



STAFF USE ONLY

Pending Park Use Permit No. _____

Special Event ☐

New Special Event ☐

PARKS AND RECREATION DEPARTMENT SPECIAL EVENT REQUEST FORM

- Special Event Request forms will **not** be accepted without a site plan, operational timeline and/or route maps.
- Requests during the Summer Moratorium will not be accepted (*Memorial Day Weekend thru Labor Day Weekend*)
- New requests for Balboa Park/Mission Bay/Shoreline areas require community review processes. All required documents must be submitted at least 6-9 months in advance to ensure review timelines are met.
- Changes made after original submittal will require a submission of a new application.

Event Name _____

Applicant Name _____ Mobile _____

Email Address _____

On-site/Event Contact _____ Mobile _____

Host Organization/Company _____ Phone _____

Host Organization/Applicant Address _____

Additional authorized representatives may be requested, in writing, by the original authorized representative or organization.

Is the Host Organization (company) a bona fide tax exempt nonprofit entity?- ☐ Yes ☐ No

A copy of the non-profit (501 tax exemption) letter is required and must be attached to the application.

Fundraiser/Commercial/Promotional Activity: ☐ Yes ☐ No

Copy of Insurance Provided: ☐ Yes ☐ No

\$1 million per occurrence/\$2 million general aggregate for events under 9,999 attendees

\$2 million per occurrence/\$4 million general aggregate for events over 10,000 attendees

In addition to the certificates of insurance, the City of San Diego requires proof of the following policy endorsements: The policy must be endorsed to name "The City of San Diego, its elected officials, representatives, employees and agents" as additionally insured. A copy of the endorsement must be provided.

#1 Venue/Park/Field _____

IF EVENT WILL HAVE MULTIPLE VENUES PLEASE PROVIDE INFORMATION FOR EACH VENUE AS AN ATTACHMENT

Set-up Date		Set-up time from		to		Total hrs.
Event Date(s)		Time of use from		to		Total hrs.
Clean-up Date		Clean-up time from		to		Total hrs.

If this event is a parade, race or walk, please include the start and finish time: _____

Estimated Total Attendance: _____

Estimated Attendance at any given time: _____

Do you plan on having vendor sales?

☐ Yes

☐ No

List items that the vendor(s) are selling: _____

Do you plan on having alcoholic beverage service?

☐ Yes

☐ No

If yes, please check all that apply:

☐ Free/Host Alcohol

☐ Alcohol Sales

☐ Host and Sales Alcohol

☐ Beer, Wine and/or Distilled Spirits

Beer Garden Venue(s): _____ Beer Garden Hours: _____

Glass containers of any kind are prohibited on all beaches and park areas (SDMC 56.54)

Are there any proposed road or parking lot closures?

☐ Yes

☐ No

Event organizer is responsible for **posting road closure signage no less than two (2) weeks prior to the event date**. Event organizer is responsible for parking lot closures associated with this event. **Signage must be posted no less than 72 hours in advance of the parking lot closure**. Event organizer must **remove all signage immediately after event**.

Road/Parking Lot	Date	Start Time	End Time	Total Hours

Equipment: Please provide the number equipment to be used at this site and the company providing equipment: (i.e. tables, chairs, canopies, stages, inflatables, etc.)

Name of Agency providing equipment: _____

Delivery Date & Time: _____

Pick-up Date & Time: _____

Air Jump Company Name (where permitted) _____

Carnival/Animal Rides (where permitted) _____

Tables _____ Chairs _____

Canopy – up to 10' x 10' _____

Canopy – up to 10' x 20' _____

Canopy – up to 20' x 20' _____

Vendors _____

Stage _____

Lighting _____

Other _____

(Any shade structure with two or more sides, larger than 20' x 20' requires a fire permit)

Music/voice amplification (restrictions may apply)

☐ Yes

☐ No

Purpose: _____ Hours of Amplification: _____ *No amplification
during set-up or dismantle times. Time of Sound Check: _____

Please provide a detailed narrative of the event: Feel free to add attachment if more space is needed.

San Diego Sustainable Food Festival is a free event showcasing the best seasonal, low-impact, and eco-friendly food and beverages in the region. In between bites, attendees can discover a curated selection of local products, crafts and services. Attendees can enjoy a full day of entertainment with music, speakers and panel discussions plus yoga and wellness classes and activities for kids. This zero-waste event is family-friendly and a portion of profits will be donated to local non-profit groups. Through our partnership with Sustainability is Sexy and help from volunteers, we are planning to divert most of the waste from San Diego landfills. I am grateful to the Balboa Park Committee and the City of San Diego for their consideration of this event and am excited for the opportunity to create a delicious, engaging, and educational experience for the community.

Portable Toilets	List Locations
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No. of Portable Toilets (if required) _____

(One Portable Toilet for every 250 persons is required; 10% ADA accessible).

Delivery/Pick-up Date & Time _____

Recycling and Trash Containers

(One recycling container is required per each trash container provided).

Container Type	Number of Containers	Delivery/Pick up Date & Time
Recycling Single Container	_____	_____
Trash Single Container	_____	_____

Recycling and Trash Dumpsters

(One recycling dumpster is required for events over 300 persons).

Container Type	Number of Dumpsters	Delivery/Pick up Date
Recycling 3-Yard Dumpster (lid)	_____	_____
Trash 3-Yard Dumpster (lid)	_____	_____
Recycling 40-Yard Roll Off	_____	_____
Trash 40-Yard Roll Off	_____	_____

Electrical

No. of Generators (if needed) _____

Generators are based on your event needs. All locations must be approved by the park supervisor. All cables must be ramped and a drip pan placed underneath the unit. **Please note: Parks and Recreation does not provide power, water, or any equipment for outdoor events.**

New Special Events	Approved	Not Approved
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Name of Advisory Group _____

Meeting Date _____

Park use fees will be determined upon approval of this application. Fees will be calculated based on the City Council approved Parks and Recreation Fee Schedule in effect at the time of application approval (not submittal date). For more information of the fees, please refer to the Parks and Recreation Fee Schedule: <https://www.sandiego.gov/sites/default/files/prfeeschedule.pdf>

This application may be cancelled by Parks & Recreation if all requirements are not met a minimum of 30 days before your event. ANY FAILURE TO FULLY DISCLOSE COMPLETE DETAILS OF YOUR EVENT MAY WARRANT YOUR APPLICATION TO BE RESUBMITTED WHICH INCLUDES THE REMITTANCE OF ADDITIONAL APPLICATION FEES. Please notify staff in writing if your event is cancelled.

