



# SPECIAL EVENTS PERMITTING GUIDE

## DEFINING YOUR EVENT AND PERMITTING

Welcome to the Visit Mammoth Special Events Permitting Guide. Before you begin to plan your special event, we suggest that you explore all permitting and fees to determine if the event is viable. We suggest this process begins approximately one year prior to the event.

Below is a list of potential agencies that you may need to permit your event with. Please note this list is only for events within the city limits of Mammoth Lakes. If your event is outside of the city limits, you may have other agencies to connect with.

Visit Mammoth is here to support you in assisting you with your event from start to finish. Please feel free to connect at any time for questions, advice, or general information to Caroline Casey at: [ccasey@visitmammoth.com](mailto:ccasey@visitmammoth.com) or 760-914-0301.

- Town of Mammoth Lakes Parks & Recreation Department
- Inyo National Forest
- Bureau of Land Management
- Mono County Special Events
- Caltrans
- Los Angeles Department of Water & Power
- Mammoth Lakes Police Department
- Mammoth Lakes Fire Department
- Mono County Environmental Health Department
- California Alcoholic Beverage Control

Please refer to the next page for contact information, fees and permit requirements for each of these agencies.

AGENCY	APPLICATION DEADLINE	FEE	LINK TO APPLICATION	CONTACT
<b>Town of Mammoth Lakes</b>	30 days minimum	\$209	<a href="#">Link</a>	<b>Lauren Plum</b> 760-965-3699 lplum@townofmammothlakes.ca.gov
<b>Inyo National Forest</b> (USFS)	180 days minimum	5% of adjusted gross receipts for one-time events and 3% for multiple events under a single permit. Minimum fee is \$62.63 per event.	<a href="#">Link</a>	<b>Andrea Kachulis</b> 760-924-5524 andrea.kachulis@usda.gov
<b>Bureau of Land Management</b> (BLM)	180 days minimum	\$110 minimum filing fee. Post event report of gross receipts, 3% of gross receipts minus filing fee	<a href="#">Link</a>	<b>Dione Perkins</b> 760-872-5000 BLM_CA_Bishop_FO_web@blm.gov
<b>Mono County Special Events</b>	120 days to 30 days prior to event	Dependent on event	<a href="#">Link</a>	<b>Jay Sloane</b> 760-932-5405 jsloane@mono.ca.gov
<b>Caltrans</b>	90 days prior to event	Dependent on scope of work	<a href="#">Link</a>	<b>District 9</b> 760-872-0674
<b>Los Angeles Department of Water and Power</b> (LADWP)	90-120 days prior to event	Dependent on event		<b>LADWP Property Manager</b> 760-873-0370 Elsa.Jimenez@ladwp.com
<b>Mammoth Lakes Fire Department</b> (MLFD)	14 days minimum prior to event	\$65	<a href="#">Link</a>	<b>Natalie Morrow</b> 760-934-2300 x3 natalie@mffd.ca.gov
<b>Mono County Food Safety Permit</b>	14 days minimum prior to event	\$101 if 8-13 days prior to event \$122 if 2-7 days prior to event	<a href="#">Link</a>	<b>Christopher Babula</b> 760-924-1830 Mammoth 760-932-5580 Bridgeport cbabula@mono.ca.gov
<b>California Alcoholic Beverage Control</b> (ABC)	10 days minimum prior to event, and no more than 30 days prior to event	\$75 per day for beer & wine; \$100 per day for spirits	<a href="#">Link</a>	<b>Bakersfield</b> 661-395-2731 Bakersfield@abc.ca.gov

# TOWN OF MAMMOTH LAKES SPECIAL EVENT PERMIT INFORMATION AND APPLICATION

A “Special Event” usually requires the coordination of Town, County or Fire Department personnel to ensure that 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 is conducted in a safe, responsible and legal matter.

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 administrative permit.

As per Town of Mammoth Lakes Municipal Code 17.56.040, 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.

Generally, an event is a function open to the general public and requires use of community facilities above and beyond what is normally provided to a property. The following are some examples of events:

- If the site cannot accommodate parking by itself, generally a large number of people with associated off-site parking impacts result.
- Port-a-potties are needed above and beyond those existing facilities already on site are needed for attendees
- Farmers Markets
- Concerts
- Runs/Walks

If your event falls into the categories above, please proceed with a Town of Mammoth Lakes Special Events application by clicking [here](#).

**Note: applications must be submitted a minimum of 30 days in advance.**

# INYO NATIONAL FOREST SPECIAL EVENT PERMIT INFORMATION AND APPLICATION

Recreation Special Use Permits are authorizations issued by the Forest Service to conduct commercial recreation activities on National Forest system lands. A commercial recreational use or activity is defined as:

Any use or activity on National Forest System lands (a) where an entry or participation fee is charged, or (b) where the primary purpose is the sale of a good or service, and in either case, regardless of whether the use or activity is intended to produce a profit. (36CFR 251.51)

Recreation events are usually short term in nature and can include organized events such as animal, running, biking races, concerts, fishing contests, adventure games, and fairs. A permit is required for these types of events, regardless of the number of people involved in the activity.

**EVENT FEE:** The fee is 5 percent of adjusted gross receipts (gross revenue less cost to holder of prizes awarded) for one-time events and 3 percent for multiple events under a single permit. The minimum fee is \$62.63 per event.

Gross Revenue includes all of the following:

- **Event Charges:** Fees charged to participate in the event and/or fees charged to spectators to view the event, if applicable.
- **Vendor Fees/Sales:** Includes, but not limited to, sales from concession stands, raffles booths, etc. Only include vendors that are located on NFS Lands.
- **Discounts:** Portion of fees that either the participants, spectators, or sponsors were not required to pay.
- **Gratuities:** The value of privileges that are not available to the general public and that are donated or provided without charge to the organization or individuals. For example, but not limited to, an fee entry (\$500) to the race for a European bike team.
- **Sponsorship Fees:** A fee each sponsor pays in order to be a part of the event and/or to advertise their product(s) such as, but not limited to, shoes, boats, etc. For example, but not limited to, a sponsor such as Nike or Bass Boat Company, etc. pays the Permit Holder \$100 to place their product in the event area, or an advertising banner in the vendor area. Only include those that are located on NFS lands.

**PRIZES:** “A reward for victory or superiority, as in a contest or competition.” (Random House Dictionary) Prizes include:

- Cash prizes awarded
- Cost of merchandise prizes, such as 1st, 2nd, and 3rd place
- Cost of trophies

Prizes are not souvenirs such as, but not limited to, T-shirts, ball caps, socks, pens, tote bags, etc. given to all participants entered into the event.

The Holder must provide receipts to verify costs of all merchandise prizes and trophies.

Donated prizes cannot be deducted from Gross Revenue.

***Submit all proposals and applications at least 180 days ahead of your intended start of operations.***

[Click here](#) to find all application information.

## BUREAU OF LAND MANAGEMENT (BLM) SPECIAL EVENT PERMIT INFORMATION AND APPLICATION

Special Recreation Permits are issued to businesses, organizations, and individuals to allow the use of specific public land and related waters for commercial, competitive, and organized group use.

Special Recreation Permits allow the land stewards to coordinate and track commercial and competitive use of public lands. They also provide resource protection measures to ensure the future enjoyment of those resources by the public.

### APPLICATION PROCESS

- Verify that the activity is going to take place on public lands by contacting the local BLM Field Office in the area of activity
- The local BLM office will supply you with an application, checklist and local procedures 180 days prior to operation, file the application and items identified on the checklist
- The BLM will advise applicant of disapproval or request additional information within 30 days from receipt of application
- Documentation required may include an operating plan, a business plan, insurance, maps, other state or local licenses
- Contact your local BLM office for more information
- This process may take up to 180 days to complete depending upon the complexity of the applicant's operations plan

Not all applications submitted receive a permit. Therefore, any action taken before receiving a special recreation permit authorization, such as advertising or expending funds, is premature and at the applicant's risk.

***Submit all proposals and applications at least 180 days ahead of your intended start of operations.***

[Click here](#) to find all application information.

## MONO COUNTY SPECIAL EVENT PERMIT INFORMATION AND APPLICATION

If your event occurs in Mono County, you may need a permit. Info and applications [here](#).

***Please submit 120 to 30 days prior to your event.***

## CALTRANS DISTRICT 9 SPECIAL EVENT PERMIT INFORMATION AND APPLICATION

### ***What is an Encroachment?***

An “encroachment” is defined in Section 660 of the California Streets and Highways Code as “any tower, pole, pole line, pipe, pipeline, fence, billboard, stand or building, or any structure, object of any kind or character not particularly mentioned in the section, or special event, which is in, under, or over any portion of the State highway rights of way. “Special event” means any street festival, sidewalk sale, community-sponsored activity, or community-approved activity.”

### ***When is an Encroachment Permit required?***

An encroachment permit must be obtained for all proposed activities related to the placement of encroachments within, under, or over the State highway rights of way. Some examples of work requiring an encroachment permit are: utilities, excavations, encroachment renewals, advertisements (when allowed by statute), vegetation planting or trimming, surveys, mail boxes, driveways, installation or removal of tire chains for compensation, special events, and commercial filming activities.

### ***How/where do I apply for an Encroachment Permit and what are the fees to process my application?***

Applicants must complete a Standard Encroachment Permit Application (TR-0100), attach supporting documentation such as: plans, location map, environmental documentation, letter of authorization, surety bonds, liability insurance, any applicable fees, etc. and submit them to the appropriate District Encroachment Permits Office having jurisdictional authority over the proposed encroachment site.

Fees vary depending on the type of encroachment and the amount of staff hours needed to review and inspect it. Typically, a deposit is required when the application package is submitted. Please contact the appropriate District Encroachment Permits Office for details.

[Click here](#) for information on how to apply.

***Please apply a minimum of 90 days in advance.***

## LOS ANGELES DEPARTMENT OF WATER AND POWER (LADWP) SPECIAL EVENT PERMIT INFORMATION AND APPLICATION

Please contact the office for more information on permitting your event.

***Suggested 90-120 day minimum for permitting.***

Property Manager: LADWP  
760-873-0370  
Elsa.Jimenez@ladwp.com

# MAMMOTH LAKES FIRE DEPARTMENT (MLFD) SPECIAL EVENT PERMIT INFORMATION AND APPLICATION

A Special Event requiring Fire Department personnel to be in attendance is generally defined as:

- An outside public gathering, for purposes of entertainment that in all likelihood will result in large numbers of people (>49) being present.
- Any event involving actions or materials that must be monitored to provide for the highest level of safety for all individuals at the site; whether work force, performers, or the observing public.
- Any commercial filming or photography that uses pyrotechnics, aerial operations or involves stunts.
- These event requirements include, but are not limited to: home shows, auto shows, rock and mineral displays, musical shows (i.e. rock music concerts, raves, etc.), circuses, racing events, carnivals, street fairs, fireworks displays, commercial filming or photography (exception: news media), rodeos, wrestling, religious gatherings, and any other special event of public assemblage that may have an attendance of 500 people or more at one time. Events with standard seating plans or floor plan arrangements that have been pre-approved or have a written agreement/contract with the San Bernardino County Fire Department with one or more of the following will require a Special Event Permit:
  - Use of pyrotechnics
  - Tent or air-supported temporary membrane structure over 200 square feet
  - Temporary canopy over 400 square feet
  - Liquid or gas-fueled vehicles or equipment in assembly buildings
  - Special amusement (includes haunted houses)
  - Any event that is not the primary use of the facility

