

City of Santa Ana Special Events Training

MONDAY, APRIL 4, 2022

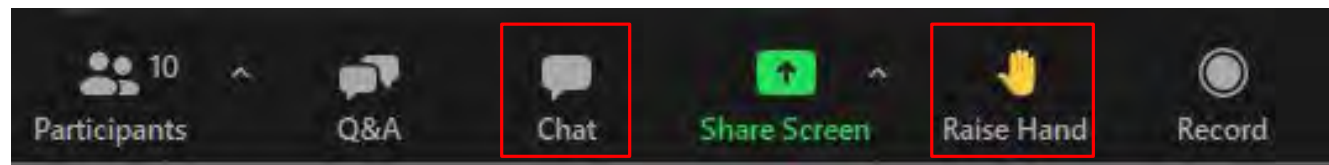


Ways to Participate During the Meeting

There are two ways to participate in the meeting:

- Raise Your Hand
 - If you have a question or comment to make or want the organizers attention use this function.
- Type your Question
 - Type your question or comment in the chat box.

If you are dialing in press *9 to raise your hand and dial *6 to unmute to speak during the meeting.



Special Events Policy and Application Process

Special Events Policy

- Resolution adopted on January 18, 2022 by City Council
- Provides an effective framework for the administration of event permits that provides **equitable** and **reasonable access** to City public facilities
- Provides guidance for the use of City facilities for the following four (4) types of permits:
 - **Park Facility Permits**
 - **Film Permits**
 - **Land Use Certificates**
 - **Special Event Permits**

Park Facility Permits

*Allows the temporary use of a **public park, field and/or facility** for conducting certain outdoor and indoor, short-term events which are conducted completely or partially on City-owned or controlled park property pursuant to SAMC Sec.31-3.*

Examples: Concert at Windsor Park; Veteran's Ceremony at Fisher Park

Issued by the Parks, Recreation and Community Services Agency



Film Permits

Allows *commercial motion picture* or *electronic video tape* in or upon any property owned or controlled by the City of Santa Ana SAMC Sec. 10-2(a). Locations vary and are citywide.

Examples: 20th Television motion picture filming at the Train Station; Acura commercial on 2nd Street Promenade (Artist Village)

Issued by the Parks, Recreation and Community Services Agency



Land Use Certificate

*Allows temporary use of **private commercial property** for conducting certain outdoor, short-term activities, which may be related to the onsite business pursuant to SAMC Sec. 41-195.5.*

Examples: Flower sales or Christmas tree sales in parking lots; Covid Vaccination event at Latino Health Access' parking lot.

Issued by the Planning and Building Agency with review from the Santa Ana Police Department



Special Event Permit

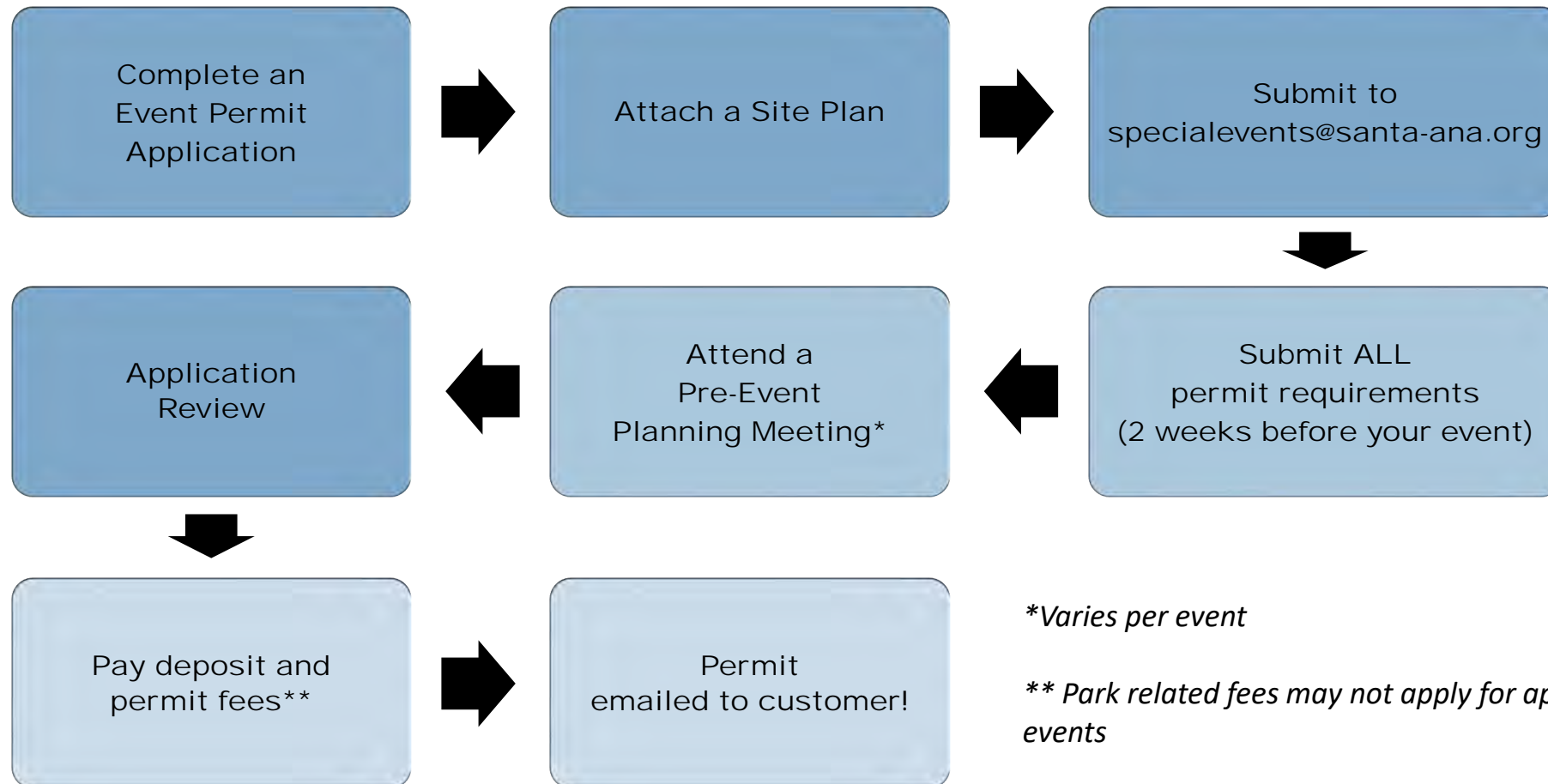
*Allows temporary use of **public property** for conducting certain outdoor, short term events conducted completely or partially on City-owned or controlled public property pursuant to SAMC Sec. 10-22.*

Examples: Street faire or festivals; Artwalk event at 2nd Street Promenade; Farmers Market at 3rd and Bush Lot; Community celebrations and observances; Neighborhood activities such as block parties

Issued by the Santa Ana Police Department



Event Permit Process



**Varies per event*

*** Park related fees may not apply for approved NA events*

Application Deadlines

PARK FACILITY PERMIT CATEGORY	EXPECTED ATTENDANCE	APPLICATION SUBMITTAL
MAJOR	1,001 and Up	Between 90 business days to 1 year prior to event date
MODERATE	100 - 1000	Between 45 business days to 6 months prior to event date
MINOR	Up to 100	

SPECIAL EVENT PERMIT CATEGORY	APPLICATION SUBMITTAL
All events	Minimum of 30 days; Maximum of 180 days

Application Deadlines

LAND USE CERTIFICATE CATEGORY	APPLICATION SUBMITTAL
All events	10 business days (May require longer review for complex or large scale events)

FILM PERMIT CATEGORY	APPLICATION SUBMITTAL
Public and private filming	10-15 business days (May require longer review for complex or large scale productions)

Permit Requirements for Neighborhood Associations

Once your event is approved, the following materials and approvals may be required:

- Site Plan
- Certificate of Insurance and Additional Insured Endorsement
- One Day Peddler/Event Participant List
- Traffic Plan (for street closures or modifications)
- Waste Management Plan
- Security Plan

Non-City Permit Requirements

May include the following:

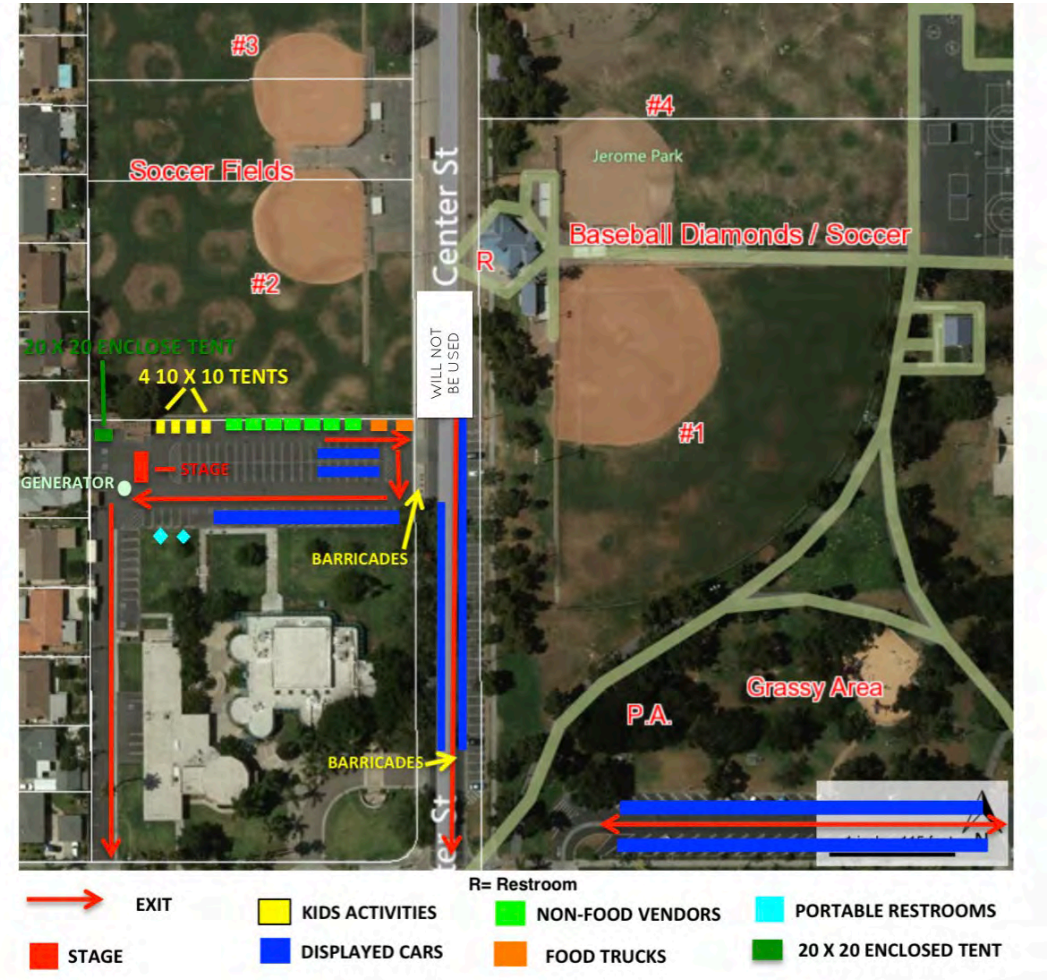
- ❑ OC Health Care Permit (for food and beverage distribution)
- ❑ OC Fire Permit (for specific types of activities and events)

* Will include signature approval of businesses and residents

Site Plans

A great site plan indicates the following:

- ❑ Event areas
- ❑ Event equipment (including generators)
- ❑ Street Closures
- ❑ Traffic control equipment
- ❑ Routes (if applicable)



THE MORE DETAIL, THE BETTER!!

Insurance

To request a quote, follow these **3 EASY STEPS** below:

❑ Visit <https://www.2sparta.com/index.php?p=selip> and complete the online form “SELIP/Prompt Cover Application”.

