**Special Event Operating Plan**

**Event Details**

Name:

Date(s):

Location:

SiteManager:

Cell No:

E-mail:

**Event Schedule**

Please add or remove rows as necessary

|  |  |  |
| --- | --- | --- |
| Dates | Activity | Time |
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**Event Operations & Infrastructure**

1. **Venue**

Please provide a detailed site plan (attachment) indicating event location, spectator area, registration, restrooms, trash/recycling, transit stops, public parking, first aid stations, pedestrian areas, activity areas (rides, course, etc.), wayfinding/traffic control signs, volunteer staging, and any other relevant event information.

In addition:

1. List what event equipment or temporary structures (stage, lights, barricades, etc.) you will be utilizing on your event site
2. List licensed contractor(s) performing required work
3. List any special event equipment you require from Town. Complete Special Event Equipment Application online.
	1. Barricades, traffic cones/delineators, signage, etc.
4. List entertainment providers (bands, rides, recreation, etc.,)
5. List other event considerations (snow management, etc.)
6. **Lighting**

All event organizers are required to comply with the Town’s Outdoor Lighting Ordinance (17.36.030).Lighting fixtures on the site are required to be shielded and re-directed to shine downward or changed out to a lower wattage.

In addition:

1. Describe lighting plan
2. Describe electrical plan
3. List licensed contractor(s) performing required work
4. **Spectator/Crowd Management**
5. Describe purpose, people responsible and the principal duties of crowd management and/or private security
6. **Communication**

Clear and effective communication across the event site(s) for both staff and the public is critical for event management and public safety.

In addition:

1. Describe communication plan –includes internal and public communication.
	1. Who needs to know, when do they need to know it, what do they need to know and how will you tell them?
	2. List channels of communication (public outreach) for paid/non-paid media, inclusive of social media

1. **Music/Noise Management**

As per Municipal Code 8.16.100 (Exemptions), the provisions listed in Chapter 8.16 (noise regulation) shall not apply to “occasional outdoor gatherings, public dances, shows and sporting and entertainment events, provided such events are conducted pursuant to a permit or license issued by the county relative to the staging of the events, and fees therefor paid as established by resolution of the town council.” However, event organizers are required to be mindful of surrounding properties and community neighborhoods and to be responsive to public concerns regarding noise.

In addition:

1. Describe type and use of amplified noise, including the use of tactics to control and if needed, mitigate excessive noise and your assessment methods.
2. List contractors providing service
3. **Parking and Transportation**

Event organizers are encouraged to promote the use the complimentary Town trolley service and feet-first for access to local events.

In addition:

1. Describe how event participants will be travelling to the event venue(s)
2. Describe your event’s parking/transportation plan or attach your certified Traffic Control Plan.
3. Identify the number of ADA parking spots?
4. Are you proposing to close any streets for pedestrian use or public parking?
5. Are there any services you request to have provided by ESTA for the event?

If yes, please complete and submit the “Supplemental Trolley Application and Agreement” to Town staff no later than 30 days prior to the event. The form can be found on the [Special Event Permit Process](http://www.townofmammothlakes.ca.gov/index.aspx?NID=483) webpage. If approved, the event organizer may qualify for Measure U trolley funding.

1. **Emergency and Medical Plan**

The creation, use and effective management of an emergency and medical plan is highly recommended for the safety and well-being of event participants.

In addition:

1. Describe or attach your events emergency/evacuation plan
2. List who is responsible for administering the plan
3. Who is providing basic first aid?
4. Describe your Inclement Weather / Extreme Weather plan
5. Are there any services you require from MLPD?
6. Are there any services you require from MLFD?

Note: The MLFD must approve the site plan and fire protection measures for the proposed event. Please include a signed authorization letter and stamped site plan for event. In some instances, the MLFD will require a fee to issue a permit. To determine if a permit is required, please call Thom Heller at (760) 934-2300.

1. **Restrooms, Trash/Recycling and Wildlife Management Plan**

The event organizer is responsible for providing receptacles for recycling or will arrange/deliver such recycled cans / bottles to a certified redemption center.Trash is required to be removed from site each day. The event organizer shall provide receptacles for and patrol for trash as necessary to assure that the event does not result in additional trash.

In addition:

1. Identify number of portable and ADA restrooms on site (1 per 200)
2. Identify number of trash cans on site
3. Identify number of recycling containers on site
4. Describe your trash collection plan (who and when)
5. **Other**

Please describe: