

# City of Santa Ana Special Events Training

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MONDAY, APRIL 3, 2023



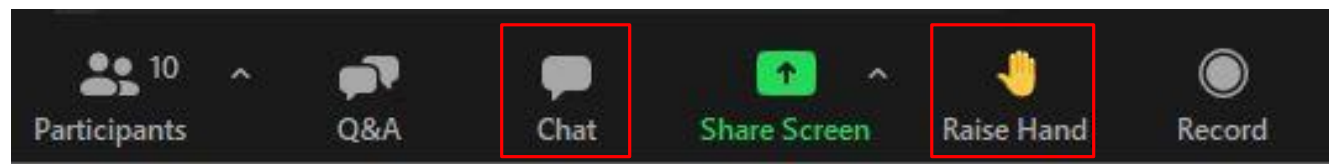
# Ways to Participate During the Meeting

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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.



# Events Policy and Application Process

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# Special Events Policy

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- 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 by residents, community organizations, businesses and non-residents for the following:
  - Park Facility Permits
  - Film Permits
  - Land Use Certificates
  - Special Event Permits

# Special Events Policy

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The Policy was established to ensure the use of City facilities for events

- 1) Aligns with the City's core mission, vision and values
- 2) Provides equitable and fair access to all users
- 3) Remains equitably and fairly priced
- 4) Operates in a fiscally responsible manner
- 5) Supports a healthy, safe, vibrant, and sustainable community.

# Types of Permits

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- **Park Facility Permits and Film Permits**  
Issued by Parks, Recreation and Community Services Agency
- **Land Use Certificates**  
Issued by the Planning and Building Agency
- **Special Event Permits**  
Issued by the Santa Ana Police Department

# Park Facility Permits

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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.

# Film Permits

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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.



# Land Use Certificate

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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. This permit is originated and managed by the Planning and Building Agency (Planning Division) in conjunction with the Police Department and Orange County Fire Authority, depending on the nature of the activity proposed.

# Special Event Permit

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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.

# Event Permit Process

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- Complete and submit an Event Permit Application with site plan
- Agency Review
- Final Permit Application Approval
- Pre-Event Planning Meeting – not all events require this
- Submittal of all permit requirements
- Payment of deposit and permit fees

# Application Deadlines

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- For Park Facility Permits:

*\* Add master table for all permits*

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	

# Permit Requirements

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- Once your application is submitted, the following materials and approvals may be required:
  - Site Plan
  - Traffic Control Plan (for street closures)\*
  - One Day Peddler/Event Participant List
  - Orange County Fire Authority permit
  - Orange County Health Care Agency permit

*\* Will include signature approval of businesses and residents*

# Site Plans

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- Site plans must include the following:
  - Event areas such as stage areas, backstage, exhibitor area, VIP area, beer gardens, parking, etc.
  - Equipment such as stages, generators, canopies, tables, chairs, and any other event related equipment
  - Parking areas including reserved, van or bus loading/unloading, or metered parking
  - Barricades indicating type of barricade and placement (for street closures only)
  - For run/marathons or parades: must indicate starting/end point, as well as route.

*\* Will include signature approval of businesses and residents*

# Traffic Control Plans

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- Traffic Control plans must include the following:
  - Routes, detours and all traffic control equipment including cones, barricades and signage
  - 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.

# One Day Peddler/Event Participant List

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- 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.



# SELIP Insurance Program

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**City of Santa Ana (ICRMA)**  
Independent Cities Risk Management Authority

## SPECIAL EVENTS LIABILITY INSURANCE PROGRAM



### PROVIDING:

#### COMMERCIAL GENERAL LIABILITY

\$1,000,000 PER OCCURENCE / \$2,000,000 GENERAL AGGREGATE

*FOR PERMITTED SPECIAL EVENTS HELD ON MEMBER'S PROPERTY*

#### TOLL FREE NUMBER:

(800) 420-0555

#### ONLINE APPLICATION AT:

[www.2sparta.com](http://www.2sparta.com)

#### ***Pre-Approved Coverage***

*Free, Fast Quotation  
Hassle-Free Application  
We Do All the Paperwork for You*

SELIP Insurance Program Serviced By: Merriwether & Williams Insurance Services, California License #0C01378

# Orange County Fire Authority



## ORANGE COUNTY FIRE AUTHORITY SPECIAL EVENT PERMIT INSTRUCTIONS

### **BEFORE YOU BEGIN**

Contact the city where the event is taking place (for unincorporated areas, contact the County of Orange) to ensure compliance with their special event or temporary use permit requirements. If OCFA issues a permit and you have not obtained the necessary approvals from all other agencies that may require it, your OCFA permit will be null and void.