❑ Under the section requesting what “Public Entity” is requesting the insurance, please type or select “Santa Ana City of – ICRMA”.

❑ Once your request is evaluated, SPARTA will email a quote to you for review.

**PLEASE FORWARD THE QUOTE TO RMD@SANTA-ANA.ORG
AND COPY BOTH MARGARITA MACEDONIO AND THE STAFF REQUESTING THE INSURANCE.**

SPARTA Insurance Programs
Special Events and Artisan Tradesman Contractors

ONLINE PAYMENT

HOME - SPARTA - SELIP - OTHER INSURANCE SERVICES - CLAIMS REPORTING INSTRUCTIONS - CONTACT

SELIP - Special Events Liability Insurance Program (or PROMPT Cover Program)

This program was designed to provide General Liability insurance coverage for activities held on public entity property by the general public or activities sponsored by the public entity and held at locations not owned or operated by the public entity.

**IMPORTANT NOTE - The public entity that you are working with must be a participant in the programs in order for you to obtain an insurance quote or indication. Please click here to see the [list of Participating Entities](#).*

HOW DOES SELIP/PROMPT COVER WORK?
The event holder would complete the [SELIP/ Cover Application](#) or call (800) 420-0555 / (415) 988-3999. One of our licensed professionals would obtain a description of the event, the event dates, and the daily or total anticipated attendance. From that information we would email, fax or mail a quotation. The quotation contains specific information about the insurance coverage and requirements for purchase. If the PROMPT Cover Program is elected, a cashier's check or money order* for the amount of the premium would be submitted with the signed quotation. Upon receipt of this, we will issue a Certificate of Insurance based on the Public Entity's pre-approved master policy and coverage will be activated.

 [CLICK HERE FOR THE SELIP/PROMPT COVER APPLICATION](#)

Both the SPARTA and Special Event Liability insurance programs are administered by Merriwether & Williams Insurance Services, Inc. Should you have any questions, please do not hesitate to contact us at (800) 420-0555 / (415) 988-3999 or SPARTA@mwis.com.

California License #0C21073
[Refund Policy](#)

One Day Peddler/Event Participant List

- All participating, onsite exhibitors and vendors must obtain a **Santa Ana business license** to conduct business in Santa Ana.
- All event producers can complete a **one day peddler/event participant list** to inquire if their exhibitors will be required to renew or obtain a license.
- Only **public school districts and government agencies** are **exempt** from providing business licenses.



Traffic Control Plans

Traffic Control plans must include the following:

- Routes, detours and all traffic control equipment
- Must be pre-approved and stamped by the City's **traffic engineering department**
- Must include a **completed signature page** of at least 80% of residents and businesses impacted by the street closure.
- Use of water filled "K" rails may be required.



Orange County Health Care Agency

What is a Community Event?

- *The California Health and Safety Code Section 113755 defines a Community Event as an event conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period that is of **civic, political, public, or educational in nature, including state and county fairs, city festivals, circuses, and other public gatherings approved by Environmental Health.***
- *This includes Certified Farmer's Markets and Swap Meets*

What is NOT a Community Event: Grand openings, Private Events (weddings or bday parties), events held at churches and temples or other religious institutions that is for members and their guests, and is NOT advertised to the public. A gathering of food trucks that already have OC Permits.

Community Events MUST be approved by the City



Orange County Health Care Agency

When is an Event Organizer permit required?

- The California Health and Safety Code Section 114381.1 states an organizer permit is required when **two or more food vendors are participating at a community event**. The organizer is responsible for the facilities shared by multiple food booths i.e. restrooms, refuse containers, potable water supply, waste water disposal facilities, shared warewashing sinks.

