City of Pacific Grove

Special Event Application - Fiscal Year 2026/2027

Special Event Application Instructions

STEP 1: Complete pages one through eight of this Special Event Application form.

- **Priority will be given to all requests completed and submitted by November 30, 2025.**
- Submitted events will be considered for approval by the Pacific Grove City Council for dates during the Fiscal Year 2026-2027 (July 1, 2026 – June 30, 2027).

STEP 2: Submit the application to the City of Pacific Grove Recreation Department (Youth Center) by email, mail or in person.

- **Email**: Katie Clark (Recreation Manager) – kclark@cityofpacificgrove.org
- **Mail / In Person**: Pacific Grove Youth Center – 302 16th St, Pacific Grove CA 93950

STEP 3: City staff will review the application and determine if any additional information is required. If no additional information is required, then the event will be included in the proposed 2026/2027 Special Event Calendar, and the application will proceed to STEP 4. If the application requires additional information, then the applicant will be required to meet with the Recreation Manager to discuss any special details or requirements for the event.

STEP 4: The Special Events Calendar and applications will be submitted for review to the Recreation Board, then Planning Commission if the event is within the coastal zone, and then to City Council for final approval.

STEP 5: Upon approval from City Council, applicants will be required to submit required insurance documents, pay the Special Event Application Fees, and complete any additional event permit requirements (sound, film, etc.)

Applicant Information

Title of Event: _____

Date(s) of Event: _____

Sponsoring Organization: _____ ☐ Profit ☐ Non-Profit ID# _____

_____

Address *City* *State* *Zip*

_____

Contact Person *Phone*

_____

Email *Website*

Event Information

Type of Event:

☐ Race / Run ☐ Charity Walk ☐ Holiday Event ☐ Parade

☐ Exhibit ☐ Ceremony ☐ Concert ☐ Car Show

☐ Other _____

Time of Event:

Set Up & Preparation: Day/Date: _____ From: _____ To: _____

Actual Event: Day/Date: _____ From: _____ To: _____

Clean Up & Close: Day/Date: _____ From: _____ To: _____

Location Request: _____

Anticipated Attendance: _____ Anticipated Participants: _____

Estimated Gross Receipts: $ _____

Proceeds to PG Organizations: $ _____ Proceeds to County Organizations: $ _____

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Purpose and description of Proposed Event:

Additional Elements (Check all that apply):

☐ Street Closure(s)	☐ Games/Rides	☐ Amplified Sound	-	Describe:	_____
☐ Vehicles	☐ Stage	☐ Filming	-	Describe:	_____
☐ Security	☐ Tent(s)	☐ Vendors	-	Amount:	_____
☐ Animals	☐ Food	☐ Admission	-	Cost:	_____
☐ Banners	☐ Alcohol	☐ Parking Passes	-	Amount:	_____
☐ Other: _____					

Food, Drink & Vendors: Health Permit Required. *Contact Monterey County Health Department at 831.755.4500*

Alcohol Served or Sold: ABC License & Liquor Insurance Required. *Contact Alcohol Beverage Control at 831.755.1990*

Amplified Sound: Pacific Grove Sound Permit Required. *Contact Recreation Department 831.648.3134*

Filming: Pacific Grove Film Permit Required *Contact Pacific Grove Police Department 831.648.3143*

Food, Drink, Merchandise Sales: Pacific Grove Business License Required *Contact Recreation Department at 831.648.3134*

Event Information Continued

All sections must be completed with detailed descriptions and event information. Please attach supporting documents and maps for items 1-5 listed below. Provide detailed answers for the additional questions on pages 3-5 and attach a word document if you need more space. Your permit application will not be reviewed without the requested information. Delays in providing the requested information may result in the rejection of your permit application.

1. Attach a detailed event timeline (include event set up/take down & load in/out plan for all equipment, booths, stages, motor vehicles, etc.).

2. Attach a map of your event that includes the following items: event location, street closures, first aid station, food vendors, games, rides, animal areas, entertainment stage(s), merchandise booths, tables, tents, portable toilets, etc.

3. Attach a list of all street closures with days & times (must include set up and take-down).

4. Attach a list of all closed intersections. For each intersection include the number of event personnel to be stationed at each intersection with the duration of their shifts.

5. If your event includes a race or parade route (pedestrian or motor) attach a map of the full route with direction of travel and start/finish times.

