



City of Solvang

Special Event Guidelines

Special Event Guidelines Introduction:

Special Events are defined as any activity held on or otherwise impacting public property and/or services. Applicants must adhere to the application process in order for a Special Event to go before the Solvang Marketing and Tourism Steering Committee and the City Council for approval. After you have completed your application, including event layouts/maps, please submit a copy to events@solvangusa.com. You can submit the application fee via check or request a payment link to pay via credit card. All checks should be made out to the City of Solvang. IDK Events, LLC will be your primary contact for the processing of your event application

Application Timeline Requirements:

Application timeline requirements per Solvang Municipal Code Section 11-2-8 provides the framework and guidance for the issuance of Special Event Permits within the City of Solvang. Permit applications may be submitted as early as one year before your event. We encourage as much advanced notice as possible in order to properly process your application. Applications submitted without adequate notice may incur additional fees and require full cost recovery to the City. Some events, although small in participation, may require additional notification time due to the complexity of the event (i.e. multiple street closures, complication set-up procedures, additional permitting from the County of Santa Barbara). Permit applications must be received by the City of Solvang no later than:

- 120 days prior to event – Events with 1,000+ in attendance
- 90 days prior to event – Events with 300-1,000 in attendance
- 60 days prior to event – Events with 300 or less in attendance

Denial of a Special Event Permit:

Denial of a Special Event Permit will be automatic if any of the following apply:

- Applicant cannot supply the required Certificate of Liability Insurance.
- Proposed event directly conflicts with an event that has already been permitted.
- Payment for Fees are not provided in timeline required.
- Proposed event is not permitted by law or regulation.
- Proposed event will imperil public health or safety.
- City Council denies the use of the public right-of-way



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Application Process (Events over 1,000 or involving Street Closure):

The application process will begin once you complete the Special Event Permit Questionnaire [here](#). This questionnaire will help our team determine which permit application(s) will be necessary for your event. After you submit your questionnaire, a representative from our team will reach out with any additional questions and the appropriate application(s).

This representative will provide a list of necessary documentation needed in order to change the status of your application from “pending” to “complete”. Once the application is determined complete, the Special Events representative will review. If the application includes a street closure or attendance over 1,000; the applicant will be invited to present your application to the Solvang Marketing and Tourism Steering Committee. The Committee is comprised of community and local business leaders. The Committee will review the application and vote whether to recommend approval or denial to the City Council. The Committee will recommend approval or denial based on a majority vote. The Committee may also request additional information before making a final recommendation to City Council.

The Solvang Marketing and Tourism Steering Committee may ask City Council to deny a permit application for any reason. However, the decision reached by the Solvang Marketing and Tourism Steering Committee is **not binding**. The Solvang City Council has the final authority to either agree or disagree with the Committee’s recommendation. The Committee may ask City Council to include specific conditions to best suit the community and local businesses of Solvang.

Once the Solvang Marketing and Tourism Steering Committee votes on a final recommendation to City Council, the Special Events representative will make an unbiased presentation on your event and will provide direction from the Committee. City Council will then vote on the approval of the permit application. If your event is approved by City Council, you will be given a checklist of documentation that must be submitted before a permit will be issued. Please note: approval of a City facility rental does not constitute approval of your permit application. DO NOT advertise or print material for your event until you have received confirmation that your event has been approved. Failure to satisfy the conditions in the required time will result in the revocation of your permit.

Application Process (Events under 1,000 with no Street Closure):

The application process will begin once you complete the Special Event Permit Questionnaire [here](#). This questionnaire will help our team determine which permit application(s) will be necessary for your event. After you submit your questionnaire, a representative from our team will reach out with any additional questions and the appropriate application(s). Once your application is complete it will be submitted to the City Manager for approval.



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Special Event Meeting:

For large and new events, a meeting with City Staff and the Special Event planner may be a condition of your approved permit. Meetings for first time events are best held two (2) months prior to the event. If you would like a meeting, please email events@solvangusa.com well in advance. There must be only one (1) primary event contact person appointed to communicate with the Special Events team. Post event meetings, usually scheduled for a month post event, are beneficial to discuss any problems that may have occurred during your event. Possible solutions can be determined for future events, and changes, if necessary, can then be discussed and proposed to City Council, if the event is allowed to return in the future.

Additional Contacts:

Please be aware that in some cases you may have to contact federal, state, or county agencies in addition to the City of Solvang for permits related to your Special Event. These might include, but are not limited to:

- Cal Trans
- County Public Health Department
- Alcohol Beverage Control
- County Fire Department

For example, use of Mission Dr/Highway 246 is operated by Caltrans. In order to use any portion of Mission Dr/Highway 246, you will need to obtain a Caltrans Encroachment Permit directly from Caltrans. The Special Events team representative will advise and assist with coordination with other agencies as needed.

Use of Solvang Parks and the Veteran's Memorial Building:

A separate application and fee to use and/or rent these public facilities must be completed and approved by the Parks and Recreation Department a minimum of sixty (60) days prior to the scheduled event. If you would like to use a City park and/or the Veteran's Memorial Building, it is your responsibility to contact Parks and Recreation and take the proper steps in order to make your reservation. Facilities under the management of Parks and Recreation include:

- Solvang Park
- Sunny Fields Park
- Hans Christian Andersen Park
- Solvang Veteran's Memorial Building

City Maintenance Crew Assistance:

Should the assistance of the City maintenance crew be deemed a requirement during your set-up, event hours, or break down, you will be charged at a rate of \$100 per hour per person with



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a minimum of a two-hour charge per person. You will receive an estimate of the anticipated costs for staff time prior to your event. All fees must be paid prior to your event. Any additional fees post event will be sent via email and will be required payment net 30. If payments are not received net 30 then the fees will be subject to finance charges and interest rates. Any credits shall be processed post event and mailed to the address given on the application.

Insurance Requirements:

Insurance Requirement are based upon the risk level of the event which is determined solely by the City of Solvang. If your event will include alcohol sales/distribution, liquor liability coverage must be included on your certificate of insurance. Before your application is approved, **you will need commercial general liability insurance that names as additional insured, the "City of Solvang, its officers, employees, elected officials, volunteers and agents" and any other public entities impacted by your event.** The City will review and consider the applicant's existing Commercial General Liability coverage but has sole discretion in determining its sufficiency in form and coverage limits given the nature of the event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates. An original Certificate of Insurance must be received by the City at a minimum of one week prior to the event. If you do not already have an existing Commercial General Liability Policy, please contact your Special Events team representative and they will provide carrier recommendations.

Alcohol Requirements:

If you plan to sell or distribute alcoholic beverages at your event, you will be required to:

- Obtain a Special Daily License from the Alcohol Beverage Control (ABC). For information and licensing procedures, please visit www.abc.ca.gov/forms.
- Provide fencing for your conditioned area and check identification of all persons entering such areas or provide a suitable alternative approved by local law enforcement and the City.
- Indicate the designated conditioned area(s) on your site plan and include the dimensions of area(s) and mark the entrances and exits.

Parades:

The City has pre-approved routes you will be required to use and are listed on the application. Please be sure to indicate which route you prefer on your application and include a City street map with choice of route marked. If you desire a route other than the City pre-approved routes, you may submit a request on your application along with a City map with the alternative route marked clearly. The Public Works Director and the Deputy Sheriff must approve any such request. If approved, the applicant must work with City staff and the Sheriff's



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Department to implement a safety plan. Special safety provisions may be required, and all costs associated with the implementation are the sole responsibility of the applicant.

Routes that use Mission Dr/Highway 246 require a Caltrans Encroachment Permit. Contact Caltrans directly at (805) 549-3134. The applicant is responsible for obtaining this permit, NOT the City. You will be required to submit a copy of your Caltrans Permit before a City permit will be issued. Please contact Caltrans well in advance.

Routes that include Old Mission Santa Inez must be scheduled and approved by their facility manager who can be reached at (805) 688-4815. Proof of approval must be provided to the City.

The Sheriff Department will provide a cost estimate for services to monitor the parade route. Such costs will be paid directly to the City on the Sheriff's Departments behalf. Sheriff fees must be paid no later than 30 days prior to your parade.

Applicant MUST provide volunteers to assist with traffic control and undertake activities related to traffic control. The deputy assigned will let you know the number of volunteers required. A list of the names of volunteers along with their contact details is mandatory and must be submitted to the Sheriff's Deputy in charge of the parade route at a minimum of a week prior to your parade. If the Sheriff's Deputy is not supplied with the required volunteer list and contact information and/or failure of volunteers report to assigned post prior to parade may result in cancellation of the parade and/or shortening of parade route. **Parades that start late or run over time will incur additional costs.** If you are having difficulty getting volunteers, please contact your Special Events team representative.

Applicant is responsible for securing a street sweeper to clean route immediately following the conclusion of the parade when animals are included as part of the parade or is deemed necessary by the City.

Traffic Control Plan:

Any traffic control must be in accordance with the California Manual on Uniform Traffic Control Devices and must also highlight traffic monitors and police personnel where appropriate. Applicants will be responsible to furnish and place all traffic control devices per the approved traffic control plan. Should your event require the closure or restriction of any public right-of-way, such as a sidewalk, alley, or street, you must submit a traffic control plan. **Any request to close or restrict the public right-of-way must be approved by Solvang City Council.** The Special Event team representative will provide you with an estimate date when City Council is expected to address your request. You will be required to inform the public, including businesses and residences, within 1,000 feet of any closure or restriction.



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Site Plan:

To ensure prompt review of your event application, please provide a site/route plan that is clear and legible. Attach the detailed site/route plan depicting the proposed layout for the event. Route maps are very important for most events and may be required as part of your traffic control plan.

- Details to include: parking, portable toilets, trash cans, recycling containers, dumpsters, equipment, alcoholic and non-alcoholic concession areas, food concession areas, barbecues, generators, tables and chairs, seating, canopies, stages, signs, banners, sound amplification equipment, and tents. **Some tents may require a Fire Department Inspection, please contact the Santa Barbara County Fire Department at (805) 681-5500 or www.sbctfire.com for application and payment information.** We require a copy of such application and payment receipt prior to your event if a tent will be used.
- **If your event is held on a City or private Street, or in a City or private parking lot, there must be an unobstructed 20-foot-wide emergency vehicle access lane.** Entrances to streets, alleys, and parking lots must not be permanently blocked at any time. Movable barricades should be used to block streets, alleys, and parking lot entrances.
- **Information must be included in regard to use of inflatable devices, animals, placement materials for show vehicles, lighting, signs/banners (must be preapproved by city), or other pertinent information that will better assist us in reviewing the activities and components of your event.**

Entertainment and Related Activities:

Applicant must ensure that all even related activities comply with local laws. Banners, flags, signs and related devices are regulated by local ordinance. These must be included on your site map and must be preapproved prior to your event by the City of Solvang. Photos/artwork of all requested devices should be submitted. Please note feather banners are prohibited in the City of Solvang and the City has adopted a noise ordinance that does not allowed amplified music after 10:00pm. Sign regulations, banner applications, and local ordinances can be obtained at www.cityofsolvang.com.

Food Concession/Vendors:

If your special event includes vendors selling food, beverages, merchandise, or services; each vendor must pay a vendor fee of \$50 payable to the City of Solvang. Payment for all vendors must be received prior to permit being issued. Event is responsible for collecting fees and then submitting one payment for all vendors participating. A list of all vendors must be submitted to the City of Solvang, including those registered as non-profit organizations. Non-profit groups are exempt from the \$50 vendor fee as long as their non-profit number and/or tax exemption



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identification is provided on a vendor list form. If your vendor has a current valid City of Solvang Business Certificate at the time of your application submission for a special event permit, then they will NOT be charged a \$50 vendor fee. Vendor must provide their Business Certificate number on vendor list form as well as date issued. A vendor list template form will be provided to you per your request.

All food concession vendors must obtain a valid County of Santa Barbara TFF Health Permit. Please request this application process from your Special Events Team representative. Proof of payment of fees and final Health Permits are required before your final permit will be issued.

Sanitation, Recycling, and Portable Restrooms:

Event is responsible for proper disposal of waste throughout the term of the special event and immediately upon conclusion of event, including City containers that are present. The footprint approved for event must be returned to its pre-event condition. **You must have equal numbers of trash cans, recycle containers, and compost station and must provide a greening plan for events with more than 1,000 people.**

Guidelines state that one (1) chemical toilet must be provided for every 100 people, and that ten percent (10%) of these must be ADA Accessible. You are required to provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event. Should you fail to perform adequate cleanup or damage occurs to City of Solvang property and/or facilities due to your event, you will be billed at full cost recovery rate plus overhead for cleanup and repair. For services, please contact Waste Management at (805) 538-9830.

Medical Plan:

If required by conditions of your permit, you must include a detailed plan of first aid and medical stations. Please include the locations of such stations and the hours that they will be available, as well as the setup and dismantle times. Please list the types of services that will be provided at each station and the personnel names, contact numbers, and vocations.

Any event with more than 1,000 attendees or a street closure must provide a medical plan.