If you are in doubt if you qualify as a Community Event or if you would like to obtain your temporary food facility permit, please contact the Health Department below:

ORANGE COUNTY HEALTH CARE AGENCY
ENVIRONMENTAL HEALTH
(714) 433-6080
ehspecialevents@ochca.com
www.ocfoodinfo.com



Orange County Fire Authority

Special event permits are for those activities or equipment that are temporary in nature and that may present an elevated or unique hazard to firefighters or the people that will be there. Special events may be held for invited guests or the general public and take place on public or private property. Some examples include, but are not limited to the following:

- ❑ Tents/Canopies
- ❑ Carnivals and Fairs
- ❑ Special Amusement Buildings, Mazes, and Haunted Houses
- ❑ Fireworks and special effects
- ❑ Pit Bar-B-Ques, Bonfires, Candles and other exposed flames
- ❑ Any event that is not the primary use of the facility (for example, a party or concert in a warehouse)

**FILL OUT AN ONLINE SCREENING FORM TO CONFIRM IF A
SPECIAL EVENT PERMIT WILL BE REQUIRED FOR YOUR EVENT!**



Orange County Fire Authority

Complete the online screening form to inquire if a permit will be required.

ORANGE COUNTY FIRE AUTHORITY
 PREVENTATIVE FIELD SERVICES
 General (714) 573 – 6254
 Santa Ana – Area 4 (714) 567-3240
specialevents@ocfa.org
www.ocfa.org



ORANGE COUNTY FIRE AUTHORITY SPECIAL EVENT SCREENING FORM

SES

INSTRUCTIONS: Sections A, B, and C are to be completed by the event host, coordinator, or other authorized representative who is familiar with the overall scope and details of the proposed event.

- If the answer is "YES" to any of the questions from 4 to 10, a permit from OCFA is required. Refer to OCFA Guideline S-01 for application instructions and submittal requirements.
- If the only "YES" answers are for questions 1 to 3 and the answer is "NO" to all other questions, send this completed form to specialevents@ocfa.org (fax: 714-368-8836) and OCFA will contact you to let you know if you need to apply for a permit.
- If all answers are "NO," an OCFA permit is not required. If another agency needs confirmation of this, send your screening form to specialevents@ocfa.org and we will complete the OCFA section at the bottom and return the form to you.

SECTIONS A, B, & C TO BE COMPLETED BY HOST OR AUTHORIZED REPRESENTATIVE		
A. EVENT INFORMATION		
EVENT NAME		
ADDRESS	CITY	ZIP
PROVIDE A DESCRIPTION OF THE EVENT—for example: "Wedding for 125 guests, 40x30 tent with side walls and candles, no cooking on site" or "Fair with carnival rides, 10 food booths, 40 game and vendor booths under E-2 Upts, 30x40 tent for eating area." Attach a map/plan or additional pages as needed.		
B. PROPOSED ACTIVITIES and CONDITIONS: Does the event include any of the following?		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. More than 300 guests/participants in attendance at any one time
<input type="checkbox"/>	<input type="checkbox"/>	2. Street or road closures
<input type="checkbox"/>	<input type="checkbox"/>	3. Overnight group outings not located in a designated camping area (e.g. at a park, golf course, school)
<input type="checkbox"/>	<input type="checkbox"/>	4. Individual or adjacent tents/canopies/E-2 Upts/membrane structures that are either: A) 400 sq.ft. with one or more sidewalls, or B) 700 sq.ft. without sidewalls
<input type="checkbox"/>	<input type="checkbox"/>	5. Cooking vendors other than food trucks, or cooking within a tent/canopy/E-2 Up/membrane structure
<input type="checkbox"/>	<input type="checkbox"/>	6. Carnival or fair activities (e.g., rides, game booths, food vendors, or contests or demonstrations)
<input type="checkbox"/>	<input type="checkbox"/>	7. Use of open flames (e.g., pit BBQ, candles, campfires/bonfires, fire performances, special effects)
<input type="checkbox"/>	<input type="checkbox"/>	8. Pyrotechnics or fireworks (e.g., aerial or ground effects, close proximity, spark machines/fountains)
<input type="checkbox"/>	<input type="checkbox"/>	9. Vehicle on display in an assembly space (e.g., tent, convention center, mall), or parked in any location for television/commercial/movie production
<input type="checkbox"/>	<input type="checkbox"/>	10. Change of building use for the event (e.g., office or warehouse used for dining, concert, or party; retail space used for a maze or other attraction)
		Permit NOT required
C. CERTIFICATION		
I certify under penalty of perjury under the laws of the State of California that the above is true:		
Print name:	Signature:	
Phone Number:	Email:	Date:

Questions? Call (714) 573-6254

THIS SECTION TO BE COMPLETED BY OCFA		
<input type="checkbox"/> OCFA Permit NOT Required	<input type="checkbox"/> OCFA Permit required	Submit a permit application to OCFA
Signature: _____	ID#: _____	Date: _____

CONTACT LIST

- **Park Facility and Film Permits**

Sonia Batres, Recreation and Community Services Supervisor
Parks, Recreation and Community Services Agency
(714) 571-4227; specialevents@santa-ana.org

- **Special Event Permits**

Amber Campos, Police Community Services Specialist
Santa Ana Police Department
(714) 647-5840; policeplancheck@santa-ana.org

- **Land Use Certificates**

Planning and Building Agency
(714) 647-5804

- **Business Tax**

Jessica Gonzalez, Business Tax Collector/Inspector
Finance and Management Services
(714) 647-5453; jgonzalez20@santa-ana.org

- **SPARTA Insurance**

www.2sparta.com/index.php?p=selip
(800) 420-0555/(415) 986-3999; Sparta@imwis.com
www.2sparta.com

- **OC Health Care Agency**

Environmental Health
(714) 433-6080; ehspecialevents@ochca.com
www.ocfoodinfo.com

- **OC Fire Authority**

Preventative Field Services
General (714) 573 – 6254
Santa Ana – Area 4 (714) 567-3240
specialevents@ocfa.org; www.ocfa.org



SAPD Event Security

Security requirements are determined by the Santa Ana Police Department on a case by case basis. There are four factors that the department considers when requiring Security Guards or Police Officers.

- Event's size
- The presence of alcohol
- Event location
- Event Scope

EVENT SIZE

Per the adopted special events policy the chart below defines the number of attendees and the corresponding category.

PERMIT CATEGORY	EXPECTED ATTENDANCE AT ANY GIVEN MOMENT
MAJOR	1,001 AND UP
MODERATE	101 – 1,000
MINOR	Up to 100

In general the events with less than 400 to 500 attendees do not require uniformed police officers provided the organizer has uniformed security guards.

Depending on the size of the event Officers are automatically assigned. Below is the chart to determine the number of Officers & Security Officers.

EVENTS **WITHOUT** ALCOHOL

POLICE OFFICERS <i>*Two (2) Officer minimum</i>	SECURITY OFFICERS
Two (2) Officer per 500 attendees	One (1) Guard per 50 to 100 attendees

EVENTS **WITH** ALCOHOL

POLICE OFFICERS <i>*Two (2) Officer minimum</i>	SECURITY OFFICERS
Two (2) Officer per 200 attendees	One (1) Guard per 25 to 50 attendees

EVENT SITE

VARIABLES
Number of entrances & exits
Square footage of event foot print
Vehicle & Pedestrian Traffic
Public transit
Public street, sidewalk, building etc.

Additional security is required to monitor entry/exits/high value equipment or displays. Additional guards and/or a supervisor may be required depending on the nature of the event.

Other factors that could require police/ security officers in conjunction with or in lieu of the attendance & event site factors:

SITUATION	OFFICERS	SECURITY
High vehicle/ pedestrian traffic areas	YES	NO
High narcotic or transient areas	YES	YES
Fairs	POSSIBLY	YES
Parades or March	YES	YES
Marathons	YES	YES
Protests or Political events	YES	POSSIBLY
21 and over content	POSSIBLY	POSSIBLY
Violent or Criminal content	YES	POSSIBLY
Overnight occupation of a public space	POSSIBLY	YES
High profile attendees	YES	YES
Vehicle processions or large caravans	YES	NO
Live Musical events	YES	YES
Alcoholic Beverage Consumption	YES	YES
Carnivals	POSSIBLY	YES
Live Animals	POSSIBLY	POSSIBLY
Enclosed or blocked public access	POSSIBLY	YES

FILM PERMITS

SITUATION	OFFICERS	SECURITY
Traffic closure	YES	NO
Pyrotechnics or stunts	YES	YES
Simulated blood or violence	YES	POSSIBLY
Simulated emergency personnel or vehicles	YES	POSSIBLY
Simulated weapons	YES	POSSIBLY
Special effects or chase scenes	YES	POSSIBLY

POLICE COMMUNITY ENGAGEMENT STAFFING

The Santa Ana Police Department has a Community Engagement team that coordinates with any organizer that would like PD's participation in their event. It is first come first serve and the team will accommodate most requests given there are no schedule conflicts. Below is chart that outlines how the Santa Ana Police Department staffs events.

