

# County of Santa Barbara Administrative Procedures

## Regarding the use of Pardall Road in Isla Vista for Public Right-of-Way Special Event Permit

Special events on Pardall Road in Isla Vista may be scheduled by obtaining a Public Right-of-Way Special Event Permit from the County Public Works Department consistent with these procedures specific to the closure of Pardall Road. These rules apply to stationary events sought to be held by members of the public on Pardall Road involving the use of tents, booths or other structures and the full closure of Pardall Road. These rules do not apply to bike races, parades or rallies. Permits will be issued on a first-come, first-serve basis. Event Sponsors/Applicants can find these procedures on the County's web site.

### **Coordination**

Event Sponsor/Applicant shall:

- a) At least 25 days prior to the event, submit an application and provide a written description of the event with site plan clearly indicating locations of booths, vehicles, and any equipment or structure that could potentially be an obstruction for emergency vehicles during street closure.
- b) Provide written notification to the Isla Vista Foot Patrol two weeks prior to event. Isla Vista Foot Patrol will provide law enforcement for event, if they deem it necessary. Reimbursing Isla Vista Foot Patrol for law enforcement will be the responsibility of the event sponsor.
- c) Notify County Fire two weeks prior to event.
- d) Notify adjacent businesses two weeks prior to event. Event sponsor will submit verification to the County that notifications were delivered or mailed by first class mail.
- e) No food or beverages shall be provided as part of the event. However, businesses adjacent to the event and within the Isla Vista downtown area may be allowed to participate.
- f) No alcoholic beverages will be allowed in the Public Road Right-of-Way.

### **Insurance, liability and assumption of responsibility for event area**

Event Sponsor/Applicant shall:

- g) Provide proof of \$1 million for auto as well as liability insurance coverage and a copy of an endorsement listing the County as additional insured or agreement acceptable to County Risk Management.
- h) Make arrangements with commercial waste hauler approved by the County to provide trash pick-up service prior to reopening of the road.

### **Location and timing of event**

Pardall Road events shall be subject to the following:

- i) No full road closure shall be allowed prior to 12:00 Noon the day of the event or before 2 hours prior to the start of an event.
- j) Embarcadero Del Norte shall remain open. Embarcadero Del Mar may be closed with a County approved traffic control plan.

- k) A 12 ft wide path shall be clear of all booths, equipment or stationary objects to allow for emergency access.
- l) Booths, structures or stationary objects should be placed to maximize access to open businesses.
- m) Events will require special approval from IV Foot Patrol and County of Santa Barbara for the following dates:
  - a. October 26th, 27th, 28th, 29th, 30th, and 31st
  - b. November 1st, 2nd, 3rd and 4<sup>th</sup>.
  - c. the week prior to the beginning of Fall Quarter of UCSB
  - d. throughout the week of UCSB Spring Commencement

**Conditions of Use**

- n) Event Sponsor must also abide by all special conditions issued by the County of Santa Barbara for the event. Failure of the permit holder to abide by all provisions and conditions imposed by the County of Santa Barbara may result in the revocation of current permit and/or a denial of future requests for permits by the permit holder or any other person or organization associated with the permit holder.
- o) All recommendations and conditions of Isla Vista Foot Patrol and Santa Barbara County Fire Department shall be complied with. Failure of the permit holder to abide by all provisions and conditions may result in a denial of future requests for permits by the permit holder or any other person or organization associated with the permit holder.