



CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO

OUTDOOR EVENT PLANNING AND PERMITTING GUIDE

JANUARY-JUNE 2019



A RESOURCE FOR OUTDOOR SPECIAL EVENTS INCLUDING STREET FAIRS, FESTIVALS, ATHLETIC EVENTS, PARADES, FARMERS' MARKETS, CONCERTS, CULTURAL CELEBRATIONS AND OTHER SPECIAL EVENTS.

A PUBLICATION OF THE SAN FRANCISCO ENTERTAINMENT COMMISSION

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DISCLAIMER: This is provided for informational purposes only. It may not describe all current requirements, actions, permits, or fees that may be required by each affected City department. You should consult, in advance of your event, with all City departments that may have jurisdiction over any part of your event to confirm that you are aware of all current requirements and guidelines for your event. Such departments may include the SFMTA, SF Recreation & Park Department, SF Police Department, SF Fire Department, SF Department of Public Health, Port of San Francisco, SF Entertainment Commission, SF Public Works, or others. There may be events not covered by this Guide. If you are not sure whether your event is covered by this Guide, or which departments may have jurisdiction over your event, please call the SF Entertainment Commission at 415-554-5706 or contact the relevant land authority for the location of the event. All City policies, processes, fees and rates referenced herein are subject to change without notice.

The permit process begins when you submit a permit application to the appropriate City department. All attachments and supporting documentation, as required, must be submitted along with the original application. The City and County of San Francisco is not required to act upon an incomplete permit application. As a result, incomplete permit applications will neither be approved nor denied, and you will not have the right to appeal. It is therefore extremely important to provide all requested information and related documentation in a timely manner throughout the entirety of the permit application process. If you are unsure whether your application is complete, you should confirm with the relevant City department. Any action by the City in reviewing or processing your permit application does not indicate that your permit application is complete or approved until you have received final approval in writing.

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Overview

The SF Outdoor Event Planning & Permitting Guide assists event organizers with navigating the rules, permit processes, and agencies that affect outdoor events, and shares best practices to help them achieve successful outcomes. By increasing transparency and reducing complexity of the rules and processes, this guide aims to empower event organizers with the knowledge, tools, and resources to be legally compliant and produce safer, higher quality and more sustainable outdoor events. The guide was developed with input from over 20 local, state, and federal agencies and will be updated in January and July of each year.

ABOUT THE ENTERTAINMENT COMMISSION

The San Francisco Entertainment Commission regulates, promotes and enhances entertainment and nightlife in San Francisco. The seven-member Commission has the powers and duties to accept, review and gather information to conduct hearings for entertainment-related permit applications. In 2016, the Commission launched a new effort to support and preserve outdoor community and cultural events in the city through research, policy development, education, and advocacy.

MUSIC AND CULTURE SUSTAINABILITY POLICY

In 2009, the San Francisco Board of Supervisors unanimously adopted a policy “to foster, promote, and sustain music and culture in San Francisco.” In Chapter 90A of the SF Administrative Code, the City’s Music and Culture Sustainability Policy states: “The City is committed to a general policy of sustaining indoor music and performance venues, and outdoor special events such as, but not limited to, parades, festivals, neighborhood celebrations, and street fairs. As development proceeds in San Francisco, with new buildings constructed, possible zoning changes, evolving infrastructure, changes in transportation systems and traffic patterns, and the like, the City must be vigilant to ensure that San Francisco remains a hospitable environment for music and cultural venues and events. San Francisco’s music and performance venues and indoor and outdoor cultural events should be preserved and enhanced and protected from displacement due to development.”





Welcome from the San Francisco Entertainment Commission!

San Francisco has a world renowned legacy of hosting a wide range of outdoor events that celebrate its rich history and its diverse and dynamic communities. From street fairs and races, to music festivals and farmers markets, these community and cultural events elevate our city's quality of life and foster inclusion and understanding by bringing together people of diverse backgrounds for meaningful, shared experiences. In addition to being a part of the city's cultural identity, outdoor events attract international visitors and contribute over \$1.1 billion in economic impact to the city. The City and its partners share a goal of keeping events both safe and successful by promoting responsible event planning.

So it is with great pleasure that I introduce you to the ***San Francisco Outdoor Event Planning and Permitting Guide***. As a resource for event organizers, the guide provides helpful information on the agencies, rules, permit processes, and best practices for the successful planning and operations of outdoor special events. The guide serves as an example of the City's and the Entertainment Commission's commitment to foster, promote, and sustain music and culture in San Francisco. This means empowering event organizers with the knowledge to achieve their goals and remain compliant for the benefit of residents, workers, and visitors alike.

I encourage event organizers of all backgrounds to use this guide as a roadmap for planning their outdoor special events in San Francisco. As Entertainment Commission President, I am proud of San Francisco's global prominence as a culturally vibrant *City of Celebrations* – a city activated by events that strengthen our great neighborhoods and welcome the world.

With warmest regards,

Ben Bleiman
President

PART ONE: Getting Started



Where to Begin: Contact the Agency that Permits the Land

So you want to put on an outdoor special event in San Francisco? Terrific! This section is intended to provide tips and guidelines to get your event started on the right footing and to help you save time, money, and resources.

Regardless of size, every outdoor event using public property requires a permit or approval based on the location and planned activities, and will need to go through the permit process. Outdoor events taking place entirely on private, non-residential property will require a permit if there is an impact on public safety, security, traffic, sound level and other public considerations.

WHAT AGENCY PERMITS THE LAND?

The permit process is managed by the agency that has jurisdiction over the land. This agency may also be referred to as the "Land Authority." Some events may occur in multiple jurisdictions.

TIPS:

To search the List of Commonly Used Outdoor Public Properties for Special Events, [click here](#).

Looking for the owner of private property? Search the SF Property Information Map: propertymap.sfplanning.org

EVENTS ON CITY STREETS

These may include street fairs, athletic events, farmers markets, or other special events held on a public street.

Permitting Agency: [San Francisco Municipal Transportation Agency \(SFMTA\)](#) and the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT).

Planning a Neighborhood Block Party? [Click here](#) and review the Neighborhood Block Party permit application, procedures, and fees.

For Parades, Marches, Rallies, Events on Park property, or Events on Port property, see below.

Contact: SpecialEvents@sfmta.com, (415) 646-2414

PARADES

For Parades that are in Multiple Police Jurisdictions:

[Submit a Parade Permit Application](#) to:

Sgt. Frank Hagan, SFPD Traffic Division Event Coordinator
850 Bryant, Room 154, San Francisco, CA 94103
Frank.Hagan@sfgov.org, (415) 553-1929

For All Other Parades: [Submit a Parade Permit Application](#) to the Special Event Sergeant at the Local Police District Station where the parade

begins. To view the map of Police District Stations and contact information, [click here](#). In addition, contact any government agency that has jurisdiction over the land/property to share your plans -- e.g., SFMTA/ISCOTT; SF Recreation & Park; Port of SF.

For SF Recreation & Park Property: If you are planning to stage the start or the end of the parade on -- or adjacent to -- Recreation & Park property, you will need an additional permit from the [SF Recreation & Park Department](#).

Refer to Parades section for more information.

FIRST AMENDMENT ACTIVITY – MARCHES, RALLIES

Permitting Agency: [Local Police District Station](#) where the march or rally begins. Contact the station's Special Event Sergeant. In addition, notify the agency that has jurisdiction over the land -- e.g., SFMTA/ISCOTT; SF Recreation & Park; Port of SF. *Refer to First Amendment Activity Section.*

EVENTS ON PARK PROPERTY

(including City parks and plazas)

Permitting Agency: [San Francisco Recreation & Park Department, Permits & Reservations Division](#)

Examples of SF Recreation & Park locations:

- » Golden Gate Park
- » Jerry Garcia Amphitheatre at McLaren Park
- » Stern Grove
- » Civic Center Plaza
- » Union Square
- » United Nations Plaza
- » Japantown Peace Plaza
- » Embarcadero Plaza
- » Marina Green

EVENTS ON PORT PROPERTY

Permitting Agency: [Port of San Francisco](#)

The [Port of San Francisco](#) welcomes special events to help activate and enliven public use and enjoyment of the waterfront. If you are interested in applying for a Special Event, please see the Guidelines and Application for Special Events and visit the [Port's Special Events page](#).

Examples of Port Locations:

- | | |
|------------------|-----------|
| » Ferry Building | » Pier 35 |
| » Pier 27 | » Pier 39 |
| » Pier 30/32 | » Pier 48 |

Contacts:

Joyce Chan | (415) 274-0259 | joyce.chan@sfport.com

Jennifer Gee | (415) 274-0562 | jennifer.a.gee@sfport.com

To see a map of a Port property and boundaries, [click here](#). To view the list of Upcoming Special Events, [click here](#).

Other Jurisdictions

EVENTS ON U.S. NATIONAL PARK SERVICE PROPERTY

Permitting Agency: [Golden Gate National Recreation Area](#)

Examples of locations:

- » Alcatraz Island
- » Baker Beach
- » Crissy Field
- » East Beach
- » Land's End
- » Ocean Beach
- » West Bluff

Permitting Agency: [SF Maritime National Historical Park](#)

Examples of locations:

- » Aquatic Park Cove
- » Aquatic Park Pier (Muni Pier)
- » Victorian Park

EVENTS THAT AFFECT A STATE HIGHWAY DIRECTLY OR INDIRECTLY

Permitting Agency: [Caltrans \(California Department of Transportation\)](#)

Recommended: Contact at least 2 months prior to the event.

EVENTS IN OR USING THE SF BAY, WITHIN 100 FEET OF SHORELINE, OR THAT MAY IMPACT PUBLIC ACCESS TO THE SF BAY.

Permitting Agency: [SF Bay Conservation & Development Commission \(BCDC\)](#)

EVENTS ON THE WATER

Permitting Agency: [United States Coast Guard](#)
(415) 399-7440

Email: D11-SMB-SectorSF-WaterWaySafety@uscg.mil

ANGEL ISLAND

Permitting Agency: [California Department of Parks and Recreation](#)

FORT MASON CENTER FOR ARTS & CULTURE

Primary Contact: [Fort Mason Center for Arts and Culture](#)

GOLDEN GATE BRIDGE

Permitting Agency: [Golden Gate Bridge, Highway and Transportation District](#)

THE PRESIDIO

Permitting Agency: [The Presidio Trust](#)

TREASURE ISLAND

Permitting Agency: [Treasure Island Development Authority](#)

YERBA BUENA GARDENS AND JESSIE SQUARE

Primary Contact: [Yerba Buena Gardens Festival](#)

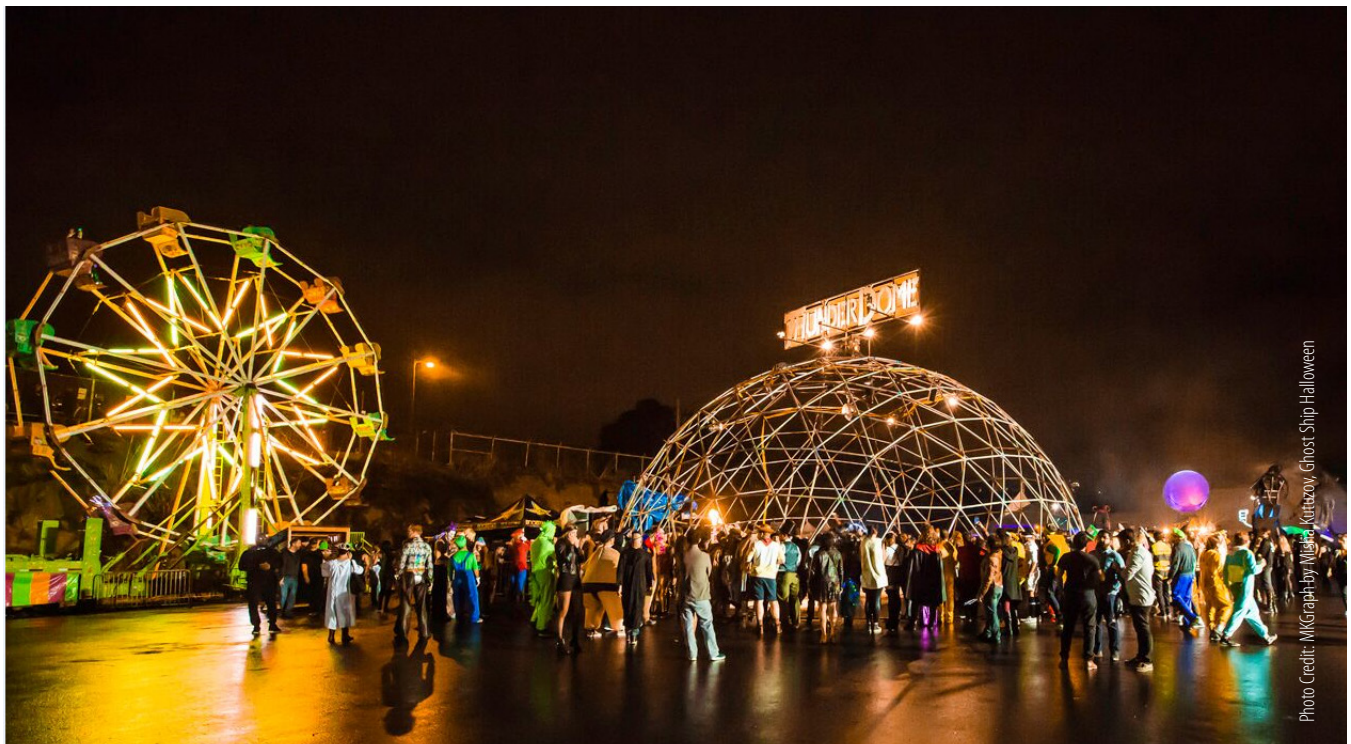


Photo Credit: MKGraph by Megan Kutzkow, Ghost Ship Halloween

In The Early Planning Stages

RESEARCH CITY PERMITS, APPROVALS, AND COSTS. THE EVENT SPONSOR IS RESPONSIBLE FOR THE COSTS OF ANY CITY SERVICES.

In the early planning stages, identify the permits, approvals, and costs that are associated with your event. Consult with City departments early on to learn the legal requirements and determine the feasibility of holding your event. Knowing these requirements and costs before you apply for permits will help you make a more informed business decision.

Refer to these sections for more information:

- » Where to Begin: Contact the Agency that Permits the Land
- » List of Common Permits, Licenses and Additional Approvals
- » Frequently Contacted Agencies
- » Deadlines and Important Dates
- » Permit Fee Estimator
- » Pre-Application Questionnaire (Optional)

COVERING THE COSTS OF CITY SERVICES

The City and County of San Francisco has a mandate* to recover all actual costs of City services – including personnel, equipment and materials – to be provided for outdoor events, plus administrative overhead charges. The Event Sponsor is responsible for any City services, or other services required by the City, as determined by the relevant agency.

Examples of City services and their departments may include:

SFPD Personnel (sometimes referred to as “10B Police”)

- » Local Police District Station and Police Law Enforcement Services

Park Rangers and Park Staff

- » SF Recreation & Park Department

Parking Control Officers (PCOs)

- » SFMTA Enforcement Division

Bus, Train and Trolley Re-Routes

- » SFMTA Transit Division

Transit Supervisors

- » SFMTA Transit Division

Substituting Diesel Buses for Trolley Coaches (sometimes called “Electric Wired Buses”)

- » SFMTA Transit Division

Day-of-Event Inspections

- » SF Fire Department and SF Department of Public Health

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*Per Chapter 10B of the San Francisco Administrative Code and Article 6 of the San Francisco Transportation Code.

Street Clean-Up and Barricades

- » SF Public Works – Bureau of Street Environmental Services

Note: A private vendor may be used.

Ambulances, Medical Staff required by EMS Agency

- » [Click here](#) for a list of City-permitted ambulance providers

ROLE OF SF DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)

DEM facilitates the coordinated emergency response with city partners including SFPD, SFFD, EMS, Public Works and others during complex events. DEM may reach out to the event organizer for more information and to request planning details such as maps and information about event points of contact. For very complex events, DEM may hold a Citywide meeting prior to the event to ensure City agencies are familiar with operational details. www.sfdem.org

RESEARCH THE NEIGHBORHOOD. ENGAGE NEIGHBORHOOD STAKEHOLDERS.

Before you finalize your event’s location, date and time, research the surrounding neighborhood, its history and compatibility with outdoor events. Consider your event’s impact on nearby residents, businesses, traffic, parks, schools, churches, as well as other events happening at the same time. Be proactive in reaching out to neighbors and build an early consensus. Partnering with the neighborhood is vital to your event’s long-term sustainability. *Refer to “Neighborhood Outreach Plan” section.*

Some good places to start your research:

- » [SFMTA/ISCOTT](#)
- » [SF Recreation and Park Department](#)
- » [Port of SF](#)
- » [Neighborhood Group Listings including Neighborhood and Merchant Associations](#)
- » [SF Entertainment Commission](#)
- » [Community Benefit Districts](#)
- » [Local Police District Station](#)
- » [Local Representative from the SF Board of Supervisors](#)

USE THE PRE-APPLICATION QUESTIONNAIRE AS AN OPTIONAL PLANNING TOOL

The questionnaire is a place for you to start gathering information and exploring the feasibility of doing the event before you submit your permit applications. Use the questionnaire to foresee requirements and share your plans with different government agencies.

Refer to “Part Four: Appendix” section.

START THE PERMIT PROCESS EARLY

Know your planned location, date, time, activities, and attendance at least 6 months in advance of the event. While some permit deadlines may allow you to submit applications close to the event, waiting to submit your application until the latest possible date is not recommended. *Refer to the “Starting the Permit Process Early” bulletin and to the “Deadlines and Important Dates” section of this guide.*



KNOW THE EVENT SPONSOR'S ROLE

The Event Sponsor, or applicant, is legally responsible for fulfilling all requirements, paying all permitting fees and City service costs, and will be held liable for any ordinance violations. The Event Sponsor also may be held liable for any ordinance violations whether committed by the Sponsor, its vendors, or other event participants.

The Event Sponsor must obtain all necessary permits and approvals from relevant City departments and government agencies before hosting an event or engaging in any regulated activities. In addition, the Event Sponsor will be required by the land authority to obtain general liability insurance coverage for the special event.

The Event Sponsor should communicate all load-in, day-of-event, and load-out procedures, schedules and designated sites to their vendors. In addition, the Event Sponsor should communicate to vendors that they are responsible for complying with all safety requirements, posting all valid permits in a visible location, and being prepared for any inspections.

KNOW THE VENDORS' ROLE

Make sure that your vendors receive and understand the following information in advance of your outdoor event.

All vendors are required to comply with the following:

- » All load-in, day-of-event, and load-out procedures, schedules, and designated sites.
- » All local and state permit requirements, including but not limited to Fire Department and Department of Public Health safety requirements
- » Keep all valid permits on-site during the event
- » Be prepared for any inspections from the Fire Department and Department of Public Health

VENDORS IN GOOD STANDING

Are your vendors in good standing with their City and State permit and license requirements? Ask your vendors to provide proof that they have the required documents and that their licenses are current and valid. Did a food vendor have any high risk violations during a recent inspection? You can look up restaurant and food truck health inspection scores and violations on the [SF Data Portal](#) – Click on “Restaurant Scores” and search for the business name in the search field that says “Find in this Dataset.”

HOTEL ROOM CAPACITY CONSIDERATION

Hotel room capacity in San Francisco is limited during the peak tourism and event season, with September and October among the months with the highest occupancy. Consider whether lack of hotel availability will impact attendance or housing for vendors and performers.

- » [Partial Convention Calendar](#)
- » [Hotel Availability Calendar](#)
- » For assistance with room blocks of 10 or more, email: convention-sales@sfttravel.com

ACCESSIBILITY

Is the event accessible to persons with disabilities and seniors? For ADA compliance guidelines, review the Land Authority's permit application requirements and the [SF Mayor's Office on Disability's Accessible Public Event Checklist](http://www.sfgov.org/mod). www.sfgov.org/mod

ALCOHOL CONSIDERATIONS

Are you planning on serving or selling alcohol during your event? Speak with an insurance company representative to determine the costs of liability insurance coverage for serving alcohol and for your event in general, as required by the Land Authority. Also, research the additional City staff and permit fees associated with serving alcohol. By weighing these costs in advance with your plans to serve alcohol, you can make a more informed business decision. Refer to "Alcohol Management and Licensing" section.

CANNABIS AND OUTDOOR EVENTS

Refer to this [FAQ sheet](#) for information on how to be a good neighbor and plan a legally compliant event. Cannabis rules and regulations are evolving quickly, and information is subject to change. Refer to these agencies for the most up-to-date rules and regulations:

- » [SF Office of Cannabis](#)
- » [State of California Cannabis Portal](#)
- » [CA Dept. of Public Health's Let's Talk Cannabis and Fact Sheets](#)

BUSINESS PLANNING RESOURCES

Here are some tools and resources that can assist you with your business planning:

- » [SF Business Portal](#) – The City's online hub to start, manage, and grow your business in San Francisco
- » [Small Business Assistance Center in City Hall](#)
- » [Free Booklet: How to Start a Small Business in SF](#)



Photo Credit: Peter den Hartog, Bayview SPARC

PART TWO:

**Applying for
a Permit**



Permit Application Process for Outdoor Special Events

STEP 1

CONTACT THE SFMTA, SF RECREATION & PARK, PORT OF SF, OR RELEVANT LAND AUTHORITY

Contact the agency that permits the land. Share your event plans and take action to confirm if holding the event is feasible for the proposed date / time / location. SF Recreation & Park applications must be submitted at this time. Events often include more than one land authority.

STEP 2

RESEARCH CITY PERMITS, APPROVALS, AND COSTS

Identify the permits, approvals, and costs that may be associated with your event. Consult with City departments early on to learn the legal requirements for holding your event.

STEP 3

CONTACT LOCAL POLICE DISTRICT STATION & SUBMIT SECURITY PLAN

Submit and discuss your proposed security plan to the Local Police District Station where the event will be located. If you are unsure if you need a security plan, contact the Local Police District Station. SFPD has final authority to change, approve or deny a proposed security plan to ensure the event is safe and secure. For an event on Recreation & Park property, the security plan must also be reviewed and approved by Park Rangers.

STEP 4

SUBMIT PERMIT APPLICATION TO ALL RELEVANT LAND AUTHORITIES: SFMTA, PORT OF SF, OR OTHERS. FOR SF RECREATION & PARK APPLICATIONS, SUBMIT AT STEP 1

Submit the special event permit application and required supporting documents to the appropriate agency.

STEP 5

DO MEANINGFUL NEIGHBORHOOD OUTREACH

If you have confirmed with the relevant land authority and SFPD that holding the event is feasible, engage the residents and businesses that will be most impacted by the event. Listen to them, address any concerns, and take steps to reduce any potential impact.

STEP 6

DEPARTMENTAL REVIEW OF PERMIT APPLICATION

The relevant land authority will review the permit application, and make a decision to approve or deny the application, or put it on hold. In some cases, a hearing may be required. If closing or using a City street, the SFMTA/Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) will review your application and hold a public hearing.

STEP 7

APPLY FOR ADDITIONAL PERMITS AND OTHER APPROVALS

Upon approval by the relevant land authority, apply for any additional required permits, approvals, and City services. Examples include: Fire Dept. for cooking and generators, Public Health for food vendors and bars.

STEP 8

NO PARKING / TOW AWAY SIGNS AND ENFORCEMENT

If you need a temporary "No Parking" or "No Stopping" zone, SFMTA provides temporary tow-away signs for use during special events. Contact the SFMTA Temporary Sign Shop and apply for temporary "No Parking / Tow Away" signs.

STEP 9

DAY OF EVENT: INSPECTIONS AND ENFORCEMENT

If applicable, Fire Department, Public Health, Recreation & Park, or Port building inspector does on-site inspections. If applicable, SF Police Department Personnel, Parking Control Officers, or Recreation & Park staff provide enforcement.

STEP 10

AFTER THE EVENT: CLEAN-UP AND REPORTING

Ensure streets, sidewalks, parks, or permitted space are clear of trash, debris, and objects. If applicable, participate in any required post-event reporting with the City departments, e.g., EMS Agency.

Permit Application Process for Outdoor Special Events

STEP 1

Contact the SFMTA, Recreation & Park, Port of SF, or Relevant Land Authority.

Share your event plans and take action to confirm if holding the event is feasible for the proposed date/time/location. Events often include more than one land authority.

» EVENTS THAT USE OR OCCUPY A CITY STREET:

Contact: [San Francisco Municipal Transportation Agency \(SFMTA\)/ISCOTT](#)
specialevents@sfmta.com | (415) 646-2414

Review the [Temporary Street Closure Application and Rules](#) and the Special Event Factsheet. For a Neighborhood Block Party, [click here](#).

» EVENTS ON PARK PROPERTY:

Contact the [SF Recreation & Park Department](#) for any event on -- or adjacent to -- a City park or plaza. Submit your special event application at this time. This includes any parade or First Amendment activity. Review their [Special Events page](#) for permitting rules and regulations.

» EVENTS ON PORT OF SF PROPERTY:

For walks, runs, or other outdoor events, contact:
Joyce Chan, (415) 274-0259 | joyce.chan@sport.com
Jennifer Gee, (415) 274-0562 | jennifer.a.gee@sport.com
For all other Port locations, [click here](#) for contact information.
Review the Port's [Guidelines and Application for Special Events](#)

» PARADES: Refer to "Parades" section.

» FOR ALL OTHER LAND AUTHORITIES: Refer to "Where to Begin: Contact the Agency that Permits the Land."

» FOR EVENTS ON PRIVATE PROPERTY: Contact property owner to confirm if holding the event is feasible for the proposed date/time/location. If confirmed, you may be required to obtain a letter of approval from the property owner.

STEP 2

Research City Permits, Approvals, and Costs.

- » The following sections may be used as resources in your research:
 - ❖ List of Common Permits, Licenses and Additional Approvals
 - ❖ Permit Fee Estimator
 - ❖ Pre-Application Questionnaire (optional)
 - ❖ Frequently Contacted Agencies
- » Early in the planning stages, consult with the following departments to learn the legal requirements and costs for your event.

- ❖ Events that Use or Occupy a City Street: Contact the [SFMTA/ISCOTT](#) to learn legal requirements, permit fees and, if applicable, any City service costs. For example, if the event footprint affects MUNI routes, or if parking and traffic enforcement are required, an event sponsor may be responsible for cost recovery charges.

If you need a temporary "No Parking" or "No Stopping" zone: Contact the [SFMTA Temporary Sign Shop](#) to learn requirements and costs. SFMTA provides temporary tow-away signs for use during special events.

FOR STREET CLEAN-UP PLAN AND CREW:

Contact: SF Public Works – Bureau of Street Environmental Services: (415) 695-2130

Primary Contact: Alison Mickels | alison.mickels@sfdpw.org

John Reilly | john.reilly@sfdpw.org

Refer to "Clean-Up and Zero Waste" section

BARRICADES, FLASHERS & BARRICADE MONITORS:

The Event Organizer is responsible for arranging for barricades through a private vendor or through SF Public Works for a fee. SFMTA requires Type I or II A-frame barricades sufficient for closure – each must include flashing lights if used after dark. Metal barricades (6.5 ft or 8 ft.) also may be required. Adult monitor(s) also may be required per end of street closure(s). See the SFMTA's [Special Event Factsheet](#) for complete details. In addition to SFMTA, contact Alison Mickels at SF Public Works, (415) 695-2130, alison.mickels@sfdpw.org, to confirm the plans to provide barricades and flashers, and the name and contact of any private vendor providing the barricades.

- ❖ For Cooking, Tents/Canopies, Generators, Pyrotechnics, Fenced or Enclosed Areas Used for Assembly, etc.: Contact the SF Fire Department Bureau of Fire Prevention and speak with a Permits Inspector: (415) 558-3300 (main).
- ❖ For Food/Beverage Vendors, including food booths, food trucks, and bars: Contact SF Department of Public Health Temporary Events Program and review the [Temporary Event Health Permits page](#) and [food handling requirements](#). Review the [Requirements for a Food/Beverage Booth](#).

Kyle Chan, SFDPH, Senior Environmental Health Inspector

(415) 252-3837 | kyle.chan@sfdph.org

Kristine Der, SFDPH, Senior Environmental Health Inspector

(415) 252-3871 | kristine.der@sfdph.org

- ❖ **For Events with 2500+ Attendees or Athletic/Water-Based Events:** Contact the EMS Agency's Prehospital Coordinator to develop your medical plan. The Prehospital Coordinator will discuss the plan, medical assets required, and will ensure there is proper coverage for the event. You may be obligated to submit a medical plan regardless of jurisdiction.

David Ebarle, EMS Agency
(415) 487-5014 | david.ebarle@sfdph.org
www.sfeventmedicalplans.com

- » **RECYCLING/ZERO WASTE PLAN:** Every event in San Francisco is required to offer recycling and composting at the event. *Refer to [SF Environment's Event Recycling and Composting page](#) and this guide's "Clean-Up and Zero Waste Plan" section.*
- » **IS THE EVENT ACCESSIBLE TO PERSONS WITH DISABILITIES AND SENIORS?** For ADA compliance guidelines, review the Land Authority's permit application requirements and the [SF Mayor's Office on Disability's Accessible Public Event Checklist](#).

STEP 3

Contact the Local Police District Station for the event location and submit security plan. If you are unsure if you need a security plan, contact the Local Police District Station where the event will be located. To view a list and a map of Local Police District Stations, [click here](#).

- » Speak with the station's Special Event Sergeant and submit information about the proposed event's location, time, security plan, and planned activities (e.g., liquor, food, entertainment, amplified sound). Work with the Special Event Sergeant to determine and address the event's potential impact on traffic, security, health, and safety of the public. *Refer to "Security Plan" section.*
- » The Local Police District Station will review the security plan and has final authority to change, approve or disapprove a proposed security plan in order to ensure a safe and secure event.
- » The Local Police District Station will determine if the event sponsor will be required to cover the cost of SFPD Personnel (sometimes referred to as "10B Police") to provide enforcement at the event.
- » **EVENTS ON PARK PROPERTY:** The security plan must also be reviewed and approved by Park Rangers.

- » **IF SERVING LIQUOR:** Submit the ABC Special Event Liquor Permit Application and the security plan to the Local Police District Station's Permit Officer.

TIP: If the ABC liquor application and SFPD Personnel request are submitted to SFPD at least 125 days prior to event, SFPD will notify the Applicant of the decision at least 90 days before the event. If submitted less than 125 days before event, SFPD will notify the Applicant of the decision at least 20 days before the event. *Refer to "Alcohol Management and Licensing" for more information.*

STEP 4

Submit Permit Application to All Relevant Land Authorities: SFMTA, Port of SF, or others. For SF Recreation & Park Department, submit application at Step 1.

- » **EVENTS THAT USE OR OCCUPY A CITY STREET:** Submit the completed Temporary Street Closure permit application and fee payment to: [SFMTA/ISCOTT](#). Applications and payment may be submitted online.
- » **EVENTS ON PORT OF SF PROPERTY:** Submit the Special Event Application to the Port of SF. Refer to ["Guidelines and Application for Special Events"](#) PDF for instructions.

STEP 5

Do Meaningful Neighborhood Outreach

If you have confirmed with the relevant land authority and SFPD that holding the event is feasible, engage the residents and businesses that will be most impacted by the event.

- » Who are the residents and businesses that will be most impacted by the event? Don't just tell them you're doing the event – engage them early, listen to them, address any concerns, take steps to reduce any potential impact, and create win-win relationships.
- » Refer to the "Neighborhood Outreach Plan" section for tips, best practices, and a list of neighborhood and merchant associations.
- » **SFMTA/ISCOTT EVENTS:** Outreach to neighboring residents and businesses must happen prior to event's ISCOTT Hearing. (See Step 6).

(continued on next page)

STEP 6

Departmental Review of Permit Application

The relevant land authority will review the permit application, and make a decision to approve or deny the application, or put it on hold. In some cases, a hearing may be required.

» **EVENTS ON PARK PROPERTY:** Refer to the SF Recreation and Park Department's [Special Events page](#) for more information.

» **EVENTS ON PORT OF SF PROPERTY:** Refer to the Port of SF's ["Guidelines and Application for Special Events"](#) PDF for instructions.

» EVENTS THAT USE OR OCCUPY A CITY STREET:

SFMTA shares the Temporary Street Closure Permit application with members of the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) for review. This committee includes representatives from the following City departments: SFMTA, Police, Fire, Public Health, Entertainment Commission, Public Works (BSES), Port of San Francisco, and EMS Agency.

ISCOTT representatives assess the proposed event, footprint, and activities, and consider a list of criteria including, but not limited to, the impact of the event on the traffic, security, health, and safety of the public. For the full list of criteria, refer to [Article 6, Section 6.2\(e\)1-5 of the SF Transportation Code](#). SFMTA notifies the Applicant of the Public Hearing date at least seven days in advance of hearing.

ISCOTT Hearing

The Applicant or an authorized representative is expected to attend the public ISCOTT Hearing and speak on behalf of the event. For more information, refer to ["What You Need to Know About the ISCOTT Hearing."](#)

What Happens if ISCOTT Approves the Permit?

If ISCOTT votes to approve the temporary street closure permit, then the Applicant receives approval to use or occupy the street(s). This means that the Applicant is still responsible for obtaining any other required permits, approvals or City services prior to the event.

What Happens if ISCOTT Puts the Permit Decision on Hold?

If ISCOTT determines that it does not have enough information to assess the proposed event, it may decide to put the application on hold until a future hearing. The Applicant will be asked to address any outstanding requests and resolve any issues before submitting additional information and returning for a future hearing.

What Happens if ISCOTT Denies the Permit?

While rare, if ISCOTT votes to deny the permit based on specific criteria, the Applicant has the right to appeal the decision.

Refer to ["Late Applications & Appeals"](#) section for more information.

STEP 7

Apply for Additional Permits and Other Approvals.

Upon approval by the relevant land authority, apply for any additional required permits, approvals, and City services from the relevant departments. Depending on your proposed activities and equipment, you may be required to obtain the following:

» **COOKING, TENTS/CANOPIES, GENERATORS, PYROTECHNICS, BEVERAGE DISPENSERS WITH CO2:** Submit [Fire Permit Application](#) to the SF Fire Department's Bureau of Fire Prevention, Permits Division, 698 2nd Street, (415) 558-3300 (main). Application is due at least 10 days before the event (14 days for pyrotechnics, fireworks, flame effects).

Note: You will be required to schedule an in-person meeting with Fire Prevention to discuss the event layout and activities. For requirements and application forms, visit the [Fire Permits Page](#) and review the [Safety Requirements for Outdoor Food and Street Fairs](#).

» **FOOD AND BEVERAGE VENDORS, INCLUDING FOOD BOOTHS, FOOD TRUCKS, BARS:** Submit application packet to the Department of Public Health's [Temporary Events Program](#), 1390 Market Street, Suite 210. Application packets are due 14 days in advance of the event. For the application forms and requirements, visit [DPH's Temporary Event Health Permits page](#).

» **EVENTS WITH 2500+ ATTENDEES OR ATHLETIC / WATER-BASED EVENTS:** Submit your medical plan using the EMS Agency's online portal for review: <http://sfeventmedicalplans.com>
Contact: David Ebarle, EMS Agency
(415) 487-5014 | david.ebarle@sfdph.org

» **SERVING LIQUOR:** If applicable, submit ABC Special Event Liquor License application and security plan:
❖ **FIRST:** To the SFPD Permit Officer at the [Local Police District Station](#) (where the event is located) for initial decision
❖ **SECOND:** Then, if approved by SFPD, submit the application to the CA Department of Alcoholic Beverage Control/ABC (San Francisco office). ABC will only accept an application between 30 and 10 days prior to the event.
❖ Refer to ["Alcohol Management & Licensing"](#) for more information.

» **EVENTS REQUIRING ADDITIONAL POLICE STAFFING:** If the Local Police District Station determines that the event will require additional Police staffing (sometimes referred to as "10B Police"), contact SFPD's Police Law Enforcement Services (PLES) Unit for a cost estimate, scheduling and invoicing: (415) 575-6098, michael.radanovich@sfgov.org.

» **ENTERTAINMENT, OUTDOOR AMPLIFIED SOUND, SOUND TRUCKS:** Submit permit application to [SF Entertainment Commission](#) at least 2

weeks before the event. For amplified sound on Park property (parks, plazas), refer to [SF Recreation & Park Department](#).

Contact: Crystal Stewart, SF Entertainment Commission
(415) 554-6678 | crystal.stewart@sfgov.org
Refer to "Outdoor Entertainment and Amplified Sound" section.

- » **IF APPLICABLE: TEMPORARY OCCUPANCY PERMIT** from SF Public Works is required for large structures, equipment, facilities – including stages, rides, bleachers, media equipment – that temporarily occupy a portion of the public roadway and/or sidewalk. Submit the [Temporary Occupancy Permit application](#) at least 7 days before the event to SF Public Works' Bureau of Street-Use and Mapping.
- » **OBTAINING DRINKING WATER:** To learn about alternative water sources and the Bottled and Packaged Water Ban, [click here](#). If you wish to provide drinking water from a fire hydrant, contact the SF Public Utilities Commission to request access to water mains and renting water meters. If there is no fire hydrant nearby, please visit www.sfwater.org/eventwater for other options.

SFPUC Customer Service Center
525 Golden Gate Avenue, Main Floor, San Francisco, CA 94102
(415) 551-3000

STEP 8

No Parking/Tow Away Signs and Enforcement

- » If you need a temporary "No Parking" or "No Stopping" zone, SFMTA provides temporary tow-away signs for use during special events. Contact the [SFMTA Temporary Sign Shop](#) to apply for No Parking/Tow Away Signs, Temporary Blue Zones (Disabled Parking), and to reserve Parking Metered Spaces, if applicable.
- » **RECOMMENDED:** Submit Temporary Signage application 2 months before the event, or as soon as your ISCOTT permit is approved, whichever is earlier.

STEP 9

Day of Event: Inspections and Enforcement

Ensure that all individuals associated with the event comply with the start and end times specified in the event permits.

- » Inspections will be conducted for compliance with laws, local ordinances and/or conditions of issued permits for the event by the event promoter, sponsors, vendors, participants and attendees. The event promoter/organizer/sponsor is responsible for providing notice and information in advance of the event to participants, vendors, sponsors, volunteers,

contractors and employees of the terms, conditions and requirements and rules of conduct. In order to run a successful event, the event promoter/organizer/sponsor should have a preexisting plan in place to monitor compliance by everyone connected to their event and take immediate corrective action.

- » If applicable, Fire Department inspectors do on-site inspection prior to the event opening to the public. Applicant is responsible for scheduling inspection in advance.
- » If applicable, Department of Public Health inspectors do on-site inspection of temporary food facilities prior to and during the event. Applicant is responsible for providing designated parking for inspection staff.
- » Some events will require additional deployment of SFPD Personnel. In some cases, these personnel may be referred to as "10B Officers." Speak with the Special Event Sergeant at the Local Police District Station to confirm if this is required.
- » If applicable, SFMTA provides Parking Control Officers (PCOs) for traffic enforcement.
- » If applicable, SF Recreation & Park Staff and Park Rangers monitor the event and provide enforcement.
- » If applicable, Port of SF building inspector does on-site inspections.

STEP 10

After the Event: Clean-Up and Reporting

Ensure streets, sidewalks, parks, or permitted space are clear of trash, debris, and objects. If applicable, participate in any required post-event reporting with City departments.

- » SF Public Works may inspect the area approximately 24 to 48 hours after the event to ensure that the streets and sidewalks are clean of trash, debris, and objects.
- » **IF MEDICAL PLAN REQUIRED:** Post-Event Treatment Report due to EMS Agency 2 weeks after the event.

Parades

WHAT IS A PARADE?

According to SF Police Code (Article 4, Sec. 366), a parade is defined as “an event, not including an athletic event, in which a group of persons proceed as a collective body for more than one block on any street in the City and County of San Francisco, whether on foot or in any type of vehicle or on an animal or animals, which event obstructs or interferes with the normal flow of vehicular traffic.”

NOTE: If you are planning an outdoor event associated with a parade, you will be required to obtain a separate permit from the jurisdiction that oversees the land or permitted activity.

WHAT IS THE PROCESS FOR APPLYING FOR A PARADE PERMIT?

- » Fill out the [SFPD Permit Application](#) and submit to the Permit Officer at the [Local Police District Station](#) where the parade begins. Submitting the application at least 2 months prior to the event will ensure there is enough time to appeal if it's denied.

- » For Parades that are Citywide/Multiple Police Jurisdictions, [submit the SFPD Parade Permit Application](#) to:
Sgt. Frank Hagan, SFPD Traffic Division Event Coordinator
850 Bryant Street, Room 154, San Francisco, CA 94103
Frank.Hagan@sfgov.org, (415) 553-1929

In addition, contact any government agency that has jurisdiction over the land / property to share your plans – e.g., SFMTA/ISCOTT, SF Recreation & Park Department, Port of SF.

For Recreation & Park Property: If you are planning to stage the start or the end of the parade on – or adjacent to – SF Recreation & Park property, you will need to apply for an additional permit from the [SF Recreation & Park Department](#).

STREET CLEAN-UP & BARRICADES

Parade organizers are strongly encouraged to share their street clean-up and barricade plans with SF Public Works, Bureau or Street Environment Services: Alison Mickels, (415) 695-2130, alison.mickels@sfdpw.org; or John Reilly, john.reilly@sfdpw.org.



First Amendment Activity: Marches & Rallies

If you are planning on organizing a march or rally, notify the Special Event Sergeant at the [Local Police District Station](#) where the event begins. In addition, notify the agency that has jurisdiction over the land as soon as possible – e.g., SFMTA/ISCOTT, SF Recreation & Park Department, Port of SF.

For Recreation & Park Property: If you are planning to hold any portion of your march or rally on – or adjacent to – SF Recreation & Park property, you will need a permit from the [SF Recreation & Park Department](#). Confirm if the property is available as it could be permitted to someone else.

Share the following event information with the Special Event Sergeant and the relevant land authority:

- » Date, time, starting location, ending location, route
- » Mission and vision
- » Planned activities
- » Estimated attendance
- » Whether any of the participants are considering civil disobedience

NOTE: If you are planning an outdoor event associated with a march or rally, you will be required to obtain a separate permit from the jurisdiction that oversees the land or permitted activity.



Photo Credit: SF Entertainment Commission, SF Chinatown Autumn Moon Festival

Deadlines and Important Dates

6 MONTHS BEFORE EVENT - RECOMMENDED

- » Contact the agency that permits the land – SFMTA/ISCOTT, SF Recreation & Park Department, Port of SF, or other relevant land authority – to find out if holding the event may be feasible on the proposed date(s), time(s), and location(s). Learn the legal requirements, permit fees and, if applicable, any City service costs.

TIP: Fill out the Pre-Application Questionnaire (optional) before consulting with City departments.

5 MONTHS BEFORE EVENT - RECOMMENDED

- » Contact the Local Police District Station (for the event location) for a consultation and – the sooner the better – submit your event's date, location, activities, whether liquor will be served, anticipated attendance, and security plan.
- » **IF SERVING LIQUOR:** If applicable, submit ABC Special Event Liquor License Application and request to hire SFPD Personnel (sometimes referred to as "10B Police") along with your security plan.

TIP: Submit early! If the ABC liquor application or SFPD Personnel request are submitted to SFPD at least 125 days before the event, then SFPD will notify the Applicant of the decision at least 90 days before the event. If submitted less than 125 days before the event, SFPD will notify the Applicant of the decision at least 20 days before the event.
- » **FOOD & BEVERAGE:** Contact the SF Dept. of Public Health's Temporary Events Program for pre-application consultation. Learn the rules, permits, fees for serving food and beverage.
- » Contact the Fire Department's Bureau of Fire Prevention for pre-application consultation. Learn the rules, permits, fees for cooking, tents, generators, CO2, assembly spaces, etc.
- » **EVENTS WITH 2500+ ATTENDEES AND ALL ATHLETIC/WATER-BASED EVENTS:** Contact the EMS Agency's Prehospital Coordinator for pre-application consultation.
- » Do Neighborhood Outreach to nearby neighbors and businesses affected by the event. This outreach must happen prior to the ISCOTT Hearing. Refer to "Neighborhood Outreach Plan"

4 MONTHS BEFORE

- » **SFMTA/ISCOTT EVENTS:**
 - ❖ **STRONGLY RECOMMENDED:** Submit Temporary Street Closure Permit application to SFMTA/ISCOTT. Application fees increase closer to the date of the event.
 - ❖ Attend ISCOTT Hearing and present your event to the Committee.
- » **EVENTS WITH 2500+ ATTENDANCE AND ATHLETIC/WATER-BASED EVENTS:** Submit your Emergency Medical Plan online at EMS Agency's portal: <http://sfeventmedicalplans.com>

- » **PORT EVENTS:** Special Event Application due to Port of San Francisco at least 120 calendar days prior to the event's start date/occupancy.

