



Special Event Permit Information Guide



The Town of Mammoth Lakes
Recreation Department
P.O. Box 1609
Ph: (760) 934-8989, ext 222
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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 an "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.

What constitutes an "event"?

An "Event" usually requires the coordination of the Town departments due to the use of alcohol, amplified music, on site cooking, food sales, large temporary structures... etc.

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

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 from the Town as the established fee. A listing of these facilities, their functions, and capabilities for hosting events is provided on page 6.

Application Process

This manual is provided to supplement the Event Permit application and 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 Event Permit Application. Town staff prefer this to occur before the submittal of your event.

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 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!

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 **10:00 p.m.**
- Event has over 1,000 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

The applicant has two choices when it comes to informing the public:

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.townofmammothlakes.com and via Town e-News.

<http://www.ci.mammoth-lakes.ca.us/index.aspx?nid=284>

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

SUPPLEMENTAL EVENT INFORMATION

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

1. **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.
2. **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.
3. **Alcohol:** Indicate if alcohol is to be served. Permits to serve alcohol shall be posted at event site(s).
4. **Entertainment/Amplification:** 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).
5. **Water and Wastewater:** If your event proposes to connect to the MCWD's water distribution system, and/or if connections to the waste collection system are necessary, permits will be required, and shall be obtained from the District. In this event, a copy of application(s) for permit(s) shall be attached to this application.
6. **Construction and Power:** Any work requiring a contractor shall be identified. Source and purpose of electricity shall be submitted. Indicate the type of lighting fixture(s) shielding and wattage to be used for lighting used on the boundaries/exterior of the site.
7. **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)

A traffic control plan, including slow signs, event signs, cones, parking attendant(s) etc. may be needed to direct traffic. CONTACT THE ENGINEERING DIVISION OF THE TOWN TO DETERMINE REQUIREMENTS. The Town's Road and Police Departments can assist in determining what type of plan is needed. Please describe where and how traffic will be handled. Attach to the application (when required).

Off-site impacts resulting from the event, including but not limited to parking, requires submission of property owner approvals acknowledging use of property for stated purpose in application.

Approval letters shall be submitted from all property owners affected by event together with this application.

8. **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.
9. **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.
10. **Waste Collection, Waste Disposal, and Recycling:** Trash and recycling receptacles shall be provided on site by the event organizer. Describe location of receptacles, daily removal and disposal activities. 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.
11. **Security and Safety:** Many events, especially those that serve alcohol and those that include amplified entertainment will require provision of security staffing. The Police Department and County Sheriff Department often have officers available for staffing the event, and separate applications through their departments are required. When such staffing is needed, attach approval letters from serving agencies (MLPD, Sheriff, CHP, or other). Paramedics shall be contacted and made aware of event details prior to the event, and an approval letter shall be submitted with the application.
12. **Fire District Approval:** The event may require measures to reduce fire hazards and ensure adequate access by fire apparatus. ***The proposed site plan shall be approved by the Mammoth Lakes Fire Protection District and shall be attached to the application. The final set-up of the premises will be subject to district approval.***
13. **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.***

SPECIAL EVENT PERMIT FEE (\$158)

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

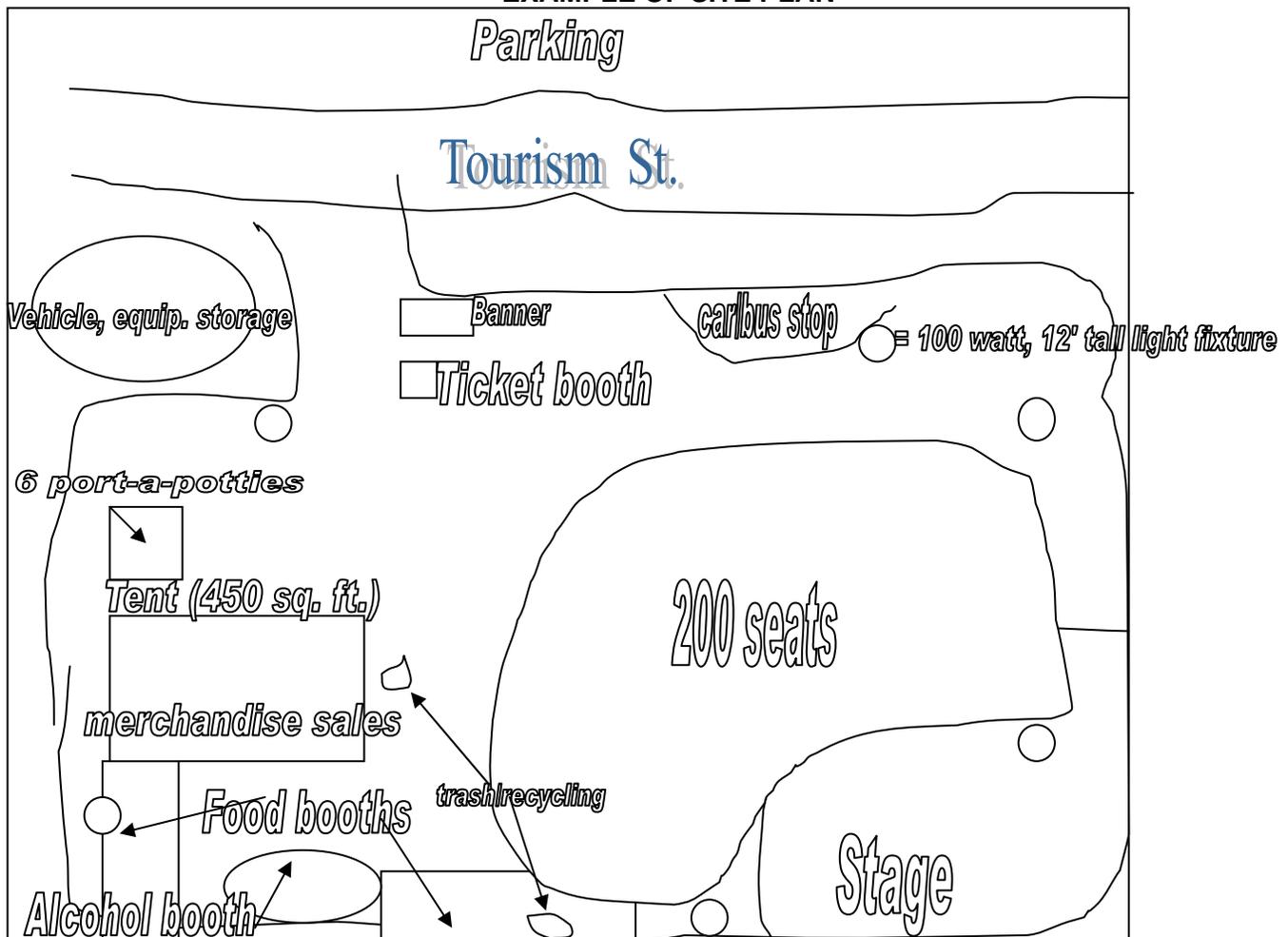
NEW: Each Special Event Organizer is strongly encouraged to schedule a meeting with the Recreation Department prior to their event. The purpose of the meeting is to confirm your event needs with Town Departments, Police Department and the Fire Department and to schedule any necessary inspections.

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



AGENCY CONTACT INFORMATION

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

TOWN PARKS AND RECREATION FACILITIES AVAILABLE FOR RENTAL

1. Community Center (corner of Forest Trail/Minaret Rd.): meeting/recreation room, tennis courts, picnic areas
2. Mammoth Creek Park (corner of Sherwin Creek Rd./Old Mammoth Rd.): lawn, restrooms, picnic areas
3. Shady Rest Park (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 (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 (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.