



SPECIAL EVENT PERMIT INFORMATION GUIDE



Town of Mammoth Lakes
Parks and Recreation Department
P.O. Box 1609
Ph: (760) 965-3696
Email: sbrown@townofmammothlakes.ca.gov

INTRODUCTION

The Town of Mammoth Lakes plays an important role in hosting, sponsoring and permitting many community events that further the goals of the Town's Vision Statement and Economic Development Strategy. Events enhance the quality of life for residents and elevate the visitor experience by providing recreational and cultural experiences in a festive alpine community atmosphere. Generally, in order to ensure the event is conducted in a safe and appropriate manner, the Town requires event organizers to submit an *Administrative Special Event Permit* application for events that are open to the general public. Your event permit application needs to be reviewed to ensure all community service provider requirements have been met and no adverse effects result.

A. What constitutes a "Special Event"?

A "Special Event" usually requires the coordination of Town Departments due to the use of alcohol, amplified music, on-site cooking, concessions, large temporary structures, and/or the use of public property or the public right-of-way which is owned or controlled by the Town of Mammoth Lakes or the state.

In general, no person shall conduct or cause to be conducted, participate or engage in, hold, manage, permit or allow another to conduct a special event, in, on or upon any Town street, sidewalk, alley, park, public place, public property or public right-of-way which is owned or controlled by the Town of Mammoth Lakes without first having obtained a written permit.

As per Town of Mammoth Lakes Municipal Code **Chapter 17.56** - Temporary Uses and Events, and more specifically, section **17.56.040** - Requirements for Specific Temporary Uses and Events, the following temporary uses and events are subject to an administrative permit and shall comply with the following standards.

- A. **Events.** Circuses, carnivals, and similar transient amusement enterprises in any commercial or industrial zone subject to no more than 30 days of site occupation and operation in any calendar year.
- B. **Festivals.** Music festivals, outdoor art and craft shows and exhibits, and similar outdoor entertainment activities in any zone except single-family residential and rural residential, subject to a limitation on the number of days of operation as determined by the Director.
- C. **Seasonal Sales Lots.** Seasonal sales activities for Thanksgiving, Christmas, or other holidays, on non-residential properties, including temporary residence/security trailers.
- D. **One Day Events.** Special one-day events such as local service club breakfasts, bingo, or Monte Carlo nights in any zone except single-family residential. This provision does not apply to events within an approved public assembly site or any other location described in [17.56.030](#).
- E. **Sports Events.** Special sports events such as running races or bicycle races in any zone.
- F. **Commercial filming.** Commercial filming may be authorized on properties within residential, commercial/industrial, and special purpose zoning districts.

When is an activity not considered an "Event"?

A case-by-case determination will be made by Town staff to evaluate if a special event permit is required. Generally, Special Event Permits will not be required when an event is held in a Town-owned park or recreational facility. In this case, the applicant needs to rent the facility (rental agreement) from the Town at the established fee. For example, hosting a wedding or reunion on private property may not be considered as a special event.

Application Process

This manual is provided to supplement the Special Event Permit application. We hope this guide will facilitate completion of the application form by describing informational requirements and how to adequately complete the application so that your permit is processed without unnecessary delays.

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT TO ENSURE ADEQUATE REVIEW BY APPLICABLE AGENCIES AND DEPARTMENTS. (AN EXCEPTION MAY BE MADE IN RARE CASES).

Failure to submit the application 30 days prior to the event may result in the application being rejected. Please note that fees charged do not cover any additional fees that may be required by other agencies such as the Mammoth Lakes Fire Protection District (MLFPD), Mono County Health Department, ABC, etc.

The **Mammoth Lakes Parks and Recreation Department** is a resource that can benefit your event. The department is happy to assist you in preparing the application and in answering any questions you may have. Please call the Recreation Department at (760) 965-3690 if you would like to review the permit process.

APPLICATION INFORMATION

The application for the Administrative Special Event Permit can be found on Parks and Recreation Department [website](#).

The permit application is required to be submitted at least 30 days prior or with your original application submit your initial application and upload your operating plan and site plan. All other items required for your event must be submitted at least 7 days prior to your event.

The following items are required as part of your submittal:

- Administrative Special Event Permit Application
- Operating Plan as provided by the Town
- Site Plan
- Submittal and copy of MLFPD permit
- Signed Wildlife Vendor Checklist
- Permit fee: Regular: \$250 or Premium: \$500 (Road closure)
- Certificate of Insurance and Endorsement naming the Town additional insured
- Special Event Equipment Request [Form](#)
- Town of Mammoth Lakes Business Tax Certificate number (please contact the Town of Mammoth Lakes Finance Department to obtain a Business Tax Certificate)
- Property Owner Permission Letter(s)
- Advertising Plan – please send local print/radio placement schedule and social media plan that notifies the public of the event.
- Copy of ABC license
- Copy of Mono County Health Department Permit

Forms are available for download on the Town's [website](#).

Operating Plan

- Must be submitted at least 30 days prior to event
- Download the Special Event Operating Plan [Form](#).
- Event Details: Basic Event Information
- Event Schedule: Dates, activities and times
- General Event Information: Please include any power or lighting requirements, along with a description of the entertainment. Indicate types of entertainment, amplification, music (live or pre-recorded), speeches, dancing, etc. Identify additional facilities to be used, such as stages, tents, etc. These activities will likely require adjoining property owner notification (see Property Owner Notification information attached).

Permit Fee

- 'Regular' Permit fee: \$250 – [click here](#) to pay the permit fee online.
- 'Premium' Permit fee: \$500 (road closure) - [click here](#) to pay the permit fee online.

SPECIAL EVENT INFORMATION GUIDE - REVISED 2024

- Non-profit organizations are able to request a fee waiver. An email written to the Town Manager must be submitted at least 30 days prior to your event. Contact staff for additional information.

Alcohol

- Indicate if alcohol is to be served. Permits to serve alcohol shall be posted at all event site(s). A copy of your ABC permit must be submitted at least 7 days prior to your event.

Parking and Traffic

- Describe the location and amount of parking to be used at or near the venue by estimating the number of patrons at one time.
- The size and duration of the event will determine if drop-off/pick-up locations are necessary, how many parking spaces are needed on-and/or off-site, and if a traffic control plan should be prepared due to necessity for street closures, detours, flaggers, etc.
- In addition, indicate if the event will include the provision of transportation to and from the event, routes, hours, etc.
- Town Planning and Engineering staff are available to assist in determining what is necessary.

Mammoth Lakes Police Department (MLPD)

- Please indicate if any services are requested from the Mammoth Lakes Police Department.

Mammoth Lakes Fire Protection District (MLFPD)

- Mammoth Lakes Fire Protection District requires separate special event application and event review.
- The application form can be found [here](#).
- If a Permit is required by the MLFPD a copy of that permit must be submitted to the Town at least 7 days prior to your event.

Security and Safety

- Many events, especially those that serve alcohol and those that include amplified entertainment will require provision of security staffing.
- Town staff can coordinate and put you in contact with the Mammoth Lakes Police Department and Mono County Sheriff Department regarding security needs/requirements for your event.

Special Event Equipment

- The Town of Mammoth Lakes has an inventory of Measure R/ U special event equipment available on a first-come, first served basis at no cost to the event organizer.
- Event organizers are required to submit the [Special Event Equipment Use Application](#) at least 30-days prior to the event to reserve the equipment.
- Town staff will schedule a time for collection and return of the event equipment and the event organizer will need to provide appropriate vehicles/trailers for the transportation of the equipment.
- Additionally, any fees associated with damage, loss, or theft caused by leaving the equipment unattended will be invoiced to the event organizer.

Signage

- All signage that will be used to direct the public, advertise the event or publicize a sponsor from off-site shall be shown on the approved plan.
- All signs and evidence of the event must be removed, and the site(s) returned to their original, pre-event condition within 24 hours after the event or as required on the final permit.

Lighting

- The event organizer is required to comply with the Outdoor Lighting Ordinance by directing all outdoor lighting fixtures to shine downward and be shielded to eliminate glare and light trespass into neighboring properties and roadways as per the Town of Mammoth Lakes Municipal Code Chapter 17.36.030 - Exterior Lighting.
- Staff may recommend additional lighting based on a review of the Operating Plan.