3 MONTHS BEFORE

- » **STREET FAIRS:** Last day to submit Temporary Street Closure Permit application to SFMTA/ISCOTT (Due 90 Days Prior).

2 MONTHS BEFORE

- » **PARADES:** Parade Application due to the Local Police District Station. Submitting the application at this time will ensure there is enough time to appeal should the application be denied.
- » **NO PARKING/TOW AWAY SIGNS:** *Recommended:* Submit request for "No Parking/Tow Away" and Blue Zone Signage to SFMTA Temporary Sign Shop, if applicable.
- » **EVENTS ON STREETS:** *Recommended:* Submit street clean-up and barricade plan to SF Public Works' Bureau of Street Environmental Services.

45 DAYS* BEFORE

- » **RECOMMENDED:** Contact Recology 4-6 weeks in advance of the event to request collection and disposal services for waste and recycling.

30 DAYS* BEFORE

- » Last day to submit Temporary Street Closure Permit application to SFMTA's Sustainable Streets Division. Exception: Street Fair applications are due no later than 90 days before the event.
- » **EVENTS WITH 2500+ ATTENDANCE AND ATHLETIC/WATER-BASED EVENTS:** Last day to receive approval of Medical Plan by EMS Agency.
- » **IF SERVING LIQUOR:** First day you can submit Daily Liquor License application to local ABC District Office. **IMPORTANT:** ABC will not accept the application unless the Local Police District Station has already approved it.
- » **ISCOTT EVENTS:** Last day to submit proof of general liability insurance to SFMTA/ISCOTT, if required by SFMTA.
- » Last day to request Parking Control Officers (PCOs) from SFMTA Enforcement Division, if required.
- » Do check-in call with SF Dept. of the Environment's Zero Waste Program and go over the zero waste checklist.

15 DAYS* BEFORE

- » **PORT EVENTS:** Application due to Port of San Francisco to request approval to reserve street parking and parking meters.

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* All days are calendar days.

14 DAYS* BEFORE

- » **FOOD & BEVERAGE:** Temporary Event Health Permit Application Packet due to SF Department of Public Health Temporary Events Program. If the event falls on a weekend, application packet is due three Fridays before the event.
- » **ENTERTAINMENT, OUTDOOR AMPLIFIED SOUND:** Permit application due to SF Entertainment Commission. For amplified sound on Park property, refer to SF Recreation & Park Department.
- » **EVENTS WITH PYROTECHNICS, FIREWORKS, FLAME EFFECTS:** Fire Permit application due to SF Fire Department's Bureau of Fire Prevention.
- » Last day to request No Parking/Tow Away signage from SFMTA Temporary Sign Shop, if applicable.

10 DAYS* BEFORE

- » Fire Permit application due to Fire Department Bureau of Fire Prevention (14 days before for pyrotechnics, fireworks, flame effects), if required.
- » **IF SERVING LIQUOR:** Last day to submit Liquor License application to local ABC District Office. **IMPORTANT:** ABC will not accept the application unless the Local Police District Station has already approved it.

8 DAYS* BEFORE

- » **FOOD & BEVERAGE:** Last day Department of Public Health will accept Temporary Event Health Permit Application. A late fee of 50% will be charged for applications received between 8 to 13 days before the event. **IMPORTANT:** Applications will **not** be accepted 7 or fewer days prior to the event.

**7 DAYS* BEFORE**

- » Temporary Occupancy Permit application due to SF Public Works' Bureau of Street-Use and Mapping, if required.
 - » **EVENTS WITH 2500+ ATTENDEES AND ATHLETIC/WATER-BASED EVENTS:** Complete EMS staff list is due to EMS Agency's Prehospital Coordinator.
 - » Last day to request use of water mains and rental of water meters from the Public Utilities Commission (Water Dept.) Customer Service Division.
- RECOMMENDED:** Notify neighbors of "No Parking/Tow Away" dates and times, if applicable.

3 DAYS* BEFORE

- » For un-metered locations, SFMTA posts "No Parking/Tow Away" signs in street closure areas no less than 72 hours before tow-away enforcement begins.
- » Athletic Events must do follow-up neighborhood outreach at least 72 hours before the event.

24 HOURS BEFORE

- » For metered locations, SFMTA posts "No Parking/Tow Away" signs no less than 24 hours before tow-away enforcement begins.

DAY OF EVENT

- » If applicable, Fire Dept. inspectors do on-site inspection prior to the event opening to the public. Some exceptions apply.
- » If applicable, Department of Public Health inspectors do on-site inspection of temporary food facilities prior to the event opening to the public.
- » If applicable, SFPD Personnel, SFMTA Parking Control Officers (PCOs), or SF Recreation & Park staff provide enforcement.
- » If applicable, Port of SF building inspector does on-site inspections.

AFTER THE EVENT

- » SF Public Works (BSES) may inspect the area approximately 24 to 48 hours after the event to ensure that the streets and sidewalks are clean of trash, debris, and objects.
- » **IF MEDICAL PLAN REQUIRED:** Post-Event Treatment Report due to EMS Agency 2 weeks after the event.
- » If applicable, participate in any required post-event reporting with City departments.

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* All days are calendar days.

List of Common Permits, Licenses & Additional Approvals

This list is intended to be used as a reference of possible or common permits, licenses, or additional approvals that may be required for an outdoor special event. Not all events will require all of these permits, licenses, or approvals. This is not an exhaustive list.

TYPE OF ACTIVITY OR USE	PERMITS OR APPROVALS	KEY DEPARTMENT / DIVISION	NOTES
Special Events on City Streets / Temporary Use or Occupancy of a City Street	Temporary Street Closure Permit Neighborhood Block Party Permit	SF Municipal Transportation Agency (SFMTA) & ISCOTT	ISCOTT is a committee that includes representatives from the following departments: SFMTA, Police, Fire, Public Health, Entertainment Commission, Public Works, Port of SF, and EMS Agency.
Special Events on or adjacent to Park Property	Special Event Permit	SF Recreation & Park Department, Permits & Reservations Division	
Special Events on Port Property	Special Event License to Use Port Property	Port of San Francisco	For Port jurisdiction map, click here . If using or occupying a City street, also contact SFMTA/ISCOTT.
Parades (See Notes Column)	SFPD Parade Permit	For Parades that are Citywide / Multiple Police Jurisdictions: Contact SFPD Traffic Division Event Coordinator (415) 575-6350. For All Other Parades: Contact the Local Police District Station where the parade begins	In addition, contact the relevant land authority to confirm availability. For a parade on or adjacent to Recreation & Park property, an additional permit is required from the SF Recreation & Park Department .
Reserving parking spaces on a City street for a special event	Temporary No Parking / Tow Away Signs (if required)	SFMTA Temporary Sign Shop	If on Port property, additional approval from Port of SF is required.
Ensuring a safe and secure environment for the event	Security Plan (See Notes)	SFPD Local Police District Station; Relevant Land Authority	If you are unsure if you need a security plan, contact the Local Police District Station where the event will be located.
Events with 2500+ attendees or athletic/water-based events	Emergency/Medical Plan (if required)	EMS Agency	
Ensuring streets and event area are clear of trash, debris, objects after the event	Clean-Up Plan	SF Public Works' Bureau of Streets & Environmental Services	
Separation and hauling away of compostables, recyclables and trash	Zero Waste Plan	SF Department of the Environment	Refer to "Clean Up and Zero Waste Plan" for information on SF's Bottled and Packaged Water Ban on City Property.

NOTE: Liability Insurance Coverage may be required by the Land Authority issuing the special event permit.

List of Common Permits, Licenses & Additional Approvals

This list is intended to be used as a reference of possible or common permits, licenses, or additional approvals that may be required for an outdoor special event. Not all events will require all of these permits, licenses, or approvals. This is not an exhaustive list.

TYPE OF ACTIVITY OR USE	PERMITS OR APPROVALS	KEY DEPARTMENT / DIVISION	NOTES
Addressing the event's potential impact on the surrounding neighborhood	Neighborhood Outreach Plan	Relevant Land Authority; SFPD Local Police District Station ; SF Entertainment Commission (if applicable)	
Fenced or enclosed areas used for assembly	Review of Event Layout; Day-of-Event Inspection	SF Fire Department – Bureau of Fire Prevention	If there are more than 49 people in an enclosed/fenced space, submit the event layout to SF Fire Department – Bureau of Fire Prevention
Cooking / Heating with Liquid Propane, Butane	Fire Permit ; Day-of-Event Inspection	SF Fire Department – Bureau of Fire Prevention	
Open Flame	Fire Permit ; Day-of-Event Inspection	SF Fire Department – Bureau of Fire Prevention	
Tents / Canopies (greater than 400 sq. ft.)	Fire Permit ; Day-of-Event Inspection	SF Fire Department – Bureau of Fire Prevention	
Generators (See Notes Column)	Fire Permit ; Day-of-Event Inspection	SF Fire Department – Bureau of Fire Prevention	Fire Permit is required for generator(s) with more than 10 cumulative gallons of gasoline fuel capacity; or more than 60 cumulative gallons of diesel fuel capacity.
Beverage dispensers with more than 100lbs of CO2 (combined total)	Fire Permit ; Day-of-Event Inspection	SF Fire Department – Bureau of Fire Prevention	
Fair / Carnival Rides	Fire Permit ; Day-of-Event Inspection	SF Fire Department – Bureau of Fire Prevention	
Fireworks, Pyrotechnics, Flame Effects	Fire Permit ; Day-of-Event Inspection	SF Fire Department – Bureau of Fire Prevention	For events on the water or on Port property, contact the Port of SF Fire Marshal.
Liquid Nitrogen	Fire Permit ; Day-of-Event Inspection	SF Fire Department – Bureau of Fire Prevention	
Temporary Built Structures (stages, scaffolding, large tents, and other large structures)	Compliance Letter from State of CA Licensed Professional Engineer	SF Fire Department – Bureau of Fire Prevention	Refer to <i>Fire Safety and Temporary Built Structures</i>
Serving food and/or beverage to the public	Temporary Event Health Permit ; Day-of-Event Inspection	SF Department of Public Health – Environmental Health Branch	For food/beverage booths and bars
	Mobile Food Facility (MFF) Permit ; Day-of-Event Inspection	SF Department of Public Health – Environmental Health Branch	For food trucks and food carts

List of Common Permits, Licenses & Additional Approvals

This list is intended to be used as a reference of possible or common permits, licenses, or additional approvals that may be required for an outdoor special event. Not all events will require all of these permits, licenses, or approvals. This is not an exhaustive list.

TYPE OF ACTIVITY OR USE	PERMITS OR APPROVALS	KEY DEPARTMENT / DIVISION	NOTES
Serving liquor to the public	ABC Special Event Liquor Permit	CA Dept. of Alcoholic Beverage Control (ABC)	Local Police District Station must approve liquor permit application prior to submitting to State ABC office.
	Temporary Event Health Permit; Day-of-Event Inspection	SF Department of Public Health – Environmental Health Branch	For special events with food booths, food trucks and bars.
	Security Plan	SF Police Department – Local District Station	
Entertainment or Amplified Sound (See Notes Column)	One Time Outdoor Entertainment Permit	SF Entertainment Commission	The Entertainment Commission's jurisdiction includes City streets, sidewalks, other non-residential property, Port of San Francisco, and Treasure Island
	One Time Outdoor Amplified Sound Permit (No Entertainment Furnished)	SF Entertainment Commission	For events on SF Recreation & Park, Presidio Trust, or National Park Service property, refer to those agencies for amplified sound permitting.
	Sound Truck Permit (e.g., parades)	SF Entertainment Commission	
Large Structures used in public events and venues (i.e., Stages, Carnival Rides, Media Equipment) that occupy the public right-of-way	Temporary Occupancy Permit; General Liability Insurance Coverage	SF Public Works – Bureau of Street Use & Mapping	
Construction activities in the public right-of-way between the hours of 8PM to 7AM	Night Noise Permit; On-Site Inspection	SF Public Works – Bureau of Street Use & Mapping	
Events in or using the SF Bay, or within 100 feet of shoreline	Minor Permit for Temporary Event	SF Bay Conservation and Development Commission (BCDC)	Contact the agency to see if a permit is required.
Events on the water	Marine Event Permit	United States Coast Guard	
Tattoos, Body Piercing, Permanent Cosmetics	Tattoos, Body Piercing, Permanent Cosmetics Vendor Permit	SF Department of Public Health – Environmental Health Branch	On web page, refer to "Temporary Permits" section

Frequently Contacted Agencies

For information purposes only. Contact info is subject to change.

FEDERAL AGENCIES

GOLDEN GATE NATIONAL RECREATION AREA (NATIONAL PARK SERVICE)

(415) 561-4300
www.nps.gov/goga/planyourvisit/specialparkuses.htm

THE PRESIDIO TRUST

(415) 561-4200
outdoorevents@presidiotrust.gov
www.presidio.gov/presidio-trust/permits

UNITED STATES COAST GUARD

(415) 399-7440
 Email: D11-SMB-SectorSF-WaterWaySafety@uscg.mil
<https://homeport.uscg.mil>

STATE AGENCIES

CA DEPT. OF ALCOHOLIC BEVERAGE CONTROL (ABC)

(415) 356-6500
sfo.direct@abc.ca.gov
www.abc.ca.gov

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Amjad Naseer
 (510) 286-4423
amjad.naseer@dot.ca.gov
www.dot.ca.gov/trafficops/permits/index.html

SF BAY CONSERVATION & DEVELOPMENT COMMISSION

(415) 352-3600
info@bcdca.gov
www.bcdca.gov

CITY AGENCIES

PORT OF SAN FRANCISCO

www.sfport.com
 For walks, runs, and other outdoor events:
 Joyce Chan
 (415) 274-0259
joyce.chan@sfport.com

Jennifer Gee
 (415) 274-0562
jennifer.a.gee@sfport.com

For all other Port locations,
[click here](#).

SF DEPARTMENT OF ENVIRONMENT

» [Recycling / Zero Waste Plan](#)

(415) 355-3700 Main
 Alexa Kielty
 (415) 355-3747 Direct
alexa.kielty@sfgov.org

SF DEPARTMENT OF EMERGENCY MANAGEMENT

» **Div. of Emergency Services**
 Andrea Jorgensen, *Special Event Operations*
 (415) 487-5035
andrea.jorgensen@sfgov.org
www.sfdem.org

SF DEPARTMENT OF PUBLIC HEALTH

» [Food & Beverage](#)

Kyle Chan
 (415) 252-3837
kyle.chan@sfdph.org

Kristine Der
 (415) 252-3871
kristine.der@sfdph.org

» **Medical Plans, EMS**

David Ebarle
[EMS Agency](#)
 (415) 487-5014
david.ebarle@sfdph.org
www.sfeventmedicalplans.com

SF ENTERTAINMENT COMMISSION

www.sfgov.org/entertainment

» **Outdoor Entertainment / Amplified Sound**

Crystal Stewart
 (415) 554-6678
crystal.stewart@sfgov.org

» **Event Producer Resources**

Dylan Rice
 (415) 554-0804
dylan.rice@sfgov.org

» **Sound Inspections**

Sean Burke
 (415) 554-6268
sean.burke@sfgov.org

SF FIRE DEPARTMENT

» [Fire Prevention Bureau – Permits Division](#)

(415) 558-3300 Main

SF MAYOR'S OFFICE ON DISABILITY

Nicole Bohn
 415-554-6789
nicole.bohn@sfgov.org
www.sfgov.org/mod

SF MUNICIPAL TRANSPORTATION AGENCY (SFMTA)

www.sfmta.com
 » **PRIMARY CONTACT: Temporary Street Closures/ISCOTT**
specialevents@sfmta.com
 (415) 646-2414
www.sfmta.com/permits/special-event-street-closures

» **Enforcement Division Parking Control Officers**

(415) 553-1615 Main

Debbi Borthne
 (415) 553-1620
debbi.borthne@sfmta.com

Curtis Smith
 (415) 553-9881
curtis.smith@sfmta.com

» **Transit Division**

Muni Impact
 Matt Brill
 (415) 997-9350
matthew.brill@sfmta.com

» [Temporary Sign Shop](#)

No Parking / Tow Away Signs
www.sfmta.com/permits/temporary-signage
temporarysign@sfmta.com

SF POLICE DEPARTMENT

www.sanfranciscopolice.org

» **Athletic Events and Citywide Events**

Sgt. Frank Hagan, SFPD Traffic Division Event Coordinator
 (415) 553-1929
Frank.Hagan@sfgov.org

» **Billing for SFPD Personnel**

Police Law Enforcement Services
 (415) 575-6098
michael.radanovich@sfgov.org

» **District Stations:**

[Click here](#) to view the Police District boundaries on the map

» **Bayview Station**

(415) 671-2313 Permit Officer
 (415) 671-2300 Main

» **Central Station**

(415) 315-2423 Permit Officer
 (415) 315-2400 Main

» **Ingleside Station**

(415) 404-4023 Permit Officer
 (415) 404-4000 Main

» **Mission Station**

(415) 558-5457 Permit Officer
 (415) 558-5400 Main

» **Northern Station**

(415) 614-3405 Permit Officer
 (415) 614-3400 Main

» **Park Station**

(415) 242-3033 Permit Officer
 (415) 242-3000 Main

» **Richmond Station**

(415) 666-8023 Permit Officer
 (415) 666-8000 Main

» **Southern Station**

(415) 575-6031 Permit Officer
 (415) 553-1373 Main

» **Taraval Station**

(415) 553-1612 Permit Officer
 (415) 759-3100 Main

» **Tenderloin Station**

(415) 345-7341 Permit Officer
 (415) 345-7300 Main

SF PUBLIC UTILITIES COMMISSION

(415) 551-3000
www.sfwater.org/eventwater

SF PUBLIC WORKS

» **Clean-Up Plan, Barricades**
 Bureau of Street Environmental Services
 (415) 695-2130

Alison Mickels, alison.mickels@sfdpw.org
 John Reilly, john.reilly@sfdpw.org

» [Temporary Occupancy Permit](#)

Bureau of Street-Use and Mapping
 (415) 554-5810
bsmpermitdivision@sfdpw.org

SF RECREATION & PARK DEPARTMENT

<http://sfrecpark.org/permits-and-reservations/special-events>

OTHER

RECOLOGY

(415) 330-8422
sfevents@recology.com
www.recology.com

PART THREE:

Operations and Infrastructure



Security Plan

The Event Sponsor has the responsibility to ensure a safe and secure environment for the event. This requires careful planning to anticipate potential problems before they arise and being prepared to address any unanticipated issues that may occur related to the event. Planning requires analyzing the following aspects of the event, assessing their risks, and including precautionary measures in your security plan to address those risks:

- » Event Size
- » Event Type
- » Projected Attendance and Traffic
- » Location
- » Day and time
- » Weather
- » Serving Alcohol and Number of Dispensing Points
- » Coverage of Security Officers
- » Planned Activities (e.g., entertainment/music, vendors)
- » Temporary Built Structures (e.g., stages, bleachers, rides)

WHAT IS A SECURITY PLAN?

A security plan is a detailed description of the Event Organizer's plans to ensure the safety and security of the people and physical elements in and around the event. People at the event include any and all attendees, participants, personnel, volunteers, vendors, and bystanders. An effective security plan specifies what measures must be taken, when they must happen, and what types of personnel are needed, their duties, location, and schedule.

If you are unsure if you need a security plan, contact the [Local Police District Station](#) where the event will be located.

You are required to submit your security plan to the [Local Police District Station](#) where the event will be located and the relevant land authority. After it is submitted, the SF Police Department will review the plan and may require you to obtain private security guards, Parking Control Officers, staff or volunteers to cover specific areas and activities. The Local Police District Station will determine if the event sponsor will be required to cover the cost of SFPD Personnel (sometimes referred to as "10B Police") to provide enforcement at the event. Speak with the Special Event Sergeant at the Local Police District Station to confirm if this is required.

The SF Police Department has final authority to change, approve or deny a proposed security plan in order to ensure a safe and secure event.

Role of Event Sponsor:

The Event Sponsor, or hosting organization, maintains responsibility for the safety and security of the people and physical elements in and around the event. The Event Sponsor must put into place safety precautions to address all aspects of the event and any potential risks associated with the event. Safety precautions may include hiring private licensed security guards, off-

duty police officers, and using other safety and security strategies including crowd control, alcohol management, venue layout, cash management, and other considerations.

Role of Private Security:

Private security guards are used at events to enforce a range of safety measures including crowd control, checking IDs, parking lot enforcement, and transporting cash, as well as enforcing the Event Sponsor's rules and regulations. The Event Sponsor is responsible for identifying and contracting with a state licensed private security company for the event. In addition, the Event Sponsor must ensure that the private security company is able to fulfill the security needs related to the event. Private security guards have no police authority and may only make a citizen's arrest.

Requirements for Private Security Companies:

The majority of outdoor events require staffing support from a professional security firm licensed by the State of California. All security companies doing business in California must hold a Private Patrol Operator (PPO) License from the CA Department of Consumer Affairs. The PPO license allows the company to operate a security business and provide services to the public.

The Event Sponsor should engage the security firm in assessing potential risks and assist in the development and implementation of the security plan. The firm must make recommendations on the number and locations of security guards and non-licensed staff and volunteers at your event. If you are planning on using private security to provide coverage at your event, you must seek approval of their roles and responsibilities with the SF Police Department in advance of your event.

Every security guard employed by a security firm is required to have a "Guard Card" permit issued by the CA Department of Consumer Affairs. This Guard Card authorizes the individual to work as a security guard and provide security services to the public.

The Event Sponsor is required to keep written verification that the private security company has all required licenses and authorization to operate in the State of California and the City and County of San Francisco. The Event Sponsor is also required to keep written verification that all designated security guards have a valid "Guard Card."

Role of SF Police Department:

The SF Police Department may assign additional police staff to cover event-related activities happening outside the event footprint or venue.

The SF Police Department has final authority over the event security plan and implementation. If the approved security measures are not carried out, or are no longer sufficient to address the security needs, the Police Department maintains the right to shut down any aspect of your event or to provide additional police coverage that will be billed directly to the Event Sponsor.

Role of [SF Department of Emergency Management \(DEM\)](#):

DEM facilitates the coordinated emergency response with City partners including SFPD, SFFD, EMS, Public Works and others during complex events. DEM may reach out to the event organizer for more information and to request planning details, such as maps and information from event points of contact. For very complex events, DEM may hold a Citywide meeting prior to the event to ensure City agencies are familiar with operational details. www.sfdem.org

Use of Non-Licensed Staff and Volunteers:

As part of your security plan approval, the San Francisco Police Department may grant permission to use staff or volunteers in certain locations and roles that do not require licensed security guards. If the staff or volunteer coverage is not provided, or turns out to be insufficient, the SF Police Department maintains the right to shut down any or all components of the event or to provide additional police services that will be billed directly to the Event Sponsor.

Fire Safety and Temporary Built Structures

TYPES OF REGULATED ACTIVITIES

The [SF Fire Department's Bureau of Fire Prevention](#) is responsible for enforcing local and state fire codes through inspection and plan review in order to reduce hazards in the City and County of San Francisco. The Fire Department has the authority to shut down any and all aspects of the event if at any point the safety of the public is compromised.

Fire code requires the safe installation and use of the following* at special events:

- » Tents, canopies, and temporary membrane structures
- » Food and beverage booths
- » Portable cooking appliances that use liquid petroleum (LP) gas, butane, propane, natural gas, mesquite wood, or charcoal briquettes



Photo Credit: SF Entertainment Commission, SF Chinese New Year Parade

- » Assembly spaces with adequate exits (egresses) to prevent over-capacity
- » Temporary built structures including stages, scaffolding, large tents, and other large structures
- » Beverage Dispensers with more than 100 lbs. of CO₂ (cumulative total)
- » Generators
- » Pyrotechnics, Fireworks, Flame Effect Performance
- » Liquid Nitrogen

* *List is not complete. Other restrictions may apply.*

SAFETY GUIDELINES

Public Access to Streets and Sidewalks

The temporary use or occupancy of a public street shall not unnecessarily obstruct or bar public access onto that street.

Sidewalks shall remain open at all times for pedestrian use unless closure of the sidewalk is provided for by resolution of the Board of Supervisors explaining the reasons for such closure.

14-Foot Wide Emergency Lane

A continuous passageway in the roadway at least 14 feet in width shall be maintained at all times during the period of such use or occupancy for the use of emergency vehicles. All intersections must remain clear throughout the event to allow for the maneuvering of emergency vehicles.

Restrictions on Placement of Objects

No object of any nature shall be placed or maintained within 5 feet of any fire hydrant or within 5 feet of any fire alarm box or police call box. No object of any nature shall be placed or maintained within 10 feet of any fire escape and stand pipe inlet, measuring horizontally. No object of any nature shall be placed or maintained within any intersection or pedestrian crosswalk, nor shall any vehicle be permitted to park in such areas. All curb ramps shall remain clear of any obstructions.

***** PLEASE READ *****

FIRE SAFETY REQUIREMENTS FOR REGULATED ACTIVITIES AT OUTDOOR FOOD AND STREET FAIRS:

<http://sf-fire.org/510-safety-requirements-regulated-activities-outdoor-food-and-street-fairs>

FLAME EFFECT PERFORMANCE APPLICATION REQUIREMENTS:

<http://sf-fire.org/212-flame-effect-performance-application-requirements>

VENDOR AND FOOD TRUCK INSPECTIONS:

Each vendor must be prepared for a Fire Department inspection at least one hour prior to the event. Food trucks must be pre-inspected at the SFFD Bureau of Fire Prevention headquarters at 698 2nd St. Food trucks that do not have current SFFD permits must be inspected at least one week before the event. [Click here](#) to learn more. Call 415-558-3300 for more information.

TEMPORARY BUILT STRUCTURES (STAGES, SCAFFOLDING, LARGE TENTS, AND OTHER LARGE STRUCTURES):

Depending on the size, scope and the potential safety risk of any temporary built structure, the SF Fire Department may require a structural observation and inspection to be conducted by a Professional Engineer licensed in the State of California. Prior to the event, the engineer must provide a signed and sealed "Compliance Letter" confirming that the structure has been built properly and is suitable for the intended temporary use. Contact the SFFD Bureau of Fire Prevention for more information.

MOVING VEHICLES IN AN EVENT ASSEMBLY SPACE:

Moving vehicles are not allowed in a closed assembly space or venue area except when approved as a part of a parade or other entertainment feature associated with your event. If a stationary vehicle is part of your event plans, the Fire Marshal requires the keys to be removed from the vehicle and kept by the primary contact until the event is over and it is safe to drive in the venue area. This requirement includes electric carts, segways, and other vehicles that may be used to provide supplies and services within your venue. Exceptions to the use of vehicles in a venue may be granted by an authorized City representative for public safety reasons. You must indicate the presence of parked cars within your event assembly space or venue as a part of your permit application.

FIRE PERMIT APPLICATION

A [Fire Department permit](#) constitutes permission to maintain, store, use or handle materials, or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities. Larger events may require earlier submittal.

Permit applications for regulated activities shall be submitted to the San Francisco Fire Department Bureau of Fire Prevention a minimum of 10 calendar days before the event. For pyrotechnics, fireworks, and flame effects, permit applications are due at least 14 calendar days before the event.

Contact: For questions and more information, please contact: SFFD Bureau of Fire Prevention, Permits Division, (415) 558-3300. You will be required to schedule an in-person meeting with Fire Prevention, 698 2nd Street, to discuss the event layout and activities.

For Events on Port of SF Property, contact Fire Marshal Ken Cofflin at (415) 274-0565.

Emergency Medical Plan

If you are expecting 2,500 or more attendees, or if you are planning an athletic or water-based event, you are required by the City and County of San Francisco to have a pre-approved emergency medical plan for your event.

WHAT IS AN EMERGENCY MEDICAL PLAN?

An emergency medical plan is a detailed description providing (1) an overview of the event and planned activities; and (2) the health, medical and safety personnel and contact information; and (3) the procedures, equipment and deployment that will be used during the event.

WHAT EMERGENCY MEDICAL SERVICES ARE REQUIRED?

The City and County of San Francisco has established [Policy 7010](#), which provides minimum standards for emergency medical services at special events and mass gatherings.

IMPORTANT: Read these requirements carefully to understand the guidelines and approval processes. Please note that the requirements may be increased based on certain risk factors associated with the event.

It is your responsibility as the Event Sponsor to ensure that all medical support personnel (whether paid or volunteer) has the appropriate licensing, certifications, and insurance to provide services at your event. The EMS Agency has final authority to require a minimum number of licensed medical providers, volunteers, staff positions and medical resources for the event.

[Click here](#) for a list of City-permitted ambulance providers.

Personnel and equipment should be positioned at the specific locations and times indicated on the special event permit. In addition, personnel and equipment should be in accordance with any requirements established by the EMS Agency and must remain properly in place through the assigned times until it is safe to complete the assignment.

Your emergency medical plan must include the following:

- » Event name, type, and description
- » Description of planned activities (e.g., entertainment, vendors, etc.)
- » Dates and hours of operation
- » Expected daily attendance
- » Plan for Participant Safety (for event participants and spectators)
- » Plan for Non-Participant Safety (for individuals not participating in, but affected by the event such as neighboring local residents and on-lookers)
- » Contact info for the event's Health and Safety Lead
- » Name and Contact Info for EMS and/or Medical Service Providers
- » Descriptions of medical assets (i.e., personnel, facilities, equipment, vehicles)
- » Communications plan and equipment
- » Inclement weather plan
- » Disaster Plan – A plan describing the ability to care for a minimum of 50 event attendees and staff as casualties. It should consider attendee

demographics such as youth/children, people with disabilities, and seniors. The plan must include training of all event medical personnel in the disaster plan, the START disaster triage system, and all appropriate necessary equipment.

- » Plans to document and report any patient care/interactions at the event.

IMPORTANT: You will be required to submit a Post-Event Treatment Report to the EMS Agency's Pre-Hospital Coordinator by 2 weeks after event

ASSESSING YOUR EVENT'S RISK

Required medical assets (i.e., personnel, facilities, equipment, vehicles) may be increased based upon the specifics of the special event, the temperature, the health risks, and the anticipated crowd size. Additional indicators of risk include, but are not limited to:

- » Marketing / advertising / promotion of the event
- » Location of venue
- » Weather
- » Time of day / year
- » Indoor / outdoor
- » Access / egress
- » Historical perspective
- » Public safety intelligence
- » Event safety history

All events must have medical assets in place to provide for the safety and reduce the health risks of the participants and attendees should there be an illness and/or injury.

SUBMIT YOUR EMERGENCY MEDICAL PLAN ONLINE

Visit the EMS Agency's portal - <http://sfeventmedicalplans.com> - to begin the process of medical plan review and approval as early as possible. This site will guide you through the complete medical planning process for special events and mass gatherings. In addition, the site provides policies and resources, including a list of local medical service providers and sample medical plans. From this platform, you will be able to create comprehensive plans that will ensure a safer environment for your attendees and participants.

Once your plan is submitted online, the Prehospital Coordinator will contact you to discuss your event's risk factors, medical coverage needs, and to answer any questions.

SUBMITTING POST-EVENT MEDICAL TREATMENT REPORTS

The event sponsor will submit an Event Medical Treatment Report, within two weeks of the conclusion of the event, to the EMS Agency's Prehospital Coordinator or designee. The report will provide a summary of the medical incidents during the event that involved the EMS plan medical resources. This summary will include at a minimum the number of patients seen at the first aid station(s) or other facilities, their age, gender, chief complaint, and disposition.

QUESTIONS? Contact: David Ebarle, EMS Agency
(415) 487-5014 | david.ebarle@sfdph.org
<http://sfeventmedicalplans.com>

Transportation Plan

Special events generally increase traffic demands in or near the location of the event. The Event Sponsor is required to plan for the safe arrival and departure of event attendees, participants, and vendors. All events should evaluate and consider the transportation options for event attendees.

However, typically only major events prepare a formal transportation plan.

Contact the Land Authority to determine if a Transportation Plan will be required. An effective Transportation Plan should be tailored to the specific location and neighborhood, and should be coordinated with the appropriate traffic control agencies and event staff.

WHAT IS A TRANSPORTATION PLAN?

A Transportation Plan is a detailed description of the Event Sponsor's plans to address pedestrian safety, traffic congestion, parking, accessibility and environmental pollution. In addition, a Transportation Plan may include transit components if bus, train and/or trolley lines are impacted by the event, as required by the SFMTA.

The SF Police Department and SFMTA will determine if your event requires traffic control in order to facilitate vehicular and pedestrian movement on city streets and public right-of-way affected by your event.

Transportation plans must comply with accessibility laws and should include the use of car pools, public transportation and alternate modes of non-polluting transportation whenever possible.

If a Transportation Plan will be required, the following guidelines should be incorporated in your plan:

- » All traffic control in the public right of way must be conducted by a representative of the SF Police Department or SFMTA Parking Control Officers (PCOs). PCOs provide parking and traffic enforcement depending on location, time of day, and anticipated attendance.
- » Special events that cause the temporary removal/closure of Blue Zones (disabled parking), must replace each Blue Zone with an appropriately sized temporary alternative space for the duration of the removal/closure. Directional signage leading from the removed/closed Blue Zones to the temporary alternative spaces must be provided.
- » If you plan to provide shuttles for your attendees, you must include approval of the property owner for use of the property in your transportation plan. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- » The Police Department and SFMTA will evaluate shuttle stops and proposed transportation routes as part of its overall evaluation of your event plans.
- » Your transportation plan should not incorporate the use of nearby shopping center parking lots or other private property without the express written permission from the affected property owner(s). If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.

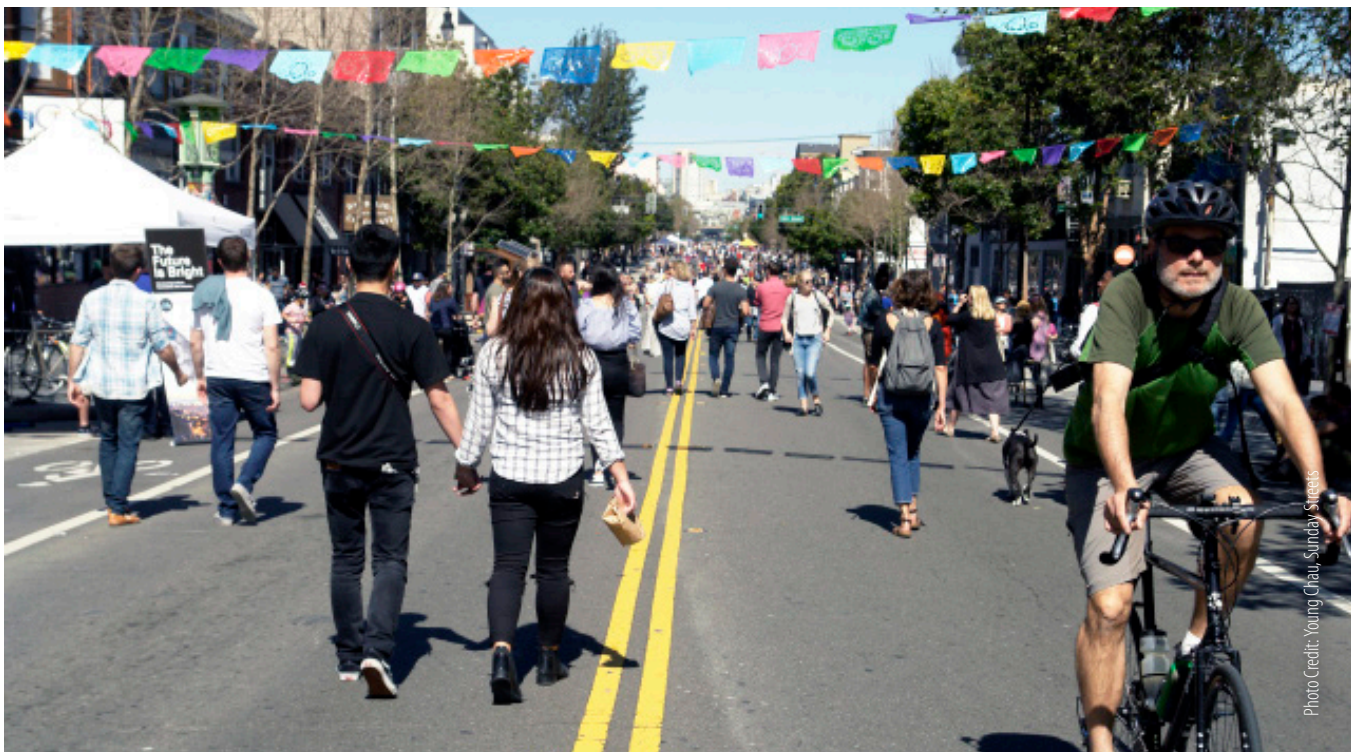


Photo Credit: Young Chau, Sunday Streets

- » You must include accessible parking and/or access in your event plans.
- » You event involves street closures, you must obtain traffic/safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted.

COMMUNICATING YOUR PLAN

Once your Transportation Plan has been developed in collaboration with SFPD and SFMTA, communicate the plan to attendees and neighbors in advance of the event so they are aware of transportation options available.

NOTE: SFMTA sends out a weekly [Traffic and Transit Advisory](#) on the Thursday prior to the weekend (Friday-Sunday), listing special events with traffic and transit impacts.

IMPACT TO BUSES, TRAINS, TROLLEYS

If your event is taking place on or near a street with SFMTA bus, train or trolley service, you may be charged for the cost to re-route any affected lines. In addition, you may be responsible if there are anticipated service impacts/delays and large crowds in the area due to your event.

Contact Matt Brill at the SFMTA Transit Division at (415) 997-9350, matthew.brill@sfmta.com for more information and a cost estimate, if applicable. Refer to the Permit Fee Estimator in this guide to learn hourly rates.

To view the Muni System Map, [click here](#).

To view the different types of vehicles in the Muni fleet, [click here](#).

ACTIVE PASSENGER LOADING/UNLOADING ZONE (TAXIS, TNC/ RIDESHARE)

Creating areas – or “zones” – for Taxi and active passenger loading/unloading (including TNC/Rideshares) is strongly recommended. These zones are intended to reduce traffic congestion and ensure a safer, smoother arrival and departure for attendees, participants, and vendors. All zones that occupy a City street are subject to approval from SFMTA/ISCOTT. For a fee, the SFMTA can provide temporary [No Parking/Tow Away signs](#) for temporary zones designated for active passenger loading/unloading and for staging vehicles.

If you wish to create these zones for your event, please read the following guidelines and best practices:

- » For events with 2000+ attendees, SFMTA recommends at least 2 temporary Taxi stands in 2 different locations.
- » Set aside 20 feet length per vehicle.
- » One No Parking/Tow Away sign is issued per 20 to 25 feet.

For Passenger Loading and Unloading Only

- » If located on a City street, the temporary area for picking up/dropping off passengers is called an “Active Passenger Loading/Unloading Zone.”
- » Taxis, TNC/Rideshares, and the public may use this temporary zone for active passenger loading and unloading only. No staging of vehicles is allowed in a Taxi Zone at any time.

For Staging Vehicles

- » Staging vehicles 30-60 minutes prior to the event’s end time is highly recommended.
- » Taxis may use temporary “Taxi Zones” for staging vehicles and active passenger loading/unloading on a City street. The Event Sponsor may request Taxi Zones through the SFMTA. TNC/Rideshare companies may not use Taxi Zones.
- » TNC/Rideshare companies may use a separate staging area that the Event Sponsor designates, as approved by the SFMTA/ISCOTT. If this staging area is on a City street, the Event Sponsor may request No Parking/Tow Away signs from the SFMTA Temporary Sign Shop.

TIPS

- » Contact the TNC/Rideshare companies in advance to share the date, time, and locations of active passenger loading/unloading areas and staging areas. Sometimes these companies will black out or designate zones within the app for customers in order to create a smoother experience.
- » Showing maps of these areas to your attendees can improve crowd flow and save time. Consider posting wayfinding signs to direct people to these areas and including maps on event signage.

To request Taxi Zones, contact: SFMTA, Taxi and Accessible Services
Michael Harris | (415) 749-2401 | michael.harris@sfmta.com

To request No Parking/Tow Away signs, contact the [SFMTA Temporary Sign Shop](#).

TEMPORARY NO PARKING / TOW AWAY SIGNS

If your proposed event will take place in an area where vehicles park, you will likely be required by the SFMTA to apply for Temporary No Parking/Tow Away signs. SFMTA posts these signs seventy-two (72) hours prior to the tow-away enforcement start time. If your event occupies or uses parking metered spaces, signs are posted twenty-four (24) hours prior to the tow-away enforcement start time.

To learn more, visit the [SFMTA Temporary Signage page](#). To learn fees, refer to the Permit Fee Estimator.

TOWING VEHICLES

Only a sworn or trained employee of the Police Department or SFMTA has the legal right to remove a vehicle from a city street or authorize a tow in the public right-of-way. As an Event Sponsor, you must coordinate with the SFMTA Enforcement Division for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.

CURB COLORS

"What is a Blue Zone?" [Click here](#) to learn what the different curb colors mean and their uses.

CLOSING AND RE-OPENING YOUR STREET

The Event Sponsor is responsible for planning for the safe closure and re-opening of the streets and other areas in which your event will take place. If SFFD Bureau of Fire Prevention, a Police Officer, or a Parking Control Officer is present, you must coordinate the closure and re-opening of the streets with these authorities.

Below are some guidelines to assist in the planning for the safe closure and re-opening of streets, parking lots, or other areas where there may be moving vehicles. As a general rule, the most traveled public streets should be closed last and opened first. Barricades must be delivered as close to the event time as possible and picked up as soon as possible after the event has ended.

To Close A Street

IMPORTANT: You must coordinate the closure of the street with the SFFD Bureau of Fire Prevention.

- » Close the street in a systematic manner
- » Event personnel should be stationed approximately twenty (20) yards apart covering one block
- » Event personnel should politely inform people present in the event venue/assembly area: "The street is being closed to all vehicles."
- » Event personnel shall ensure that appropriate safety equipment is placed in the venue and all vehicles are removed from the venue, including towed if necessary, before allowing pedestrians, event staff, or attendees to move throughout the secured area.
- » Event personnel should then move to the next block and take their same positions as the previous block
- » The same procedure is followed as the previous block until the entire venue is closed
- » The event venue/assembly area can now be used by event staff and participants

To Re-Open A Street

- » Open the street in a systematic manner
- » When opening the street, be aware that for the last several hours or days, pedestrians have become accustomed to thinking it is safe to walk in the street
- » Do not simply lift the barricades and allow vehicles through
- » Event personnel should be stationed approximately twenty (20) yards apart covering one block
- » When the block is clear of people on the street and other safety hazards, event personnel may open the street up to vehicular traffic
- » When opening a street, event personnel are to remain stationary until the vehicles are moving into their block
- » Event personnel should then move to the next block and take their same positions as the previous block
- » The same procedure is followed as the previous block until the entire venue is opened to vehicles



Clean-Up and Zero Waste

All public property, including streets, sidewalks, parks and plazas within the area for which such permission is granted, shall be kept clean and free from trash and debris at all times during the period of such temporary use or occupancy.

All materials and equipment used in connection with temporary use and occupancy shall be removed there from within 24 hours of the termination of the period of such use or occupancy.

Further conditions as may be imposed by the Relevant Land Authority or SF Public Works (for streets, sidewalks) after inspection of the area involved. In addition, these agencies may charge the Event Sponsor clean-up costs if any materials and equipment from the event are left behind more than 24 hours after the event.

You are required to develop and implement plans that ensure the proper separation of compostables, recyclables and trash generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. Refer to Zero Waste Plan in this section.

At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities. Leave No Trace!

EVENTS IN PARKS AND PLAZAS

For events on SF Recreation and Park Department property, [click here](#) and refer to "Recycling and Composting Requirements."

EVENTS ON CITY STREETS

SF Public Works offers street clean-up services for a fee – see contact info below. You may also use a private vendor, including an [Event Greener](#), to provide clean-up and sorting services.

SF Public Works - Bureau of Street Environmental Services
2323 Cesar Chavez Street, San Francisco, CA 94124
(415) 695-2130

Alison Mickels | alison.mickels@sfdpw.org

John Reilly | john.reilly@sfdpw.org

SF Public Works requests that a Street Clean-Up plan include:

Who: The contact person, company name, phone and email of any vendor or group you are using for clean-up and hauling away (e.g., Recology, event greener, volunteers, etc.). Specify their roles.

What: The types and quantities of materials that will be disposed, sorted, stored and hauled away. The equipment and signage that will facilitate the clean-up and recycling.

How: The ways and means that the area will be cleaned and that

compostables, recyclables and trash will be disposed and recycled.

When: The dates and times of the clean-up, sorting, storage, and hauling away.

Where: The locations of streets and sidewalks to be cleaned and monitored; recycling, compost, and landfill bins; sorting areas; storage and hauling away.

COLLECTION AND DISPOSAL SERVICES

Recology provides collection and disposal services for compostables, recyclables, and trash.

Recology

(415) 330-8422 | sfevents@recology.com | www.recology.com

Recology provides services Monday – Friday with limited availability on Saturdays.

Note: there are additional charges for improperly sorted materials.

ZERO WASTE

Every event held in San Francisco is required to offer recycling and composting at the event. In addition, San Francisco event producers are required to attend a free [zero waste event training](#) from the SF Department of the Environment.

If event producers cannot attend a training with SF Department of Environment prior to the start of the event, an Event Greener must be hired off the [Registered Event Greener](#) list.

Zero Waste means waste prevention, reducing consumption, reusing, recycling, and composting with nothing going to landfill or incineration. A Zero Waste plan means pre-planning methods to prevent waste before your event, as well as planning for proper separation of compostables, recyclables and trash generated at your event. It is essential to communicate the importance of the Zero Waste plan to everyone involved in the management of your event and to the people who attend or participate in your event. By developing guidelines for your attendees, participants, vendors, and service providers, your event may generate less waste and save money on collection and disposal costs.

REQUIREMENTS FOR A ZERO WASTE PLAN

A plan should include:

- » Sufficient Service: Events must subscribe to sufficient recycle, compost



and landfill service from Recology (www.recology.com)

- » Containers: You must provide one recycling container and one compost container for every trash (landfill) container at your event. Recology also offers recycle, compost and landfill event containers with pre-printed labels to facilitate the event's Zero Waste program.

For events on SF Recreation and Park Department property, [click here](#) and refer to "Recycling and Composting Requirements."

For more info, [visit the Zero Waste Resources for Event Producers page](#).

BOTTLED AND PACKAGED WATER BAN

Per the SF Environment Code, no person may sell or distribute bottled water at an indoor or outdoor event held on City property, including a City street or park.

Starting March 1, 2017, this rule includes all "packaged water," which is defined as "drinking water in a sealed box, bag, can, glass bottle, rigid plastic bottle or other container."

Exception to the ban includes:

- » Sale or distribution of bottled/packaged water to participants in a participant athletic event.

The SF Department of the Environment is the agency that reviews and processes waiver requests. For more information, including alternative water sources, [click here](#).

Questions about the ban? Contact SF Department of the Environment at environment@sfgov.org.

FIRE HYDRANT ACCESS FOR DRINKING WATER

Contact the SF Public Utilities Commission to request access to water mains and renting water meters. [Click here](#) to learn more about the Bottled and Packaged Water Ban and alternative water sources for events. The SFPUC requires at least 7 days advance notice to flush fire hydrants.

SFPUC Customer Service Center
525 Golden Gate Avenue, Main Floor, San Francisco, CA 94102
(415) 551-3000

FREE CONSULTATIONS

SF Department of the Environment offers free consultations to reduce refuse costs. Call (415) 355-3700.

TIPS FOR A GREENER EVENT

Identify Waste Reduction Opportunities:

Require cooperation and coordination among all vendors, service providers, and organizers to ensure the successful separation and collection of materials at your event.

Make sure there is adequate signage around the event and on the actual recycling and trash containers so all attendees are educated and know where to throw their materials.

Identify Recyclables:

Identify recyclable materials that are anticipated to be generated at your event.

Determine the number and types of vendors or service providers who will be involved in the management of your event and the types of materials they will generate, either during event set-up, dismantle, or through products/materials available to attendees that could result in disposal in the landfill.

Identify Collection Strategies:

For every trash container at your event, you must provide one recycling container and one composting container. Recycling and composting containers for your event should be distinct from trash containers and be clearly labeled for recycling and composting.

Determine if you will self-haul your own recyclables, compostables and trash from your event and deliver to Recycle Central at 501 Tunnel Rd, or if you will hire Recology to haul your compostables, recyclables and trash from your event. If you hire an Event Greener, they can also help you determine the number of containers necessary depending on the estimated attendance of your event. Most events are required to have a separate recycling, composting and trash dumpster where materials can be consolidated during the course of the event.

If your event generates significant recyclables, a separate recycling dumpster should be located where recyclables can be consolidated during the course of the event.

Educate Vendors and Service Providers:

Vendors and service providers play critical roles in the success of your event's zero waste efforts.

Develop a waste reduction, recycling and composting policy that each vendor and service provider must sign acknowledging their agreement to comply with the program.

Include expectations, such as how recyclables and compostables should be separated, if cardboard must be flattened, how wood pallets are collected, etc. You may want to require a deposit or to charge a waste management fee as part of booth rentals to cover the costs of recycling collection and trash disposal.

Neighborhood Outreach Plan

In the early planning stages, the Event Sponsor should consider and address the event's potential impact on the surrounding neighborhood. As the Event Sponsor, you are required to do meaningful outreach in advance to any neighbors, businesses, and community organizations affected by the event. The point of neighborhood outreach is to inform those who may



be affected, listen to any concerns, identify any steps that can be taken to reduce potential impact, and work with the neighborhood toward mutually beneficial outcomes. Contact the Land Authority to determine what neighborhood outreach is required.

Potential neighborhood impacts include but are not limited to:

- » Access to residences and businesses (entrances, driveways, garages, yards, alleys)
- » Increased traffic and parking congestion
- » Alcohol service and consumption; public intoxication
- » Amplified sound (entertainment, stages, generators)
- » Damage to private and public property
- » Uncollected trash and debris
- » Smoke and odors from food vendors
- » Decreased sales or loss of business
- » Local events happening at the same time
- » Noise from work vehicles after hours

THESE TIPS AND BEST PRACTICES ARE INTENDED TO ASSIST YOU WITH YOUR OUTREACH EFFORTS:

Identify Local Community Stakeholders:

- » [Neighborhood & Merchant Associations](#)
- » [Community Benefit Districts](#)
- » [Local Representative from SF Board of Supervisors](#)

Engage, Don't Just Inform:

Don't just tell residents and businesses you're doing the event, engage them and listen to them in a meaningful way. Prepare for questions and concerns that may arise by asking yourself: What are my event's potential impacts to access, traffic, quiet enjoyment, property, sanitation, and business sales? Were there issues from last year's event that need to be solved this year and moving forward? Are my event plans flexible and am I prepared to alter my plans (e.g., time, location, etc.) to reasonably accommodate any neighborhood concerns?

Communicate Your Plans Clearly and Early:

Share the relevant event details with affected residents, businesses, and community groups prior to submitting your special event permit application to the relevant agency (SFMTA, Recreation & Park, Port of SF). Outreach should be conducted in various formats to ensure that event plans are effectively communicated to residents with disabilities and that accommodations are provided when requested. Refer to SF Mayor's Office on Disability's [Effective Communication Guide](#).

These details include:

- » The type of special event permit you are seeking
- » Event overview and mission
- » Organizer background & day-of-event contact info (cell #)
- » Date(s), time(s), location(s) of event
- » Map showing event footprint and affected streets, plazas, parks, businesses
- » Planned activities (e.g., liquor, entertainment, vendors)

- » Projected attendance
- » Relevant security plan information
- » Potential neighborhood impacts: access, traffic, towing vehicles, amplified sound, garbage, etc.
- » Date, time, location of any upcoming public hearings related to the event

Presentation to Neighborhood Associations and Merchant Associations:

This should be a verbal or visual presentation that is given before members of the group at one of their regularly scheduled meetings. Include the items above in your presentation. Members should be given the opportunity to voice any concerns or support regarding the event. To see a map showing Neighborhood Groups by location, [click here](#).

Additional Methods of Communication:

The following methods of communication are strongly recommended to ensure affected neighbors and businesses are notified in advance of the event:

- » Letter on organization or company letterhead with relevant event details delivered to neighbors and businesses
- » A petition gathering neighbor signatures in support of the event
- » E-blasts – sent by the event organizer or local community groups
- » Door-to-door flyers (e.g., door hangers) and knocking on doors
- » Posting on local social media sites

Your special event permit and entertainment permit may not be approved if you have not shown due diligence in communicating your event's plans with the local neighborhood.

Obtain Local Community Buy-In:

Envision scenarios where neighbors don't just tolerate your event, but ask your event to come back again next year! Find ways to include local neighbors and organizations in the successful outcomes of your event. Consider forming partnerships with the local community that are mutually beneficial. These may include but are not limited to:

- » Revenue sharing
- » Cross-promotion
- » Booth space
- » Presenting local artists and performers
- » Fundraising for local charities
- » Volunteering and pro-bono support
- » Clean-Up/beautification projects

Document Local Support:

After you have engaged local neighbors and businesses, consider gathering letters of support from local organizations and signed petitions from neighbors showing their support of the event. You are encouraged to include any such documentation in your special event application.

Food and Beverage Safety

Any individual or organization (event sponsor) producing an event is required to obtain a [Temporary Event Health Permit](#) from the SF Department of Public Health when they are offering food and/or beverage to the public. Food and beverage must be provided by a licensed retail food operation. To learn more about SF Department of Public Health retail food licensing, [click here](#).

If any of the following apply to your event, then you will need to obtain a Temporary Event Health Permit:

- » Event is free or a ticket/pass can be purchased by the general public;
- » Event is advertised through media - internet, newspaper, television, radio, and billboard;
- » The general public would attend the event either by interest of the trade or advertisement of the event.

An event is considered private, and does not require a Temporary Event Health Permit to operate, if the following criteria are met:

- » Event is invitation only or held for a private club or corporation;
- » Participants need eligibility to attend, such as a professional licenses or certificate for the profession (e.g. doctors, lawyers, teachers, plumbers).

For booth/structure requirements, [click here](#).

For food handling requirements, [click here](#).

For permit applications and fees, [click here](#).

For waiver information for non-profit event sponsors, [click here](#).

"Do Food Trucks Need Permits and Inspections?" Yes. [Click here](#) to learn more.

IMPORTANT DEPT. OF PUBLIC HEALTH DEADLINES FOR TEMPORARY EVENT PERMITS:

14 Days or More Prior to Event:

All completed applications and fees must be received by Department of Public Health (DPH). If event falls on a weekend, the application packet is due 3 Fridays before the event.

8 – 13 Days Prior to Event:

All completed applications will be assessed a 50% late fee from DPH.

7 or Fewer Days Prior to Event:

Applications will be denied by DPH and no food or beverage service shall be allowed.

For rules, permit applications, and fees, visit the SF Department of Public Health's [special events page](#).

Alcohol Management & Licensing

DISCLAIMER: This section is intended for informational purposes only. California Department of Alcoholic Beverage Control (ABC) policies and processes are subject to change. Please contact a state ABC representative for official guidelines and complete information.

In the State of California, it is illegal for anyone under the age of 21 to consume or possess alcoholic beverages. As the Event Sponsor, you and your organization are legally liable for any consumption or possession of alcohol by a person under the age of 21 at your event. In order to obtain approval to serve alcohol at your event, you will be required to first work with the Permit Officer at the [Local Police District Station](#) (with jurisdiction over the event location) on developing a security plan. This security plan should include plans to prevent underage drinking, over-serving patrons, drunk driving, as well as addressing intoxicated behavior and protecting the health and safety of the public. A security plan may include separating persons under the age of 21 from persons of legal drinking age.

If the Local Police District Station approves your security plan and ABC Liquor License application, you must submit the application to the California Department of Alcoholic Beverage Control (ABC) in order to receive final approval.

Additional security and medical staff may be required for events with alcohol based on increased risk factors. See Security Plan and Emergency Medical Plan Sections for more information.

APPLYING FOR AN ABC LICENSE:

Submit the [State of California ABC Liquor License application](#) and your Security Plan:

- ❖ **FIRST:** To Local Police District Station's permit officer for initial decision
- ❖ **SECOND:** If approved by the Local Police District, then submit the ABC application to the [CA Department of Alcoholic Beverage Control \(ABC\), San Francisco Office](#). The original signed application is due to the local ABC office between 30 and 10 days prior to the event.

Issuance of the license may be subject to conditions relating to the sales, service, and consumption of alcoholic beverages. If conditions are imposed, a representative of the organization may be required to come into the State of California ABC office to sign them.

COMMON TYPES OF ABC LIQUOR LICENSES FOR SPECIAL EVENTS:

Daily Special Liquor License (ABC Form 221)

Used by an existing non-profit:

- » Special Daily Beer
- » Special Daily Wine
- » Special Daily Beer & Wine

Daily General License (ABC Form 221)

Used by an organization formed for a specific charitable or civic purpose, a fraternal organization in existence for over five years, a religious organization, or a political organization

- » Authorizes Serving: Beer, Wine and Distilled Spirits
- » Limited to no more than 2 consecutive days per event. 501(c)6 organizations can only be approved to serve beer and wine.

Catering Authorization (ABC Form 218)

Used by an existing liquor licensee (e.g., bar, restaurant) that also holds a state Caterer's Permit.

Event Authorization (ABC Form 215)

Used by an existing liquor licensee (e.g., bar, restaurant) holding an event on adjacent property

- » Limited to Four (4) total days per calendar year

CONDITIONS FOR DAILY LIQUOR LICENSES:

- » If a license is to be issued to an area or place which is not clearly defined, such as a park area, fairgrounds or street, it will be issued only when the applicant agrees in writing to confine his sales, services and consumption of the alcoholic beverages to a specific, definable area under his supervision and control. The licensee shall be responsible for any violation of the California Alcoholic Beverage Control Act occurring therein.
- » Supervision of alcohol sales should at all times be under the control of your organization. No other person should have any authority to sell alcoholic beverages.
- » Only that alcoholic beverage specified on your license is permitted on the premises during the time when your license is operative. A beer license permits only beer; a wine license, only wine.
- » You may not sell, furnish or give alcoholic beverages to any person under the age of 21. Refuse to sell to anyone who is obviously a minor regardless of identification and require bona fide identification from any person who appears 30 years of age or younger. Bona fide forms of identification are those that are currently valid, reflecting date of birth, physical description and photograph. Identification must be issued by a federal, state or municipal government.
- » You may not sell, furnish or give alcoholic beverages to persons who are obviously intoxicated.

- » You may sell on the day specified at any time between 6:00 am and 2:00 am of the following day, unless your license restricts the hours during which alcoholic beverages may be sold. No sales may be made between the hours of 2:00 am and 6:00 am on any day.

FOR DAILY GENERAL LICENSES ONLY:

Beer and wine may be purchased at either retail or wholesale outlets. Distilled spirits can only be purchased at retail stores. Upon display of your license to the supplier you may purchase beer and wine from a warehouse platform on any day.

FOR DAILY SPECIAL LICENSES ONLY:

Beverage suppliers may deliver to your licensed premises between the hours of 6 a.m. and 8 p.m. on any day Monday through Saturday, but NOT on Sunday. Upon display of your license to the supplier you may purchase from a warehouse platform on any day.

FOR DAILY SPECIAL LICENSES ONLY:

- » Under this license, you may not purchase alcoholic beverages from a retailer for resale.
- » A supplier may lend, sell or rent to you draft pumps, ice boxes, and other tapping accessories.
- » Unsold and unopened alcoholic beverages may be returned to the supplier.
- » Limit the sale or service of alcoholic beverages to one drink per person at any one time.
- » Drinks should be served in containers no larger than 16 ounces.
- » Sellers and servers should be trained in I.D. checking and recognizing signs of intoxication.
- » If public attendance is permitted, you should provide adequate security to monitor your event.
- » Do not allow the consumption of alcoholic beverages in parking lots.
- » Alternative non-alcoholic beverages should be available.
- » Have food available.
- » Do not allow anyone to bring their own alcoholic beverages to your event.
- » In addition, the Department of Alcoholic Beverage Control strongly encourages every organization who obtains a daily license, to provide training for their personnel in serving alcoholic beverages responsibly. By serving responsibly, your organization can have a direct impact on preventing the problems of sales to minors, public drunkenness,

and impaired driving which threatens the health and safety of all Californians.

For application and conditions for **Catering Authorization**, [click here](#). A Catering Authorization License is used by an existing liquor licensee (e.g., bar, restaurant) that also holds a state Caterer's Liquor Permit.

For application and conditions for **Event Authorization**, [click here](#). An Event Authorization is used by an existing liquor licensee (e.g., bar, restaurant) holding an event on adjacent property. This license authorizes up to 4 events per year.

WHICH ABC LIQUOR LICENSE IS APPROPRIATE FOR MY SPECIAL EVENT?

Refer to the charts below to see which type of licenses are appropriate for your organization and important things to know. Also, continue reading the frequently asked questions below to learn more.

❖ THIS SECTION FOR NON-PROFIT ORGANIZATIONS

I'm a Non-Profit Organization. How can my organization make money from selling liquor at my special event?

If a 501(c)3 non-profit organization obtains a Daily General, Special Daily Beer, Special Daily Wine, or a Special Daily Beer & Wine License from ABC, that organization has the authority to sell liquor for consumption on the premises. In other words, the organization may keep the proceeds from these sales. The organization must submit ABC Form 221.

If a 501(c)6 or 501(c)9 non-profit organization obtains a Special Daily Beer, Special Daily Wine, or a Special Daily Beer & Wine License, that organization has the authority to sell beer and/or wine for consumption on the premises. They may keep the proceeds from these sales.

I'm a Non-Profit Organization and I want to sell distilled spirits (vodka, whiskey, tequila, etc.) at my special event. What license is appropriate?

An ABC Daily General License allows the license-holder to sell distilled spirits, beer, and wine for consumption on the premises. The following types of organizations are eligible to obtain an ABC Daily General License: a 501(c)3 non-profit organization, a fraternal organization in existence over five years, a religious organization, or a political organization.

Note: these organizations are only examples of some of the kinds of organizations that can qualify for the special license provided they obtain 501 tax exempt status. It's not either/or. The organization must submit ABC Form 221.

I'm a Non-Profit Organization. Do I need to provide my own staff to serve/sell liquor at my special event? Am I allowed to hire someone to take care of that?

A non-profit organization that obtains an ABC special event liquor license has the option to serve liquor on their own, or they may hire any person age 18 years or older to serve alcohol that is provided by a person / bartender who is age 21 or over. If the organization chooses to hire someone to

provide labor, a best practice is to hire either a holder of a Caterer's Liquor License (Type 58), or staff that is trained in L.E.A.D. – i.e., trained in checking I.D.'s, recognizing signs of intoxication, and more. Learn more about L.E.A.D. Training [by clicking here](#). Each person/bartender who mixes alcoholic beverages must be age 21 or over. At an all-ages event, either licensed with a Special Daily License or with an Event Authorization (except caterers who are issued under Type 48 or 42 licenses which are restricted to age 21 and over), any person age 18 years or older is allowed to serve alcohol that is provided by a person/bartender who is age 21 or over. The non-profit organization is still responsible to ensure that the liquor is served legally and safely for consumption on the premises. Whoever is hired to provide the labor, that person or business is not allowed to purchase the liquor and no Catering Authorization is required.

I'm not selling alcohol – I'm just providing alcohol and collecting donations. Do I need an ABC special event liquor license?

If your event's premises is open to the general public during the time alcoholic beverages are served, consumed, or disposed of, then the answer is YES.

Section 23025 of the California ABC code defines "sell," "sale" and "to sell" as "any transaction whereby, for any consideration, title to alcoholic beverages is transferred from one person to another, and includes the delivery of alcoholic beverages pursuant to an order placed for the purchase of such beverages and soliciting or receiving an order for such beverages, but does not include the return of alcoholic beverages by a licensee to the licensee from whom such beverages were purchased."

❖ THIS SECTION FOR FOR-PROFIT COMPANIES AND INDIVIDUALS

I'm a For-Profit Company or an Individual. How can I make money from selling liquor at my special event?

It is common for a for-profit company or an individual to make a business deal with a hired company that already holds an ABC Caterer's Liquor Permit (Type 58). For example, a business deal may involve profit sharing or the hired company charging a flat fee for services. That hired company – not the producer/promoter – is then responsible for obtaining the ABC Catering Authorization for the special event and procuring the alcohol. The hired company must submit ABC Form 218.

Note: A Type 58 caterer cannot hire itself for its own event; the Type 58 caterer must always have a client in order to serve or sell alcohol.

Important: Not all holders of a Caterer's Liquor Permit (Type 58) are authorized to sell distilled spirits (vodka, whiskey, tequila, etc.). Some are restricted to selling beer and/or wine only. Early in your planning stages, confirm what types of alcohol the Type 58 permit holder is authorized to sell.

Important for All-Ages Events, including Street Fairs: Only companies that already hold an ABC Type 41 or Type 47 License may serve/sell alcohol at all-ages events. These companies are restaurants that sell both food and alcohol and where all ages are allowed.

For 21-and-over events: The producer can hire any holder of a Caterer's Liquor Permit (Type 58) and has the authority to restrict their event to be 21-and-over.

Companies that already hold a Type 42 or Type 48 License (along with a Caterer's Liquor Permit) are restricted to catering events that are 21-and-over. Companies that already hold a Type 41 or Type 47 License (along with a Caterer's Liquor Permit) can cater events that are all-ages or 21-and-over. In the early planning stages, confirm with the business whether it is restricted to sell at 21-and-over events.

I'm a For-Profit Company or an Individual, and I want to sell distilled spirits (vodka, whiskey, tequila, etc.) at my special event. What license is appropriate?

As the section directly above says, a for-profit company or an individual is allowed to hire a company that already holds an ABC Caterer's Liquor Permit (Type 58). However, not all holders of a Type 58 Permit are authorized to sell distilled spirits – some are restricted to selling only beer and/or wine. Confirm with the Type 58 permit holder what types of alcohol they are authorized to sell.

Once selected, the hired company is then responsible for obtaining the ABC Catering Authorization license for the special event. The hired company must submit ABC Form 218.

I'm a For-Profit Company or an Individual. Can I partner with a Non-Profit Organization that obtains an ABC Special Event Liquor License and then share the liquor sales with that organization?

No. Only the non-profit organization shall be the recipient of all proceeds generated from the sale of alcohol at the event.

❖ THIS SECTION FOR ALL TYPES OF BUSINESSES

Who is allowed to purchase the liquor? And who can they buy it from?

For Daily General, Special Daily Beer, Special Daily Wine, or a Special Daily Beer & Wine License, the non-profit organization (license holder) may purchase liquor from any ABC licensed retailer (e.g. grocery store, Costco). For a Catering Authorization, the existing holder of a Caterer's Liquor Permit (Type 58) is required to purchase the liquor from an ABC licensed wholesaler.

My event is open to the public. Isn't the term "catering" or "caterer" only for a private event?

No, a Catering Authorization license and a Caterer's Liquor Permit (Type 58) can be used for selling liquor at an event that is either private or open to the public.

I have a bar or restaurant in mind to sell liquor at my special event. Can they be the ones to sell liquor at the event?

Yes, but only if the bar or restaurant already holds a Caterer's Liquor Permit (Type 58).

Important: Confirm with your desired bar or restaurant early in the planning process to learn if they already hold a Caterer's Liquor Permit (Type 58) and what their restrictions and privileges are. If your desired bar/restaurant does not already hold a Type 58 permit, then that bar/restaurant would need to apply for a Type 58 permit from the ABC. If you are able to confirm this with the bar or restaurant, then the next step is for the bar/restaurant to obtain a Catering Authorization from ABC in order to sell liquor at the special event. The bar/restaurant must submit ABC Form 218.

What does ABC mean by "dispensing location"?

A dispensing location refers to each area where liquor is served —AND— is:
(1) is under the control of a bartender or a station of bartenders.

(2) is physically separated so it's not visible to another dispensing location, or is across a pedestrian aisle from another dispensing location.

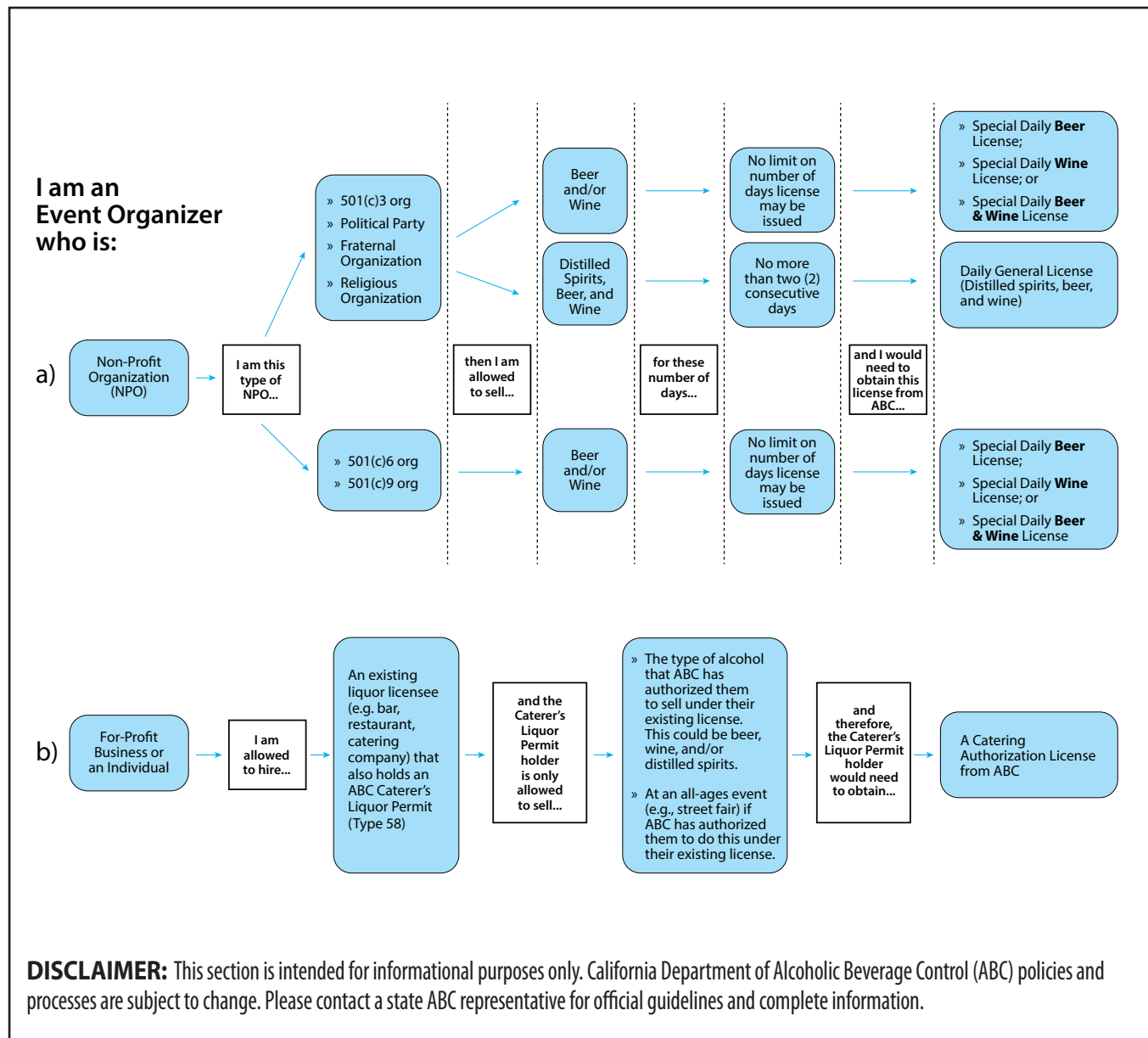
Each dispensing location must be indicated on a detailed map and event layout/diagram and submitted with the ABC application. ABC has final determination of what is a separate dispensing location.

What does ABC mean by "the premises"?

The premises is the specific, definable area that the license holder confines their sales, services and consumption of the alcoholic beverages. This area must be under their supervision and control. If this area is in a park, fairgrounds or street, then the license applicant must clearly indicate in writing the exact location and boundaries of this area. A detailed map and event layout/diagram must be provided with the ABC application.

❖ ORGANIZING AN ALCOHOLIC BEVERAGE 'WALK', INCLUDING A 'WINE WALK'

[Refer to this FAQ Sheet](#) for guidelines and information.



Common Types of ABC Special Event Liquor Licenses

These licenses authorize the temporary sales of liquor for consumption on the premises at a special event.

LICENSE TYPE	WHAT IT ALLOWS	WHO MAY APPLY	IMPORTANT THINGS TO KNOW	FEES
Special Daily Beer (ABC Form 221)	Selling/serving beer for consumption on the premise	501(c)3, 501(c)6, and 501(c)9 non-profit organizations	Applicant must obtain pre-approval from Local Police District Station. No limit on number of days the license may be issued. For application and instructions, click here .	\$25 per day per dispensing point
Special Daily Wine (ABC Form 221)	Selling/serving wine for consumption on the premise	501(c)3, 501(c)6, and 501(c)9 non-profit organizations	Applicant must obtain pre-approval from Local Police District Station. No limit on number of days the license may be issued. For application and instructions, click here .	\$25 per day per dispensing point
Special Daily Beer & Wine (ABC Form 221)	Selling/serving beer and wine for consumption on the premise	501(c)3, 501(c)6, and 501(c)9 non-profit organizations	Applicant must obtain pre-approval from Local Police District Station. No limit on number of days the license may be issued. For application and instructions, click here .	\$50 per day per dispensing point
Daily General (ABC Form 221)	Selling/serving distilled spirits, beer and wine for consumption on the premise	501(c)3 non-profit organizations & political parties, fraternal organizations, religious organizations (some exceptions).	License can be issued for no more than two (2) consecutive days. Applicant must obtain pre-approval from Local Police District Station. For application and instructions, click here .	\$25 per day per dispensing point
Catering Authorization (ABC Form 218)	Allows an existing liquor licensee that holds an ABC Caterer's Liquor Permit (Type 58) to sell/serve beer, wine and distilled spirits for consumption on the premises. The type of liquor depends on what their existing liquor license allows them to serve.	An existing liquor licensee (e.g., bar, restaurant) that also holds an ABC Caterer's Liquor Permit (Type 58). In some cases, a bar or restaurant might also hold an ABC Caterer's Liquor Permit (Type 58).	Alcohol must be purchased by the Type 58 permit holder from an ABC-licensed wholesaler. Certain events require local law enforcement approval & signature (if large number of attendees, open to the public, etc.) For application and instructions, click here .	\$25 per day per dispensing point
Event Authorization (ABC Form 215)	Allows an existing on-sale licensee (e.g., bar, restaurant) to sell alcoholic beverages for consumption on adjacent property.	Allows an existing on-sale licensee (e.g., bar, restaurant) holding an ABC Type 41, 42, 47, 48, 49, 57, 71, 72, 78 or 87 license to sell alcoholic beverages for consumption on adjacent property. The type of liquor depends on what their existing liquor license allows them to serve.	Limited to four (4) total days per calendar year. The property must be secured and controlled by the licensee and not visible to the general public. For application and instructions, click here .	\$142 annual

DISCLAIMER: This section is intended for informational purposes only. California Department of Alcoholic Beverage Control (ABC) policies and processes are subject to change. Please contact a state ABC representative for official guidelines and complete information.

Outdoor Entertainment and Amplified Sound

The Event Sponsor must develop a plan that limits the impact of event-generated amplified sound on the surrounding neighborhood. The first step is to assess the environment where the event will take place.

THINGS TO CONSIDER WHEN DEVELOPING YOUR PLAN:

- » The proximity of speakers to residences, businesses, and public spaces.
- » The direction speakers are pointed.
- » Use of directional speakers systems with cut-off points.
- » Placing smaller sound systems in specific locations throughout the event area is less obtrusive to surrounding areas than larger, far-ranging single speakers.
- » With live music, ensure that the event sound technician can control the upper limit of the overall volume and work with musicians to set volume limits for electric instruments (e.g., guitar amps).

For more information, contact:
 San Francisco Entertainment Commission
 City Hall, Room 12, Ground Level
 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102
 (415) 554-5706, (415) 554-6678
www.sfgov.org/entertainment
 Office Hours: Monday to Friday, 9:00 am – 5:00 pm

PERMIT TYPES

IMPORTANT: The Entertainment Commission's issues permits for outdoor events with entertainment or amplified sound on City streets and sidewalks and other non-residential property, Port of San Francisco property, and Treasure Island. For events on property overseen by SF Recreation & Park Department, Presidio Trust, or U.S. National Park Service, refer to those agencies for outdoor amplified sound and event permitting.

- » A **One Time Outdoor Entertainment Event Permit** is required for an outdoor event that provides Entertainment for a group of people on a limited basis with or without amplified sound. This includes, for example, a street fair, concert, athletic event, arts festival, block party, fashion show, fundraiser, or another type of outdoor event with Entertainment.
- » A **Sound Truck Permit** is required for the outdoor use of amplified sound equipment attached to, or being carried on, a motor vehicle or other means of conveyance. Examples include parades, floats, marches that use amplified sound equipment.
- » A **One Time Outdoor Amplified Sound Permit (No Entertainment Furnished)** is required for an event with outdoor amplified sound where Entertainment is not involved. Examples include (but are not limited to) events that play or project any of the following outdoors on a limited basis: amplified human speech (e.g., rallies, speeches), film/video/tv screenings, radio, iPod, pre-recorded background music or sound with no live performer, or streaming media.
- » For Permit FAQs and "What is Entertainment?", [click here](#).
- » For a **One Time Indoor Event with Entertainment** at a location that does not already hold a permanent entertainment permit, contact the SF Entertainment Commission for permitting information.



RULES FOR OUTDOOR USE OF AMPLIFIED SOUND

Outdoor use of any sound amplifying equipment, whether truck-mounted or otherwise, within the City and County of San Francisco, is subject to the following regulations*:

- » Sound amplifying equipment may be operated only between 9:00 am and 10:00 pm. In some cases, the Entertainment Commission may approve use of sound amplifying equipment prior to 9:00 am or after 10:00 pm at its own discretion. A public hearing may be required.
- » No amplified sound may occur outside of the times and locations that the Entertainment Commission has approved for your event.
- » The volume of sound must be controlled so that it's not audible more than 250 feet from the furthest attending audience member.
- » Amplified sound may not be unreasonably loud, raucous, jarring or disturbing to persons with normal sensitivities within the area of audibility.

*This is not a complete list of rules and exceptions. For the full list, [click here](#).

NEIGHBORHOOD OUTREACH

The Event Sponsor is strongly encouraged to communicate with area residents and businesses that might be impacted by amplified sound from the event.

TIP: In your neighborhood communications, include a name and mobile phone number that will be answered by an event staff member throughout the event set-up, event duration, and tear-down. For a full list of tips and best practices, see "Neighborhood Outreach Plan."

SOUND INSPECTOR

All outdoor events with entertainment or amplified sound are subject to an inspection by the SF Entertainment Commission. The Event Sponsor or delegated representative must have the Entertainment Commission Permit on-site and available at all times at the event.

For more information, contact: SF Entertainment Commission
Sean Burke, Senior Inspector
(415) 554-6268 Direct, (415) 554-5706 Main | sean.burke@sfgov.org

BULLHORNS

A pedestrian-operated bullhorn of 10 watts or less does not require a permit.



Permit Application Process Flow Chart for Outdoor Events with Entertainment or Amplified Sound

01

Applicant must obtain a Special Event Permit from these land authorities* if applicable: SFMTA/ ISCOTT, Port of SF, Treasure Island. For activity taking place on private non-residential property, submit a letter of approval from the property owner if applicable.

02

Submit the appropriate permit or letter of approval, application, fee, and any required supplemental documents to the SF Entertainment Commission (EC). Submit and pay online or in-person at least 14 days prior to event. Permit types may include:

- » One Time Outdoor Entertainment Event
- » Sound Truck
- » One Time Outdoor Amplified Sound (No Entertainment Furnished)

03

EC will evaluate application based on planned activities and may request applicant to submit an amended application. EC will send application to Local Police District Station for review.

04

Local Police District Station will provide recommendation to "Approve" or "Deny" to EC.

05

Executive Director of the EC will evaluate application based on Police Department recommendations and planned activities. Executive Director or Police Department may impose conditions on the permit.

06

If permit is approved, EC will send the issued permit to the applicant. The applicant or designated representative must have the approved permit on-site and available at the event.

* For SF Recreation & Park, U.S. National Park Service/GGNRA, or Presidio Trust, refer to those agencies for outdoor amplified sound rules and permitting.

PART FOUR: Appendix



Pre-Application Questionnaire

AN OPTIONAL PLANNING TOOL DESIGNED TO:

- » Help event producers and City employees have a clear and mutual understanding of the proposed plans for an outdoor event.
- » Be a place to start gathering information and exploring feasibility of doing the event (safety, potential costs, timing of approval process). The producer and City employee can use this tool during their pre-application consultations.
- » Empower event producers and City regulators with the knowledge to produce and manage safer, higher quality, and more successful events.



AGENCIES & ABBREVIATIONS:

LAND AUTHORITIES:

(i.e., which agency permits the use of the land or water)

SFMTA	SF Municipal Transportation Agency (If using city streets)
PARK	SF Recreation & Park Department (If using park/plaza)
PORT	Port of San Francisco (If using Port property)
BCDC	SF Bay Conservation & Development Commission (Water-based activity in SF Bay or within 100 ft. of shoreline)
GGNRA	Golden Gate National Recreation Area (U.S. National Park Service)
PRESIDIO	The Presidio Trust (If using Presidio Trust property)
COAST GUARD	United States Coast Guard (Water-based activity in SF Bay and Pacific Ocean)

OTHER KEY AGENCIES:

POLICE	SF Police Department – Local District Station for Event Location
FIRE	SF Fire Department – Bureau of Fire Prevention
HEALTH	SF Dept. of Public Health – Temporary Events Program
EMS	EMS Agency (a division of SF Dept. of Public Health)
ENT	SF Entertainment Commission
PUBLIC WORKS - BSES	SF Public Works – Bureau of Street Environmental Services (Street Clean-Up, Barricades)
PUBLIC WORKS - BSM	SF Public Works – Bureau of Street-Use & Mapping (Temporary Occupancy Permit, Night Noise)
ENV	SF Department of the Environment (Zero Waste/ Recycling Plan)
SFPUC	SF Public Utilities Commission
MOD	SF Mayor's Office on Disability (Consult on Disability Access)
ABC	California Department of Alcoholic Beverage Control (Special Event Liquor License)
RECOLOGY	Recology (Recycling, Compost, and Landfill Collection & Disposal)

Pre-Application Questionnaire (continued)

This questionnaire is an optional planning tool for outdoor event producers. This is not an application.

QUESTION	SPACE FOR YOUR ANSWER	RESOURCES & TIPS	WHICH AGENCIES ABOVE NEED THIS INFO? ("ALL" = the Relevant Land Authority + Other Key Agencies)
What is your name?			ALL
Your Company / Organization?			ALL
Are you applying for a permit on behalf of a different organization/company? Check: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the organization/company, contact person, phone numbers and email.			ALL
What are your contact numbers? Include Office and Cell #'s			ALL
What is your Email Address?			ALL
What is the name of the event?			ALL
What is the nature of the event?		Examples: Street Fair, Music Festival, Race, Parade, Corporate Event, March/Rally, Conference, Street Party attached to a Business Establishment, Wedding, Fundraiser	ALL
Has this event happened in the past? Check: <input type="checkbox"/> Yes <input type="checkbox"/> No » If yes, when and where? » Were there any incidents concerning public safety and security?			ALL
What are your first and second choice dates and times of the event? » Specify when any streets, plazas, parks will be closed for set-up, for the event, and for take-down		TIP: FOR PRE-APPLICATION MEETING: Bring copies of a map highlighting any streets, plazas, and parks (i.e., event footprint) that will be used for the event and specifying dates and times.	ALL

Pre-Application Questionnaire (continued)

This questionnaire is an optional planning tool for outdoor event producers. This is not an application.

QUESTION	SPACE FOR YOUR ANSWER	RESOURCES & TIPS	WHICH AGENCIES ABOVE NEED THIS INFO? ("ALL" = the Relevant Land Authority + Other Key Agencies)
<p>What are your first and second choice locations of the event? List all that apply.</p> <p>» Specify which streets, plazas, parks will be closed for set-up, for the event, and for take-down</p> <p>» Example: Main Street from Forest St. to Ocean St.; Parking Lot at 1234 S. Main St.; Buttercup Park; Memorial Plaza</p>		<p>Refer to "Where to Begin: Contact the Agency that Permits the Land" to identify potential locations and their jurisdictions</p> <p>TIP: FOR PRE-APPLICATION MEETING: Bring copies of a map highlighting any streets, plazas, and parks (i.e., event footprint) that will be used for the event and specifying dates and times.</p>	ALL
<p>Will you be closing any intersections? Please specify locations, dates, times.</p>		See directly above.	Land Authority, SFMTA, POLICE, FIRE, EMS
<p>Will this event be open to the general public? (i.e., could any member of the public purchase tickets, register/RSVP, and/or attend this event?)</p> <p>Or will it be a private event? (i.e., invitation only, or held for a private club or corporation?)</p>		<p>Open to the general public means any of the following:</p> <p>» Event is free or a ticket/pass can be purchased by the general public.</p> <p>» Event is advertised through media – internet, newspaper, television, radio, and/or billboard.</p> <p>» The general public would attend the event either by interest of the trade or advertisement of the event.</p>	Land Authority, POLICE, HEALTH, FIRE, EMS
<p>Is the event free?</p> <p>Are you asking for donations at the gate?</p> <p>Are you charging admission?</p> <p>Will tickets be sold at the entrance, in advance?</p>			Land Authority, POLICE, HEALTH, FIRE, EMS
<p>What is the anticipated number of attendees per day?</p>			Land Authority, POLICE, HEALTH, FIRE, EMS
<p>What is your plan when you get near capacity?</p>			FIRE, POLICE, EMS, Land Authority

Pre-Application Questionnaire (continued)

This questionnaire is an optional planning tool for outdoor event producers. This is not an application.

QUESTION	SPACE FOR YOUR ANSWER	RESOURCES & TIPS	WHICH AGENCIES ABOVE NEED THIS INFO? ("ALL" = the Relevant Land Authority + Other Key Agencies)
What are your details regarding set-up and take-down?		For Pre-Application Meeting: Be prepared to discuss times, locations, event structures, vendors, types of vehicles, staging areas, storage, parking for set-up and take-down.	ALL
How will the event be marketed or promoted? Examples: online, flyer, ads, word of mouth.		Refer to the Accessible Public Event Checklist for best practices on creating advertisements and communications for people with disabilities.	Land Authority, POLICE, HEALTH, FIRE, EMS
What is your Neighborhood Outreach Plan?		Refer to "Neighborhood Outreach Plan"	Land Authority, POLICE, FIRE, ENT (for events on City streets, sidewalks, Port property, Treasure Island, and non-residential property)
What is your Security Plan for the event?		If you are unsure if you need a Security Plan, contact the Local Police District Station where the event will be located. Refer to "Security Plan."	Land Authority, POLICE, FIRE, EMS
How many security guards will be there? Will they have "guard cards"?		Refer to "Security Plan"	Land Authority, POLICE, FIRE, EMS
Will your event have beer, wine, distilled spirits, and/or auctioned wine? List all that apply.		Refer to "Security Plan" and "Alcohol Management & Licensing"	POLICE, ABC, FIRE, HEALTH, EMS, Land Authority
Who will be serving liquor? Will they be able to recognize the objective symptoms of alcohol intoxication?		Refer to "Security Plan" and "Alcohol Management & Licensing"	POLICE, ABC, HEALTH
If applicable, will the premise where you are having the event be surrendering their ABC license privileges? Note: This often occurs if the establishment holds an ABC license.			POLICE, ABC

Pre-Application Questionnaire (continued)

This questionnaire is an optional planning tool for outdoor event producers. This is not an application.

