



## SPECIAL EVENT GUIDELINES

### PURPOSE

The City of South Lake Tahoe recognizes that events provide many social, cultural, and economic benefits which enhance the quality of life for residence and visitors. The special event guidelines were created with the purpose of supporting and welcoming events while also ensuring the safety, health, property, and welfare of the community.

The City of South Lake Tahoe City Code Section 6.55.230 establishes the permit requirement criteria, exemptions and standards for all special events. These guidelines establish permit review levels, submission timeframes, and required application materials.

### PERMIT REVIEW

#### *Section 6.55.230 of the South Lake Tahoe City Code*

#### ***Permit Required***

A special event permit shall be required and obtained from the Development Services Department prior to any activity involving any of the following elements:

- Road closure or detour
- Off-site parking
- Private security
- Temporary structures (i.e., tents greater than 10 feet by 10 feet, stage, etc.)
- Amplified sound
- Temporary land coverage or ground disturbance
- Use of city resources (i.e., barricades, signs, traffic control, etc.)
- Activities proposed at night between 10:00 p.m. and 8:00 a.m.
- Has the potential for more than 500 attendees
- Conducted over a period of four or more consecutive days

#### ***Permit Exceptions***

The following special events are exempt from obtaining a permit:

- Noncommercial weddings and other single day life events such as birthday parties, holiday parties, etc., that occur in residential zones. Noncommercial means that the event site is not rented for the event with consideration charged for occupancy of the space.
- Seasonal and temporary outdoor retail sales of trees, pumpkins and other items when located in a plan area designated for commercial, public service, or tourist uses.

- Events which are included within the primary use of the property or are accessory to the primary use as determined by the Director of Development Services.
- Facility Use. Special events that do not include any activity elements requiring a permit but require use of a city facility do not require a special event permit but are subject to SLTCC 8.05.170.
- Parades. Parades are subject to SLTCC 4.30.

### *Standards*

Whether a permit is required or not, all events must comply with the following:

- Comply with TRPA Code Chapter 22. However, activities qualifying for a TRPA Code exemption are not exempt from city permit requirements.
- Comply with all applicable city, county, state, and federal regulations, including but not limited to El Dorado County Department of Environmental Health permitting and regulations, and California Department of Alcoholic Beverage Control permitting and regulations.
- Special events shall be limited to a period not to exceed fourteen consecutive days. There shall be a four-day period between special events on a property.
- Consistent with the City Code, the permissible uses in the plan area statements, community plans, and area plans.
- In the appropriate location for the proposed type and size of event, and accommodate appropriate vehicle circulation and parking, signage, noise mitigation, and waste management.
- Comply with Chapter 7.15 SLTCC, Urban Runoff and Storm Water Quality Management.
- Comply with Chapter 3.35 SLTCC, Tax Rates and Licensing.
- Comply with Chapter 4.175 SLTCC, Polystyrene and Plastic Food Packaging Regulations.
- Signage shall not exceed a total of 60 square feet in area and shall be no taller than six feet in height. This may include one banner displayed for the event. Temporary signs that are part of a special event may be installed up to 14 days prior to the event and shall be removed at the end of the activity. All signage shall be removed immediately following the event.
- Comply with fire codes and safety standards set forth by National Fire Protection Association (NFPA) for fire resistant tents and must include an affixed manufacturer's label stating the tent meets NFPA requirements. A State Fire Marshal seal on the tent or a certificate is needed to prove treatment.
- Not impede pedestrian or vehicle traffic at any time. Vehicle parking, loading or unloading may only occur in a designated parking stall and shall not occur within the city or Caltrans right-of-way, within sidewalk areas, or other publicly used areas. Sidewalks shall be kept open for use by the general public.
- Comply with accessibility requirements of the Americans with Disabilities Act.

## Major or Minor

Special events can include a broad range of activities, all of which require unique review and consideration. To help process applications as efficiently as possible the city has established two levels of permit review – major or minor. A minor special event permit is intended for events that are specific to a group of people and has minimal off-site impacts to the surrounding area; a major special event permit is intended for large events which attract a range of individuals and is typically widely advertised to all residence and visitors. The Director of Development service has the discretion to require a major special event permit for any event if they find that the event involves a special circumstance or has the potential for unique or unanticipated impacts.

To differentiate between the two levels of permit review, any one of the following event elements prompt the requirement for a major special event permit:

- Road closure or detour
- Use of city resources (i.e., barricades, signs, traffic control, etc.)
- Has the potential for more than 500 attendees
- Conducted over a period of four or more consecutive days

## Special Event Areas

Special Event Areas are a series of designated parcels which have a standing permit with specific conditions and guidelines for holding events. In approved Special Event Areas, a permit from the Development Services Department is not required; however, the event is subject to the conditions of the Special Event Area permit and approval from the Area's governing body/management.

The following are current permitted Special Event Areas within the city:

- **Heavenly Village:** Contact the *Park Avenue Development and Management Association (PADMA)* about holding events
- **Ski Run Boulevard:** Contact the *Ski Run District Board* about holding events

## Inspection of Event Sites

All major special events will require an inspection of the completed venue setup prior to the event. The inspection will be conducted by the City of South Lake Tahoe Building Official, Fire Inspector, and/or other city staff depending on the nature of the event. Inspections will be included in the conditions of approval on an agreed upon date with the applicant. If an inspection is necessary outside of regular staff work hours, additional fees will apply.

## SUBMISSION TIMEFRAME

Applicants are encouraged to submit applications as soon as possible to ensure the city can help coordinate the best event possible. However, to make sure staff has adequate time to process applications, submission must be deemed **complete** a minimum of:

**Major Special Events**  
**90 days** prior to event

**Minor Special Events**  
**30 days** prior to event

*All events require an approved permit prior to ticket sales.*

## APPLICATION REQUIREMENTS

The following sections detail the information required for submission of a complete application depending on the level of review and resources required. However, all special events are unique and additional information may be required at city staff's discretion.

### *All Special Event Permits*

**Event Description:** Must provide the name, location, and purpose of the event. The description should clearly identify what will be occurring at this event.

**Event Schedule:** Start and finish times for each day of the event must be provided, including any additional days and times required for set up and tear-down (including clean up). If applicable, performance schedules and any other important timeframes should be provided.

**Event Personnel, Organization, and Liaison:** Provide a breakdown of the event staff including the roles of different personnel such as, but not limited to, security, first aid, or parking attendants. An on-site liaison and direct contact information shall be identified for the day of the event should city staff need to relay information to event personnel during the event.

**Attendance:** Provide the maximum number of participants and/or spectators. For ticketed events, information regarding ticket sales (i.e. when they go on sale and when sales close, how many tickets can be sold, is parking purchased) shall be provided. The Director of Development Services has the discretion to limit the event size and include other requirements such as, but not limited to, requiring ticketed events to specify mode of transportation at time of purchase.

**Site Plan:** The site plan must be drawn to scale and include the date it was prepared (any revised plans must include the date). The plan must include the location of all aspects of the event as described in the application. This includes, but is not limited to, clearly indicating the location of stages, tents, cables, sound systems, fire extinguishers, fire hydrants, restrooms/portable toilets, litter bins, recycling bins, water holding tanks, and water bottle refill stations (portable or installed). All fencing, gates, entrances, and exits, including emergency

exits and fire lanes must also appear on the site plan. Fire hydrants cannot be obstructed, and their locations should be shown on the plan.

- *Restrooms/Portable Toilets:* The minimum number of restrooms will depend on the length of the event and number of individuals attending (guest and staff included). At minimum, staff expects the event to meet the standards established by the Portable Sanitation Association International. Additionally, events that will experience temperatures over 80 degrees or will serve alcohol should increase the number of restrooms by 20-30%.

*The number of restrooms you'll need is ...*

# of Individuals	Event Length (Hours)									
	1	2	3	4	5	6	7	8	9	10
1-50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	2	3	3	3	3	3
250	2	2	2	2	3	3	3	3	3	3
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63

\*Standards established by the Portable Sanitation Association International: <https://www.psai.org/>

- *Tents:* A tent is defined as a portable shelter of skins, canvas, plastic or the like, supported by one or more poles or a frame and often secured by ropes fastened to pegs in the ground or other weighted items. Tents must meet National Fire Protection Association (NFPA) standards and must be approved by the South Lake Tahoe Fire Department (SLTFD). All tents must include an affixed manufacturer's label stating the tent meet NFPA requirements. If a label is not attached, it will be the applicant's responsibility to produce documentation from the manufacturer that the tent meets this standard prior to its acceptance.
- *Temporary Structures Greater than 120 Square Feet:* All structures greater than 120 square feet, such as tents and stages, information to determine compliance with building code must be provided. The information should include the following:
  - Structural calculation/details; stamped and wet signed by a design professional
  - Location, purpose, and gross square footage for each structure
  - Information regarding each structure's fire rating

For preconstructed structures this may be in the form of a manufacture spec sheet. Additional information may be required to determine compliance with health and safety requirements depending on the type of structure.

*The following requirements are only applicable to the specific event ...*

**Signs and Banners:** Signs and banners displayed prior to the event for the purpose of advertising the event must be reviewed and approved by city staff prior to display. Signs and banners must follow the City Code governing signs and banners. The primary and most visible information must be event related.

**Event Vendors:** The event producer is required to obtain a South Lake Tahoe Business and Professions certificate (also referred to as a business license) from the City of South Lake Tahoe. In addition, each event vendor must obtain a Temporary Sellers Permit from the State Board of Equalization. The event producer is required to collect the applicable sales tax due to the City of South Lake Tahoe from each of the vendors, combined with the sales tax due from producer's event sales that occurred within the City of South Lake Tahoe, to the City's Finance Department within 90 following the event. All vendor permits must be displayed so provide for inspection by the City of South Lake Tahoe. The applicant shall provide a list of vendors no later than 14-days prior to the event that includes the businesses name, the type of business, their city business license number, and business contact information.

**Sale or Handouts of Food and Beverages:** Each food vendor (including event producer/applicant) must obtain a food handler safety certification from the El Dorado County Environmental Health Division. Food vendors must comply with the City Code 4.175 Polystyrene and Plastic Food Packaging Regulations, including a ban on single use plastic water bottles. Cooking equipment requires inspection from the Fire Department. The sale or handout of food and beverages requires an event permit from the El Dorado County Health Division. A copy of the event permit from the El Dorado County Environmental Health Division must be provided to the city 14-days prior to event and will be included in the permit conditions of approval.

**Alcohol:** All sales of beer and liquor during an event require a license from California Alcohol Beverage Control Board. Events with planned sale or handout of alcohol must indicate where the distribution or sale will be located on the Site Plan attached to the application. A copy of the ABC permit must be provided to the city prior to event and will be included in the permit conditions of approval.

**Facility Use:** The City Parks and Recreation Department has several facilities which may be available to host your event. Facilities include:

- Recreation Complex
- Bijou Park
- Regan Beach West
- Lakeview Commons at El Dorado Beach

Rental of all facilities are subject to the fees establish in the [City of South Lake Tahoe Master Fee Schedule](#).

If the event does not require a special event permit a facility use permit is still required. To check availability and request to reserve one of Parks and Receptions facilities, please email [facilityrental@cityofslt.us](mailto:facilityrental@cityofslt.us)

**Events at the Community College Recreation Fields:** If the event is being proposed to be held at the Lake Tahoe Community College proof of date reservation is required at time of submittal. The Community Play Consortium will issue an approval once the city has issued a permit. Please contact the Community Play Consortium for information about reservations and use of the recreational facilities: <https://www.ltcc.edu/campusresources/cpc.php>

## *Additional Requirements for Major Special Event Permits*

**Notification:** All residents and businesses within 300 yards of the event venue shall be notified in writing of the event date, planned hours of operation and event content no less than thirty days prior to the event. The notification zone may be extended based on potential impacts to be determined by the Director of Development Services. Notification must include phone numbers for contacts before, during and following the event. The city must approve the content of the written notification and may require proof of its delivery.

**Distributed Event Information:** The applicant shall provide city staff with copies of the information distributed to the event ticket holders. Information provide to the ticket holders should include modes of transportation, parking, sustainability measures, stewardship, safety, and event activities.

**Traffic, Transportation, and Parking Plan:** The applicant shall demonstrate adequate traffic, transportation, and parking measures by providing a written explanation and site plan. The documentation shall also include measures and information regarding emergency vehicle access. Traffic impacts must be identified and should minimize disruptions to business and residential traffic flows. All traffic control measures such as barricades, lane divider (bean) poles, and signage should be identified. Note that barricades provided by event organizers must meet Workers' Compensation Board standards. The times and locations of event activities shall be planned to avoid primary access routes to neighborhoods and businesses. Public transit in the area shall be considered to minimize disruptions to bus routes. The event shall take appropriate measures to reduce parking impacts and overflow into surrounding neighborhoods. The city may require no parking signage to reduce potential traffic impacts in certain areas. The applicant must include consideration of how participants and spectators will travel to the event. The event shall encourage and facilitate alternative transportation methods such as cycling (e.g. bike lockups or valet), carpooling, shuttles and public transit. A schedule and plan for such considerations as vehicle access for set up, delivery of supplies and access for vendors must be provided. Vehicle movement on-site may not be permitted during times when the event is open to the public. The event shall also detail the parking locations for organizers, performers, vendors, spectators and participants.

**Disabled Access:** Describe and include a site map of how the event will include provisions for access for persons with disabilities in compliance with the Americans with Disabilities Act and California Building Code Chapter 11B for Persons with Disabilities. This is important both for the disabled and the elderly which may have an interest in attending the event. Disabled access includes parking and street access, pathways, washrooms and viewing areas.

**Sound Management Plan:** All events are subject to the noise standards established by City of South Lake Tahoe and the Tahoe Regional Planning Agency. The applicant is required to provide a schedule of artists and entertainers, anticipated dB levels, and methods for controlling the type and volume of sound produced by the event. The Director of Development Services may limit the hours, volume, or any other aspect of the event to ensure it does not unreasonably impact neighboring residents or businesses. As deemed appropriate by the Director of Development Services, the city may require specified sound monitoring to be conducted by the event manager and/or additional notification requirements.

**Safety and Security Plan:** The applicant has a responsibility for the behavior and safety of event participants. The safety and security plan shall demonstrate that appropriate security is



in place and designed to protect event participants and the public. Security personnel should be experienced and capable of handling the situations which they may face. The plan shall outline where security will be positioned at all scheduled times of the event and describe the emergency and communication protocols in place. Site design and event management such as ticket sales, vehicle and pedestrian circulation, and appropriate fencing shall be used to help minimize risk of safety and security problems. The plan shall also include details such as appropriate temporary lighting for parking and pedestrian areas to ensure the safety of event participants. Lighting should be directed downward and should not produce off-site lighting impacts.

**Sustainability, Waste Management and Edible Food Recovery Plan:** City Resolution 2011-40 requires all city sponsored events to utilize the South Tahoe Refuse Special Event Recycling Quick Kit Program. Events not sponsored by the City but authorized by a Special Event Permit are required to identify effective waste management that will result in minimal impacts to the event facility and surrounding environment. An effective Waste Management Plan goes beyond providing recycling containers on-site and indicating trash and refuse will be collected. The city is located on the shore of Lake Tahoe, which has been designated an Outstanding National Resource Water, a rare and special designation. The city encourages event producers/applicants to maximize diversion and minimize waste. Diversion is maximized via recycling and composting. *Food-only* can be gathered and brought to a composter by the local waste hauler. The waste hauler does *not* accept single use foodservice ware labeled “compostable”. Microplastics are being found in Lake Tahoe. Effective waste management also minimizes all single use plastic and encourages paper when possible. [City Code Chapter 4.175](#) describes Polystyrene and Plastic Food Packaging Regulations. This includes a ban on expanded polystyrene (sometimes called Styrofoam) containers provided by vendors. It prevents vendors from providing single use foodservice ware except upon request. It bans single use plastic water bottles (less than one gallon) from being distributed at a city facility or city-affiliated event and all city concessionaires, lessees, licensees, and permittees for facility use, and special events, effective April 22, 2023. This does not apply in cases of emergency, as designated by the City Manager. Additionally, Senate Bill 1383 mandates edible food recovery for large events of over 2000 attendees per day of operation, beginning in 2024. Event organizers must find a recovery organization to donate food to and must document the type and weight of food donated and report to the City’s Sustainability Coordinator, in the Office of the City Manager.

### *Special Events Using City Resources*

Applicants may request any of the city resources listed below; however, request of city resources does not guarantee approval to use requested resources and fees may apply.

**Police:** The city may require the presence of police to ensure public safety. A safety and security plan will be prepared for all major special event permits. Only Police or others designated by Police have authority to undertake traffic control duties in the City of South Lake Tahoe. Police must be on location where there are road closures. Any event using streets may not begin until the senior police officer on-site ensures that the route is secured, and all required resources are in place.

**Fire Department:** Fire personnel may be requested or required by the city to ensure public safety. Most requirements of the Fire Department will be undertaken during the approval



process and through any required inspections of the site setup. In some cases, Fire Department services may be requested, for example, to provide hydrant hookups or fire boat presence.

For more information regarding Fire Department requirements please visit the South Lake Tahoe Fire Rescue page: <https://www.cityofslt.us/384/Fire>

**Traffic Control:** The City's Public Works Department may be able to rent out traffic control equipment such as barricades, lane divider (bean) poles, and signage to ensure traffic control needs are met and the safety of participants and the public is ensured. Summarize the specific requests for supporting traffic, transportation, and parking. Note: Most traffic control request will be contracted, and the applicant will be subject to the fees incurred by the city. Requests that can be accommodated by city staff and equipment are subject to the fees established by the [City of South Lake Tahoe Master Fee Schedule](#).

**Access to Power or Water:** The City of South Lake Tahoe may be able to provide access to water, or power at some sites. Describe how much power is required and how it is intended to be distributed.

## EVENT EXPECTATIONS

### *Conditionals of Approval*

All special event permits, major or minor, will include conditions of approval that are specific to the event.

### *Insurance*

The following is provided as **guidance** to event planners and promoters. The city assumes no liability or risk in offering the following guidance regarding events and encourages all event promoters/applicants to seek legal advice regarding the type and amount of insurance necessary to fully protect the event promoters/applicants. Managing risk of damage to property and injury to persons is an important part of planning an event. Identify any elements of risk associated with the event and ensure they are addressed before the event begins. Permission will not be granted to hold an event until proof of satisfactory insurance has been received and approved by the City's Risk Management staff and/ or the City Attorney's Office. All information required in the application must be completed and returned before a permit will be issued. In most cases, the city shall be named as additionally insured and indemnified against claims against the event. Waivers signed by event participants are recommended for events on private property and required for events on property owned by the city as a means of letting them know that there is some risk involved in participating in the event. This may reduce liability should a mishap occur. Event promoters/applicants are encouraged to obtain legal advice before deciding the type and level of insurance necessary for their event.

### *Compliance*

The city retains the right to cancel the event up to and including the day of the event, or at any time during the event in an emergency or if the applicant does not adhere to the special event

guidelines or any other related permit conditions. Organizers must designate a named on-site liaison person with authority to ensure compliance with permit conditions or stop the event, if necessary, at any time.

Enforcement of all Special Event Permits is subject to City Code Section 6.55.070.