

# PORT SAN LUIS HARBOR DISTRICT



## Special Event Permit Application

	<b>Type of Event</b> [See Special Event Fee Schedule for definitions of event types.]	<b># of People (circle)</b>			
		1 to 50**	50 to 100	101 to 150	151 to 200*
<input type="checkbox"/>	<b>Coastal Dependent, Public Charitable Event</b>	\$91	\$91	\$91	\$211
<input type="checkbox"/>	<b>Coastal Dependent, Public Non-Charitable Event</b>	\$169	\$169	\$169	\$406
<input type="checkbox"/>	<b>Public Non-Charitable, Non-Coastal Dependent Event</b>	\$702	\$912	\$1053	\$1053
<input type="checkbox"/>	<b>Catered or Commercially Supported Private Event</b>	\$702	\$912	\$1053	\$1053
<input type="checkbox"/>	<b>Wedding Ceremony</b>	\$561	\$772	\$912	\$912
<input type="checkbox"/>	<b>Multi-session Class/Activity (discounted for non-profit, social group or is coastal dependent)</b>	\$91	N/A	N/A	N/A
<input type="checkbox"/>	<b>Multi-session Class/Activity (for-profit/non-coastal dependent)</b>	\$211	N/A	N/A	N/A
<input type="checkbox"/>	<b>Private Gatherings (up to 24 people-no permit required)**</b>	\$91	\$91	\$91	\$211

**Estimated number of attendees** \_\_\_\_\_

\*There is an additional \$100 per every 100 people over 200. Indicate the number of people over 200 that are expected to attend \_\_\_\_\_.

\*\*If event is a Private Gathering of less than 25 people, a Special Event Permit is not required and will not be issued. Irrespective of the issuance of a Special Event Permit, all Rules and Regulations apply to all persons and events on District property.

### Event Day and Times

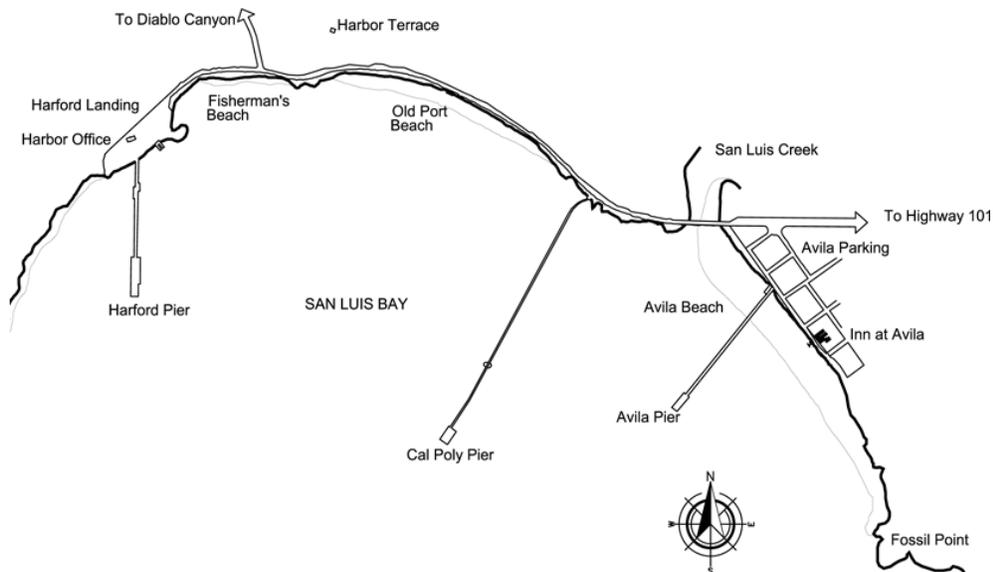
<b>Event Date:</b>	
<b>Set-Up Day:</b>	<b>Set-Up Time:</b> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<b>Break-Down Day:</b>	<b>Break-Down Time:</b> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

Wedding Ceremonies are limited to 4 hours, and Catered or Organizationally Sponsored events are limited to 8 hours. An additional \$100 per hour is charged for these types of events over the limit.

### Event Name & Location

<b>Event Title:</b>			
<b>Identify location below and on map. If flexible, indicate 1<sup>st</sup> and 2<sup>nd</sup> choice.</b>			
<input type="checkbox"/> Avila Beach -East of Pier	<input type="checkbox"/> Avila Beach - West of Pier	<input type="checkbox"/> Olde Port Beach	Other: _____

# PORT SAN LUIS HARBOR DISTRICT



## Applicant Information

<hr/> <b>*Applicant (Your Name)</b>		<hr/> <b>Company or Organization, if any</b>	
<hr/> <b>Applicant E-Mail</b>		<hr/> <b>Event Coordinator (if different from applicant)</b>	
<hr/> <b>Applicant Mailing Address</b>			
		<b>City</b>	<b>State</b>
<b>Zip Code</b>			
<hr/> <b>Day Phone</b>	<hr/> <b>After Hours Phone</b>	<hr/> <b>Cell Phone</b>	
<p><small>*Applicant will be responsible for actions of guests, and paid or unpaid service providers (e.g. florist, photographer, caterer).</small></p>			

## Additional Event Information

<p><b>Will your event secure services of a caterer?</b></p> <p><input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p style="text-align: center;"><b>Name of Caterer</b></p>	<p><b>If you checked yes you must provide a certificate of Insurance from caterer and a Health Permit Issued by San Luis Obispo County.</b></p> <p><b>Your event type will not be considered a private gathering.</b></p>
<p><b>Are you aware that all events held on Port San Luis Harbor District property require liability insurance coverage?</b></p> <p><input type="checkbox"/> no <input type="checkbox"/> yes</p>	<p><b>You must check yes and submit a Certificate of Insurance for Event Liability coverage, including bodily injury and property damage, in the amount of \$1,000,000 naming Port San Luis Harbor District, 3950 Avila Beach Dr., PO Box 249, Avila Beach, CA 93424, as an additional insured with a \$2,000,000 aggregate.</b></p>

# PORT SAN LUIS HARBOR DISTRICT

<p><b>Are you aware that Port San Luis Harbor District prohibits alcohol on the beach?</b></p> <p><input type="checkbox"/> no <input type="checkbox"/> yes</p>	<p>You must check yes or your application will be denied. It is your responsibility to ensure guests and service providers abide by this rule. Violation may result in immediate eviction and a misdemeanor citation.</p>
<p><b>Are you aware that Port San Luis Harbor District prohibits use of amplified music?</b></p> <p><input type="checkbox"/> no <input type="checkbox"/> yes</p>	<p>See rules &amp; regulations for more information. Violation may result in immediate eviction and a misdemeanor citation.</p>
<p><b>Will your event secure services from any commercial enterprise?</b></p> <p><input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b>Name(s) of Organization</b></p>	<p>If you checked yes, you must provide a certificate of insurance for each organization. Your event type will not be considered a private gathering. Organizations to be identified may include, but are not limited to, rental companies, photographers, florists, event planners, unplugged acoustic musicians, and officiants.</p>
<p><b>Will you have special set-up or equipment at your event?</b></p> <p><input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b>Equipment Description</b></p>	<p>Describe set-up or equipment, dimensions, and number. All equipment including, but not limited to canopies, archways, chairs, volleyball nets, and tiki torches must be identified. The District may require that any equipment not identified be immediately removed from District property.</p>
<p><b>Are you a non-profit organization?</b></p> <p><input type="checkbox"/> no <input type="checkbox"/> yes</p>	<p>If you checked yes and your event type is Coastal Dependent Public Charitable Event or Non-Profit Multi-Session Class/Activity you must submit proof of your exempt status.</p>
<p><b>Have you read and do you understand the District rules, regulations and information regarding special events?</b> <input type="checkbox"/> no <input type="checkbox"/> yes</p>	<p>You must read the rules, regulations and information regarding special events and check yes or your application will be denied.</p>

*Applicant agrees to investigate, defend, indemnify and hold harmless Port San Luis Harbor District, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the District, its officers, employees and agents may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any District premises under this agreement to the extent permitted by law.*

*The undersigned also understands and accepts that the District does not refund Special Event Permit fees. The undersigned acknowledges that the District adjusts fees annually in July and fees are subject to change. This District may update, change or modify rules and regulations at any time.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

## For Harbor District Office Use Only

<p><b>Proof of Insurance Received</b> <input type="checkbox"/> no <input type="checkbox"/> yes</p>	<p>_____</p> <p><b>Reviewed By</b></p>
<p><b>Approved?</b></p> <p><input type="checkbox"/> yes <input type="checkbox"/> no _____</p> <p style="text-align: center;"><b>Reason</b></p>	<p><b>Payment Received: \$</b> _____</p> <p><input type="checkbox"/> <b>Check #</b> _____ <input type="checkbox"/> <b>Credit Card</b> <input type="checkbox"/> <b>Cash</b></p> <p><b>Permit #</b> _____ <b>Date:</b> _____</p>

# PORT SAN LUIS HARBOR DISTRICT

## Special Event Application Payment Form

### Special Event Fees

\$	Event Fee
\$	People Over 200 Fee (\$100 for every 100 people)
\$	Hours over Limit (\$100 for every extra hour)
\$	<b>TOTAL DUE</b>

### Payment Options

<input type="checkbox"/> <b>Check #</b> _____ <b>made payable to: PSLHD</b>
<b>Credit Card:* <input type="checkbox"/> Visa <input type="checkbox"/> M/C <input type="checkbox"/> Discover <input type="checkbox"/> AmEx #</b> _____ *a 2.25% service fee applies to all credit card payments    CVV _____ Exp. _____
<b>Name on Card:</b> _____
<b>Billing address:</b> _____
<b>Authorized Signature:</b> _____
<input type="checkbox"/> <b>Cash - Accepted in person at 3950 Avila Beach Dr., Avila Beach, CA, Monday thru Friday between 8 a.m. – 12:00p.m. or 1:00 p.m. – 4:30 p.m.</b>

### Authorization for Violation Payment

*The District does not collect a security deposit. In lieu of a security deposit, the District requires the applicant to authorize charges to applicant's credit card. Applicant shall be notified in writing, at the address provided above, of any and all violations of District Rules and Regulations. Amounts charged to applicant's credit card will equal the labor and materials required to rectify the impact to the District for such violation. The applicant will be notified no later than 30 days following the special event.*

\_\_\_\_\_ *I understand, accept, and authorize the District to charge the credit card account iden*  
**initial** *below for any and all violations of Port San Luis Harbor District Rules and Regulations.*

\_\_\_\_\_ *I further understand that I am responsible for violations of guests and service providers &*  
**initial** *I agree to be charged for any such violations committed by guests and service providers*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

<input type="checkbox"/> <b>Use same credit card information as provided in payment options section.</b>
<b>Credit Card:* <input type="checkbox"/> Visa <input type="checkbox"/> M/C <input type="checkbox"/> Discover <input type="checkbox"/> AmEx #</b> _____ *a 2.25% service fee applies to all credit card payments    CVV _____ Exp. _____
<b>Name on Card:</b> _____
<b>Billing address:</b> _____
<b>Authorized Signature:</b> _____

**Mail completed application, payment & insurance cert. to:** PSLHD, PO Box 249, Avila Beach, CA 93424  
**Or deliver to our office at:** 3950 Avila Beach Drive, Avila Beach, CA 93424 M-F 8 am – noon, 1 pm – 4:30 pm  
**Or email to** [specialevents@portsanluis.com](mailto:specialevents@portsanluis.com)

(Revised July 2025)