QUESTION	SPACE FOR YOUR ANSWER	RESOURCES & TIPS	WHICH AGENCIES ABOVE NEED THIS INFO? ("ALL" = the Relevant Land Authority + Other Key Agencies)
Will there be food provided? Example: Food vendors, food trucks, bars. If yes, who is providing and where will it be located?		<p>Contact the SF Department of Public Health's Temporary Event Program and visit their web page to learn more about special event rules, how to apply for a Temporary Event Health permit, and fees.</p> <p>Refer to the Accessible Public Event Checklist to ensure that food booths and the event are accessible to people with disabilities.</p>	HEALTH, FIRE, Land Authority
Will your event have barricades and/or fences? Will there be an accessible path of travel maintained throughout the event footprint - during set up, the event, and take-down? And the surrounding areas? Path of travel must be at least 48 in wide.		<p>Refer to the Accessible Public Event Checklist from the SF Mayor's Office on Disability</p> <p>TIP: Create an event accessibility information plan such as a specific webpage and event maps showing accessible features and activities.</p>	Land Authority, POLICE, FIRE, PUBLIC WORKS-BSES, MOD
Will there be any of the following? Check all that apply. <input type="checkbox"/> Cooking <input type="checkbox"/> Tents / Canopies <input type="checkbox"/> Propane <input type="checkbox"/> Open Flame <input type="checkbox"/> Generator <input type="checkbox"/> CO2 tanks for beverage dispensers <input type="checkbox"/> Fireworks / Pyrotechnics / Flame Effects <input type="checkbox"/> Liquid Nitrogen <input type="checkbox"/> Water-Based Activity		<p>Contact the SF Fire Department's Bureau of Fire Prevention and visit their permits page to learn more about rules, fire permits, and costs.</p>	FIRE, EMS, Land Authority
Will there be entertainment? Any stages? Please describe.		<p>Refer to the Accessible Public Event Checklist to ensure that any stage and the event are accessible to people with disabilities.</p>	Land Authority, POLICE, FIRE, ENT (for events, on City streets, sidewalks, Port property, Treasure Island, and non-residential property) PUBLIC WORKS-BSM, EMS

Pre-Application Questionnaire (continued)

This questionnaire is an optional planning tool for outdoor event producers. This is not an application.

QUESTION	SPACE FOR YOUR ANSWER	RESOURCES & TIPS	WHICH AGENCIES ABOVE NEED THIS INFO? ("ALL" = the Relevant Land Authority + Other Key Agencies)
Will there be outdoor amplified sound? Please describe.		<p>For Amplified Sound on City Streets and Sidewalks, Port of SF, Treasure Island, and other non-residential property, contact: SF Entertainment Commission.</p> <p>For Amplified Sound on Park Property, contact: SF Recreation & Park Department</p> <p>For Amplified Sound on National Park Service, Presidio, Fort Mason, or Angel Island property, refer to "Where to Begin: What Agency Oversees the Land"</p>	Land Authority, POLICE, & ENT or PARK (see 3rd column)
Do you have a Clean-Up and Zero Waste Plan? Do you know who will be handling clean-up and recycling? How do you plan to provide drinking water to attendees, staff, volunteers?		Refer to SFPUC's event water page for information on the Bottled & Packaged Water Ban and alternative water sources.	Land Authority, PUBLIC WORKS-BSES, ENV, RECOLOGY
Are you requesting to display or sell merchandise?			Land Authority
Will your event have any inflatables, banners, parked cars, or other promotional elements/features?			Land Authority, FIRE
Will your event have portable toilets? Hand-washing stations?		Refer to the Accessible Public Event Checklist to ensure that restroom facilities and event are accessible to people with disabilities.	Land Authority, HEALTH
Will any businesses next to the event be used as a part of the event? Specify the names of any businesses and addresses.			Land Authority, POLICE, FIRE, HEALTH (Food / Beverage Establishments), ABC (Liquor Establishments)
Are there any facilities serving people with disabilities and seniors adjacent to the event site? If so, do you have a plan to mitigate any potential disruption?		Refer to the Accessible Public Event Checklist from the SF Mayor's Office on Disability	MOD
Will any Muni bus, rail, street car or cable car lines be affected and/or need to be re-routed?			SFMTA (Transit Division), POLICE

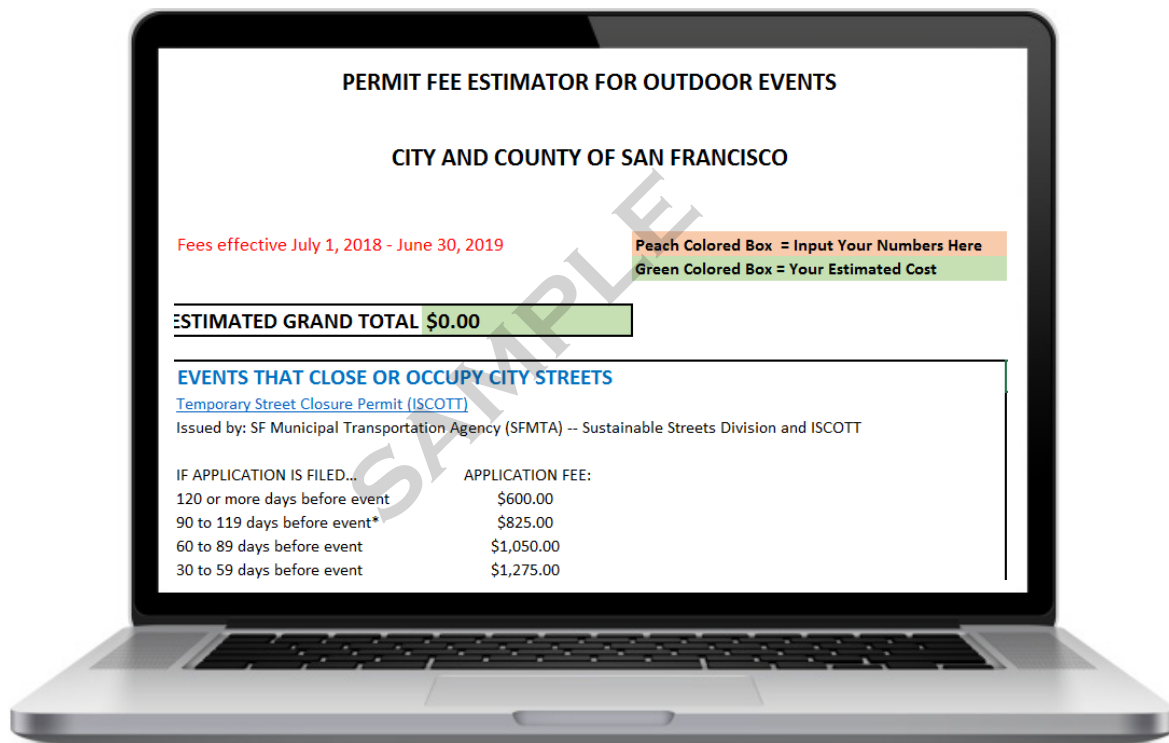
Pre-Application Questionnaire (continued)

This questionnaire is an optional planning tool for outdoor event producers. This is not an application.

QUESTION	SPACE FOR YOUR ANSWER	RESOURCES & TIPS	WHICH AGENCIES ABOVE NEED THIS INFO? ("ALL" = the Relevant Land Authority + Other Key Agencies)
Will you need a temporary "No Parking" or "No Stopping" zone?			SFMTA (Temporary Sign Shop)
Are there any Ford GoBike Stations within the footprint of the event? Will they need to be temporarily relocated?			SFMTA (ISCOTT)
Will any Blue Zones (disabled parking spaces) be affected by the event or street closure?		A substitute Blue Zone must be created for every Blue Zone that is displaced, or one substitute Blue Zone for every block closed, whichever is greater. Review the SFMTA's Blue Zone Policy .	Land Authority, SFMTA (Temporary Sign Shop)
Will any parking meters and parking spaces be affected by the event or street closure?			Land Authority, SFMTA (Temporary Sign Shop)
Will there be water-based activity in the SF Bay, Pacific Ocean, or within 100 feet of the shoreline?			Land Authority, BCDC, FIRE, POLICE, EMS, COAST GUARD
Is there a weather plan? Weather location?			Land Authority, FIRE, POLICE, EMS
Do you have anything to add?			

Permit Fee Estimator

To access the Permit Fee Estimator online, [click here](#).



Definitions

Advanced Life Support (ALS) – A medical asset staffed by at least one Paramedic and one EMT (ALS) or two Paramedics, to provide a higher level of triage, medical stabilization, or medical care and transport to a hospital or sobering center.

Athletic Event – Any event in which a group of people collectively engage in a sport or form of physical exercise in water (e.g. SF Bay or Pacific Ocean) or on any street under the jurisdiction of the City, which obstructs or interferes with the normal flow of vehicular traffic. An “athletic event” includes, but is not limited to, swimming, stand-up paddling, jogging, bicycling, race walking, roller skating or running. Each permitting authority has its own definition of an athletic event. For specific rules and regulations, contact the permitting authority with jurisdiction in a specific area.

Automatic External Defibrillator (AED) – An emergency medical device that operates on an internal algorithm, and delivers an electric shock through the chest to the heart. The shock can potentially stop an irregular heart beat and allow a normal rhythm to resume following sudden cardiac arrest. An AED is designed to be operated by members of the general public,

as well as trained medical personnel.

Blue Zones – Parking spaces for people with a valid disabled parking permit. They are effective 24/7 except for street cleaning, tow-away zone restrictions, or when restricted by a special event or construction permit.

Commissary – An approved permanent food facility that holds a valid permit with the Health Department where any of the following occur: food, containers, or supplies are stored; food is prepared or prepackaged for sale or service at other locations; utensils and equipment are cleaned and sanitized; liquid and solid wastes are disposed; or potable water is obtained.

Disaster Plan – A plan describing the ability to care for a minimum of 50 event attendees and staff as casualties. It should consider attendee demographics such as youth/children, people with disabilities, and seniors. The plan must include training of all event medical personnel in the disaster plan, the START disaster triage system, and all appropriate necessary equipment.

Emergency Medical Plan – A detailed description providing (1) an overview of the event and planned activities; and (2) the health, medical,

and safety personnel and contact information; and (3) the procedures, equipment and deployment that will be used during the event. This plan must be created for events with 2,500+ attendees or for any athletic or water-based event. This plan must accompany the Special Event Application for the relevant land authority (SFMTA, Rec & Park, Port, USCG, etc).

Event Sponsor – Any person or organization responsible for organizing an event that proposes temporary use or occupancy of a public street, plaza, park, or any private property that may impact traffic, security, health and safety of the public.

High Hazard Food Facility – Food booth with cooking, food preparation, food assembling, open food plating, and espresso bars.

Interdepartmental Staff Committee on Traffic & Transportation (ISCOTT) – A city staff committee hosted by the SFMTA that meets approximately twice a month to discuss and vote on proposed temporary street closures for special events. These meetings are open to the public. ISCOTT is composed of members from the following agencies: SFMTA, Police, Fire, Public Works, Entertainment Commission, Public Health and the Port of San Francisco.

Land Authority – The permit process is managed by the agency that has jurisdiction over the land. This agency may also be referred to as the “Land Authority.”

Low Hazard Food Facility – Food booth with pre-packaged food (with or without sampling) and bars.

Mobile Food Facility (MFF) – Any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. “MFF” does not include a “Transporter” used to transport packaged food from a food facility or other approved source to the consumer.

Motorization – When a Trolley Coach Bus is re-routed and changed to a Hybrid/Diesel Bus, this is called “motorization.” The Event Sponsor is responsible for covering any transit-related service cost associated with the event.

Neighborhood Block Party – An event with a one block closure in a residential neighborhood. The closure should not block or affect intersections or MUNI routes and should be sponsored by a neighborhood organization or individual who lives on the block to be closed.

Neighborhood Outreach Plan – A plan developed by the Event Sponsor that considers and addresses the event’s potential impact on the surrounding neighborhood and environment. In addition, this plan describes how the Event Sponsor will engage local neighbors, businesses, and community organizations and identify ways to limit any potential unwelcome impacts.

Parade – An event, not including an athletic event, in which a group of

persons proceed as a collective body for more than one block on any street in the City and County of San Francisco, whether on foot or in any type of vehicle or on an animal or animals, which event obstructs or interferes with the normal flow of vehicular traffic.

Parking Control Officers (PCOs) – SFMTA Enforcement Division staff that provide parking and traffic enforcement depending on location, time of day, and anticipated attendance. The Event Sponsor is responsible for covering these staffing costs.

Potentially Hazardous Foods – Any food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, the growth and toxin production of *Clostridium botulinum*, or, in raw shell eggs, the growth of *Salmonella enteritidis*.

Pre-Application Consultation – An initial consultation with a City agency representative to discuss event feasibility, permit requirements, and possible costs. This consultation is strongly recommended to happen prior to submitting permit applications.

TIP: Use the Pre-Application Questionnaire as an optional planning tool to foresee requirements and communicate your plans to City agencies.

Pre-Packaged Food – Any properly labeled processed food, pre-packaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and pre-packaged from an approved source.

Security Plan – A detailed description of the Event Organizer’s plans to ensure the safety and security of the people and physical elements in and around the event.

SFPD Personnel – SFPD Personnel may be required for special events. In some cases, these personnel may be referred to as “10B Officers.” The Event Sponsor is responsible for covering these staffing costs. Check with the Local Police District Station to determine if your event requires additional SFPD Personnel.

Street Fair – A social or community event, not including an athletic event or parade, in which any group of persons convene to celebrate their community or neighborhood on any street in the City and which obstructs or interferes with the normal flow of vehicular traffic.

Temporary Food Facility (TFF) – Any person or organization intending to sell, give away, or sample food to the public from a fixed location for a period of time, not to exceed 25 days in a 90-day period, in conjunction with a community event.

Transit Supervisor – SFMTA Transit Division staff required to work the event when there are Muni re-routes, anticipated Muni service impacts/

delays, and/or anticipated large crowds in the area. The Event Sponsor is responsible for covering this staffing cost.

Transportation Network Company (TNC / Rideshare) – App-based private transportation platform that provides on-demand single occupancy transportation service on a non-fixed route to individual persons for a fee.

Transportation Plan – A detailed description of the Event Sponsor's plans to address pedestrian safety, traffic congestion, available transit, parking, accessibility and environmental pollution. In addition, a Transportation Plan may include transit components if bus, train and/or trolley lines are impacted by the event, as required by the SFMTA, and a communication plan to attendees and neighbors. Contact the Land Authority to determine if a Transportation Plan will be required.

Trolley Coach Buses – Rubber-tired vehicles powered by electricity from overhead wires. "Trolley" refers to the trolley poles on the roof of the bus that are used to transmit the electricity from the overhead wires. See Motorization in "Definitions."

Zero Waste and Clean-Up Plan – A detailed description of the Event Sponsor's plans to handle event-related disposal of trash, recycling and composting recycling -- before, during, and after the event.



LATE APPLICATIONS

If you missed the permit application deadline, refer to the rules regarding late applications.

- » For Events with Temporary Street Closures (except for Street Fairs), refer to [Article 6, Sec. 6.2](#) of the SF Transportation Code.
- » For Street Fairs, refer to [Article 6, Sec. 6.6](#) of the SF Transportation Code.
- » For Public Health Temporary Event Permits, refer to [Article 8, Sec. 452](#) of the SF Health Code.
- » For Entertainment Permits, refer to [Article 15, Sec. 1060.27 - 1060.29.2](#) of the SF Police Code.

APPEALS

Every permit application may be subject to an appeals process. If you have been denied a permit, refer to the following sections of the municipal code to view the rules and steps for seeking an appeal. If your appeal has been denied at the department level, you may be able to appeal that decision to the appropriate governing body, the SF Board of Appeals, or the SF Board of Supervisors. Consult an attorney for legal advice.

- » For Events with Temporary Street Closures (except for Street Fairs), refer to [Article 6, Sec. 6.2](#) of the SF Transportation Code.
- » For Street Fairs, refer to [Article 6, Sec. 6.2](#) of the SF Transportation Code.
- » For Entertainment Permits, refer to [Article 15.1, Sec. 1060.20.2](#) of the SF Police Code.
- » For Events on Port property, refer to [Article 6, Sec. 6.19](#) of the SF Port Code.
- » For Off-Duty Police Service and ABC Liquor Approval, refer to [Chapter 10B](#) of the SF Administrative Code.
- » For Parades, refer to [Article 4, Sec. 371](#) of the SF Police Code.

DISCLAIMER: The permit process begins when you submit a permit application to the appropriate City department. All attachments and supporting documentation, as required, must be submitted along with the original application. The City and County of San Francisco is not required to act upon an incomplete permit application. As a result, incomplete permit applications will neither be approved nor denied, and you will not have the right to appeal. It is therefore extremely important to provide all requested information and related documentation in a timely manner throughout the entirety of the permit application process. If you are unsure whether your application is complete, you should confirm with the relevant City department. Any action by the City in reviewing or processing your permit application does not indicate that your permit application is complete or approved until you have received final approval in writing.

Samples and Diagrams

SAMPLE SITE PLAN

EXAMPLE SPECIAL EVENT STREET CLOSURE MAP (MAP DETAILS TO BE ADJUSTED FOR EACH EVENT)

NOTES:

LEGEND

REFERS TO CHECKLIST LETTER.

ACCESSIBLE PORTABLE TOILETS

SITE MUST BE LEVELED (NO MORE THAN 2%)
AT LEAST ONE ACCESSIBLE PORTABLE TOILET AT EACH SITE.

BLUE ZONE LOCATIONS

ALWAYS LOCATE THE BLUE ZONE SO THAT THE BACK OF THE VEHICLE IS CLOSEST TO THE INTERSECTION AND THE PASSENGER DOOR IS NEXT TO THE CURB.

RAMP TO STAGE

SLOPE OF RAMP LEADING TO THE STAGE SHALL BE NO MORE THAN 1:12.
OR PROVIDE PORTABLE LIFT.

FOOD BOOTHS

DIRECTION OF ACCESSIBLE PATH OF TRAVEL SHOWN IN ARROW.
AN ACCESSIBLE PATH MUCH BE PROVIDED TO ALL BOOTHS.

CURB RAMPS

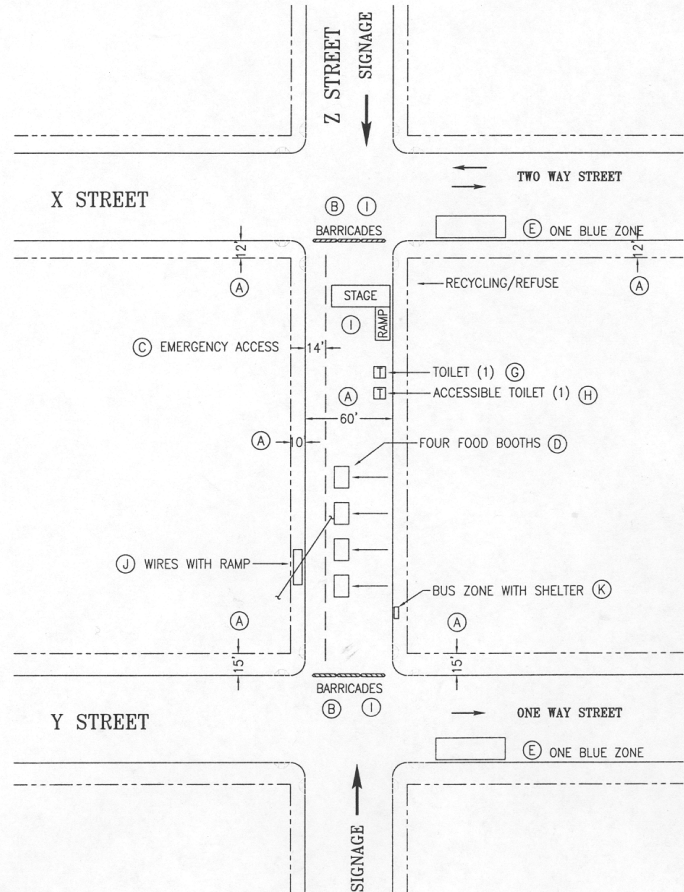
DO NOT BLOCK ANY CURB RAMPS

RAMPS OVER WIRES

RAMPS OVER WIRES MUST BE ACCESSIBLE FOR PERSONS USING WHEELCHAIRS.

SUMMARY: (EXAMPLE)

NUMBER OF STREETS CLOSED = 3
ATTENDANCE = 10,000
PORTABLE TOILETS = 12
ACCESSIBLE PORTABLE TOILETS = 3



IMAGES OF EQUIPMENT:

» Barricades (Metal, A-frame, flashers)



Type I Barricade – with and without a flasher



Type II Barricade



Type III Barricade



6 or 8 ft. Metal Barricade



Water Meter

NOTICE OF STREET CLOSURE SIGN:



NOTICE OF ISCOTT HEARING SIGN:



PUBLIC HEARING FOR PROPOSED PARKING & TRAFFIC CHANGES

Pursuant to SFMTA Order No. 5836 adopted September 20, 2017, the SFMTA, Division of Sustainable Streets will hold a Public Hearing at 9 AM, on Thursday, October 12, 2017 in Room 7080, 1 South Van Ness Avenue, 7th Floor, San Francisco on the proposed traffic changes.

Opinions on the proposed changes may be filed in writing prior to the hearing with the Chairperson of ISCOTT, SFMTA, Division of Sustainable Streets, 1 South Van Ness Avenue, 7th Floor, San Francisco, CA 94103-5417 or given orally at the hearing. Information on changes may be obtained prior to the hearing date at 1 South Van Ness Avenue, 7th Floor, or by telephone at 415-646-7566.

SFMTA - Division of Sustainable Streets
Tom Maguire, Director

Temporary Street Closure

Irving Street between 46th and 47th Avenue
Saturday, October 28, 2017, 10 AM to 7 PM
Street Event

SAMPLE NEIGHBORHOOD OUTREACH LETTER

< USE COMPANY OR ORGANIZATION LETTERHEAD >

Dear Neighbor <include residents and businesses>,

Greetings. On behalf of <Name of Organization/Company>, I'm excited to announce that <Name of Event> is being planned in your neighborhood on <Day, Date>, from <Start Time> to <End Time>.

DESCRIBE THE EVENT AND THE PRODUCING ORGANIZATION

- » **What type of outdoor event is it?** Examples: A street fair, athletic event, parade, farmers market, food festival, party attached to a bar, conference, etc.
- » **What is the mission of the event?**
- » **What's the point of doing the event?** Examples: To raise money or awareness for a cause. To celebrate a community, holiday, tradition. To activate a business corridor. To celebrate art for art's sake.
- » **What is the mission and background of the producing organization/company?** Are other partners involved in the event?
- » **Is the event open to the general public? Private? Is there a price of admission? Is it all ages or 21+?**
- » **What's the planned attendance?**
- » **Has the event happened in the past? When and where?**
- » **Describe the planned activities at the event.**
- » **Will there be live music with amplified sound? Athletics? Food vendors? Alcohol? Floats? Arts vendors? Games? Children's activities? Mechanical rides? Animals?** A basic overview of activities is helpful to provide a general understanding.
- » **Will parked vehicles be towed to clear the street for the event? When and in what locations?**
- » **If it's a recurring event, what's new for this year? Are there changes this year that are in response to neighbors' requests or concerns?**
- » **Describe the location of the event.** List the proposed streets, intersections, parks, plazas and parking lots to be used or closed.
TIP: Attach a map showing the event boundaries and affected streets, etc.

