a copy of invoice or receipt will serve as annual verification of service for first year.

IGNITION SOURCES:

- Smoking, fireworks, open flame or hot objects capable of ignited combustible materials shall not be allowed inside the booths/tent.
- 'No Smoking' signs shall be posted.
- Cooking devices with an open flame and barbecues shall be a minimum of 10 feet from any booth/tent and shall be protected from access by the public.

ELECTRICAL & GENERATORS:

- Extension cords shall be of a grounded type and listed for exterior use.
- Extension cords shall be unplugged after each daily use.

- Extension cords shall not be used in lieu of hardwire.
- Use of generators is discouraged.
- Generator shall be a minimum of 10 feet from any booth/tent and shall be protected from access by the public with a fence.

COMPRESSED GAS TANKS:

- LPG and other compressed gas tanks shall be secured in an upright position.
- All tanks shall be protected from public access.
- Empty tanks shall be removed on a daily basis.

COOKING AREA LAYOUT:

- A minimum of 6-foot side clear space shall be provided between the cooking space area and the back of the tent.
- A minimum of 18-inch wide clear space shall be provided between the cooking space and the side and rear of the cooking area.
- Cooking & barbecues shall be a minimum of 10 feet from any booth/tent and shall be protected from access by the public.

USE OF LIQUID PETROLEUM GAS:

- Vendors may use Liquefied Petroleum Gas (LPG) in booths/tents as defined above, when the booth/tent is separated from other booths/tents & canopies by at least twenty feet and approved by the San Luis Obispo County Health Department.
- LPG cylinders shall be located outside tents and canopies.
- Vendors using LPG or liquid fueled appliances in a tent or canopy will be evaluated on a case by case bases.

BARBECUES:

- Trailer barbecues shall not be located within 10 feet of combustible walls, roofs, or other combustible material.
- Charcoal and LPG gas barbecues may be located in the cooking space, but in other use locations shall not be located within 10 feet of combustible walls, roofs or other combustible material.
- Small barbecues and hibachis may be placed on tables in the cooking space if a non-combustible thermal barrier is provided between the barbecue and table. This may be a concrete block underneath the barbecue, as long as the entire area of the barbecue is provided with protection underneath.

EXITS:

- All exits shall provide a minimum width of 72".
- For an occupancy load of more than 100 people, exits shall require externally or internally illuminated exit signs.
- Guide wires, guy ropes and other support members shall not cross a means of egress at a height less than 8-feet.
- The exits shall have a minimum separation of 1/2 the diagonal floor dimensions.
- The location of all emergency exiting shall be indicated by the announcer at the beginning of each show.

SPECIAL APPLIANCES:

- Warming appliances/steaming trays, electric and solid fuel types, shall be located inside tents. They will be monitored by the event organizers, the County Health Department and CAL FIRE/San Luis Obispo County Fire Department. The intent is that food preparation will occur within the tent.

- Deep-fat fryers and other unique appliances for cooking and holding of food until served will be reviewed by CAL FIRE/Pismo Beach Fire Department and are only approved on a case-by-case basis. A K Class extinguisher within the tent is required.
- If the appliances used would require food preparation to occur outside, the Fire Marshal may evaluate the heat potential of the appliance and approve its use within the tent.

CONTACT LIST:

CAL Fire Pismo Beach Fire Prevention Captain
 805.779.1025 - inspection of the tents and BBQ permits

SLO Health Department (Food Vendors) 805.781.5552
 State Alcohol Beverage Control 3220 S. Higuera St., Suite 233
 San Luis Obispo, CA 93401 805.543.7183
 SLO.Direct@abc.ca.gov
 Contact: Leslie Pond

I confirm that I have read, understand and agree to comply with the Cal Fire policies and requirements for vendors at the aforementioned event. I will distribute this information to all vendors associated with the aforementioned event and will hold them accountable to follow these standards.

 Name of Event

 Name of Organizer

 Signature

 Date

Please Note: the Special Event Committee recommends event organizers have all vendors review and sign off on this form, indicating they understand and will comply with the current fire code and standards.



City of Pismo Beach Special Events Vendor Business Tax Information and Application

Every person or company who does business in the city of Pismo Beach is required to purchase an annual business license. This includes vendors who may do business only on selected days. The minimum license tax, which covers sales of up to \$25,000 annually, is \$20. The business license tax is in addition to the business license application fee of \$30, and SB1186 \$4 Fee.

One license is good for the twelve months beginning October 1st and ending September 30 of each year, and covers all events in which the vendor may participate during that year. If application is made for business to be conducted after April 1 of any year, the prorated tax is \$10, covering events between April 1 and September 30. Special event vendor fees are due for each event.

Each license will carry a statement that the vendor is required, and by accepting the license agrees, to properly report their sales within the city of Pismo Beach to the State Board of Equalization.

This application is for use by vendors with no permanent place of business in the city of Pismo Beach.

NAME OF APPLICANT _____ TITLE _____

BUSINESS NAME _____ PHONE# _____

ADDRESS _____

_____ ZIP _____

SALES TAX RESALE NUMBER _____ TYPE OF BUSINESS _____

Number and date of previous Pismo Beach business license:

Number _____ Date issued _____

Date of expected first sale in Pismo Beach this year _____

\$30.00 Process Fee plus \$20	For sales between Oct 1 st and Sept 30th.	\$4.00 (SB1186) \$54.00 Total
\$30.00 Process Fee plus \$10	For sales between April 1 st and Sept	\$4.00 (SB1186) \$44.00 Total
\$30.00 Process Fee plus \$10	30th. One-Time Event Only	\$4.00 (SB1186) \$44.00 Total

I declare under penalty of perjury that this statement has been examined by me and to the best of my knowledge and belief, is a true, correct and complete statement.

Signature of applicant _____
Date Signed

Please send completed form and payment to:
Administrative Services Department, 760 Mattie Road Pismo Beach, CA. 93449

Please allow two weeks for processing and mailing of this form. For faster processing, complete the business license application online at <http://pismo beach.org/BusinessLicense>.

GUIDELINES FOR MUSIC/AMPLIFIED SOUND

Please note: Nothing in these guidelines supersedes the City's Municipal Code. In the event of a conflict between this document and the Municipal Code, the latter will control.

Municipal Code Chapter 9.24. No permit shall be issued for any activity that may violate Chapter 9.24.

(9.24.040) The factors that determine whether a Special Event Permit will be issued, and whether a violation of the City's codes exists, include, but are not limited to the following:

1. The sound level of the noise disturbance;
2. The sound level of the ambient noise;
3. The proximity of the noise to residential and visitor serving sleeping facilities;
4. The nature and zoning of the area within which the noise emanates;
5. The number of persons affected by the noise source;
6. The time of day or night the noise occurs;
7. The duration of the noise and its tonal, informational or musical content;
8. Whether the noise is continuous, recurrent or intermittent;
9. Whether the noise is produced by a commercial or noncommercial activity.

Outdoor Activities: The provisions of this chapter shall not apply to outdoor gatherings, public dances, shows and sporting and entertainment events, provided such events are conducted pursuant to a permit or license issued by the City relative to the staging of the events and are consistent with the permissible times for such activities.

No permit shall be issued for any activity that may violate section 12.20 of the Municipal Code.

"Except as permitted by written lease agreement with the City of Pismo Beach or by special events permit it shall be unlawful for any person or organization to sell, offer to sell, rent, offer for rent, or offer in exchange for a donation, goods, wares, merchandise, foodstuffs, refreshments, or other kinds of property or services in the Pier Zone."

GUIDELINES FOR EVENTS WITH ALCOHOL

If you are planning to sell or serve beer or wine at an event, you must obtain a Special Daily License from the California Department of Alcoholic Beverage Control (ABC). This license authorizes temporary sale or serving of beer or wine for consumption on the premises indicated on the license.

You must **also** complete an Alcohol Use Application from the Pismo Beach Police Department to be submitted with the event application as well as a copy of your Security contract for review.

Please note that the ABC office currently requires at least 10 business days to process requests for permits.

Event organizers should apply for the State ABC License after submitting the Special Event Permit application.

The Pismo Police Department and State ABC representatives will review the applications before permitting.

Guidelines for the sale or serving of alcohol at events:

- Sale for consumption off the premises is strictly prohibited.
- Alcoholic beverages cannot be served between 2 am – 6 am.
- Sale of beer or wine must be under control of organizers at all times.
- There must be a designated closed off location (example: fenced in beer garden)
- The legal drinking age is 21 and identification is required from anyone who appears under the age of 30. Proper identification must be issued by a government agency with the name, date of birth, a physical description and a photograph of the person presenting the identification.
- Sale or service of beer or wine to anyone who is obviously intoxicated is prohibited.
- Food must be provided at events featuring beer and wine.
- No outside alcoholic beverages should be allowed at events that feature beer and wine.
- Event organizers must provide security at events that feature beer and wine.

Pismo Beach Police Department

1000 Bello Street Phone: (805) 773-7029
 Pismo Beach, CA 93449 Fax: (805) 773-7023



ALCOHOL USE APPLICATION

Please Note: Alcohol Use Applications are required for any event in the City of Pismo Beach where alcohol will be served or sold to a group of 100 people or more or if required by the California State Alcoholic Beverage Commission.

APPLICANT INFORMATION			
Date of Application:			
Name of Applicant:			
Name of Organization: (Must be Non-profit)			
Name of Contact Person:			
Contact Address:			
Contact Phone 1:		Contact Phone 2:	

EVENT INFORMATION	
Name of Event:	
Dates(s) of Event:	
Time(s) of Event:	
Location of Event:	
<input type="checkbox"/> On Public Property or <input type="checkbox"/> On Private Property	
Request to Sell (check all that apply):	<input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Spirits <input type="checkbox"/> Other:
Will alcohol be sold on premises?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be served free of charge?:	<input type="checkbox"/> Yes* <input type="checkbox"/> No *(if "Yes" indicate type of alcohol served below)
Request to Serve (check all that apply):	<input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Spirits <input type="checkbox"/> Other:
Number of People Attending (approx.):	
Number of Security Guards (1 per 100):	
Name of Security Company hired: (Attach contract or Guard Card to application)	
Will event host the following activities?:	<input type="checkbox"/> Dancing <input type="checkbox"/> Live Entertainment
If live entertainment, name of provider:	
Is event being catered?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If catered, name of catering service:	

CITY APPROVAL GRANTED, SUBJECT TO THE FOLLOWING CONDITIONS:

1. Beverage containers shall be non-breakable and disposable.
2. All alcoholic beverages are to remain in the designated area. Individuals found in areas of public access with alcohol will be subject to citations for violation of Municipal Code 9.44.010.
3. All sales of alcoholic beverages shall stop 30 minutes prior to close of event.
4. Additional conditions: _____

APPROVAL/SIGNATURE FROM THE CHIEF OF POLICE REQUIRED ON ALL APPLICATIONS: APPROVED DENIED

 Chief of Police

 Date

PBPD FORM # 4

DAILY LICENSE APPLICATION

Complete all applicable items. Submit this application to your local ABC District Office with the required fee (Cashier's Check or Money Order) payable to ABC. Once the daily license is issued, fees cannot be refunded. Listing of ABC District Office is available at <https://www.abc.ca.gov/contact/district-offices/>. Please visit <https://www.abc.ca.gov/abc-221-instructions/> for further instructions.

ABC USE ONLY		
License #	Receipt #	Fee \$
Conditions Requested <input type="checkbox"/> Yes <input type="checkbox"/> No		Diagram Requested <input type="checkbox"/> Yes <input type="checkbox"/> No
License Type <input type="checkbox"/> B & W <input type="checkbox"/> General <input type="checkbox"/> Special		

SECTION 1. ORGANIZATION AND LICENSE TYPE INFORMATION

Organization Name	Tax ID
Organization Mailing Address	

LICENSE TYPE

<input type="checkbox"/> Special Daily Beer and Wine (\$50.00) <input type="checkbox"/> Amateur Sports Organization <input type="checkbox"/> Charitable <input type="checkbox"/> Civic <input type="checkbox"/> Cultural <input type="checkbox"/> Fraternal <input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Social <input type="checkbox"/> Other:	<input type="checkbox"/> Daily General (\$75.00) <input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure <input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose <input type="checkbox"/> Fraternal Organization in Existence over Five Years with Regular Membership <input type="checkbox"/> Religious Organization <input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)	<input type="checkbox"/> Special Temporary License (\$100.00) <input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P <input type="checkbox"/> Non-profit Corporation per Section 24045.4 and 24045.6 B&P <input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P <input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P <input type="checkbox"/> Other Special Temporary License Per Section: License #: Amount:
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SECTION 2. EVENT DETAILS

Event Dates	Total # of Days	Hours of Alcoholic Beverage Sales, Service and/or consumption To	Virtual Event <input type="checkbox"/> Yes <input type="checkbox"/> No	Mark Yes, if the event is 100% virtual
Event Address (Street #, name, and city)		Event Location Description (Jones Park, Pavilion A, etc.)	Location Within the City Limit <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Type <input type="checkbox"/> Barbeque <input type="checkbox"/> Dinner <input type="checkbox"/> Sporting Event <input type="checkbox"/> Birthday <input type="checkbox"/> Festival <input type="checkbox"/> Social Gathering <input type="checkbox"/> Concert <input type="checkbox"/> Lunch <input type="checkbox"/> Wedding <input type="checkbox"/> Carnival <input type="checkbox"/> Mixer <input type="checkbox"/> Other: <input type="checkbox"/> Dance <input type="checkbox"/> Picnic		Type of Entertainment	Event Open to Public <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Attendance		Security Guard If Yes, how many <input type="checkbox"/> Yes <input type="checkbox"/> No	Outdoor Event <input type="checkbox"/> Yes* <i>If Yes, a diagram of the event area is required</i> <input type="checkbox"/> No	

REQUIRED

By checking this box, you are certifying that you understand the requirements detailed in Business and Professions (B&P) Code Section 25882(c) which state that a nonprofit organization that has obtained a temporary daily license from the department must designate a person(s) to receive RBS training certification prior to the event, and that designated person(s) shall remain onsite for the duration of the event.

SECTION 3. CONTACT INFORMATION

Contact Person	Phone Number	Email Address
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SECTION 4. SIGNATURES AND APPROVALS

I attest that I am authorized by the organization named above to make this application on its behalf.

Organization's Authorized Representative Name	Phone Number	Signature	Date Signed
Property Owner Approval By (Name) Required	Phone Number	Signature	Date Signed
Law Enforcement Approval By (Name), if applicable	Phone Number	Signature	Date Signed
District Office Approval By (Name)	Phone Number	ABC Employee Signature	Issuance Date

The above named organization is hereby licensed, pursuant to the California B&P Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the abovenamed location for the period authorized above. B&P Code Section 25882(c) requires that a designated RBS-trained person(s) shall remain on site for the duration of the event. Failure to comply with this requirement will result in immediate cancellation of the permit. This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.



CITY OF PISMO BEACH SPECIAL EVENTS ACCESSIBILITY PROGRAM

Event plans must comply with all city, county, state and federal disability access laws and regulations applicable to your proposed event activities. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas.

Paths of Travel/Accessible Routes

- Your event should include accessible routes throughout your event venue, including parking areas and passenger loading and unloading zones.
- Accessible routes must be a minimum of 48" in width, not including the curb.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes more than ½" vertical or ½" beveled.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible.
- An alternate path of travel should have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

Accessible Parking/Transportation

- It is recommended that you replace similar parking in the same amount in another location on an accessible path of travel if your event venue, including production and other staff areas, displaces existing designated accessible parking areas.
- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place accessible parking areas as close to the event venue as possible.
- Include accessible parking for any VIP or other specifically designated parking areas such as limo and taxi zones.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

Accessible Restrooms/Sinks

- The portable restroom must have an accessible entrance. It is common to see a portable restroom that is marked as an accessible unit only to have a 6 inch rise or step to enter the restroom. In some cases a regular portable restroom may have an ISA (International Symbol of Accessibility) applied to the outside entrance to the portable restroom, and the restroom in actuality is not accessible.
- It is important that vendors state in writing that the portable restroom is accessible with federal and state accessibility codes.

- In any location where multiple restrooms are provided, at least one unit must be accessible.
- If only one restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one unit must be accessible.
- If only one sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

Accessible Booths/Service Counters

- An accessible route to all booth and/or service counter areas should be provided.
- Booths and/or service counters should be no more than 34" in height and must be 36" or greater in width.
- Accessible Staging/Seating
- If the public has access to the stage at your event, it must be accessible using a ramp and/or lift and handrails.
- If you provide designated seating on a stage or within your venue, you must provide accessible seating and companion seating in the designated seating areas.

Accessible Communication

- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested.
- Signage should consist of high contrasting colors and should be placed in visible locations.
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.



Chapman Estate
 A, B,C,D Available for Event Use