



**SPECIAL EVENT**  
**MASTER FEE SCHEDULE**

# PARKS, RECREATION AND COMMUNITY SERVICES - CATEGORIES AND PAYMENT OF FEES

## Recreation Fees

The Base Fees which have been incorporated as part of the proposed Master Fee Schedule for the Parks, Recreation, and Community Services Department may be set in consideration of the City's full cost including overhead, adjusted to reflect cost recovery targets by program area. The Parks, Recreation and Community Services Department will have differentiated fees for residents, non-residents, and commercial users.

## Categories

Any group utilizing City of Imperial Beach facilities will be classified in one of the following categories for the purpose of determining the payment of fees. There shall be a differential in payment rates between residents, non-residents, government entities, education, commercial and not-for-profit customers as follows.

	<b>Category</b>	<b>Description</b>	<b>Fees</b>
<b>1</b>	<b>Department/City Programs</b>	City of Imperial Beach events or programs	No Payment of Fees
<b>2</b>	<b>City Co-Sponsored Events</b>	Events co-sponsored by the City of Imperial Beach	Fee waivers are determined by City Council and set by policy. Nowaiver of application or staff fees
<b>3</b>	<b>Government Agencies</b>	Government Agency	Payment of Staff Fees (Full-Cost)
<b>4</b>	<b>Residents / Imperial Beach Schools/Imperial Beach Non-Profits</b>	Residents of Imperial Beach or owners of residential property in in Imperial Beach, or, Schools located in Imperial Beach (Does not include private schools), not-for-profit civic, social, or service organizations (identified with a 501© (3) tax status) and have an Imperial Beach address whose membership must be comprised of at least 75% City of Imperial Beach residents. Example:	Payment of Fees as set in the Master Fee Schedule

		Residents and homeowners who address and zip code are within Imperial Beach; schools that have Imperial Beach zip code	
5	<b>Non-Residents/Schools located outside of Imperial Beach/Non-Profits located outside of Imperial Beach</b>	Non-Residents, Schools not within city boundaries, youth organizations and non-profit civic service, and social organizations that are not Imperial Beach-based; nonresident private groups based by title or address or less than 50% Imperial Beach resident membership	Payment of Fees as set in the Master Fee Schedule
6	<b>Commercial / For Profit Business in Imperial Beach</b>	Businesses, commercial organizations, or users who do not fit into other classifications with an Imperial Beach address. Examples: Profit making organizations, events that charge a fee, seminars, film companies, company training, club sport teams/leagues	Payment of Fees as set in the Master Fee Schedule
7	<b>Commercial / For Profit Businesses outside of Imperial Beach</b>	Businesses, commercial organizations, or users who do not fit into other classifications and do not have an Imperial Beach address. Examples: Profit-making organizations, events that charge a fee, seminars, film companies, company	Payment of Fees as set in the Master Fee Schedule

		training, club sport teams/leagues	
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**Resident**

A resident shall be considered any person residing within the City limits, or any person owning property in the City (“Resident”). In order to qualify for Resident pricing, the Resident must provide proof of residency or property ownership, by one of the following methods:

- A. Valid California Driver’s License, or official identification (“I.D.”) card issued by the Department of Motor Vehicles for non-drivers, displaying a City address on the license or I.D.
- B. Current month utility bill, in the Resident’s name, for an address within the City
- C. Current year property tax statement, in the Resident’s name, for an address within the City.
- D. Students attending schools in Imperial Beach with valid current school year I.D.

**Non-profit**

Non-profit generally means an organization organized or incorporated for educational, civic, charitable, religious, or cultural purposes, having a bona fide membership, where proceeds, if any, arising from its activities are used for the purpose of such organization and may not be used for the individual benefit of the membership of such organization. In order to qualify for Non-profit pricing, proof of non-profit status must be provided in the form of a current State of California Non-profit Tax ID number.

**For-profit**

For-profit means any organization that fails to qualify as non-profit per the above definition, or any individual, operating a commercial enterprise for the purpose of monetary gain and utilizing City facilities for that purpose, regardless of residency status.

**Fee Adjustments**

All fees in Master Fee Schedule for Parks, Recreation and Community Services shall be adjusted annually as set forth in the resolution approving the Master Fee Schedule.

# SPECIAL EVENT FEES

A Special Event is any organized event including, but not limited to, large scale events such as races, parades, marathons and sporting events, concerts, fairs, community events, and any organized assembly of twenty-five (25) or more people on any public space, waterway, property, structure, or public right of way, owned or controlled by the City of Imperial Beach. Private events that impede the public right of way may also require a permit. Examples include:

- Festivals/Fairs
- Concerts
- Races
- Community Events
- Parades

Fees are assessed in this order based on the Tier level of event:

1. Application/Processing Fees
2. Deposit
3. Rental or Use Fees
4. Add-On Fees
5. Amendment Fees

***\*Events booked at Port of San Diego locations may require additional fees (i.e. Pier Plaza, Dunes Park, or other beach locations)***

***\*Commercial Vendors may be subject to additional fees in the permitting and rental process.***

## Special Event Tier Levels

### Tier I

- An event with minimal set up, no alcohol, no ticket or entry fee required, and does not interfere with regular park or beach operations or use.
- Examples: Community Fishing Derby, Kids Sandcastle event on beach

### Tier II

- Open to the public, no ticket for entry, minimal set up required, a private nonprofit fundraising/community event. Events use a portion of park or beach but not entire footprint.
- Examples: Festival with free admission, health fair, free community park concert

### Tier III

- Ticketed event, extensive set up, controlled access and exclusive use. Events are typically booked in Pier Plaza and use a significant portion or all the space at a park or beach location.
- Examples: Concert, food and beer/wine festivals, large scale events, car shows

<b>APPLICATION (PROCESSING FEES)</b>	<b>FEE TYPE</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
<b>Tier I</b>	Flat	\$100	\$120
Booked 60 days in advance (includes \$25 late fee)		\$125	\$145
Booked less than 60 days in advance (includes \$50 late fee)		\$150	\$170
<b>Tier II</b>	Flat	\$500	\$520
Booked 60 days in advance (includes \$25 late fee)		\$525	\$545
Booked less than 60 days in advance (includes \$50 late fee)		\$550	\$570
<b>Tier III</b>	Flat	\$1000	\$1200
Booked 60 days in advance (includes \$25 late fee)		\$1025	\$1225
Booked less than 60 days in advance (includes \$50 late fee)		\$1050	\$1250
<b>Commercial Vendor Fee</b>			
Commercial Vendor – Add'l Processing Fee	Flat	\$316	\$379
<b>Amendments to Application</b>	Flat	\$25	\$25

<b>DEPOSIT FEES</b>	<b>FEE TYPE</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
<b>Tier I</b>	Flat	\$500	\$600
<b>Tier II</b>	Flat	\$750	\$900
<b>Tier III</b>	Flat	\$1000	\$1200

<b>RENTAL/SITE USE FEES</b>	<b>FEE TYPE</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
<b>Park Space Rental Fee</b>			
First hour	Flat	\$158	\$190
Each additional hour	Per Hour	\$79	\$95
<b>Beach Area Rental Fee</b>			
First hour	Flat	\$158	\$190
Each additional hour	Per Hour	\$79	\$95

<b>SPECIAL EVENT VENDOR BOOTH FEES</b>	<b>FEE TYPE</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
Food Booth (does not include business license)	Flat	\$20	\$24
Sales Booth (does not include business license)	Flat	\$15	\$18
Non-Profit Info Booth	Flat	\$10	\$12
Special Event Business License (Per Vendor)	Daily	\$10	\$10
Annual Business License Fee Annual	See Finance	See Finance	See Finance

## **ADD ON FEES - SPECIAL EVENTS**

For each type of event, there is a possibility of incurring additional fees during the permitting and event planning process. For example, additional fees will be assessed for street closures, sound amplification, food/sales/info booths, air jumps, staffing, cleaning, alcohol, tent/canopy fees, etc.

<b>ADD ON FEES – SPECIAL EVENTS</b>	<b>FEE TYPE</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
<b>Air Jump Fee</b>			
Fee per inflatable (10 x 10 or less)	Flat	\$50	\$60
Fee per inflatable (15 x 15 or less)	Flat	\$75	\$85
<b>Sound Amplification Permit</b>	Per Day	\$100	\$120
<b>Generator Use Fee – Per Generator</b>	Flat	\$60	\$72
<b>Tent/Canopy Fee</b>	Flat	\$50	\$60
<b>Multiple Day Special Event</b>			
Day 2	Flat	\$325	\$390
Each Additional Day	Each	\$250	\$300
<b>Special Event Series (each)</b>	Flat	\$475	\$570
<b>Bollard/Barricade Installation Fee</b>	Per Bollard Segment	\$45	\$54
<b>Snack Bar Rental Fee</b>	Per Day	\$237	\$284
<b>Reserved Parking Closure Fee (Street Parking)</b>	Flat	\$120	\$144
<b>Parking Lot Rental (entire City owned lot)</b>	Flat	\$250	\$300
<b>Electrical Fee</b>			
Processing Fee Per Pedestal	Flat	\$88	\$105
Twist lock rental (each)	Flat	\$55	\$83
<b>Cleaning Fee</b>			
Special Event	Flat	\$175	\$210
Park Use	Flat	\$150	\$180
Commercial Cleaning	Flat	\$210	\$210

<b>Alcohol Fee</b>			
Less than 100 guests	Per Event	\$316	\$316
100 + guests	Per Event	\$421	\$421
Security Guard Fee	Actual Cost	Actual Cost	Actual Cost
<b>Parks &amp; Events Staffing Fees (during event)</b>			
Lifeguards	Per Hour	\$105	\$105
Fire – Medical Aid	Per Hour	\$173	173
Fire Marshal	Per Hour	\$173	173
Park Ranger	Per Hour	\$105	105
Tidelands/Public Works	Per Hour	\$110	110
Recreation Staff	Per Hour	\$105	105
<b>Banner in Right-of-Way</b>	Flat	\$25	\$30
<b>Light Pole Banner</b>			
First 2	Flat	\$210	\$252
Each Additional	Flat	\$52	\$62
Application Fee	Flat	\$25	\$30
<b>Overnight Reservation Fee (Early Setup)</b>	Flat	\$175	\$210
<b>Signage/Barricade Rental Fee (Less than 200 attendance)</b>	Flat	\$150	\$180
<b>Race Fee</b>	Flat	\$700	\$840
<b>Animal Fee (Example, petting zoo for event)</b>	Flat	\$100	\$120
<b>BBQ Rental (Under 25 attendees)</b>	Flat	\$25	\$30
<b>Food Trucks/Food Vendor Fee</b>	Flat	\$50	\$60
<b>Game Trucks Fee</b>	Flat	\$50	\$60
<b>For services requested of City which have no fee listed in this fee schedule</b>			
During Business Hours	Per Hour		\$105
After Business Hours	Per Hour		\$121