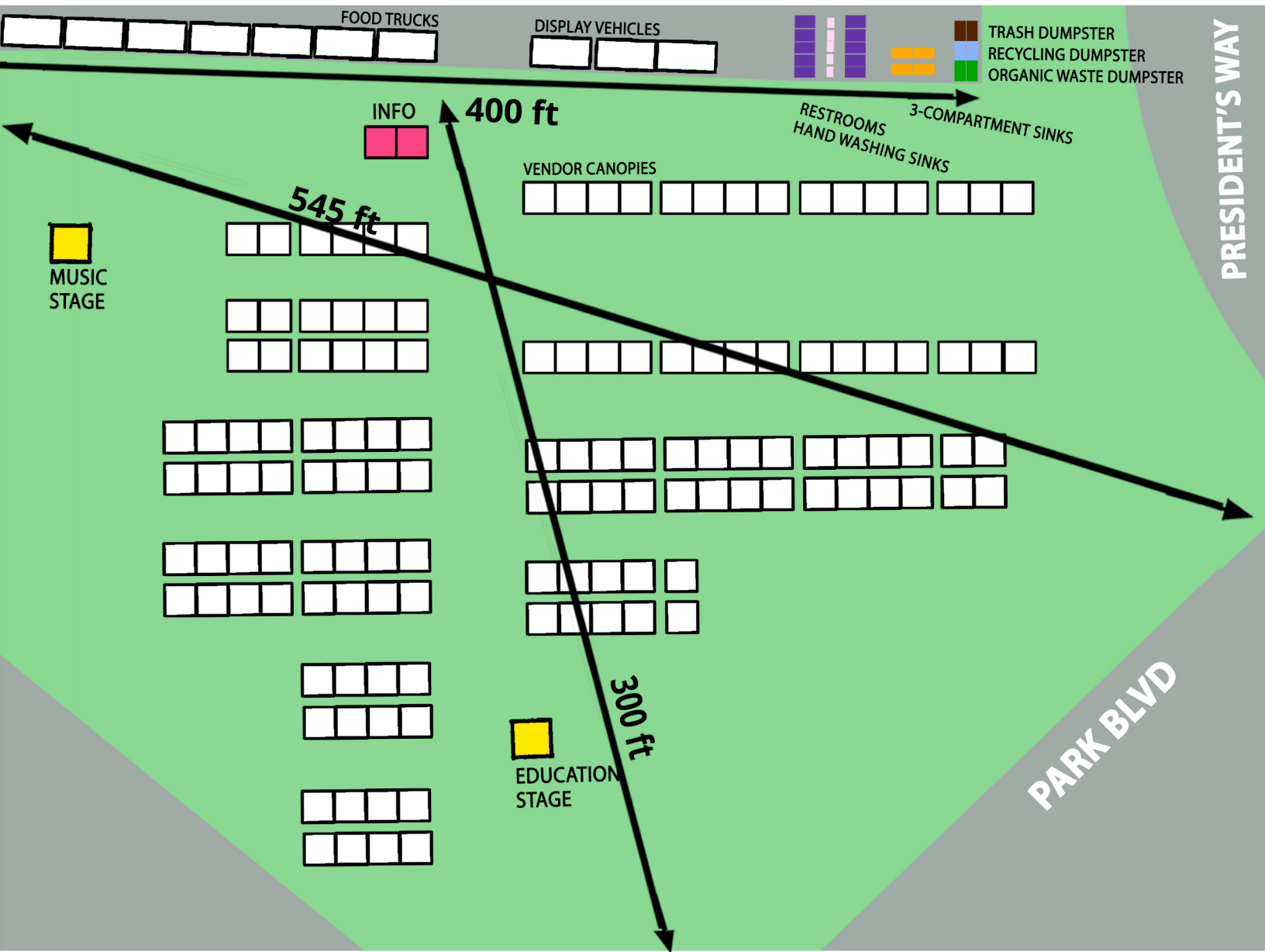
I have read and understand all the rules and regulations governing the use of City parkland and/or facilities that are attached to and a part of this application and agree to abide by same. By (print name) _____ who hereby certifies that he/she is the duly qualified and authorized representative of **PERMITTEE** as set forth in this Special Event Request Form. I further understand that only the authorized representative may cancel or make changes to the Special Event Request Form.

Authorized Agent Signature _____

Date ____/____/____

SAN DIEGO SUSTAINABLE FOOD FESTIVAL

Updated: 02/05/25





**Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities**

P.O. Box 2508
Cincinnati, OH 45201

A WAY HOME FOR DOGS INC
836 GENOA WAY
SAN MARCOS, CA 92078

Date:

09/25/2021

Employer ID number:

86-3966378

Person to contact:

Name: Customer Service

ID number: 31954

Telephone: 877-829-5500

Accounting period ending:

December 31

Public charity status:

170(b)(1)(A)(vi)

Form 990 / 990-EZ / 990-N required:

Yes

Effective date of exemption:

April 30, 2021

Contribution deductibility:

Yes

Addendum applies:

No

DLN:

26053587008281

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements