

Pre-Application Questionnaire

AN OPTIONAL PLANNING TOOL DESIGNED TO:

- » Help event producers and City employees have a clear and mutual understanding of the proposed plans for an outdoor event.
- » Be a place to start gathering information and exploring feasibility of doing the event (safety, potential costs, timing of approval process). The producer and City employee can use this tool during their pre-application consultations.
- » Empower event producers and City regulators with the knowledge to produce and manage safer, higher quality, and more successful events.



AGENCIES & ABBREVIATIONS:

LAND AUTHORITIES:

(i.e., which agency permits the use of the land or water)

SFMTA	SF Municipal Transportation Agency (If using city streets)
PARK	SF Recreation & Park Department (If using park/plaza)
PORT	Port of San Francisco (If using Port property)
BCDC	SF Bay Conservation & Development Commission (Water-based activity in SF Bay or within 100 ft. of shoreline)
GGNRA	Golden Gate National Recreation Area (U.S. National Park Service)
PRESIDIO	The Presidio Trust (If using Presidio Trust property)
COAST GUARD	United States Coast Guard (Water-based activity in SF Bay and Pacific Ocean)

OTHER KEY AGENCIES:

POLICE	SF Police Department – Local District Station for Event Location
FIRE	SF Fire Department – Bureau of Fire Prevention
HEALTH	SF Dept. of Public Health – Temporary Events Program
EMS	EMS Agency (a division of SF Dept. of Public Health)
ENT	SF Entertainment Commission
PUBLIC WORKS - BSES	SF Public Works – Bureau of Street Environmental Services (Street Clean-Up, Barricades)
PUBLIC WORKS - BSM	SF Public Works – Bureau of Street-Use & Mapping (Temporary Occupancy Permit, Night Noise)
ENV	SF Department of the Environment (Zero Waste/ Recycling Plan)
SFPUC	SF Public Utilities Commission
MOD	SF Mayor's Office on Disability (Consult on Disability Access)
ABC	California Department of Alcoholic Beverage Control (Special Event Liquor License)
RECOLOGY	Recology (Recycling, Compost, and Landfill Collection & Disposal)

Pre-Application Questionnaire (continued)

This questionnaire is an optional planning tool for outdoor event producers. This is not an application.

QUESTION	SPACE FOR YOUR ANSWER	RESOURCES & TIPS	WHICH AGENCIES ABOVE NEED THIS INFO? ("ALL" = the Relevant Land Authority + Other Key Agencies)
What is your name?			ALL
Your Company / Organization?			ALL
Are you applying for a permit on behalf of a different organization/company? Check: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the organization/company, contact person, phone numbers and email.			ALL
What are your contact numbers? Include Office and Cell #'s			ALL
What is your Email Address?			ALL
What is the name of the event?			ALL
What is the nature of the event?		Examples: Street Fair, Music Festival, Race, Parade, Corporate Event, March/Rally, Conference, Street Party attached to a Business Establishment, Wedding, Fundraiser	ALL
Has this event happened in the past? Check: <input type="checkbox"/> Yes <input type="checkbox"/> No » If yes, when and where? » Were there any incidents concerning public safety and security?			ALL
What are your first and second choice dates and times of the event? » Specify when any streets, plazas, parks will be closed for set-up, for the event, and for take-down		TIP: FOR PRE-APPLICATION MEETING: Bring copies of a map highlighting any streets, plazas, and parks (i.e., event footprint) that will be used for the event and specifying dates and times.	ALL

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<p>What are your first and second choice locations of the event? List all that apply.</p> <ul style="list-style-type: none"> » Specify which streets, plazas, parks will be closed for set-up, for the event, and for take-down » Example: Main Street from Forest St. to Ocean St.; Parking Lot at 1234 S. Main St.; Buttercup Park; Memorial Plaza <p>Will you be closing any intersections? Please specify locations, dates, times.</p>		<p>Refer to “Where to Begin: Contact the Agency that Permits the Land” to identify potential locations and their jurisdictions.</p> <p>TIP: FOR PRE-APPLICATION MEETING: Bring copies of a map highlighting any streets, plazas, and parks (i.e., event footprint) that will be used for the event and specifying dates and times.</p> <p>See directly above.</p>	<p>ALL</p> <p>Land Authority, SFMTA, POLICE, FIRE, EMS</p>
<p>Will this event be open to the general public? (i.e., could any member of the public purchase tickets, register/RSVP, and/or attend this event?)</p> <p>Or will it be a private event? (i.e., invitation only, or held for a private club or corporation?)</p>		<p>Open to the general public means any of the following:</p> <ul style="list-style-type: none"> » Event is free or a ticket/pass can be purchased by the general public. » Event is advertised through media – internet, newspaper, television, radio, and/or billboard. » The general public would attend the event either by interest of the trade or advertisement of the event. 	<p>Land Authority, POLICE, HEALTH, FIRE, EMS</p>
<p>Is the event free? Are you asking for donations at the gate? Are you charging admission? Will tickets be sold at the entrance, in advance?</p> <p>What is the anticipated number of attendees per day?</p>			<p>Land Authority, POLICE, HEALTH, FIRE, EMS</p> <p>Land Authority, POLICE, HEALTH, FIRE, EMS</p>
<p>What is your plan when you get near capacity?</p>			<p>FIRE, POLICE, EMS, Land Authority</p>

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What are your details regarding set-up and take-down?		For Pre-Application Meeting: Be prepared to discuss times, locations, event structures, vendors, types of vehicles, staging areas, storage, parking for set-up and take-down.	ALL
How will the event be marketed or promoted? Examples: online, flyer, ads, word of mouth.		Refer to the Accessible Public Event Checklist for best practices on creating advertisements and communications for people with disabilities.	Land Authority, POLICE, HEALTH, FIRE, EMS
What is your Neighborhood Outreach Plan?		Refer to "Neighborhood Outreach Plan"	Land Authority, POLICE, FIRE, ENT (for events on City streets, sidewalks, Port property, Treasure Island, and non-residential property)
What is your Security Plan for the event?		If you are unsure if you need a Security Plan, contact the Local Police District Station where the event will be located. Refer to "Security Plan."	Land Authority, POLICE, FIRE, EMS
How many security guards will be there? Will they have "guard cards"?		Refer to "Security Plan"	Land Authority, POLICE, FIRE, EMS
Will your event have beer, wine, distilled spirits, and/or auctioned wine? List all that apply.		Refer to "Security Plan" and "Alcohol Management & Licensing"	POLICE, ABC, FIRE, HEALTH, EMS, Land Authority
Who will be serving liquor? Will they be able to recognize the objective symptoms of alcohol intoxication?		Refer to "Security Plan" and "Alcohol Management & Licensing"	POLICE, ABC, HEALTH
If applicable, will the premise where you are having the event be surrendering their ABC license privileges? Note: This often occurs if the establishment holds an ABC license.			POLICE, ABC

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<p>Will there be food provided? Example: Food vendors, food trucks, bars. If yes, who is providing and where will it be located?</p>		<p>Contact the SF Department of Public Health's Temporary Event Program and visit their web page to learn more about special event rules, how to apply for a Temporary Event Health permit, and fees.</p> <p>Refer to the Accessible Public Event Checklist to ensure that food booths and the event are accessible to people with disabilities.</p>	HEALTH, FIRE, Land Authority
<p>Will your event have barricades and/or fences? Will there be an accessible path of travel maintained through the event footprint - during set up, the event, and take-down? And the surrounding areas? Path of travel must be at least 48 in wide.</p>		<p>Refer to the Accessible Public Event Checklist from the SF Mayor's Office on Disability</p> <p>TIP: Create an event accessibility information plan such as a specific webpage and event maps showing accessible features and activities.</p>	Land Authority, POLICE, FIRE, PUBLIC WORKS-BSES, MOD
<p>Will there be any of the following? Check all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cooking <input type="checkbox"/> Tents / Canopies <input type="checkbox"/> Propane <input type="checkbox"/> Open Flame <input type="checkbox"/> Generator <input type="checkbox"/> CO2 tanks for beverage dispensers <input type="checkbox"/> Fireworks / Pyrotechnics / Flame Effects <input type="checkbox"/> Liquid Nitrogen <input type="checkbox"/> Water-Based Activity 		<p>Contact the SF Fire Department's Bureau of Fire Prevention and visit their permits page to learn more about rules, fire permits, and costs.</p>	FIRE, EMS, Land Authority
<p>Will there be entertainment? Any stages? Please describe.</p>		<p>Refer to the Accessible Public Event Checklist to ensure that any stage and the event are accessible to people with disabilities.</p>	Land Authority, POLICE, FIRE, ENT (for events, on City streets, sidewalks, Port property, Treasure Island, and non-residential property) PUBLIC WORKS-BSM, EMS

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<p>Will there be outdoor amplified sound? Please describe.</p>		<p>For Amplified Sound on City Streets and Sidewalks, Port of SF, Treasure Island, and other non-residential property, contact: SF Entertainment Commission.</p> <p>For Amplified Sound on Park Property, contact: SF Recreation & Park Department</p> <p>For Amplified Sound on National Park Service, Presidio, Fort Mason, or Angel Island property, refer to "Where to Begin: What Agency Oversees the Land"</p>	<p>Land Authority, POLICE, & ENT or PARK (see 3rd column)</p>
<p>Do you have a Clean-Up and Zero Waste Plan? Do you know who will be handling clean-up and recycling? How do you plan to provide drinking water to attendees, staff, volunteers?</p>		<p>Refer to SFPUC's event water page for information on the Bottled & Packaged Water Ban and alternative water sources.</p>	<p>Land Authority, PUBLIC WORKS-BSES, ENV, RECOLOGY</p>
<p>Are you requesting to display or sell merchandise?</p>			<p>Land Authority</p>
<p>Will your event have any inflatables, banners, parked cars, or other promotional elements/features?</p>			<p>Land Authority, FIRE</p>
<p>Will your event have portable toilets? Hand-washing stations?</p>		<p>Refer to the Accessible Public Event Checklist to ensure that restroom facilities and event are accessible to people with disabilities.</p>	<p>Land Authority, HEALTH</p>
<p>Will any businesses next to the event be used as a part of the event? Specify the names of any businesses and addresses.</p> <p>Are there any facilities serving people with disabilities and seniors adjacent to the event site? If so, do you have a plan to mitigate any potential disruption?</p> <p>Will any Muni bus, rail, street car or cable car lines be affected and/or need to be re-routed?</p>		<p>Refer to the Accessible Public Event Checklist from the SF Mayor's Office on Disability</p>	<p>Land Authority, POLICE, FIRE, HEALTH (Food / Beverage Establishments), ABC (Liquor Establishments)</p> <p>MOD</p> <p>SFMTA (Transit Division), POLICE</p>

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Will you need a temporary "No Parking" or "No Stopping" zone?			SFMTA (Temporary Sign Shop)
Are there any Ford GoBike Stations within the footprint of the event? Will they need to be temporarily relocated?			SFMTA (ISCOTT)
Will any Blue Zones (disabled parking spaces) be affected by the event or street closure?		A substitute Blue Zone must be created for every Blue Zone that is displaced, or one substitute Blue Zone for every block closed, whichever is greater. Review the SFMTA's Blue Zone Policy .	Land Authority, SFMTA (Temporary Sign Shop)
Will any parking meters and parking spaces be affected by the event or street closure?			Land Authority, SFMTA (Temporary Sign Shop)
Will there be water-based activity in the SF Bay, Pacific Ocean, or within 100 feet of the shoreline?			Land Authority, BCDC, FIRE, POLICE, EMS, COAST GUARD
Is there a weather plan? Weather location?			Land Authority, FIRE, POLICE, EMS
Do you have anything to add?			