EXAMPLE:

"We want to let you know in plenty of time to prepare for the street closures that day, and be aware that cars will be towed if they are on these streets during that time.

PROPOSED STREET CLOSURES AND TIMES:

Street Name (between X Street and Y Street) Date, Start Time, End Time
 Street Name (between Z Street and A Street) Date, Start Time, End Time
 [etc. etc.]"

DESCRIBE ANY OPPORTUNITIES, INCENTIVES, PARTNERSHIPS THAT CAN BENEFIT THE NEIGHBORHOOD.

- » Don't just inform neighbors of the event, engage them and include them in the successful outcomes of your event. Think of ways to incentivize locals to get involved. Create win-win's.
- » Some ideas for partnerships could include: revenue sharing, cross-promotion, booth space, presenting local artists and performers, fundraising for local charities, volunteering and pro-bono support, and neighborhood clean-up/beautification projects.
- » Share any upcoming neighborhood meetings or hearings

Share the date, time, and location of any upcoming neighborhood meetings or hearings where you'll be presenting. These forums are opportunities for you to listen to neighbors and to address any of their questions, concerns, and support.

TIP: Encourage neighbors to contact you prior to a hearing or the land authority's final permit decision to give you an earlier opportunity to respond to any questions or concerns.

PROVIDE EVENT ORGANIZERS' NAMES, EMAILS AND CELL NUMBERS

- » Who can neighbors contact with questions or comments?
- » Whose cell phone can they call on the day of the event if there are issues?
- » Consider creating a Community Outreach Liaison role for the event, or delegating different day-of-event contacts to address Amplified Sound, Street Access, etc.

Agency Contacts (A-Z)

For information purposes only. Contact info is subject to change.

311 CALL CENTER

Dial 3-1-1 (within SF only)
(415) 701-2311 (if calling from outside SF)
www.sf311.org

ANGEL ISLAND

Contact the **California Department of Parks and Recreation**
www.parks.ca.gov

Special Event Permits:

Casey Dexter-Lee
(415) 435-5390
casey.lee@parks.ca.gov

BAY AREA RAPID TRANSIT (BART)

Customer Service
PO Box 12688
Oakland, CA 94604-2688
(415) 989-2278
www.bart.gov

Anna Duckworth, *Agency Representative*
(510) 464-6091
BARTmedia@bart.gov

CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (ABC)

33 New Montgomery Street, Suite 1230
San Francisco, CA 94105
(415) 356-6500
(415) 356-6599 Fax
sfo.direct@abc.ca.gov
www.abc.ca.gov

Special Event Permits:

www.abc.ca.gov/Forms/PDFSp.html

CALTRANS: CALIFORNIA DEPARTMENT OF TRANSPORTATION

Office of Encroachment Permits
Mail Station 5E
111 Grand Avenue
Oakland, CA 94612
(510) 286-4423
www.dot.ca.gov

Amjad Naseer
(510) 286-4423
amjad.naseer@dot.ca.gov

Encroachment Permits:

www.dot.ca.gov/trafficops/ep/index.html

FORT MASON CENTER FOR ARTS & CULTURE

2 Marina Boulevard
Landmark Building C, Suite 260
San Francisco, CA 94123
(415) 345-7500
sales@fortmason.org
www.fortmason.org

Venue rental information:

www.fortmason.org/venues

GOLDEN GATE BRIDGE

Contact the **Golden Gate Bridge, Highway and Transportation District**
PO Box 9000
Presidio Station
San Francisco, CA 94129-0601
(415) 921-5858
www.goldengate.org

Jacqueline Vega
(415) 923-2267
jvega@goldengate.org

GOLDEN GATE NATIONAL RECREATION AREA (U.S. NATIONAL PARK SERVICE)

Including: Alcatraz Island, Crissy Field, Ocean Beach, Baker Beach, East Beach, West Bluff
201 Fort Mason
San Francisco, CA 94123
(415) 561-4300
(415) 561-4305 Fax
www.nps.gov/goga

Permit Applications and other information:

www.nps.gov/goga/planyourvisit/specialparkuses.htm

PACIFIC GAS & ELECTRIC (PG&E)

www.pge.com

For events around PG&E yards and offices, call the Business Customer Service Center at (800) 468-4743

Office Hours: Monday through Saturday
7:00 am to 9:00 pm

PORT OF SAN FRANCISCO

Pier 1
San Francisco, CA 94111
www.sfport.com

For walks, runs, and other outdoor events:
Joyce Chan
(415) 274-0259
joyce.chan@sfport.com

Jennifer Gee
(415) 274-0562
jennifer.a.gee@sfport.com

For all other Port locations, visit:
www.sfport.com/special-events-port

PRESIDIO TRUST

103 Montgomery Street
San Francisco, CA 94129
(415) 561-4200
outdoorevents@presidiotrust.gov
www.presidiotrust.gov

Special Park Use Permits:

www.presidio.gov/presidio-trust/permits

Agency Contacts (A-Z)

For information purposes only. Contact info is subject to change.

RECOLOGY

900 Seventh Street
San Francisco, CA 94107
(415) 330-8422
(415) 626-4000 Main
sfevents@recology.com
www.recology.com

Special Event Collection & Hauling:

www.recology.com/recology-san-francisco/special-events-services/

SAN FRANCISCO ANIMAL CARE AND CONTROL

1200 15th Street
San Francisco, CA 94103
(415) 554-6364
(415) 554-9400 (Emergency Dispatch – use only for animals in distress)
(415) 557-9950 Fax
www.sfanimalcare.org

Animal Welfare Laws & Policies:

www.sfanimalcare.org/resources/animal-welfare-laws-policies/

SAN FRANCISCO ARTS COMMISSION

401 Van Ness Avenue, Suite 325
San Francisco, CA 94102
(415) 252-2244
www.sfartscommission.org

Grant Programs:

www.sfartscommission.org/grants

SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

For Events in / using the SF Bay or within 100 feet of shoreline

455 Golden Gate Avenue, Suite 10600
San Francisco, CA 94102-7019
415.352.3600
415.352.3606 Fax
info@bcdca.gov
www.bcdca.gov

Permits:

www.bcdca.gov/permits

SAN FRANCISCO BOARD OF SUPERVISORS

1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689
(415) 554-5184 Voice
(415) 554-5163 Fax
(415) 554-5227 TTY
board.of.supervisors@sfgov.org
www.sfbos.org

SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

1011 Turk Street
San Francisco, CA 94102
(415) 558-3800
(415) 487-5043 Fax
www.sfdem.org

Andrea Jorgensen, *Special Event Operations*
(415) 487-5035
andrea.jorgensen@sfgov.org

SAN FRANCISCO DEPARTMENT OF ENVIRONMENT

1455 Market Street, Suite 1200
San Francisco, CA 94103
(415) 355-3700
www.sfenvironment.org

Alexa Kielty, *Zero Waste Specialist*
(415) 355-3747
alexa.kielty@sfgov.org

Event Recycling and Composting:

www.sfenvironment.org/zero-waste/recycling-and-composting/event-recycling-and-composting

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH (DPH)

1390 Market Street, Suite 210
San Francisco, CA 94102
415-252-3971
415-252-3842 Fax
www.sfdph.org

Food and Beverage:

www.sfdph.org/dph/EH/Food/Permits/permitSpecEvents.asp

Kyle Chan, Sr. Environmental Health Inspector
(415) 252-3837
kyle.chan@sfdph.org

Kristine Der, Sr. Environmental Health Inspector
(415) 252-3871
kristine.der@sfdph.org

EMS Agency:

David Ebarle
(415) 487-5014
david.ebarle@sfdph.org
www.sfeventmedicalplans.com

SAN FRANCISCO ENTERTAINMENT COMMISSION

City Hall, Room 12, Ground Level
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-5706 Main
(415) 554-7934 Fax
www.sfgov.org/entertainment

For General Assistance for Outdoor Events:

Dylan Rice, *Senior Analyst – Community and Cultural Events*
(415) 554-0804
dylan.rice@sfgov.org

For Outdoor Amplified Sound and One Time Events:

Crystal Stewart, *Permit Administrator and Commission Secretary*
(415) 554-6678
crystal.stewart@sfgov.org

Sound Inspections:

Sean Burke, *Senior Inspector*
(415) 554-6268
sean.burke@sfgov.org

Michael Fiorentino, *Inspector*
(415) 554-6007
michael.fiorentino@sfgov.org

Tony Savino, *Inspector*
(415) 554-6007
antonio.savino@sfgov.org

Agency Contacts (A-Z)

For information purposes only. Contact info is subject to change.

SAN FRANCISCO FILM COMMISSION

1 Dr. Carlton B. Goodlett Place
City Hall, Room 473
San Francisco, CA 94102
(415) 554-6241
(415) 554-6503 Fax
film@sfgov.org
www.filmssf.org

Film Permit:

www.filmssf.org/get-permit

Filming with a Drone/UAS:

www.filmssf.org/filming-droneuas

SAN FRANCISCO FIRE DEPARTMENT (SFFD)

SFFD Bureau of Fire Prevention

Permits Division
698 Second Street, Room 109
San Francisco, CA 94107
(415) 558-3300
(415) 558-3323 Fax
www.sf-fire.org

Fire Permits:

www.sf-fire.org/permits

Water Rescue:

(415) 558-3403
fireadministration@sfgov.org

SAN FRANCISCO GRANTS FOR THE ARTS

401 Van Ness Avenue, Suite 321
San Francisco, CA 94102
(415) 554-6710
gfta@sfgov.org
www.sfgfta.org

SAN FRANCISCO MARITIME NATIONAL HISTORICAL PARK (U.S. NATIONAL PARK SERVICE)

2 Marina Boulevard
Building E, 2nd Floor
San Francisco, CA 94123
(415) 561-7000
www.nps.gov/safr

SAN FRANCISCO MAYOR'S OFFICE ON DISABILITY

1155 Market Street, 1st Floor
San Francisco, CA 94103
(415) 554-6789
(415) 554-6159 Fax
mod@sfgov.org
www.sfgov.org/mod

Accessible Public Event Checklist:

<https://sfgov.org/mod/planning-accessible-events>

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY (SFMTA)

PRIMARY CONTACT: Temporary Street Closures, Special Events, ISCOTT

1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103
specialevents@sfmta.com
(415) 646-2414

Temporary Street Closure Application and Information:

www.sfmta.com/permits/special-event-street-closures

Transit Division

Muni Impact, Bus and Train Re-Routes

1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103

Matt Brill, *Transit Special Events*
(415) 997-9350
matthew.brill@sfmta.com

Enforcement Unit

Hiring Parking Control Officers (PCOs)

505 7th Street
San Francisco, CA 94103
(415) 553-1615

Debbi Borthne
(415) 553-1620
debbi.borthne@sfmta.com

Curtis Smith
(415) 553-9881
curtis.smith@sfmta.com

Temporary Sign Shop

No Parking / Tow Away / Blue Zone Signs

1508 Bancroft Avenue
San Francisco, CA 94124
Office Hours: Monday through Friday
7:00 am to 3:30 pm
temporarysign@sfmta.com
www.sfmta.com/permits/temporary-signage

Taxis and Accessible Services

Michael Harris
(415) 749-2401
michael.harris@sfmta.com

SAN FRANCISCO OFFICE OF CANNABIS

1 Dr. Carlton B. Goodlett Place
City Hall, Room 018
San Francisco, CA 94102
(415) 554-4420
officeofcannabis@sfgov.org
<https://officeofcannabis.sfgov.org>

SAN FRANCISCO OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT (OEWD)

1 Dr. Carlton B. Goodlett Place
City Hall, Room 448
San Francisco, CA 94102
www.oewd.org

Assistance for Nightlife and Entertainment Businesses

Benjamin Van Houten, *Business Development Manager*
ben.vanhouten@sfgov.org
(415) 554-7038

Assistance for Non-Profit Organizations

Lex Leifheit, *Nonprofit Business Development Manager*
lex.leifheit@sfgov.org
(415) 554-6959

SAN FRANCISCO OFFICE OF SMALL BUSINESS

Small Business Assistance Center
City Hall, Room 110
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-6134

Agency Contacts (A-Z)

For information purposes only. Contact info is subject to change.

Office Hours: Monday through Friday
8:00 am to 5:00 pm
www.sfosb.org/contact-usintake-form
www.sfosb.org
www.businessportal.sfgov.org

SAN FRANCISCO OFFICE OF THE MAYOR

City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-6141
http://sfmayor.org

SAN FRANCISCO OFFICE OF THE TREASURER & TAX COLLECTOR

Payment Center
City Hall, Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
www.sftreasurer.org

Customer Service:

www.sftreasurer.org/customer-service

SAN FRANCISCO POLICE DEPARTMENT (SFPD)

1245 Third Street, 6th Floor
San Francisco, CA 94158
(415) 553-0123 Non-emergency situations
www.sanfranciscopolice.org

Police District Stations & Map:

www.sanfranciscopolice.org/police-district-maps

Bayview Station

201 Williams Street
San Francisco, CA 94124
(415) 671-2300 Main
(415) 671-2313 Permit Officer

Central Station

766 Vallejo Street
San Francisco, CA 94133
(415) 315-2400 Main
(415) 315-2423 Permit Officer

Ingleside Station

1 John Young Lane
San Francisco, CA 94112
(415) 404-4000 Main
(415) 404-4023 Permit Officer

Mission Station

630 Valencia Street
San Francisco, CA 94110
(415) 558-5400 Main
(415) 558-5457 Permit Officer

Northern Station

1125 Fillmore Street
San Francisco, CA 94115
(415) 614-3400 Main
(415) 614-3405 Permit Officer

Park Station

1899 Waller Street
San Francisco, CA 94117
(415) 242-3000 Main
(415) 242-3033 Permit Officer

Richmond Station

461 Sixth Avenue
San Francisco, CA 94118
(415) 666-8000 Main
(415) 666-8023 Permit Officer

Southern Station

1251 Third Street
San Francisco, CA 94158
(415) 553-1373 Main
(415) 575-6031 Permit Officer

Taraval Station

2345 24th Avenue
San Francisco, CA 94116
(415) 759-3100 Main
(415) 553-1612 Permit Officer

Tenderloin Station

301 Eddy Street
San Francisco, CA 94102
(415) 345-7300 Main
(415) 345-7341 Permit Officer

Athletic Events and Citywide Events

Sgt. Frank Hagan, SFPD Traffic Division Event Coordinator
(415) 553-1929
Frank.Hagan@sfgov.org

SFPD Personnel Billing

(415) 575-6098

Note: SFPD personnel are requested through the Local Police District Station.

SAN FRANCISCO PUBLIC UTILITIES COMMISSION (PUC)

Water, Power, Sewer

525 Golden Gate Avenue
San Francisco, CA 94102
(415) 551-3000
www.sfwater.org

Bottled Water Ban and Alternative Water Sources:

www.sfwater.org/eventwater

To request access to water main and a water meter:

SFPUC Customer Service Center
525 Golden Gate Avenue, Main Floor
San Francisco, CA 94102
(415) 551-3000

SAN FRANCISCO PUBLIC WORKS

1 Dr. Carlton B. Goodlett Place
City Hall, Room 348
San Francisco, CA 94102
dpw@sfdpw.org
www.sfpublishworks.org

For Street Clean-Up Plan and Barricade Rentals: Bureau of Street Environmental Services

2323 Cesar Chavez Street
San Francisco, CA 94124
415-695-2130
alison.mickels@sfdpw.org
john.reilly@sfdpw.org

Bureau of Street-Use and Mapping

1155 Market Street, 3rd Floor
(415) 554-5810
(415) 554-6161 Fax
bsmpermitdivision@sfdpw.org
Permit Processing Hours: 7:30 am to 4:00 pm

For Temporary Occupancy Permits:

www.sfpublishworks.org/services/permits/temporary-occupancy

For Night Noise Permits:

www.sfpublishworks.org/services/permits/night-noise

To learn if a particular block is scheduled for resurfacing or excavation, visit [SF Public Works' Utility Excavation and Paving Map](#) and search by Street Name.

Agency Contacts (A-Z)

For information purposes only. Contact info is subject to change.

SAN FRANCISCO REAL ESTATE DIVISION

General Services Agency
25 Van Ness Avenue, Suite 400
San Francisco, CA 94102
(415) 554-9850
realestateadmin@sfgov.org
www.sfgov.org/realestate

Operations at the Alemany Farmers' and Flea Markets (100 Alemany) and UN Gift Gallery (UN Plaza) are managed by the Division.

The Real Estate Division also provides custodial and engineering services for various City departments as well as full service property management services to the following City owned buildings:

- » City Hall
- » 1 South Van Ness Avenue
- » 25 Van Ness Avenue
- » 30 Van Ness Avenue
- » 1640–1680 Mission Street
- » Hall of Justice (850 Bryant Street)
- » 555 7th Street

SAN FRANCISCO RECREATION AND PARK DEPARTMENT

Mailing Address:
Permits and Reservations Division
501 Stanyan Street
San Francisco, CA 94117
www.sfrecpark.org

Walk In:
Pioneer Log Cabin
1 Stow Lake Drive East
Golden Gate Park

Special Events Page:
www.sfrecpark.org/permits-and-reservations/special-events

Office Hours:
Monday-Friday 9:00am to 5:00pm (Except closed on Thursday from 12:30pm – 2:30pm)
Saturday: 9:00am to 12:00pm

SAN FRANCISCO TRAVEL

One Front Street
Suite 2900
San Francisco, CA 94111
(415) 974-6900
(415) 227-2602 Fax
www.sftravel.com

List Your Event:

www.spingo.com/submit/?partnerId=2160
<https://sfarts.org/submitEvent.cfm>

Partners Program:

www.sftravel.com/partners
www.sftravel.com/partner-contact-us

Media Relations:

www.sftravel.com/article/working-san-francisco-travel's-media-relations-department

For a calendar of upcoming conventions:

http://portal.sftravel.com/calendar_public/home_sfdc.cfm

TREASURE ISLAND DEVELOPMENT AUTHORITY

One Avenue of Palms, Suite 241
San Francisco, CA 94130
(415) 274-0660
www.sftreasureisland.org

Special Events page:

www.sftreasureisland.org/specialevents

U.S. COAST GUARD

Marine Event Permits:
(415) 399-7440
D11-SMB-SectorSF-WaterWaySafety@uscg.mil
<https://homeport.uscg.mil>

U.S. NATIONAL PARK SERVICE

See:
Golden Gate National Recreation Area;
San Francisco Maritime National Historical Park



ACKNOWLEDGMENTS

Project Manager: Dylan Rice
Designer: Al Perez

Special Thanks:

CA Dept. of Alcoholic Beverage Control: Rose Meyer. Caltrans: Rhonda Weber. Office of the City Administrator: Naomi Kelly, Jennifer Johnston, Bill Barnes, Wyatt Donnelly-Landolt. Office of the City Attorney. Office of the Controller: Celeste Berg, Heather Littleton, Peg Stevenson. Port of SF: Joyce Chan, Jennifer Gee. Presidio Trust: Andrea Parker, Christie Schantz. SF Bay Conservation & Development Commission: Ethan Lavine. SF Dept. of Emergency Management: Andrea Jorgensen, Bijan Karimi, Anne Kronenberg, Dylan Schneider, Francis Zamora. SF Dept. of the Environment: Alexa Kielty. SF Fire Dept.: Cpt. Kathy Harold, Lt. Carol Wiley Wong. SF Dept. of Public Health-Environmental Health: Jennifer Callewaert, Kyle Chan, Rawan Naser. SF Dept. of Public Health-EMS Agency: Aram Bronston. SF Grants for the Arts: Khan Wong. SF Mayor's Office of Civic Innovation: Krista Canellakis, Jay Nath. SF Mayor's Office on Disability: Nicole Bohn, Joanna Fraguli, Heather Kittel. SF Office of Economic & Workforce Development: Regina Dirk-Endrizzi, Lex Leifheit, Benjamin Van Houten. SF Public Utilities Commission: John Scarpulla. SF Public Works: Jennifer Blot, Brent Cohen, Rachel Gordon, John Reilly, Rahul Shah. SFMTA: Nick Chapman, Shanna Hurley, Candace Sue, Matt Brill, Gretchen Rude, Debbi Borthne, Curtis Smith, Michael Harris. SF Recreation & Park Dept.: Dana Ketcham, Diane Rea. SFPD: Commander Daniel Perea, Sgt. William McCarthy, Sgt. Michael Radanovich, Officer Steve Matthias, Officer Nicole Ramirez. Treasure Island Development Authority: Jack Nathanson. U.S. Coast Guard: Kerry K. Bolen. U.S. National Park Service-GGNRA: Noemi Robinson.

Also Thanks To:

SF Entertainment Commission Staff: Maggie Weiland, Jocelyn Kane, Crystal Stewart, Sean Burke. SF Entertainment Commissioners: Ben Bleiman, Dori Caminong, Liam Frost, Steven Lee, Al Perez, Bryant Tan, Laura Thomas.

AND

Stephanie Alston, Katy Birnbaum, Noah Bennett, Dennis Conaghan, Joyce Chai, Wesley DeVoll, Rodrigo Duran, Patrick Finger, Tyra Fennell, Roberto Hernandez, Lisa Hasenbalg, Feyza Haskaraman, Grace Horikiri, Robbie Kowal, Eva Lee, Andrea Lundquist, Kunal Modi, Srinath Nagarajan, Peter Nantell, Steven Raspa, Javier Sanchez, Lois Schonberger, Ben Summers, Aniela Valtierra.

Big Thank You to Al Perez for providing the graphic design.

San Francisco Entertainment Commission

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City Hall, Room 12, Ground Floor
San Francisco, CA 94102
Phone: 415. 554. 5706
www.SFGov.org/Entertainment

The Commission meets on the first and third Tuesday of every month at 5:30 pm in room 416 of City Hall; live broadcasts are available on SFGov TV.

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Michael Fiorentino
Inspector

Tony Savino
Inspector

COMMISSIONERS

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Entertainment Industry Representative

Dori Caminong, Vice President
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Neighborhood Representative

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Laura Thomas
Public Health Representative