Thank you for contacting the City of Monterey regarding your special event. We look forward to working with you to make your event a success, and to keep our City running smoothly for all of the people who live, work and visit Monterey.

Your event will most likely require City permits whether it is on public or private property. Depending on the type of event you are planning, various City departments may be involved in the process, with overall coordination managed through the City Manager’s Office, Police Department or Recreation.

This packet of information will begin the application process for your event, and includes a checklist of information you need to submit. Please provide as much information as you can.

Permits that may be required for your event including the following, and can be found online at monterey.org/events/Permits-and-Fees:

- **Temporary Encroachment Permit** for events on public property or on private property where signs are in the public right of way
- **Special Event Permit** for any event in public parks or the Recreation Trail
- **Temporary Business License** for any event involving the sale of goods or services
- **Street Closure, Parade, Amplified Sound, Assembly, Race Permit**
- **Film Permit** for filming anywhere in the City
- **Tent Permit** for tents and temporary structures at an event

Other permits that may be required by agencies outside of the City include the following:
- **Alcohol Permit** for events serving / selling alcohol (California ABC)
- **Temporary Food Facility Permit** for events serving / selling food (Monterey County Health Department)
- **Coastal Commission Permit** for events near the waterfront (California Coastal Commission)

Once your completed application is received by the City, it will be circulated to the appropriate City departments for review. The City will acknowledge receipt of your application packet and contact you with questions. Please submit your completed application to:

  City Manager’s Office – Events  
  City of Monterey  
  580 Pacific Street  
  Monterey, CA 93940

Applications may be emailed to: montereyearvents@monterey.org

Thank you for your interest in bringing your event to Monterey! We look forward to working with you.
Event Checklist

Please submit all information at least 60 days prior to your event. If your event will draw more than 5,000 people, please submit all information at least 90 days in advance. Applications received after these deadlines will not be accepted.

Application should include the following information:

___ Event Application

___ Encroachment Permit Application (if using public street, right of way, sidewalk, facility) with the following:

    ___ Site Plan & Route Map (maps showing fences, barricades, tents, banners, port-o-lets, stages)
    ___ Proposed Load-in and Load-out plan (set-up, pre-event staging, road closures, barricades)
    ___ ADA Awareness
    ___ Security Information (private and / or request police)
    ___ Marketing / Advertising (banners, graphics, lighting)
    ___ Entertainment and Related Activities (amplified sound)
    ___ Proposed Alcohol Use
    ___ Food Concession or Preparation
    ___ Restrooms
    ___ Waste Management/Recycling

___ Site Specific Contract (e.g. Conference Center, Parking) with the following:

    ___ Insurance
    ___ Hold Harmless Agreement

Date Received: __________________________
By: ________________________________
Applications for events must be submitted to the City Manager’s Office at least 60 days prior to the event. Applications for events with 5,000 or more participants, and/or events that will close streets, sidewalks or parking lots must be submitted at least 90 days prior to the event. THE CITY OF MONTEREY CANNOT ACCEPT INCOMPLETE APPLICATIONS.

Event Type (Circle One):
- Festival/Fair
- Race/Walk/Bike Ride
- Parade/March
- Sports/Recreation
- Other ______________

Event Name: __________________________________________________________________________________________

Location: ______________________________________________________________________________________________

Date(s): ___________________________ Times: ___________________________

Set up Date/Time: ___________________________ Take Down Date/Time: ___________________________

Estimated Number of Participants (staff & attending event): ___________________________

Registration/Ticket/Entrance Fee (if applicable): $ ___________________________

Sponsoring Organization: ________________________________________________________________________________

___ Non-profit (if yes, attach 501(c) (3)) ___ Private business ___ Government/public entity

Contact Person/Title: ____________________________________________________________________________________

Address (No P.O. Boxes): ________________________________________________________________________________

City/State/Zip: _________________________________________________________________________________________

Daytime Phone: ___________________________ Cell: ___________________________ Fax: ___________________________

Email Address: _________________________________________________________________________________________

Your phone number during the event: _____________________________________________________________________

Is this an annual event? _______ Yes _______ No

Please carefully read the following statement and sign below.

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Monterey to issue the approvals(s) herein applied for, that I am qualified and eligible to obtain the approval applied for and agree to pay all fees associated with my special event and any additional regulations, conditions or restrictions set forth with the City of Monterey Code, the State of California and the United States of America in the conduct of the special event as described herein. I understand that failure to supply accurate information will result in denial or revocation of applicable approval.

________________________________________________________________________________________

Applicant’s Signature

________________________________________________________________________________________

Date Signed
**Public Works Permit Application**

<table>
<thead>
<tr>
<th>Activity #</th>
<th>________________</th>
</tr>
</thead>
</table>

**Date:**  

**Project Address:**  

**Applicant/Contact:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone/Fax</th>
<th></th>
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<tbody>
<tr>
<td></td>
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</table>

**Estimated Start Date & Time:**  

**End Date:**  

**Contractor/License Number:**  

**Description of Work:**

<table>
<thead>
<tr>
<th>New/Replace: driveway, sidewalk, gutter</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curb/ramp disturbed?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New trees nearby?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>New or replace 2500SF or more of hard surface?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Purpose:**

<table>
<thead>
<tr>
<th>Digging in the street?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Trenching S' or deeper?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Replacing Wye? (+$236.00)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Encroach (temp.) into City ROW?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

* blocking s/w?                                                                 |
| * travel lane?                   |     |    |
| * parking lane?                  |     |    |
| * diverting traffic? (MST Notice?)|     |    |

<table>
<thead>
<tr>
<th>Encroach-Perm.into City ROW?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Purpose?**  

(Any permanent structures, elements into/onto City ROW)

__________________________
Signature/Print Name

__________________________
Date
Site Plan & Route Map

Please submit your proposed site plan & route map including, but not be limited to, the following:

___ Event venue overview (including street names, moving route of any kind, the direction of travel, and all street or lane closures

___ Provisions for a minimum of twenty-feet (20’) emergency access lanes throughout the event venue

___ Location of first aid facilities

___ Location of stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, and dumpsters, and other temporary structures

___ Location of generator(s) and / or source of electricity

___ Identification of all handicapped accessible areas that meet ADA standards

___ Traffic Control Plan (TCP)

Pedestrian Safety
Be sure pedestrians have a safe route to walk and / or are protected throughout the entire traffic control area before submittal of the Traffic Control Plan (TCP) for review.

Show all pedestrian entry, paths and exits on the TCP.

Clearly state the Manual Uniform Traffic Control Devices (MUTCD) sign number, size, description, height and location of all signs and other traffic control devices, including fences and barricades, within the pedestrian’s safe route to walk, on the TCP.

Parking Restrictions
No parking Tow Away signs must be posted 72 hours prior to the event. Vehicles will not be towed if the area is not properly posted. For information on posting contact: Transportation Engineering (831) 646-3473.

Traffic Control Plan (TCP)
The City’s Transportation Engineering Division requires approval of all TCP’s before any TCP can be implemented. Traffic Control Guidelines

Should City staff at the event, find potential hazards towards traffic and/or pedestrian safety, they can modify the TCP during the event.
Security Information

Have you made arrangements for security?  ____Yes____No

If yes, what form of security will you be using?
(Please check all that apply)
  ____ Licensed professional security company
  ____ I would like to discuss use of Monterey Police Department
  ____ Other: ________________________________

If using a licensed security company, please complete the following:

Number of security personnel: _______________________

Name of Company: _______________________________  Address: _______________________________

City: _______________________________  State: ______  Zip: ________

Daytime Telephone: _______________________________  Evening: _______________________________

Fax: _______________________________  Pager / Cell: _______________________________

Private Patrol Operators License Number: ___________________________

License to carry firearms: ___  Yes ___  No

Marketing / Advertising

Will this event be advertised or promoted?  ____Yes____No

If yes, please explain: ____________________________________________________________

Will there be media coverage at the event?  ____Yes____No

If yes, please explain: ____________________________________________________________

Will signs, banners, or lights be utilized as a source of advertisement? ___  Yes ___  No

If yes, please explain: ____________________________________________________________

Note: All banners, signs and lighting must be approved by the City

Entertainment & Other Activities

Will your event feature any entertainment?  ____Yes____No

If yes, complete the following or provide an attachment that lists of all bands / performers, type of music, sound check and performance schedule.
Number of stages: ________________________________

Number of Performers: ________________________________

Performer name(s) and type(s): ________________________________

Will sound checks be conducted prior to the event? ___Yes___No
If yes: Start time: ____________ Finish time: ____________

Will amplification be used? ___Yes___No
If yes: Start time: ____________ Finish time: ____________

Please describe the sound equipment that will be used for the event:

____________________________________________________

Will Generators be used? ___Yes___No
If yes, what type: __________________________ How Many: ____________

**Proposed Alcohol Use**

Does your event involve the use of alcoholic beverages? ___Yes___No

Please, check all that apply:

___ Free / host alcohol
___ Alcohol sales
___ Host and sale alcohol
___ Beer
___ Beer and Wine
___ Beer, Wine and Distilled alcohol

Proposed hours alcohol will be served: ____________

Will you be hiring a licensed bartender / caterer to serve the alcoholic beverages? ___Yes___No

If yes, please provide the following:

Name of Licensed bartender / Caterer: ________________________________

Alcoholic Beverage Control License Number: _____________________

Telephone Number: __________________ Fax: __________________

Address: __________________________________________________________
Food
Will food be served at your event? ___Yes ___No
Will your event include food concessions, booths, and / or preparation areas ___Yes ___No
If yes, please contact Monterey County Health Department to obtain a Temporary Food Facility Permit
Will there be food vendors at your event? ___Yes ___No
If yes, how many? ________

Tents
Will tents be used at your event? ___Yes ___No
If yes, please read tent guidelines and submit application: Tent / Canopy Application & Guidelines

Restrooms
Will restrooms be provided at your event ___Yes ___No
Total number of port-o-lets: ______________
Total number of ADA accessible port-o-lets: ____________
Setup Date: ________________ Time: ________________
Pickup Date: ________________ Time: ________________
Portable Toilet Company Name: __________________________
Telephone Number: ________________________________
City: __________________ State: __________________ Zip: __________________
Waste Management

California State law requires each City to divert 50% of solid waste from landfill. The Monterey City Disposal manages the City of Monterey’s solid waste programs. Applicants must contact Monterey City Disposal directly at 831-372-7977 at least 2 weeks in advance to register their event and request the use of special event recycling containers. Please note that all food items must be served in biodegradable containers. Food serving containers made out of plastic or Styrofoam are prohibited. See monterey.org/events/Recycling

Will there be dumpsters?    ___Yes___No

If yes, please identify the following:

Total number of dumpsters / size: _______________________

Delivery Date: _____________ Time: _________________

Pickup Date: _______________ Time: _________________

Please explain you plan for clean-up and waste removal during and after the event:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Americans with Disabilities (ADA) Awareness

DEFINITIONS
• The term accessible shall mean ADA compliant.

GENERAL
• Concern should be given to the accessibility of your event’s location.
• An event layout map with all elements (such as parking, portable toilets, ramps, seating, accessible paths of travel, etc.) is required with this application.
• All printed material for an event is to include the request for accommodation notice with the international symbol for accessibility, a contact name, and the contact’s phone number.
• Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

BARRIERS
• Concern should be given to elevation changes of more than ¼” vertical or ½” beveled. This classifies as a barrier and requires a temporary ramp.
• All cords, wires, hoses, etc., which are located within a path of travel must be ramped or placed within a cord cover.

PATHS OF TRAVEL
• An alternate path of travel is required when the public right-of-way is obstructed.
• When an alternate path of travel is provided, signage designating the alternate path of travel is required.
• An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
• Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
• An alternate path of travel shall have no protrusions up to a height of 80”, including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

PARKING
• If parking is provided for an event, accessible parking is required.
• If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
• Accessible parking, passenger loading, and unloading zones are required to be identified using the international symbol for accessibility.
• Signs with the international symbol for accessibility are to be mounted at a minimum of 60” from the finished floor or the ground.

SALES OR SERVICE COUNTERS
• If sales or service counters are provided for your event, the height must be no more than 36” from the finished floor or the ground, and the width must be at least 36” wide.

ACCESSIBLE ROUTE
• An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
• An accessible route is required within the event.
• An accessible route must be a minimum of 36” in width.
• Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60” from the finished floor or the ground.

• Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route.

SEATING
• If seating is provided, accessible seating and companion seating are required.
• Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60” above the finished floor or the ground.

PORTABLE TOILETS
• If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
• The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
• An accessible route to each portable toilet is required.
• Accessible portable toilets must be identified with the international symbol of accessibility.

Signs with the international symbol for accessibility are to be mounted at a minimum of 60” from the finished floor or the ground.
Restricted Activities in Monterey

Open containers of alcohol are prohibited in city streets, parks, wharves, and other public property. Any service of alcohol must be contained in a tent or fenced area with entry and exits controlled by event staff or security.

Amplified music or sound is prohibited unless a permit is obtained. Amplified music or sound is not allowed before 9 a.m. and after 10 p.m.

Signs may not be posted, pasted or painted on any telegraph, telephone or power line. Lighted signs, klieg lights, and laser lights require prior approval by the City.

Motorized scooters are prohibited on the Recreation trail.

The use of drones during an event for filming requires a city-issued film permit and appropriate permit from the Federal Aviation Administration (FAA).

Vehicles must be street legal to be operated on open public roadway or right of way.

Please note: Downtown Monterey and the waterfront is in the flight path for Monterey Peninsula Airport so some event activities may require FAA approval.

Activities along the waterfront may be subject to approval by the California Coastal Commission. City staff will inform you if your event requires such approval.