Restrooms, Waste Disposal & Recycling

- The event organizer is responsible for recycling and waste collection at the event site(s).
- The applicant is responsible for providing receptacles for recycling or will arrange/deliver such recycled cans / bottles to a certified redemption center.
- Litter should be removed from the site each day.
- The applicant shall provide receptacles for and patrol for trash as necessary to assure that the event does not result in additional litter.
- Depending upon the size and scope of the event, frequent patrol on and immediately off-site may be necessary. Appropriate receptacle locations are along seating aisles, at entries and exits to the site, and near food and beverage serving locations.
- Staff may recommend additional trash receptacles and frequency of service based on a review of the Operating Plan.

Wildlife Management

- Bears and other wildlife live in and around Mammoth Lakes and it is our responsibility to co-exist and keep our wildlife wild. Bears are attracted to anything edible or smelly, including garbage, barbeques, compost piles, and bird feeders. Not only is human food bad for bears and other wildlife, but they become used to humans which could lead to the animal's death.
- A signed copy of the Wildlife Management form must be submitted to the Town at least 7 days prior to your event.
- Please [click here](#) to download the Wildlife Management Vendor Daily Checklist form.

Concessions

- Please list what type and how many concessions will be at your venue for the duration of the event.
- Effective January 1, 2024, the Town of Mammoth Lakes prohibits takeout foodware containers made from expanded polystyrene (EPS) – commonly known as Styrofoam – pursuant to Municipal Code 8.15.020-8.15.030.
- Banned items include EPS foodware items used for containing, serving, or consuming prepared food, including cups, bowls, plates, trays, cartons, and boxes. These items are usually labeled as plastic #6.
- The ban applies to all food service providers including any restaurant, grocery store, convenience store, cafeteria, farmers market vendor, mobile food vendor, or catering operation that provides or sells prepared food or beverages on or off its premises within the Town. It also applies to hotels, motels, and bed & breakfasts that provide prepared food, regardless of whether the prepared food is complementary or available for purchase by the consumer and special event operators that require approval of a special event permit from the Town or anyone leasing a Town facility for an event. Please contact Kendra Knight, Mammoth Disposal Sustainability Coordinator at (760) 934-2201 for further information or questions about the Styrofoam prohibition.
- If food service is proposed, approval from the Mono County Health Department is required. Permits shall be posted at all event site(s).
- Contact the Mono County Environmental Health Department at (760) 924-1830 to obtain an application or for additional information. A copy of your food permit must be submitted to the Town at least 7 days prior to your event.

Event Advertising Plan

- Please describe what advertising will be utilized to promote the event and inform the public of any event impacts, such as road closures, parking, pedestrian access, etc.

Insurance

- Insurance is required for all Special Events. The special event producer shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Town of Mammoth Lakes facilities and adjoining property in the amount of at least \$1,000,000 (one million dollars) per occurrence.
- The event producer shall file certificates of such insurance with the Town of Mammoth Lakes, which shall be endorsed to provide thirty (30) days' notice to the Town of Mammoth Lakes of cancellation or any change of coverage or limits.
- If a copy of the insurance certificate is not on file prior to the event, the Town of Mammoth Lakes may deny the administrative permit. It is the responsibility of the special event producer and affiliates to provide their own insurance coverage.

SPECIAL EVENT INFORMATION GUIDE - REVISED 2024

- A certificate of liability insurance (COI) and an endorsement naming the “The Town of Mammoth Lakes, its officials, agents, employees and volunteers” as an additional insured must be provided to the Town prior to the start of the event. These endorsements are designed to work with the Commercial General Liability insurance policy form CG 00 01, published by the Insurance Services Office (ISO).
- An endorsement is required, but the Town prefers form number **CG 20 10** Additional Insured – Owners, Lessees or Contractors – Scheduled Person or Organization.
- Additional insured language: **The Town of Mammoth Lakes, its officers, employees, volunteers and agents.**
- Other agencies related to the Town may have to be named as well, depending on the event.
- Insurance coverage must be primary and maintained for the duration of the event including set-up and dismantle dates.

U.S. Forest Service, Caltrans, and Other Agency Approval

- Many events will involve the use of U.S. Forest Service lands or road easements from Caltrans. If so, Special Use Permit approvals may be required.
- A copy of these permits must be submitted to the Town.
- Please contact the Town of Mammoth Lakes Engineering Division at (760) 965-3650 for assistance.

PROPERTY OWNER NOTIFICATION INFORMATION

While the Town of Mammoth Lakes and its residents support the events that enhance the character of the Town, there may be potential impacts to properties adjacent to the event site and the neighborhood where the venue is located. Therefore, the Town has established criteria for thresholds that, when met, necessitate notification of adjoining properties surrounding the event so that owners of said properties may prepare for the event and offer comments to Town staff suggesting measures on how to mitigate any potential adverse impacts that may result from the event.

If any of these criteria apply, a public notice packet is required:

- Event has amplified entertainment that occurs after **8:00pm**
- Event has over 250 attendees expected at one time.
- Event is adjacent to residential property and includes amplified entertainment.
- Event occurs on multiple properties or additional properties are required to accommodate parking.
- Event is over 24 hours in total duration.

Public Notice

The applicant shall inform the public by utilizing either, or both of the following communication methods:

- Purchase paid advertising informing the public of the event, and/or;
- Notifying residents/homeowners by mail within 300 feet of the event ‘area’ at least 30-days before the event.

The Town will be responsible for publicity noticing the event through the Town’s website, Town e-News and social media channels.

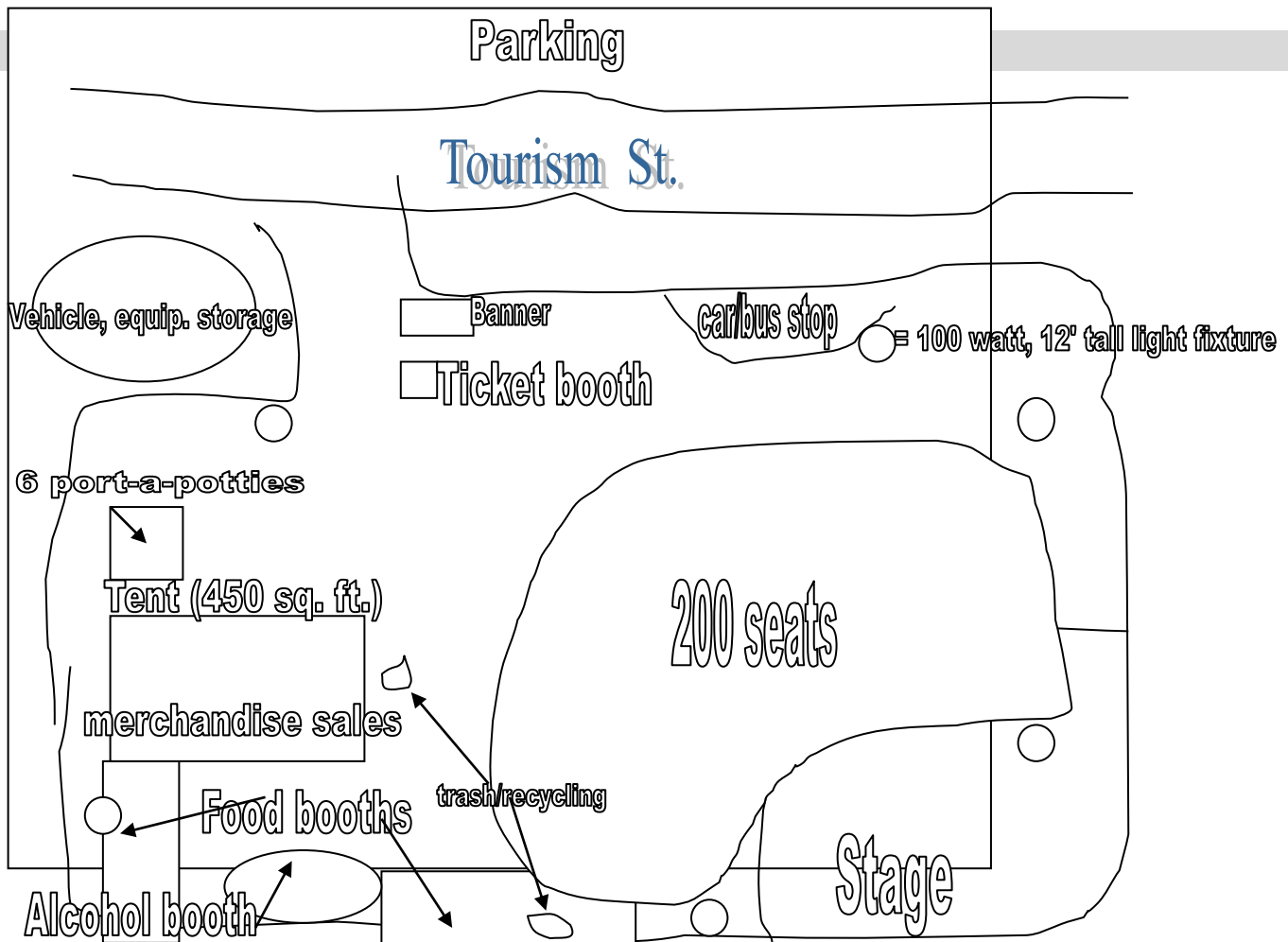
Should additional clarification of the required material be needed, please contact the Mammoth Lakes Parks and Recreation Department at (760) 965-3690.