EVENT TYPE	ACCOMODATIONS	Overtime Cost Allocation
City Hosted Events	Police officer provided security, Traffic Officer enforcement, Community Engagement Team Booths.	General police department operating budget
Special Events – Community Engagement	Police Department information booth, Officers & Units for photo ops and information. Officers are not assigned to provide security and can be sent out on a call at any given moment.	General police department operating budget.
Special Events – Officer provided security	Police officers can be required or requested for event security.	At the expense of the event organizer. <i>Starting rate \$109.39 p/hour</i>

Neighborhood Association Special Events

Neighborhood Association Acknowledgement Form



City of Santa Ana Neighborhood Initiatives Program Neighborhood Association Acknowledgement Form For Neighborhood-Produced Special Event

The City's Neighborhood Initiatives Program requires each neighborhood-produced special event application to include this completed acknowledgement form for consideration of City support if your special event meets the following guidelines:

- 1) *Special event is non-revenue generating (no charge or donation for attending your event);*
- 2) *Special event is neighborhood-produced (more than 60% of the event planning is from neighborhood volunteers); and*
- 3) *Special event is open to everyone in the neighborhood.*

Please include this Acknowledgment Form along with your special event application as Neighborhood Initiatives Program will review and approve when staff receive your special event application. The form will help assure City staff that timely communication has taken place between the special event organizer and the Neighborhood Association Board.

Neighborhood Association: _____

Event Name: _____ Event Date: _____

I acknowledge that: 1) I am a Board member or Representative of our Neighborhood Association; 2) the special event organizer and our Board have been in communication about this event; and 3) our Neighborhood Association Board supports the special event that is open to everyone in the neighborhood.

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Neighborhood Association Representative Name Signature Date

Neighborhood Association Representative Name Signature Date

Should you have any questions, please contact Margarita Macedonio, Senior Community Planner, at (714) 667-2288 or email at mmacedonio@santa-ana.org.

For Office Use Only: Date Received _____

Comments: _____

City staff: Approve _____ Not Approve _____

Name Signature Date

Updated April 4, 2022



**CERTIFICATE OF INSURANCE SPECIAL EVENT
APPLICATION INSTRUCTIONS
Neighborhood Initiatives Program**

To purchase insurance for your special event, please click on the link provided below to submit your application.

<https://www.2sparta.com/index.php?p=selig>

CERTIFICATE OF INSURANCE APPLICATION INSTRUCTIONS:

1. Once on the SELIP (Special Events Liability Insurance Program) web page, please click the icon link to start the application for your event.
https://www.2sparta.com/selig_application.php
 [CLICK HERE FOR THE SELIP/PROMPT COVER APPLICATION](#)
2. Complete the application with your event information.
3. Under Policy Information, please select the Public Entity: **SANTA ANA CITY OF – ICRMA**
4. Under Department field, please type: **Planning & Building, Neighborhood Initiatives Program**
5. In the “Describe in detail the activities taking place in the event” field, please type the following before listing the details of your event: **Premium Covered by Neighborhood Initiatives Program, Refer to Risk Management.** Then proceed with all details of your event.
6. Once you have completed the application, please hit “Submit Application” button.

2. Complete the application with your event information.
3. Under Policy Information, please select the Public Entity: **SANTA ANA CITY OF – ICRMA**
4. Under Department field, please type: **Planning & Building, Neighborhood Initiatives Program**
5. In the “Describe in detail the activities taking place in the event” field, please type the following before listing the details of your event: **Premium Covered by Neighborhood Initiatives Program, Refer to Risk Management.** Then proceed with all details of your event.
6. Once you have completed the application, please hit “Submit Application” button.

After you submit your application, the application will be reviewed by the insurance broker. A quote will then generate with a copy going to Risk Management. Risk Management will then proceed with binding the coverage and processing the invoice.

Risk Management will also provide you with a copy of the Certificate of Insurance once we receive it.

Please feel free to contact Risk Management at 714-647-5470 or email RMD@santa-ana.org should you have any additional questions.

Santa Ana Grants for Blocks Guidelines

A priority for the City of Santa Ana is to be able to help promote neighborhood community solutions, encourage civic engagement, and support community building events & activities. We have a long-standing program with Charitable Ventures to support this engagement, called *Santa Ana Grants for Blocks*.

Charitable Ventures is a community 501(c)(3) nonprofit that supports social impact efforts that effect positive social change in our communities. You can learn more about them at: www.charitableventuresoc.org.

Policies & procedures are in place to be able to utilize the neighborhood funds, provide safe events & activities, and to follow mandated state and federal laws.

Santa Ana Grants for Blocks Guidelines Continued

SPECIAL EVENTS:

Eligible Activities: Events may include, but are not limited to, resource fairs, music activities, workshops, field trips, & movie nights. Must be for the benefit of the whole neighborhood and community. Must be open to all community members

Eligible Expenses: Goods and services, Permits, Facility use, and Donations

Step 1: Complete quarterly Event Notification Form below. *All events must be submitted and approved at least 8 weeks in advance.*

Step 2: Work with City staff to discuss event details & budget, provide necessary documentation for vendors, and receive formal approval.

Step 3: *After* City approval, you may begin to prepare for your event.

Santa Ana Grants for Blocks



Guidelines on Neighborhood Use of Program Funds

A priority for the City of Santa Ana is to be able to help promote neighborhood community solutions, encourage civic engagement, and support community building events & activities. We have a long-standing program with Charitable Ventures to support this engagement, called Santa Ana Grants for Blocks.

Charitable Ventures is a community 501(c)(3) nonprofit that supports social impact efforts that effect positive social change in our communities. You can learn more about them at: www.charitableventuresoc.org.

Policies & procedures are in place to be able to utilize the neighborhood funds, provide safe events & activities, and to follow mandated state and federal laws.

SPECIAL EVENTS:



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- Events may include, but are not limited to, resource fairs, music activities, workshops, field trips, & movie nights
- Must be for the benefit of the whole neighborhood and community
- Must be open to all community members



Eligible Expenses:

- Goods and services
- Permits
- Facility use
- Donations

If you are new to hosting events through Santa Ana Grants for Blocks, please contact Margarita to discuss how to setup your project.

STEP 1

Complete quarterly Event Notification Form below. All events for use of Santa Ana Grants for Blocks program funds must be submitted and approved at least 8 weeks in advance.

STEP 2

Work with City staff to discuss event details & budget, provide necessary documentation for vendors, and receive formal approval.

STEP 3

After City approval, you may begin to prepare for your event.

DONATIONS

Donations can be received for your neighborhood account. Please arrange a drop off time for checks with City staff and use the following link for on-line donations: <https://charitableventuresoc.kindful.com/?campaign=345636>. The donor will be able to select the specific neighborhood for the donation.

FINANCIALS

Monthly financial reports are received by Charitable Ventures. Please contact the City staff, if you need a Statement of Activities report.

SPECIAL EVENT NOTIFICATION FORM

Please list all planned events for the next few months so that proper planning and approval can be obtained. All events must be submitted and approved at least 8 weeks in advance.

Neighborhood: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Date Submitted: _____

These events will take place:

January-March April-June July-September October-December

Event Date	Event Name	Event Location	Estimated Attendance	Estimated Expenses	Estimated Revenue

For questions, please contact City staff and Santa Ana Grants for Blocks Project Director Margarita Macedonio at mmacedonio@santa-ana.org or call at 714-667-2288.

Events Reviewed: _____ Events Approved: _____ CV Notified: YES/NO
Name Name