SPECIAL EVENT PERMIT INFORMATION GUIDE

The Town of Mammoth Lakes
Recreation Department
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INTRODUCTION

The Town of Mammoth Lakes plays an important role in hosting and sponsoring many community events that further the goals of the Town's Vision Statement and enhances the visitor experience by providing recreational and cultural experiences in a festive alpine community atmosphere. Generally, in order to ensure the event is conducted in a safe and appropriate manner, the Town requires a "Special Event Permit" application for events that are open to the general public. Your event permit application needs to be reviewed to ensure all community service provider requirements have been met and no adverse effects result.

A. What constitutes a "Special Event"?

A "Special Event" usually requires the coordination of Town Departments due to the use of alcohol, amplified music, on-site cooking, concessions, large temporary structures, the use of public property or the public right-of-way which is owned or controlled by the Town of Mammoth Lakes.

In general, no person shall conduct or cause to be conducted, participate or engage in, hold, manage, permit or allow another to conduct a special event, in, on or upon any Town street, sidewalk, alley, park, public place, public property or public right-of-way which is owned or controlled by the Town of Mammoth Lakes without first having obtained a written permit.

As per Town of Mammoth Lakes Municipal Code 17.32.075, the following special events and activities may be permitted in all zones unless otherwise specified subject to the granting of an administrative permit:

a) Circuses, carnivals and similar transient amusement enterprises in any commercial or industrial zone subject to no more than thirty days of site occupation and operation in any calendar year.

b) Music festivals and similar outdoor entertainment **activities** in any zone except single-family residential and rural residential subject to a limitation on the number of days of operation as determined by the planning director.

c) Special one-day events such as local service club breakfasts, bingo or Monte Carlo nights in any zone except single-family residential.

d) Special sports events such as running races or bicycle races in any zone.

e) Garage sales where such are conducted for more than five days in any six-month period.

f) Outdoor art and craft shows and exhibits, including any incidental sales in any zone subject to a limitation on the number of days of operation as determined by the planning director.

Generally an event is a function open to the general public and requiring use of community facilities above and beyond what is normally provided to a property. The following are some examples of events:

- If the site cannot accommodate parking by itself, generally a large number of people with associated off-site parking impacts result.
- Port-a-potties are needed above and beyond those existing facilities already on site are needed for attendees
- Farmers Markets
- Concerts
- Runs/Walks

B. When is an activity not considered an "Event"?

A case-by-case determination needs to be made to evaluate if there are any effects to off-site properties. Generally, the activity does not require parking off-site, and there are no other effects to adjoining properties and streets because the size and scope of the activity is limited. Further, there is no amplified music included in the activity. Special Event Permits generally will not be required when held at a Town-owned park/recreational facility. In this case, the applicant needs to rent the facility (Facilities Use Agreement) from the Town as the established fee. For example, hosting a wedding or reunion on private property is not considered a special event.

C. Application Process

This manual is provided to supplement the Special Event Permit application. We hope this guide will facilitate completion of the application form by describing informational requirements and how to adequately complete the application so that your permit is processed without unnecessary delays. The applicant is required to schedule a meeting with Town Staff to review and discuss the Special Event Permit Application. Town staff prefer this to occur before the submittal of your event application.

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT TO ENSURE ADEQUATE REVIEW TIME FOR APPLICATIONS (AN EXCEPTION MAY BE MADE IN RARE CASES).

Failure to submit the application 30 days prior to the event may result in the application being rejected. Please note that fees charged do not cover any additional fees that may be required by other agencies such as the Mammoth Lakes Police Department (MLPD) for staffing of officers, Mammoth Community Water District (MCWD), etc.

The **Mammoth Lakes Recreation Department** is a resource that can benefit your event. We are happy to assist you in preparing the application and in answering any questions you may have. Please call the Recreation Department at (760) 934-8989 ext. 222 if you would like to go over the permit.

Best of success with your event!

Chapter

1

PROPERTY OWNER NOTIFICATION INFORMATION

While the Town of Mammoth Lakes and its residents support the events that enhance the character of the resort, there may be potential impacts to properties adjoining the event site and the neighborhood where the venues are located. Therefore, the Town has established criteria for thresholds that, when met, necessitate notification of adjoining properties surrounding the event so that owners of said properties may prepare for the event and offer comments to Town staff suggesting measures on how to mitigate any potential adverse impacts that may result from the event.

If any of these criteria apply, a public notice packet is required:

- Event has amplified entertainment that occurs after **8:00 p.m.**
- Event has over 250 attendees expected at one time
- Event is adjacent to residential property and includes amplified entertainment
- Event occurs on multiple properties or additional properties are required to accommodate parking
- Event is over 24 hours in total duration

PUBLIC NOTICE

In consultation and with a recommendation from Town Staff, the applicant can inform the public by utilizing either, or both of the following communication methods:

1. Purchase Paid Advertising in local communication vehicles informing the public of the above criteria, and/or

2. Send printed material to property owners adjacent to all the event sites (letter/postcard) informing the public of the above criteria pertaining to the event.

The Town will be responsible for publicity noticing the event through the Town's website: www.ci.mammoth-lakes.ca.us and via Town e-News.

Should additional clarification of the required material be needed, please contact the Mammoth Lakes Recreation Department at (760) 934-8989, ext. 222.

Chapter

2

SUPPLEMENTAL APPLICATION INFORMATION

On page 1 of the application, please describe the following:

- Insert the date of the application, and the complete contact details of the applicant/organization applying for the Special Event Permit.
- Include your non-profit I.D number.
- All items identified must be submitted with the application at least 30 days prior to the event.
- **Standard Event Fee:** Many events in the community occur on an annual basis. Because the nature and conduct of these events does not vary substantially from year to year, the Town has established a simplified review process for permit renewal. While it is necessary to submit a schedule governing the activity in each renewal, it is not necessary to re-submit site plans, traffic control plans, etc. provided they remain unchanged and is noted in a cover letter attached to a permit renewal application. It is necessary however, to file the following (in addition to separate application filings with ABC, Health Dept., etc.):

    - New insurance certificates
    - Approval letters from serving agencies
    - List event information on any changes that have occurred from previous years

- **Required Meeting:** Each Special Event Organizer is strongly encouraged to schedule a meeting with the Recreation Department prior to their event. The purpose of the meeting is to confirm your event needs with Town Departments, Police Department and the Fire Department and to schedule any necessary inspections.

On page 2 of the application, please describe the following:

- Please indicate in the checklist all activities that apply to the event.
- **Event Date(s)**: Indicate time and day(s) of events, expected daily number of attendees and maximum number of patrons at one time attending event. Please also include any power or lighting requirements, along with a description of the entertainment. Indicate types of entertainment, amplification, music (live or pre-recorded), speeches, dancing, etc. Identify additional facilities to be used, such as stages. These activities will likely require adjoining property owner notification (see Property Owner Notification information attached).
- **Alcohol**: Indicate if alcohol is to be served. Permits to serve alcohol shall be posted at event site(s).
- **Mono County Environmental Health Department:** If food service is proposed, approval from the Mono County Health Department is required. Permits shall be posted at event site(s). Contact Christopher Babula - Environmental Health Specialist at the Mono County Health and Human Services Department on (760) 924-1844 to obtain an application or for additional information.

On page 3 of the application, please describe the following:

- **Parking and Traffic:** Describe the location and amount of parking to be used at or near the venue by estimating the number of patrons at one time. The size and duration of the event will determine if drop-

off/pick-up locations are necessary, how many parking spaces are needed on-and/or off-site, and if a traffic control plan should be prepared due to necessity for street closures, detours, flaggers, etc. In addition, indicate if the event will include the provision of transportation to and from the event, routes, hours, etc. Town Planning and Engineering staff is available to assist in determining what is necessary. (We may want to include a requirement for additional trolley per Bill Manning)

- **MLPD/MLFD:** Please indicate if any services are required or requested from the Mammoth Lakes Police Department of Mammoth Lakes Fire Department. The MLFD must approve the site plan and fire protection measures for the proposed event. In some instances, the MLFD will require a fee to issue a permit.
- **Security and Safety:** Many events, especially those that serve alcohol and those that include amplified entertainment will require provision of security staffing. The event organizer is responsible for security and paying for additional MLPD officers overtime (if required and avialable) on the day(s) of the event.

On page 4 of the application, please describe the following:

- **Event Equipment:** Please indicate what event equipment you are using and/or supplying, or are requesting for use from the Town of Mammoth Lakes. The Town owns Measure R event equipment that is available for public use. The completion and submittal of a "Measure R Equipment Use Application" is required (includes $100 deposit).
- **Signage:** Show all signage that will be used to direct the public, advertise the event or publicize a sponsor (off-site only). Banners, etc. are generally not restricted inside site fencing. Sign(s) must be painted neatly; temporary hand drawn signs such as magic marker on cardboard are prohibited. All signs and evidence of the event must be removed and sites returned to their original condition within 24 hours after the event or as required on the final permit.
- **Restrooms, Waste Disposal & Recycling:** The applicant is responsible for providing receptacles for recycling or will arrange/deliver such recycled cans / bottles to a certified redemption center. Litter shall be removed from site each day. The applicant shall provide receptacles for and patrol for trash as necessary to assure that the event does not result in additional litter. Depending upon the size and scope of the event, frequent patrol on and immediately off-site may be necessary. Appropriate receptacle locations are along seating aisles, at entries and exits to the site, and near food and beverage serving locations. Contact Mammoth Disposal at (760) 934-2201 or Sierra Conservation Project at (760) 914-0115 for assistance.
- **Wildlife Management:** Bears and other wildlife live in and around Mammoth Lakes and it is our responsibility to co-exist and keep our wildlife wild. Bears are attracted to anything edible or smelly, including garbage, barbeques, compost piles and bird feeders. Not only is human food bad for bears and other wildlife, but they become used to humans which could lead to the animal's death.
- **Wildlife Management Vendor Daily Checklist**; Please refer to the WILDLIFE MANAGEMENT EVENT VENDOR RECOMMENDATIONS and **Checklist** for additional information and compliance.
- Identify the number of portable restrooms, and the size and scope of the recycling and waste collection plan.

On page 5 of the application, please describe the following:

- **Concessions:** Please list what type and how many concessions will be at your venue for the duration of the event.
- **Sales / Marketing:** Please describe what sales and marketing efforts are being or have been deployed to promote the event. The Town contracts with Mammoth Lakes Tourism to generate visitation to Mammoth Lakes, and utilize a number of methods including an extensive website (calendar of events), travel/trade shows, paid advertising and social media.
- **Emergency Operation Plan:** For large events (2000+ people), an Emergency Operation Plan needs to be produced and approved in collaboration with the Mammoth Lakes Fire District and Mammoth Lakes Police Department. Elements of the plan would need to include: emergency medical services, evacuation plan, fire apparatus staging, police department staging,

communication, ADA compliance and directions and signage. Examples of this plan are available upon request.

- **Contingency Plan:** The event organizer may be required by the Town to submit a contingency or "Back Up" plan. The plan should outline alternative procedures if the event is moved, modified, or cancelled due to inclement weather or circumstances outside the control of the event producer. The plan should include all of the items required for the main permit but modified for the new location or modification.

On page 6 of the application, please describe the following:

- **Insurance**: Anyone requiring an Event Permit in which Town-owned property or the Town right-of-way is impacted, must indemnify and hold harmless the Town of Mammoth Lakes, and must provide evidence of appropriate insurance. Appropriate insurance includes a certificate of insurance naming the Town as an Additional Insured plus an additional insured Endorsement form from the issuing firm. All insurance requirements must be filed within five days prior to the first day of the event. In general, commercial liability insurance with a limit not less than $1,000,000 per occurrence for all covered losses is required; the Town may determine that higher limits are necessary depending on the nature of the event. Workers Compensation on a state-approved policy providing statutory benefits may also be required. The Town can also provide event insurance coverage if desired by the applicant.
- Please reference the "Insurance Requirements and Verification of Compliance" document located in the Special Event Application Form for detailed information on submittal of insurance documents.
- **U.S. Forest Service, Caltrans and Other Agency Approvals:** Many events will involve use of U.S. Forest Service lands. If so, Special Use Permit approvals are required by this agency. Events on or adjacent to State highways also require Caltrans approval. ***Approval letters shall be submitted from these and any other agencies that have jurisdiction over the site to be used together with this application***.
- **Additional Costs:** Event organizers shall be responsible for costs incurred by the Town of Mammoth Lakes, Mammoth Lakes Police Department and Mammoth Lakes Fire District if the event goes outside the parameters (e.g.: if security is not maintained or alcohol consumption is not controlled) of the agreed upon procedures identified in the Special Event Permit.