SITE PLAN REQUIREMENTS

Provide a site plan containing information as requested below:

1. **Identify property lines and adjoining street frontages, existing buildings, and parking areas.** Make sure to show the parking areas that will be used for the event and off-site/on-street parking areas available for parking during the event.
2. **Location of tents or temporary buildings**
3. **Concession locations**
4. **Location of restrooms**
5. **Location of other activities, including stages, seating areas, display areas, etc.**
6. **Location of lighting fixtures**
7. **Show site access (driveways, sidewalks, etc.) and provisions for pedestrian and traffic control.**
8. **Signage**

EXAMPLE OF SITE PLAN



NOISE REGULATIONS

Sound is described in terms of the loudness (amplitude) of the sound and frequency (pitch) of the sound. The standard unit of measurement of the loudness of sound is the decibel (dB). Since the human ear is not equally sensitive to sound at all frequencies, a special frequency-dependent rating scale has been devised to relate noise to human sensitivity. The A-weighted decibel scale (dBA) performs this compensation by discriminating against frequencies in a manner approximating the sensitivity of the human ear.

Title 8.0 (Health and Safety) of the Municipal Code covers all noise standards. **Chapter 8.16** (Noise Regulation) of the Municipal Code sets forth all noise regulations controlling unnecessary, excessive and annoying noise and vibration in the Town. As outlined in Chapter 8.16 and as indicated in Table 5.8-6 below, Exterior Noise Limits, maximum exterior noise levels are based on land use. Although there is a slight variation between the exterior noise standards in the Municipal Code and the General Plan's Noise Element, the Town defers to the standards noted in the Municipal Code. **The Municipal Code standards are more recent and remain the standard.**

Table 5.8-6
Exterior Noise Limits

Receiving Land Use Category	Time Period	Rural/Suburban	Suburban	Urban
One and Two Family Residential	10 p.m. – 7 a.m.	40	45	50
	7 a.m. – 10 p.m.	50	55	60
Multi-Family Dwelling Residential	10 p.m. – 7 a.m.	45	50	55
	7 a.m. – 10 p.m.	50	55	60
Limited Commercial Some Multiple Dwellings	10 p.m. – 7 a.m.	55		
	7 a.m. – 10 p.m.	60		
Commercial	10 p.m. – 7 a.m.	60		
	7 a.m. – 10 p.m.	65		
Light Industrial	Anytime	70		
Heavy Industrial	Anytime	75		
Notes:				
1. Levels are not to be exceeded more than thirty minutes in any hour.				
2. The classification of different areas of the community in terms of environmental noise zones shall be determined by the noise control officer, based upon assessment of community noise survey data. Additional area classifications should be used as appropriate to reflect both lower and higher existing ambient levels than those shown. Industrial noise limits are intended primarily for use at the boundary of industrial zones rather than for noise reduction within the zone.				
Source: Town of Mammoth Lakes, <i>Municipal Code</i> .				

Special Event Permit Noise Exemption

For special events that utilize amplified sound, all scheduled music / noise must end by 10:00 p.m. as per Town of Mammoth Lakes Ordinance 8.16.090, except those nights authorized by the Town until 11:00 p.m. as per Ordinance 8.16.100 "Exemptions."

The provisions of 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..."*

As per Section 8.16.090 (Prohibited acts), "using or operating for any purpose any loudspeaker, loudspeaker system, or similar device between the hours of 10:00 p.m. and 7:00 a.m., such that the sound therefrom creates a noise disturbance across a residential real property line, or at any time violates the provisions of Section 8.16.070, except for any noncommercial public speaking, public assembly or other activity for which a variance or permit has been issued by the planning commission or the noise control officer," is prohibited.

For events permitted to operate past 10:00 p.m., the event organizer shall be responsive to any public concerns and shall perform reasonable noise mitigation measures prior to and during the extended hours. These measures include:

- Notifying residents/homeowners by mail within 300 feet of the event 'area' at least 30-days before the event.
- Provide a hotline number for the public to call to respond to excessive noise.
- Limiting the sound emanating from the event directed towards residents/homeowners to a reasonable decibel level.
- Placing extended hours of operation in local newspaper publications and on event website/social media pages.

COMMUNITY BANNER PROGRAM

The Town of Mammoth Lakes has established an administrative policy for the use of the "Special Event Community Banner Space" (referred to as the Community Banner Program) located on the corner of Old Mammoth Road and Main Street (SR 203). The Community Banner Program is dedicated specifically for **"Town of Mammoth Lakes and Town Sponsored Community event signs"** per Subsection 17.48.090N.2 of the Town of Mammoth Lakes Municipal Code.

Under the Municipal Code, the authority to place a Community Banner on the site is subject to the approval of the Parks and Recreation Director and/or the Community and Economic Development Director. The site is located within the public right-of-way, which requires specific authority for the sign program to be effective.

Priority Use of the Community Banner

Use of the Community Banner is limited to the following two uses, in priority order:

- Primary: The promotion of governmental agency-owned/operated community programs, events, or emergency information.
- Secondary: The promotion of Town of Mammoth Lakes-sponsored community events.

Community Banner Requirements and Approval Process

- To qualify for use of the Community Banner, an event or program must be sponsored by the Town of Mammoth Lakes.
- To be considered a Town of Mammoth Lakes-sponsored community event, the event must be approved by the Town and must be, at minimum, partially funded by the Town.
- The applicant may be required to submit and receive a Town of Mammoth Lakes Administrative Special Event Permit for community events. Please contact the Parks and Recreation Department to determine whether an Administrative Special Event Permit is required.
- The applicant is also required to submit and complete the Temporary Sign Permit application form a minimum of 30-days prior to placement for approval.
- The application can be found [here](#).

AGENCY CONTACT INFORMATION

• Town of Mammoth Lakes Parks and Recreation Department:	(760) 965-3690
• Town of Mammoth Lakes Community and Economic Development	(760) 965-3630
• Town of Mammoth Lakes Engineering Division	(760) 965-3650
• Town of Mammoth Lakes Building Department	(760) 965-3635
• Town of Mammoth Lakes Code Compliance Officer	(760) 965-3636
• Town of Mammoth Lakes Maintenance Superintendent	(760) 965-3698
• Town of Mammoth Lakes Police Department	(760) 965-3700
• Mammoth Lakes Fire Protection District	(760) 934-2300
• Mammoth Community Water District	(760) 934-2596
• Mono County Environmental Health Department: Louis Molina	(760) 924-1830
• Mono County Planning Department	(760) 924-1800
• Mammoth Disposal	(760) 934-2201
• Mono County Sheriff, Bridgeport	(760) 932-7549
• California Highway Patrol, Bishop	(760) 872-5150
• Mammoth Lakes Welcome Center/USFS	(760) 924-5500
• California Department of Transportation (Caltrans) Permits Dept.	(760) 872-0790
• Alcoholic Beverage Control, Bakersfield Office	(661) 395-2731