



SPECIAL EVENT PERMIT INFORMATION GUIDE



The Town of Mammoth Lakes
Parks & 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 the submittal of a "Special Event Permit" application. Your event permit application needs to be reviewed by Town staff to ensure all municipal code requirements have been met with no adverse effects on the general public or event participants.

A. What constitutes a "Special Event"?

A "Special Event" usually requires the coordination of Town, County or Fire Department personnel to ensure that the use of alcohol, amplified music, on-site cooking, concessions, large temporary structures, and/or the use of public property or the public right-of-way which is owned or controlled by the Town of Mammoth Lakes is conducted in a safe, responsible and legal matter.

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 administrative permit.

As per Town of Mammoth Lakes Municipal Code 17.56.040, the following temporary uses and events are subject to an administrative permit, and shall comply with the following standards.

- A. Events. Circuses, carnivals, and similar transient amusement enterprises in any commercial or industrial zone subject to no more than 30 days of site occupation and operation in any calendar year.
- B. Festivals. Music festivals, outdoor art and craft shows and exhibits, 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 Director.
- C. Seasonal Sales Lots. Seasonal sales activities for Thanksgiving, Christmas, or other holidays, on non-residential properties, including temporary residence/security trailers.
- D. One Day Events. Special one-day events such as local service club breakfasts, bingo, or Monte Carlo nights in any zone except single-family residential. This provision does not apply to events within an approved public assembly site or any other location described in 17.56.030.
- E. Sports Events. Special sports events such as running races or bicycle races in any zone.

Generally an event is a function open to the general public and requires 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.

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 prefers 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 Parks & 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 Parks & Recreation Department at (760) 965-3699 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 **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.townofmammothlakes.ca.gov and via Town e-News.

Should additional clarification of the required material be needed, please contact the Mammoth Lakes Parks & Recreation Department at (760) 934-3699.

SUPPLEMENTAL APPLICATION INFORMATION

In the “Applicant Contact Details” section 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 if applicable.
- Provide the name & physical address of the event and event website if applicable
- Check all items in the checklist that apply to your event

In the “Event Overview” section of the application, please describe the following:

- **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).
- **Event Operation & Site Plan:** Please upload your event operation and site plan. You may download the Word document available to use to create your plans if you have not already done so. The document serves as a guide as to what information we require in order to process your permit.
- **Special Event Equipment Use Application:** Please follow the link to fill out the online form if you will require use of Town equipment for your event.

In the “Supporting Documents” section of the application, please upload the following:

- **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.***
- **Insurance Certificates/Endorsements:** 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 on the Special Event Permit Process homepage for complete details about what is required.

- **ABC License:** Proof of license is required to serve alcohol at your event. Permits to serve alcohol shall be posted at event site(s).
- **Mono County Environmental Health Department Permit:** If food service is proposed, approval from the Mono County Health Department is required. Permits shall be posted at event site(s). Contact the Mono County Environmental Health Department at (760) 924-1830 to obtain an application or for additional information.
- **Wildlife Management Event Vendor Recommendation Form:** 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.

Additional information:

- **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.

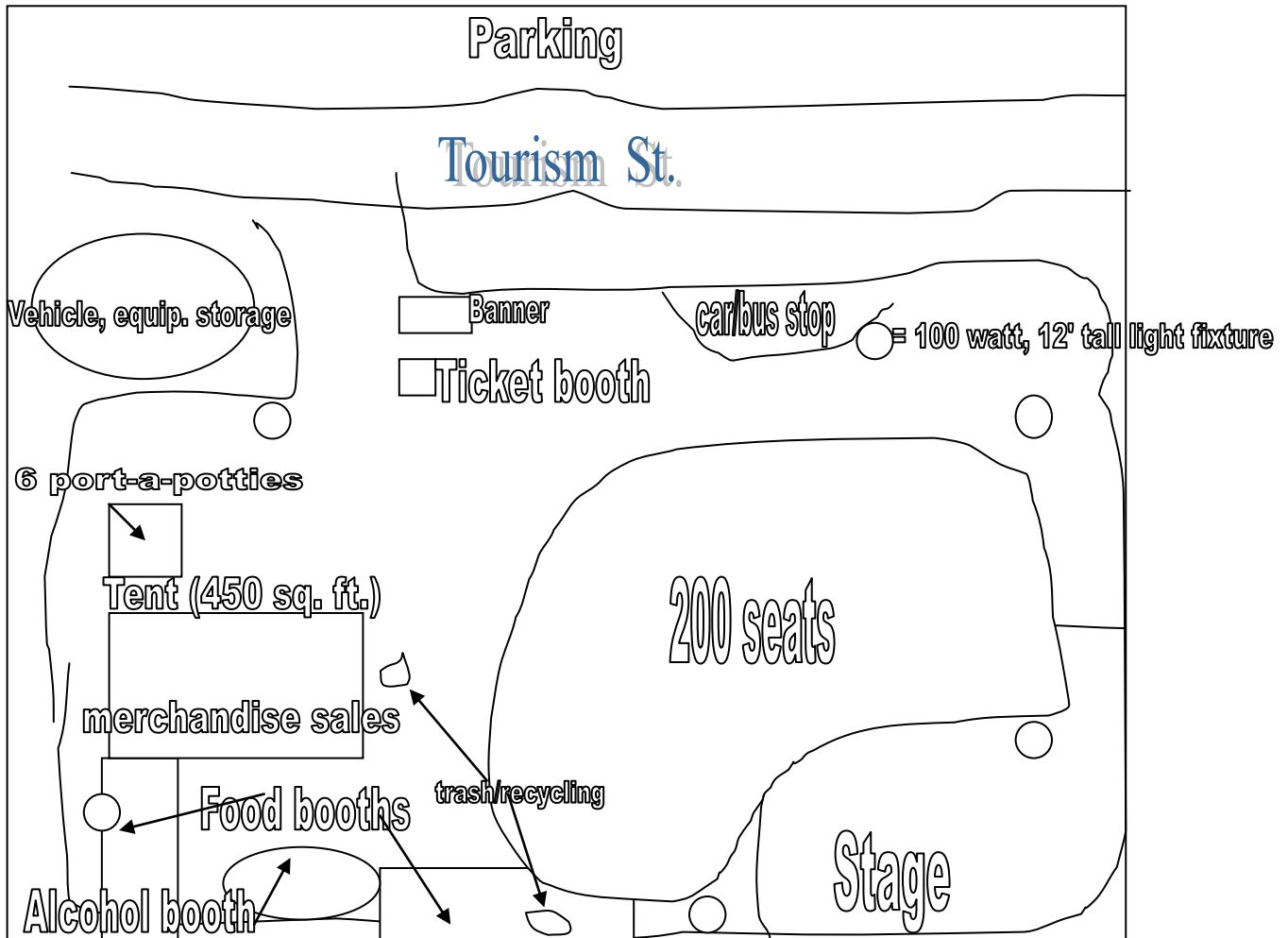
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SITE PLAN REQUIREMENTS

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



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, pavilion, 40,000 square foot skateboard park.

5. Whitmore Recreation Area

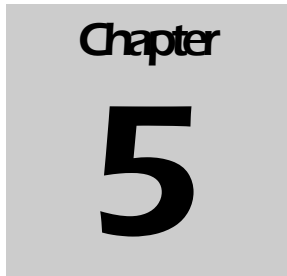
Location: 10 miles south of town off U.S. 395 on Benton Crossing Road - left at the green church

- 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).



AGENCY CONTACT INFORMATION

- i. Town of Mammoth Lakes Parks & Recreation Department: (760) 965-3699
- ii. Town of Mammoth Lakes Planning Department (760) 965-3630
- iii. Town of Mammoth Lakes Engineering Division (760) 965-3650
- iv. Town of Mammoth Lakes Community Development/Building (760) 965-3632
- v. Town of Mammoth Lakes Public Works Maint.: Todd Murphy (760) 965-3681
- vi. Town of Mammoth Lakes Police Department: (760) 965-3700
- 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