



SPECIAL EVENT PERMIT— STANDARD CONDITIONS OF APPROVAL

GENERAL CONDITIONS (APPLICABLE TO ALL EVENTS):

1. Applicant agree to adhere to all Federal, State, County, and Local guidelines.
2. Applicant agrees to adhere to Special Events Stormwater Best Management Practices.
3. Any electrical installations shall comply with the California Electrical Code.
4. Applicant to supply their own power source and water.
5. All temporary power cords shall be protected from damage and covered to prevent trip/fall hazards.
6. Applicant will be held responsible for any required work by the City to restore City facilities or property (trash, debris, repairs, cleanup) after the event has concluded.
7. Amplified music must be directed away from residences. Volume must comply with the San Marcos Municipal Code (SMMC 10.24).
8. Applicant shall coordinate with Public Works, Sheriff's Department, or Fire/Paramedic Departments for any services needed. If supplemental law enforcement, fire, or paramedic services are required, applicant will be responsible for related charges.
9. Tablecloths, fabric, or other cloth material used in booths must not be frayed or torn and must not present a trip hazard.
10. Trained Crowd Managers are required when gatherings exceed 1,000 persons (1 crowd manager per 250 persons per CFC 403.12.3).
11. Temporary banners or signs are not permitted in the public right-of-way. Signs on private property require a Temporary Sign Permit from the Planning Division (760-744-1050 ext. 3204).
12. Applicant must provide adequate sanitation facilities and portable toilets.
13. Applicant shall ensure all participants obey traffic laws on City streets and intersections.
14. No chalk, flour, or paint may be used for route marking. Use cones and ribbons only, to be removed after the event.
15. Applicant to maintain compliance with City noise ordinances, stormwater, and fire safety standards.
16. All debris, equipment, and signage must be removed immediately after the event.
17. No stapling or attaching signs/posters to trees, poles, or public property.

ACCESS AND SAFETY CONDITIONS

18. Access must be maintained at all times for emergency vehicles.
19. Any roadblock devices (cones, barricades, etc.) must be easily movable.
20. Maintain clear access to fire hydrants at all times.
21. Adequate exiting based on occupant load must be provided in any fenced or enclosed area (beer garden, tent, canopy, etc.). Exit and occupant load signs must be visible above the crowd.
22. All vehicles must maintain safe speeds, remain clear of the roadway, and not impede regular traffic.
23. Participants should avoid double/triple-wide formation when running or biking to allow vehicle passage.

CONDITIONS FOR EVENTS IN CITY PARKS

24. Applicant to schedule an onsite meeting with the Parks Maintenance Supervisor at least 2 weeks prior to the event. Call (760) 752-7550.
25. Applicant agrees to adhere to Field Use Policy and pay deposit as determined by Parks Maintenance staff.

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FOOD AND VENDOR CONDITIONS

26. Food trucks must have a current Health Department permit, a City of San Marcos business license, and provide trash receptacles with post-event cleanup.
27. Food vendors using grease-producing cooking appliances must provide a Class 'K' fire extinguisher; all others must have a Class 2A:10B:C extinguisher, both with valid service tags.
28. Propane or compressed gas cylinders must be properly secured.
29. No cooking is permitted under tents/canopies unless approved by the Fire Department (CFC 3104.15).

GENERATOR CONDITIONS

30. No refueling in public or crowded areas and never while generators are running.
31. No extra fuel may be stored onsite; it must be kept off-site in approved safety cans (max 5 gallons) with self-closing spouts and spark arrestor screens.

EVENT-SPECIFIC CONDITIONS – BLOCK PARTY

32. Permit valid for one day only per application.
33. Must submit written consent from all affected residents for any street closure.
34. Street closure approved as designated on attached map; one 12-foot lane must remain open for emergency access.
35. Music must end by 10:00 PM.
36. Alcohol consumption is prohibited on streets and sidewalks.
37. Sheriff's, Fire, and Paramedic Departments must be notified of event details.

EVENT-SPECIFIC CONDITIONS – BIKE/WALK/RUN

38. Traffic control devices are not provided by the City; applicant must supply their own.
39. Signs may not be posted more than 4 hours before or after the event.
40. No follow vehicles may travel immediately behind participants.

EVENT-SPECIFIC CONDITIONS – CARNIVAL & HAUNTED HOUSE

41. All decorations and materials must be non-combustible or fire-resistant and approved by the San Marcos Fire Department.
42. Field flame test required to verify compliance with the California Fire Code.
43. Maintain adequate exits and ensure no fire equipment is covered or blocked.
44. Adult supervision (18+) required at all times with flashlights available.
45. Maximum haunted house floor area: 1,000 sq. ft.
46. Fire extinguishers must be accessible in all cooking and haunted house areas.
47. Hay must remain baled and limited in amount and placement.

EVENT-SPECIFIC CONDITIONS – FILMING

48. Applicant must notify all residents and merchants within a 200-foot radius of the filming location must receive notice of filming dates, times, location address, and production company contact at least 48 hours prior to the first filming activity. Notification is most effective when delivered in person or via flyer, unless a property is inaccessible.



49. When production vehicles will park on public streets, applicant must notify affected residents and merchants at least 48 hours in advance. All impacted parties must also be informed of the City or County's towing procedures for "No Parking" zones.
50. If equipment, trucks, or vehicles must park in restricted zones, temporary "No Parking" signs must be posted with local authority approval. The permittee must obtain permission to lay and safely mat any cables across sidewalks or from generators to service points.
51. For filming activities that may impede traffic flow, the permittee must employ California Highway Patrol (CHP), County Sheriff, or local law enforcement personnel and comply with all applicable traffic control requirements.

DISCLAIMER: Events may be issued with additional conditions of approval depending on the scope of the event and details provided in the application. An additional page will be added to the finalized permit or an addendum to these conditions, including any additional conditions of approval as determined by City reviewers.