On page 8 of the application:

- **Signatures:** Signatures and dates of the applicant and property owner must be submitted.

Chapter

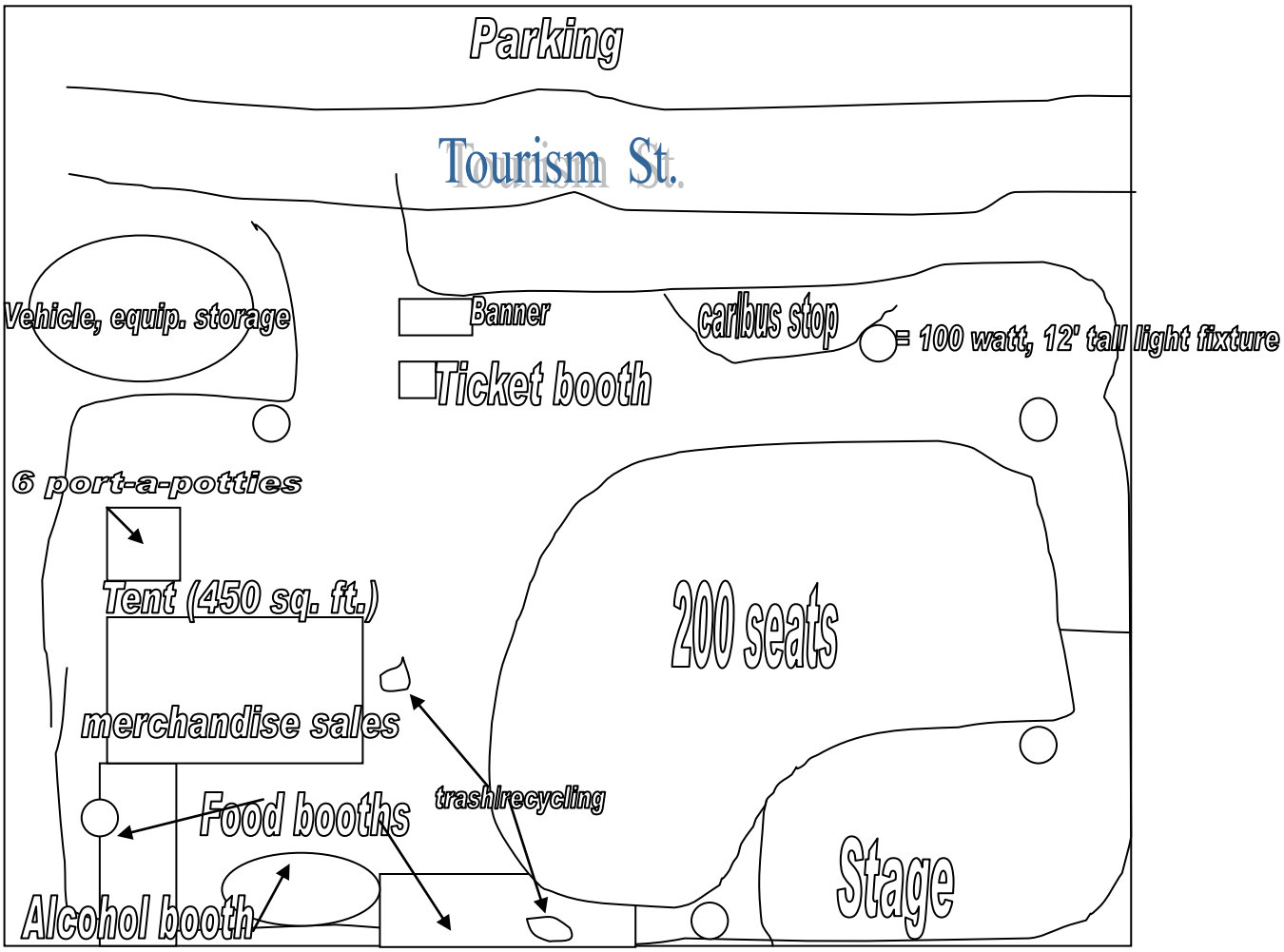
3

SITE PLAN REQUIREMENTS

Provide a site plan containing information as requested below:

1. **Identify property lines and adjoining street frontages, existing buildings and parking areas**. Make sure to show the parking areas that will be used for the event and off-site/on-street parking areas available for parking during the event.
2. **Location of tents or temporary buildings**
3. **Food/Beverage service locations**
4. **Location of restrooms**
5. **Location of other activities, including stages, seating areas, display areas, etc.**
6. **Location of lighting fixtures**
7. **Show site access (driveways, sidewalks, etc.) and provisions for pedestrian and traffic control.**
8. **Signage**

EXAMPLE OF SITE PLAN



Chapter

4

TOWN PARKS AND RECREATION FACILITIES AVAILABALE FOR RENTAL

1. **Community Center**
   Location: Corner of Forest Trail/Minaret Rd.
   - Meeting/recreation room, tennis courts, picnic areas (sorry no parties!)

2. **Mammoth Creek Park**
   Location: Corner of Sherwin Creek Rd./Old Mammoth Rd.
   - Lawn, restrooms, picnic areas

3. **Shady Rest Park**
   Location: 1/2 mile North of HWY 203 off Sawmill Cutoff Rd.
   - Softball and soccer fields, restrooms, concession building, skateboard park, picnic areas. Permits from USFS may be required for events.

4. **Trails End Park – Volcom Brothers Skate Park**
   Location: One-quarter mile South of the Highway 203 and Meridian Blvd. intersection and adjacent to the Mammoth Industrial Park
   - Parking and restrooms, pay phone, and walking trails, child's play area, benches and tables are in the installation process, 40,000 square foot skateboard park.

5. **Whitmore Recreation Area**
   Location: 10 miles South of town off U.S. 395 on Benton Crossing Road - left at the green church
   - Regulation baseball diamond, two softball fields and restrooms. Lights make these facilities available for night games. Whitmore Pool is located across Benton Crossing Road from the ball fields. This outdoor aquatic facility has a 360-degree view of the Eastern Sierra, Glass and White Mountain ranges. The facility includes a six lane 25-meter pool, children's wading pool, restrooms, hot showers, lawn area, BBQ and vending machines. Red Cross-certified personnel staff the pool. The pool is open from approximately mid-June through early September.

6. **Mammoth Ice Rink/Multi-Use Facility**
   Location: 416 Sierra Park Road. Adjacent to Mammoth Lakes Library
   - The 17,000 sq. ft. facility includes lights, restrooms, concessions, and ample parking. Available for rental in both winter ($200/hr.) and summer ($200/day).

Chapter

5

AGENCY CONTACT INFORMATION

i.	Town of Mammoth Lakes Recreation Department:	(760) 934-8989 x 222
ii.	Town of Mammoth Lakes Planning Department: Karen Ridley	(760) 934-8989 x 224
iii.	Town of Mammoth Lakes Engineering Division	(760) 934-8989 x 232
iv.	Town of Mammoth Lakes Community Development/Building	(760) 934-8989 x 241
v.	Town of Mammoth Lakes Public Works Maintenance: Dave Beck	(760) 934-2422 x 21
vi.	Town of Mammoth Lakes Police Department: Dan Watson	(760) 934-2011 x 16
vii.	Mammoth Lakes Fire Protection District: Thom Heller	(760) 934-2300
viii.	Mammoth Community Water District	(760) 934-2596
ix.	Mono County Environmental Health Department: Louis Molina	(760) 924-1845 or 937-7246
x.	Mono County Environmental Health Department: Martin Schleich	(760) 924-1844 or 914-2828
xi.	Mono County Environmental Health Department: Chris Babula	(760) 924-1844
xii.	Mono County Planning Department	(760) 924-1800
xiii.	Mammoth Disposal	(760) 934-2201
xiv.	Sierra Conservation Project	(760 914-0115
xv.	Mono County Sheriff, Bridgeport	(760) 932-7549
xvi.	California Highway Patrol, Bishop	(760) 873-3531
xvii.	Mammoth Lakes Welcome Center/USFS	(760) 924-5500
xviii.	California Department of Transportation (Caltrans) Permits Dept.	(760) 872-0790
xix.	“ “ “ “ “	(760) 872-0632 (Rick delaRosa)
	a. Caltrans Fax:	(760) 872-5215
xx.	Alcoholic Beverage Control, Bakersfield Office	(661) 395-2731