



**CITY OF SANTA BARBARA
AIRPORT DEPARTMENT**
601 Firestone Road, Santa Barbara, CA 93117
805.967.7111 or 805.964.1380 fax
airport@santabarbaraca.gov



Airport Special Event Permit Application

A permit is required prior to commencing any special event within Airport Property. The following must be read, the application completed, and applicable attachments submitted before a permit will be issued:

Definition

An "Airport Special Event" is defined as a private, public, or non-profit activity taking place on or using Airport Property for a duration of not more than three consecutive days. "Airport Property" is defined as all commercial and non-commercial areas of the Airport including the Airline Terminal, Fixed Base Operators, all businesses holding lease or permit agreements with City of Santa Barbara Airport Department, and all undeveloped lands within the Airport Property boundaries. **This does not include Santa Barbara Airport Administration conference rooms or the Visitors Center.**

Noise Abatement

All special events that include aircraft flybys, over-flights or any type of aerobatic performance must comply with the Santa Barbara Noise Abatement Program. The goal of the Noise Abatement Program is to achieve airport operations that are compatible with the surrounding communities. Permittee must consult with Airport staff in advance to determine whether their event is compatible with the Noise Abatement Program. For more information, contact Tracy C. Lincoln, Airport Operations Manager at 805.692.6025.

Regulations

- 1) **Insurance** – As part of the consideration of issuing this Permit, Permittee agrees to purchase and maintain at its sole cost and expense during the life of this Permit liability insurance with an insurer or insurers satisfactory to the City. Prior to commencing operations, Permittee shall file with the Assistant Airport Director a certificate of insurance evidencing liability insurance of not less than \$1,000,000 combined single limit coverage, naming the City of Santa Barbara as additional insured.
- 2) **Rules** - Permittee shall abide by all rules, ordinances and regulations of the Airport Department and the City of Santa Barbara and shall not interfere with any other business or entity permitted to conduct business on Airport Property.
- 3) **Fee** - The fee for events and special activities on Airport Property is \$1,000 per day. All fees are due prior to commencement of any activity.
- 4) **Required Attachments** – All applicable site plans, other permits and schedules must be complete and approved prior to the commencement of any activity.
- 5) **Permit** - The event coordinator or person in charge must have an approved Special Event Permit issued by the Airport in his or her possession while on Airport property.

Required Attachments

- Event Site Plan – a detailed description of where the event will take place, a timeline of what events will occur, area or room layout of activities (i.e. exhibit booths, bandstand), etc. (Where applicable, include all fire extinguisher, exit and cooking area locations).
- Security/Crowd Control Plan – a detailed description of where the attendees will be located, security measures, security personnel, etc.
- Fire Department Permit (if applicable) - Contact the City Fire Marshall's Office at 805.564.5702. A site inspection may be required.
- Clean-up Schedule, (if applicable) *Permittee is responsible for leaving all areas in the same condition as found.*
- Aircraft Parking Plan (if applicable)
- Vehicle Parking Plan/Transportation Plan (if applicable) - Include the number of vehicles on site.
- Other Airport Permits as needed (i.e. film/photography permit)
- Written verification from Airport tenant confirming the allowed use on their leasehold (if applicable).
- Litter Control measures – a detailed description of what means will be utilized to handle trash.

Event Coordinator/Contact

Name _____ Phone _____
 First Last

Email address _____

Street address _____ City _____ State _____ Zip _____

Event Sponsor (if applicable)

Name _____ Phone _____
 First Last

Organization _____

Email _____

Street address _____ City _____ State _____ Zip _____

Event Information

Event Description (in addition to Event Site Plan) _____

Proposed Activities _____

Proposed Location _____

Purpose of Event _____

Who will be attending this event? _____

Estimated Attendance: _____

Event Date(s) _____ Event Time _____

Utility Provisions (i.e. restrooms, lighting) _____

Signage/Signage Location(s) _____

Airport Services Requested

Personnel (patrol, security, escorts, etc) _____

Materials (lights, signs, etc) _____