### **OCFA SPECIAL EVENT PERMIT APPLICATION PROCESS**

- 1. SCREENING FORM:** If you have not already done so, complete the *Special Event Screening Form* (SES form) to determine whether you need to apply for an OCFA special event permit. If a permit application is required, complete steps 2 through 8 below. Include your completed SES form with your permit application to facilitate processing.
- 2. PERMIT APPLICATION:** Complete the top section of the *Special Event Permit* (SEP) form; read the "Statement" and sign the form.
- 3. GUIDELINE S-01:** If you are not familiar with OCFA's permit application process and submittal package requirements, please review Guideline S-01. Permit applications that are not accompanied by the minimum information outlined in the Guideline and any and all applicable guideline attachments may be returned as incomplete and/or delay processing of your permit.
- 4. LETTER OF INTENT:** Prepare a detailed letter with the following information:
  - A brief overview of the activity/event, including the types of activities, equipment, and amenities it will have (e.g., tents, amusement rides, cooking vendors, fireworks, propane heaters, generator).
  - Total expected attendance over the course of the entire activity/event and maximum peak attendance at any one time
  - Date and time of day the activity/event will be ready for inspection
  - Name(s) and phone number(s) of on-site contact(s) the inspector will be working with
- 5. PLANS and OTHER DOCUMENTATION:** Provide the information listed in Guideline S-01 and any and all applicable attachments to that guideline. This will include, but is not limited to, the information listed below:

**Exterior Plans:** Exterior plans are required for all activities/events. Include the following:

  - full property view with surrounding streets, other structures, and fire department access roadways (on-line maps work well for this) and hydrants
  - include a separate map showing street closures, if there will be any, and types and locations of barricades
  - provide distances between the event amenities, equipment, and other structures
  - if applicable, identify areas where cooking or other activities will take place and the location of any generators or other amenities
  - fences, barriers, and other obstructions to pedestrian or vehicle access

**Interior Plans:** interior plans are required for activities/events in a building or tent. Include the following:

- placement of fire extinguishers;
  - location and width of exit doors/openings;
  - location of exit, no smoking, and other signage;
  - location of emergency lighting fixtures and their power source (battery, generator);
  - stages and platforms
  - tables and seating layout, including width of aisles between tables/seating areas
- 6. DECORATIVE MATERIALS:** Decorative materials that are not fire resistant are prohibited in tents and other interior gathering spaces with 50 or more people.
    - submit fire retardant certificates or similar documentation for any draperies, swags, paper/plastic/fabric wall coverings, artificial grass, hay bales, streamers, or other decorative materials that will be used.
  - 7. LETTER FROM PROPERTY OWNER:** If the event will be held on property not owned by the applicant, a letter from the property owner granting permission may be required.
  - 8. SUBMIT YOUR APPLICATION PACKAGE:** Email the information above to [specialevents@ocfa.org](mailto:specialevents@ocfa.org) or fax it to 714-368-8836. If you completed the SES form, include that in your submittal package as well. The submittal package must be received at least 10 working days before your event or an expedite fee will be applied. Email [specialevents@ocfa.org](mailto:specialevents@ocfa.org) or call 714-573-6254 if you have any questions or concerns regarding this process.

REV 3/5/2020

# Orange County Health Care Agency

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## Community Events

Temporary Food Facilities (TFF)

# 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 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.**



# Community Events

## Community Event Guidelines :

- 1) Must be sanctioned by the municipalities, state/county/city, planning/zoning department overseeing the event site.
- 2) TFF operating for 25 days in a 90 period, and, then torn down
- 3) There is a distinct start and end date.
- 4) Shall incorporate other businesses and/or organizations from the community and not highlight one individual entity.
- 5) Not a normal course of business.



### Community Events are:

- State/County Fairs
- City Festivals
- Circus
- Other public gatherings approved by EH



### Community Events are NOT:

- Grand Openings
- Garage sales
- Yard Sales
- Estate sales
- Feeding class members and spectators at seasonal pools during "on season"



# Other Requirements regarding Special Events

- 1) An Event Organizer is required if there are 2 or more food booths
- 2) Approved warewashing (3 compartment sink) is required for open food booths  
\* Up to 8 food booths are allowed to share each 3 compartment sink present
- 3) Food must come from an approved source
- 4) OC permitted food trucks are allowed. Out of County food trucks require a health permit in Orange County
- 5) Health permit applications are required at least 2 weeks prior to the event.

**Refer to Special Event Website for more details and specific requirements.**

# Special Events Program

Hotline Phone #: (714) 433-6080

E-mail: [EHSpecialEvents@ochca.com](mailto:EHSpecialEvents@ochca.com)

Website: [www.OCFoodInfo.com/TFF](http://www.OCFoodInfo.com/TFF)

Website has info on event and food booth requirements, a helpful Video explaining everything, list of fees (if any), and downloadable Health Permit Applications