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Describe parking arrangements for event (must include event staff, volunteers & participants):

Describe restroom accommodations (*see attached chart for portable toilet requirements)*:

Describe procedures for security and crowd control (this plan will be reviewed by Pacific Grove Police Department & Risk Management Department. Event organizers may be required to provide private security per guidelines set forth by Pacific Grove Police Department & Risk Management Department):

Provide number of event personnel provided by event organizer and their assigned duties:

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Describe ADA accommodations for the event (parking, accessibility to scheduled activities, restrooms, etc.):

Describe medical services and first aid accommodations:

Describe notification procedures for surrounding businesses and residents:

Describe arrangements for event clean up (waste disposal, recycling, food recovery):

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Requests for city services, personnel and support:

Conditions of Permit

1. INSURANCE REQUIRMENTS:

At least thirty (30) days prior to the event, furnish the City with a certificate of insurance and an additional insured endorsement (CG Form 20 26) in an amount not less than $2,000,000 naming the City of Pacific Grove as an additional insured. Sponsoring Organization grants a waiver of any right to subrogation and agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation; however, this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. Such insurance must be primary to any City insurance, and the City must have at least ten (10) days notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required polices are reduced; (3) or the deductible or self-insured retention is increased.

If applicable

Umbrella Insurance Policy: All events will be reviewed by the Risk Management Department and if deemed necessary, then the sponsoring organization may be required to provide an umbrella policy in addition to the requirements listed above.

Automobile Liability Insurance: Insurance Services Office Form Number CA 0001 covering all owned, non-owned or hired autos with limit no less than $1,000,000 per accident for bodily injury and property damage. The City shall be an additional insured on this policy.

Workers' Compensation/Employer's Liability Insurance: As required by the State of California with Statutory Limits in the amount of $1,000,000 per accident.

Private Security Insurance & PPO License: If sponsoring organization uses private security, then they will be required to obtain from the company (1) proof of insurance and (2) a copy of their PPO license.

2. REIMBURSEMENT:

The sponsoring organization must reimburse the City for all direct and incidental expenses for the use of City personnel and facilities. The City has absolute discretion to determine the number of personnel that will be provided for an event.

3. TRASH, RECYCLE & WASTE MAMAGEMENT:

The sponsor is responsible for all sign placement and removal, litter control, trash removal and clean-up activities and for providing necessary containers and personnel for recycling activities as determined by the City.

The use of helium balloons or other event decorations that may result in illicit waste or discharges is prohibited.

The sponsor must properly dispose of waste throughout the term of the event and immediately upon conclusion of the event the area must be returned to a clean condition. Public waste containers may not be used for event waste disposal. One (1) waste station is required for every increment of 50 people. A waste station is a set of three (3) 64-gallon wheeled carts where one (1) is blue and is for recycling, one (1) is yellow and is for compostable items and one (1) is black and is for garbage. The three carts that comprise a waste station must be placed out together as a set with signage for event attendee use. If vendor booths are set up with garbage containers, they must also be equipped with recycling and compost containers. These must be placed side-by-side and clearly marked with what items may be placed in each container. Garbage, recycling, and compostable collection service can be ordered by contacting the City's franchise waste hauler. Alternate containers are acceptable as long as they adhere to the specifications set forth above. The sponsor must ensure that all recyclable materials are delivered to a recycling facility, and not to a landfill.

4. STORM WATER MANAGEMENT:

The sponsor must comply with Pacific Grove Municipal Code Chapter 9.30 (storm water management and discharge control ordinance). Specifically, the sponsor shall be responsible to ensure that litter control is provided consistent with this ordinance, which requires that no person shall throw, deposit, leave, maintain, keep, or permit to be thrown or deposited, in or upon any public or private property, driveway, parking area, street, alley, sidewalk, component of the storm drain system, or waters of the U.S., any pollutant, refuse, rubbish, garbage, litter, or other discarded or abandoned object, so that the same may cause or contribute to pollution. Waste deposited in proper waste receptacles for the purpose of collection is exempt from this prohibition. No person shall discharge or cause to be discharged into the city storm drain system or watercourses any materials (including but not limited to pollutants or waters containing any pollutants) that cause or contribute to a violation of applicable water quality standards, other than storm water. **[Ord. 07-002 | 2, 2007]**

5. FOOD PACKAGING:

Contractors in the performance of city contracts and special event promoters may not provide prepared food in disposable food service ware that contains polystyrene foam. City contractors and special event promoters utilizing disposable food service ware shall use compostable products that are BPI certified while performing under a city contract on city property. Violations of this condition shall result in fines pursuant to Pacific Grove Municipal Code Section 11.99.060.

6. MUNICIPAL CODES:

The sponsor must comply with all Pacific Grove Municipal Codes. The sponsor acknowledges Muni codes against: Alcohol in Public, Smoking in Parks, Amplified Sound, Drones, Signs & Banners and Obstruction of Streets and Sidewalks.

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Service Fees

Fees for Special Events are set by City Council and are subject to the City's Master Fee Schedule. City Council may waive City-incurred charges for City Sponsored Events. Fees listed below are the current FY 2025-2026 and intended to be a point of reference for planning. Fees for fiscal year 2026-2027 will be considered and approved by City Council in Spring of 2026.

All special events fees will be charged at the approved FY 2026-2027 rates.

Service	Fees
Special Event Application Fee (events with fewer than 1,000 participants)	$256.00
Special Event Application Fee (events with more than 1,000 participants)	$870.00
Special Event Support Fees (Police, Fire, Public Works, Recreation, etc.)	Staffing Costs
Sound Permit (Required for Amplified Sound)	$97.00
Sound Permit Deposit (Refundable)	$500.00
Temporary Directional Signage	$3.00 Per Day
Temporary Parking Signage	$2.00 Per Day
Standard size barricade ($100.00 deposit required)	$3.00 Per Day
Four-foot delineators ($100.00 deposit required)	$4.00 Per Day
Eight-foot barricade ($100.00 deposit required)	$12.00 Per Day
24-inch traffic cones ($100.00 deposit required)	$3.00 Per Day
Park/Facility Use Fees	Rates per Fee Schedule
Recreation Trail Fees	Rates per Fee Schedule

Questionnaire of Economic Impact

Financial Impact Estimates:

Visitors during event: ___ Number of event days _____ Number of participants expected _____

Motel contract agreements: Number of motel stays (expected in the City of Pacific Grove) _____

Extent of Publicizing:

Dollar amount to be spent on advertising: _____

Forms of advertisement: (List types) _____

_____

Marketing area for ads:

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Agreement

I hereby certify the foregoing statements to be true and correct and that I am authorized to sign this Application on behalf of the sponsoring organization. I agree on behalf of the sponsoring organization, to indemnify, defend and hold harmless the City of Pacific Grove, its City Council, officers, agents, and employees from and against any and all loss, damages, liability, injury, claims, suits, costs and expenses, whatsoever, including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity. I also agree that, if the request is approved, to comply with all application and permit conditions, and understand that failure to comply with any conditions, or any violation of the law may result in immediate cancellation of the event, denial of future events and/or criminal prosecution.

Authorized Event Representative: Name (Print):	*Title:*
Organization Name:	*Telephone:*
Signature:	*Date:*

Contact Information

City of Pacific Grove Special Events
Recreation Department
302 16th St.
Pacific Grove, CA 93950
831.648.3134
kclark@cityofpacificgrove.org

City Hall
300 Forest Ave
Pacific Grove, CA 93950
831.648.3100

City Staff Approval

COMMENTS:

Signature	*Date*

Recreation Board Approval

COMMENTS:

Signature	*Date*

City Council Approval

COMMENTS:

Signature	*Date*

PORTABLE TOILET FORMULA

How many portable restroom rentals do I need for my guests or patrons in attendance?

Duration of Event

	1hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs
50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	3	3	3	3	4	4
250	3	3	3	4	4	4	5	5	6	6
500	4	4	5	5	6	6	7	7	8	8
1,000	6	7	8	8	9	9	10	10	11	12
2,000	9	12	15	16	17	17	18	18	19	19
3,000	12	18	22	24	25	26	27	28	29	30
4,000	16	24	29	32	34	35	37	38	39	40
5,000	20	30	36	40	43	44	46	47	48	50
6,000	24	36	44	49	52	53	54	56	58	60
7,000	28	42	52	58	60	62	64	66	68	70
8,000	32	48	60	66	69	72	74	76	78	80
10,000	36	54	68	75	80	84	88	90	95	100
15,000	40	47	56	75	94	113	131	150	169	188
20,000	44	50	75	100	125	150	175	200	225	250
25,000	50	69	99	130	160	191	221	252	282	313
30,000	55	82	119	156	192	229	266	302	339	376
35,000	60	96	139	181	224	267	310	352	395	438
40,000	66	109	158	207	256	305	354	403	452	501
45,000	72	123	178	233	288	343	398	453	508	563
50,000	80	137	198	259	320	381	442	503	564	626
55,000	86	150	217	285	352	419	486	554	621	688
60,000	93	164	237	311	384	457	531	604	677	751
65,000	100	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

ADA Compliant Regulations

Under section 4.1.2(6) of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), requires that at least 5% (and no less than one) of toilets units complying with ADA guidelines be installed at each cluster of portable toilet or bathing units. Accessible units must be clearly identified and must be large enough to allow wheelchairs to make a 180-degree turn.