

Centennial Park and Beach Private Event Use Policy

All private events held on Coronado Beach that involve the use of any nonstandard beach-related equipment require a use permit, regardless of the number of people attending. Equipment is defined as any item or appurtenance used to define a site or event or to facilitate a private gathering of people including but not limited to: chairs, tables, canopies, arches or arbors, stanchions, decorations, containers, podiums, audio systems, tents, umbrellas, aisle runners or floor coverings, flags, streamers, stages, fencing, and the like. Excluded from the definition of “equipment” is any item or appurtenance that is commonly understood as traditional beach gear of an individual, family or small group of persons for a typical day at the beach such as beach chairs, umbrellas, towels, coolers, small pop up canopies and game equipment.

One permit per site per day will be issued. Events will not be allowed on the beach the following days, holidays or holiday weekends:

- Memorial Day, Independence Day and Labor Day;
- Saturdays and Sundays between May 1 and September 30 and Easter weekend on Central Beach

Beach event sites include:

- South Beach is defined as south of Avenida Del Sol and the Hotel del Coronado to the Naval Amphibious Base;
- Central Beach is defined as south of the Main Tower to the head of the Paseo Del Mar at the intersection of Ocean Boulevard and RH Dana Place; and
- North Beach is defined as the Main Tower north to Naval Air Station North Island.

Restricted areas include:

- In front of the Hotel del Coronado;
- In the sand dunes between the beach maintenance building and the North Beach restrooms;
- In the lifeguard vehicle drive zone between the dunes and the rip rap; and
- At any beach and emergency vehicle access points.

Other restrictions at Centennial Park and beach events include:

1. No alcohol
2. No catering
3. No electrical
4. No generators
5. No portable restrooms
6. No rice or birdseed
7. No helium balloons
8. Amplification is limited to a battery powered sound pack for voice and music
9. If rose petals or similar items are used, all debris must be completely removed from the grass or sand
10. Location must be left as clean as it was found
11. Pedestrian access to public walkways cannot be impeded or stopped at any time.
12. Maximum 100 participants at Centennial Park events.

Applicant must provide a list of vendors providing equipment or services at the event site to the Recreation Department no less than 30 days prior to the event. Each vendor must have a City of Coronado Business License and a Certificate of Liability Insurance on file with the City of Coronado. Vendors needing to load and unload items for the event will be issued a parking permit and a time for

delivery. Vendors will be limited to the use of vehicles 30 feet in length or less, and will be required to use a “spotter” to insure the safety of the public. Damage deposits will be forfeited if regulations are not followed.

A Recreation Department employee will be assigned as an event liaison for all Centennial Park and beach events, from the application process through the day of the event, including review, supervision and enforcement of restrictions for event setup, parking, equipment deliveries, noise restrictions and clean up. Enforcement efforts will be supported by police officers when required. Staff services will include:

1. Assistance through site and date selection and permit application process;
2. Orientation with permit holder to review procedures, parking and loading restrictions, vendor requirements, site preservation and safety information, site and equipment restrictions, and site decoration and enhancement suggestions, and to walk the actual event site;
3. Designation of event sites early in the morning with sandwich sign boards indicating the type of event, time range and permit number or permit holder’s name;
4. Issuance of limited time “Commercial Permit Parking” loading permits to each event vendor indicating the date and time authorization, approved location, safety procedures, and related parking restrictions and information;
5. Onsite supervision and monitoring of equipment loading and setup at approved event site; and
6. Event follow-up.

Below is the list of fees for Centennial Park and beach weddings and private events:

Number of Participants	Number of Vendors	Staff Services Fee	Cleaning/ Damage	Maximum Participants
25 or less with equipment	Up to 3	\$150	\$500	25
26 – 99	Up to 6	\$400	\$500	99
*100 – 199	Up to 8	\$700	\$500	199
*200 – 300	Up to 10	\$1,000	\$500	300

* Beach events only for 100 – 300 participants.

- Application fee of \$25 due with application and is nonrefundable.
- Certificate of liability insurance is required (separate from that provided from vendors). Insurance is \$110 for up to 99 people; \$142 for 100 or more people. Price is subject to change.
- Fee is based on whichever category is larger, number of participants or number of vendors.
- Damage deposits are refundable if all regulations are followed and site is left as clean as it was found.



CITY OF CORONADO CENTENNIAL PARK AND BEACH EVENT APPLICATION

Applicant's Information:

Name Home Phone
 Address Cell Phone
 City State Zip Code e-mail

Additional Contact Person:

Name Home Phone
 Cell Phone e-mail

Organization Name:

Name Non-Profit (501-C) Yes No
 (Federal/State documentation Required)

Rental Information:

Requested Event Date: 2nd Choice Date:
 Event Type: Multiple Requested Dates:
 Estimated Start Time: Estimated End Time:
 Estimated Attendance:

LOCATION REQUESTED

Centennial Park North Beach South Beach Central Beach

Equipment:

List of equipment

Application can be submitted by:

A non-refundable \$25 application fee is due with the application.

Mail:
 Coronado Community Center
 Reservations
 1845 Strand Way
 Coronado, CA 92118

e-mail:
 recdept@coronado.ca.us
Fax:
 (619) 522-7870

Credit Card Information:

Name on Card Expiration Date:
 Card Number Security Code:

CITY OF CORONADO

APPLICATION FOR PARK AND BEACH USE

Thank you for your interest in a Coronado public park or beach as the location for your special event. Please review the application procedures and regulations carefully before completing the application. Regulations are established to ensure the safety of your event participants as well as compatibility with the park or beach environment and neighboring residents. Your cooperation in following our guidelines is appreciated.

1. All organized use of City Park or beach facilities, use specific to a particular time or location on a park or beach, use by a group of more than 25 people, or use including a "Jump House" or other activity center requires a use permit. Groups of larger than 100 persons require special consideration for locations other than the beach venues.
2. Applications are considered on a first-come, first-served basis for available space. All use must be compatible with the intended use of the park or beach. Only one permit per venue per day will be issued (only one permit per weekend at Bayview Park).
3. Persons requesting use of a City facility are required to pay applicable rental fees and provide the City with a Certificate of Insurance naming the City additionally insured for bodily injury and property damage, along with an Additional Insured Endorsement. The amount required is \$1,000,000 for any event. **The Certificate of Insurance will not be accepted unless it states all the correct information.** The applicant must sign a Hold Harmless Agreement. The City of Coronado is able to provide you with the Special Event Liability insurance coverage; cost is determined by type of event and number of participants. Please call our office for further information.
4. Event will be tentatively scheduled after receipt of application, proof of Residency (to qualify for Resident Rates), and a \$25.00 non-refundable application fee.
5. Event will be confirmed upon receipt of the following:
 - Signed contract
 - Cleaning/damage deposit (not refunded on cancelled events)
 - 50% of the rental fee.
 - Certificate of Insurance with the additional insured endorsement (or payment to purchase insurance through the City).
 - Event equipment (such as tents, canopies, arbors, jump houses or entertainment centers) must be provided through a company holding a current Coronado business license.
6. Events can be held between **9:00 a.m. and 7:00 p.m.**
7. Centennial Park venue is available for wedding ceremonies only, no receptions.
8. Applications must be submitted a minimum of **10 working days in advance** and will be accepted no more than 18 months (24 months for Coronado Residents) prior to the event.

REGULATIONS:

- Organized use is not permitted on holidays or holiday weekends; Use permits will not be issued for these dates.
- Smoking and Alcohol are not allowed in any of the parks or beaches.
- Vehicles are not allowed on turf or sand.
- Amplified music or bands are not permitted. Radios and one (1) acoustical instrument are permitted provided music can not be heard outside of immediate area.
- Decorations must be environmental friendly. No latex balloons.
- Commercial vendors are not permitted on Parks or Beaches.
- Curfew at the Beach and Sunset Park is from 11:00 p.m. - 6:00 a.m.
- Curfew at Glorietta Bay Park and Bayview Park is from 11:00 p.m. – 5:00 a.m.
- No Parking on the 100 and 200 blocks of Ocean Blvd. from 11:00 p.m. - 4:00 a.m.
- Stakes are not allowed in any parks due to potential irrigation system damage.
- All tents must be free standing. Tents larger than 225 sq. ft. require a building permit from the City of Coronado, Community Development Department at (619) 522-7326.
- Areas can not be roped off in any manner.
- There are six (6) public volleyball courts at Central Beach. A minimum of four (4) courts must remain available to the public.
- Beach events of 100 or more may require additional lifeguard services. Payment for the extra lifeguards is due prior to your event.
- The damage deposit will be retained on all cancellations.
- Jump houses or entertainment activities will be limited to one activity and one generator only.

For additional information, call the Recreation Department at (619) 522-7342.

THIS FORM IS NOT A PERMIT. PLEASE DO NOT FINALIZE PLANS OR SEND INVITATIONS UNTIL YOU HAVE RECEIVED A PERMIT FROM OUR OFFICE.