

# COUNTY OF MONTEREY

## Housing and Community Development



Planning – Building - Housing  
 1441 Schilling Place, South 2<sup>nd</sup> Floor  
 Salinas, California 93901-4527  
 (831) 755-5025

### **SPECIAL EVENT INFORMATION QUESTIONNAIRE**

*Please complete ALL fields and type "N/A" if not applicable. All fields shall be typed or printed clearly.)*

The Special Event Information Questionnaire is the first step in having your special event take place in Monterey County. By providing the following information the HCD Permit Center can help you develop a safe and successful event by assisting you with the coordination of county departments and state agencies. You may email this form to County of Monterey Housing and Community Development Attention: Special Events at [SpecialEvents@CountyofMonterey.Gov](mailto:SpecialEvents@CountyofMonterey.Gov) or mail it to Monterey County Housing & Community Development ATTN: Special Events, 1441 Schilling Place, South 2<sup>nd</sup> Floor, Salinas, California 93901.

**NOTICE TO APPLICANT:** Filling out this questionnaire is not a permit or permit application and does not guarantee the issuance of a permit. This is an information gathering tool that will be used to guide you through the permitting process surrounding hosting a special event in Monterey County.

<b>EVENT ORGANIZER INFORMATION</b>			
Contact Person:			
Company or Organization:		<input type="checkbox"/> Commercial Entity <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tax Exempt	
Name of Non-Profit Organization: _____		Tax ID: _____	
Mailing Address:		City:	State:      Zip:
Phone Number:		Email Address:	
<input type="checkbox"/> Owner <input type="checkbox"/> Owner-Builder <input type="checkbox"/> Agent for Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Organizer			
<b>GENERAL EVENT LOCATION INFORMATION</b>			
Name of Event:			
Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many years?	
Who will attend this event? <input type="checkbox"/> Public* <input type="checkbox"/> Private**		Are pre-sold tickets, registration or an entry fee required to attend? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this event invite only? <input type="checkbox"/> Yes <input type="checkbox"/> No
* <b>Public Events</b> typically are events where people assemble for civic, social, educational, entertainment, sporting, religious, business or other purposes and are open to the public for anyone to attend. ** <b>Private Events</b> typically are smaller, more exclusive get-togethers often held in intimate settings that are not open to members of the public.			
Event Location(s):			
Assessor Parcel Number(s):			
Event Description: Provide a narrative description of the full scope of your event with as much detail as possible in the space below. Attach additional pages as necessary:			

# SPECIAL EVENT INFORMATION QUESTIONNAIRE

Will all event locations provide reasonable accommodations for disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>As an event organizer, you shall comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. For more information about the Americans with Disabilities Act and compliance at events, please visit <a href="http://www.ada.gov">www.ada.gov</a>.</i>			
Date(s) of Event	From:	To:	
Setup Date:	Time:	Day of Week:	
Start Date:	Time:	Day of Week:	
End Date:	Time:	Day of Week:	
Teardown Date:	Time:	Day of Week:	
Total Attendance (including staff, spectators, participants):			
Minimum Attendance:		Maximum Attendance:	
Day 1	Day 2	Day 3	Day 4
<b>BUILDING SERVICES EVENT QUESTIONS:</b>			
<b>YES</b>	<b>NO</b>		
		Will your event have any stages? If yes, list the dimensions and height:	
		Will the Public have access to any of the stages?	
		Will your event have any bleachers and/or grandstands?	
If yes, list how many, height, placement:			
		Will your event have any of the following? ( <i>Check all that apply</i> ) <input type="checkbox"/> Temporary Structures <input type="checkbox"/> Tents <input type="checkbox"/> Canopies <input type="checkbox"/> Pop-ups <input type="checkbox"/> Food Booth <input type="checkbox"/> Platforms <input type="checkbox"/> Generators <input type="checkbox"/> Inflatables <input type="checkbox"/> Other: _____ <i>All temporary structures, tents, canopies, requiring a permit shall not be located within 20 feet of all buildings, property lines, parked vehicles, internal combustion engines, or other temporary structures, tents, canopies.</i> <i>For the purpose of determining required distances, support ropes, and guy wires shall be considered part of the temporary structure, tent, and canopy.</i>	
If yes, list type and sizes:			
		Will there be any cooking inside any of the tents, canopies, pop-ups, food booth, etc.?	
		Will there be any utilities inside tents, canopies, pop-ups, food booth, etc.? ( <i>Check all that apply</i> ) <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Electrical (generator or on-site electrical) <input type="checkbox"/> Lighting <input type="checkbox"/> Heating <input type="checkbox"/> Charcoal <input type="checkbox"/> Other: _____	

# SPECIAL EVENT INFORMATION QUESTIONNAIRE

DEVELOPMENT SERVICES EVENT QUESTIONS		
YES	NO	
		Will your event include any of the following? <i>(Check all that apply)</i> <input type="checkbox"/> Bicycle Race <input type="checkbox"/> Bicycle Ride <input type="checkbox"/> Car Show <input type="checkbox"/> Farmers Market <input type="checkbox"/> Craft Fair <input type="checkbox"/> Marathon <input type="checkbox"/> Run <input type="checkbox"/> Festival <input type="checkbox"/> Vendor/Agency Booths <input type="checkbox"/> Other: _____
		Will your event require any of the following? <i>(Check all that apply)</i> Road Closure(s) <input type="checkbox"/> County Road <input type="checkbox"/> State Highway <input type="checkbox"/> Private Road <input type="checkbox"/> Rolling Closure <input type="checkbox"/> Sidewalk Closure
		Will traffic control be required to close intersections, block streets or stop traffic for your event?
		Will your event impact any public transportation services? <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Other: _____
Start Date of Closure:		End Date of Closure:
If yes, list road names and provide detailed traffic control plan ( <a href="#">CA MUTCD Standards</a> ):		
		Will any major traffic arteries be affected by your event?
If yes, please provide list of roads:		
		Will you have offsite parking?
If yes, list location(s):		
		Will your event use traffic safety equipment? <i>(Check all that apply)</i> <input type="checkbox"/> Safety Vests <input type="checkbox"/> Barricades <input type="checkbox"/> Cones <input type="checkbox"/> A-Frame Signs <input type="checkbox"/> Signage <input type="checkbox"/> Traffic Officers or Flaggers <input type="checkbox"/> Changeable Message Signs <input type="checkbox"/> Other: _____
		Will any ground markings be used for your event? <i>(Check all that apply)</i> <input type="checkbox"/> Paint <input type="checkbox"/> Tape <input type="checkbox"/> Stickers <input type="checkbox"/> Chalk <input type="checkbox"/> Other: _____ If yes, where? <i>(Check all that apply)</i> <input type="checkbox"/> Road Pavement <input type="checkbox"/> Sidewalk <input type="checkbox"/> Other: _____
		Will participants follow California traffic laws as described in the <a href="#">California Vehicle Code (CVC)</a> ? <i>(see for example CVC21462)</i>
		Will your event involve any filming, production, photography during the pre-event, event, or post event phases? <i>(Filming/Photography permit may be required)</i>
		Will any banners and/or other directional or information signage be used before, during, or after the event? If yes, attach a traffic control plan including all locations, sizes, verbiage, and mounting surfaces.
How is the event being advertised? <i>(Provide website URL and/or attach copy of the event flyer and/or the neighborhood notification)</i> <input type="checkbox"/> Online <input type="checkbox"/> Flyer <input type="checkbox"/> Email <input type="checkbox"/> None <input type="checkbox"/> Other: _____                      URL: _____		
ENVIROMENTAL HEALTH EVENT QUESTIONS		
YES	NO	
		Will the event include any of the following? <i>(Check all that apply)</i> <input type="checkbox"/> Body Art Services <input type="checkbox"/> Tattoo <input type="checkbox"/> Body Piercing <input type="checkbox"/> Branding <input type="checkbox"/> Permanent Cosmetics
		Will you be providing/serving/offering any cannabis and/or tobacco products at the event? <input type="checkbox"/> Cannabis products <input type="checkbox"/> Tobacco products <input type="checkbox"/> Both

# SPECIAL EVENT INFORMATION QUESTIONNAIRE

		Will food and/or beverages be available at the event? This includes food/beverage 1.) provided in the price/ticket of admission, 2.) offered as a sample(s) or 3.) offered for sale during the event? <i>(Check all that apply)</i> <input type="checkbox"/> Prepared <input type="checkbox"/> Served <input type="checkbox"/> Sold
		Will alcohol be sold and/or served at the event? <i>(ABC license may be required)</i> <i>(Check all that apply)</i> <input type="checkbox"/> Served <input type="checkbox"/> Sold <input type="checkbox"/> Self-Serve/Open Bar
		What type of alcohol will be sold and/or served at the event? <i>(Check all that apply)</i> <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Fresh Fruit/Mixed Drinks <input type="checkbox"/> Distilled Spirits
		Is the event open to all ages?
		Will food be offered to the public?
How many food vendors will be at your event?		
How will food be prepared at your event? <i>(Check all that apply)</i> <input type="checkbox"/> Gas <input type="checkbox"/> Electrical <input type="checkbox"/> Charcoal <input type="checkbox"/> Other: _____		
		Will your event include any of the following? <i>(Check all that apply)</i> <input type="checkbox"/> Animal rides <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Day Camp <input type="checkbox"/> Other: _____
How many restrooms and handwashing stations will be provided? <a href="#">Monterey County Code Title 15 section 15.20.050</a> # _____ Portable Toilets   # _____ Flush Toilets   # _____ Handwashing Stations		
<b>LAW ENFORCEMENT EVENT QUESTIONS</b>		
<b>YES</b>	<b>NO</b>	
		Will your event have any musical entertainment/amplified sound/amplified music? <a href="#">CO.MO.ORD.5379</a> <i>(Check all that apply)</i> <input type="checkbox"/> Bands/Concert <input type="checkbox"/> Boombox/Radio <input type="checkbox"/> Bluetooth Speaker <input type="checkbox"/> DJ <input type="checkbox"/> Live Music <input type="checkbox"/> PA System & Speakers <input type="checkbox"/> Mariachi <input type="checkbox"/> Other: _____ <b>Start time of music/sound:</b> _____ <b>End time of music/sound:</b> _____
		Will your event have any dancing? <i>(Check all that apply)</i> <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Both
		Will your event have any carnival rides or games?
If yes, please describe		
		Will your event have any Law Enforcement and/or Private Security present during the event?
If yes, please describe & provide security plan:		
<b>FIRE DEPARTMENT &amp; EMERGENCY MEDICAL SERVICES EVENT QUESTIONS</b>		
<b>YES</b>	<b>NO</b>	
		Will your event have any professional medical services provided? <i>(County EMS Medical Plan may be required)</i> If yes, list company: _____
		Will your event have a weather monitoring person?
		Will your event include any of the following? <i>(Check all that apply)</i> <input type="checkbox"/> Fireworks <input type="checkbox"/> Rockets <input type="checkbox"/> Lasers <input type="checkbox"/> Other Pyrotechnics
		Will your event require fire apparatus access roads?

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*Fire apparatus access roads shall have an unobstructed width of not less than 20 feet in width and a vertical clearance of 15 feet.*

Will your event have more than 500 people?

*The Fire Code Official may require crowd managers for your event to comply with the [IFC 403.11.3 CROWD MANAGERS](#)*

## COUNTY OF MONTEREY – PARKS DEPARTMENT

The County of Monterey offers many public parks that can be used as the venue for your event. In addition to being beautiful, a County park offers a large, neighborhood-centered venue for your event. If you plan to use a County park for your event, a Facility Use Application is also required. Please visit the Parks Department website for more information at:

<https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/county-parks/rates-reservations>

*Please Note: Special events (fundraisers, concerts, sports events, festivals, etc.) are events that charge a fee, sell tickets, or raise funds, or utilize Park facilities in a way other than intended for regular day use. Events with attendance under 5,000 require approval by the Public Works Facilities and Parks Director. Events with expected attendance over 5,000 are also considered special events and require approval from the Board of Supervisors. These events require an application, calendar coordination and deposit payment. Special events require an application a minimum of six (6) months in advance of the planned event. Twelve (12) months is required for events over 5,000 attendance.*

## SITE PLAN

Provide Site Plan including

- Location(s) of all uses of public property and public right of way
- Locations(s) and dimensions of any structures to be used for the event, including buildings, and climbing structures
- Location(s) and dimensions of any tents or canopies or pop-ups including vendor and food concession
- Location(s) and dimensions of any grandstands, bleachers, or folding or telescoping seating
- Locations(s) and type of cooking equipment, cooking areas, and food booths
- Location(s) of sound equipment, temporary heating system, or other electrical equipment
- Location(s) of decoration, banners, or other advertisement at the event site
- Location(s) of all trash and recycling receptacles
- Location(s) of any signs to be placed, both directional and advertising the event
- Location(s) of all street closures, including location and number of barricades and signs
- Location(s) of all display areas, play areas, judging areas, staging areas, and seating areas
- Location(s) of any portable toilets and/or hand-washing sinks
- Location(s) of any storm drains and vendors
- Location(s) of vehicle ingress and egress
- Locations(s) and type of fire protection
- List emergency egress and/or escape routes
- Location(s) of emergency medical services

**IMPORTANT NOTICE:** For events taking place on private property, a zoning permit may be required. The Permit Center team recommends budgeting at least six (6) months for permitting. Construction permit applications shall be submitted more than 60 days prior to the event to avoid additional fees. Late construction permit applications may result in construction delays or event occupancy restrictions. Processing times for traffic, encroachment, waste management, food and alcohol permits vary. Submittals shall be submitted a minimum of 60-120 days prior to event depending on the scope of work. Applications submitted less than 30 days prior to the event may not be processed.

*Please Note: Special Event Construction & Special Event Encroachment Permits Submitted < 30 Days Prior to Event are subject to Double Plan Review Fee. Special Event Construction & Special Event Encroachment Permits Submitted < 60 Days Prior to Event are subject to 1.5 x Plan Review Fee.*

**NAME OF PREPARER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_