## SPECIAL EVENT APPLICATION:

- Applications must be submitted to MLFPD at least 14 days prior to the event for review and approval.
- The application packet submitted to MLFPD must include payment plus the following:
  - Application Form
  - Permit Fee
  - Event Site Plan
  - Event Description (provide description and plans where necessary)
  - Location of all tents and food vendors

## EVENT SITE PLAN (must include):

- Detailed physical layout of the event to include exhibit/booth floor plans
- Layout of all equipment, i.e. power sources, LPG storage, generators, fencing, etc.
- Food and vendor booths and consumption areas
- Tent and canopy locations, with dimensions
- Size and location of stage(s) or other performing areas
- Vendor and public parking areas

*(continued on next page)*

- Fire fighting equipment (fire extinguishers, hose stations, fire alarm pull stations, etc.)
- Evacuation points, exits and exit access points
- Street closures and access points that are blocked

#### INSPECTION OF THE EVENT:

- In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by members of the Mammoth Lakes Fire Department (MLFPD). These inspections may include:
  - A walk-through inspection with the event coordinator or the authorized representative, the event coordinator and members of the fire prevention division during the move-in/set-up period.
  - Any violations noted shall be corrected immediately or within the time frame agreed upon.
  - Daily visits by members of the fire prevention division (once The Event has opened), as well as on-duty members of fire department stations, as necessary. Cooking and motor vehicle display and use will be spot checked by the MLFPD personnel and requirements will be strictly enforced.

[Click here](#) to access the application for the Mammoth Lakes Fire Department application.

***Applications must be submitted a minimum of 14 days in advance.***

## MONO COUNTY SPECIAL EVENT PERMIT INFORMATION AND APPLICATION

Please be advised that if your event will include food vendors you are required to submit a completed [Event Food Facility Organizer Permit Application](#) **14 days prior to event** with a check made payable to Mono County Health Department or an online payment. Additional penalty fees will apply 13 days or later.

In addition, each food vendor that plans on participating in the event must also submit a completed Application for Temporary Food Permit along with a check made payable to Mono County Health Department or an online payment. Same penalty fees apply with a Temporary Food Permit if submitted 13 days or later.

#### PENALTY FEES:

8 – 13 days prior to event \$101

2 – 7 days prior to event \$122

Therefore, if your event will not be serving food, you are not required to submit these applications and fees as part of your event application package. If you have any questions or concerns regarding the need for an organizer and/or a temporary food permit, please feel free to call 760-924-1830.



## **CALIFORNIA ALCOHOLIC BEVERAGE CONTROL (ABC) PERMIT INFORMATION AND APPLICATION (ALCOHOL EVENTS)**

If your event plans to have alcohol, you will need to apply for a Daily License. Please [click here](#) to access the application and information on fees. Form ABC-221 must be received within ten (10) days of the event, but should not be submitted more than thirty (30) days in advance.

## **TOWN OF MAMMOTH LAKES POLICE DEPARTMENT**

The Town of Mammoth Lakes Police Department is here to assist you with your event and ensuring that it is a safe event. Please contact the police department in advance of your event with questions concerning:

- Traffic control in the Town of Mammoth Lakes
- Event safety
- Questions related to alcohol
- [Community Emergency Response Team](#)

Mammoth Lakes Police Department  
58 Thompsons Way  
Mammoth Lakes, CA 93546  
760-965-3700  
[contactmpld@townofmammothlakes.ca.gov](mailto:contactmpld@townofmammothlakes.ca.gov)

## **MOBILE FOOD VENDING / FOOD TRUCKS**

A permit is not needed if the vending vehicle is owned or operated by any public agency, or for events at a school facility or an assembly use facility, if the vendor is operating in partnership with the organization conducting the event and is located on the site of the event (i.e. not in the public right-of way). The mobile food vending/food truck must have a valid permit with the Town of Mammoth Lakes and operate under the health code as defined by Mono County.

For more information contact:

Community & Economic Development Department Planning  
PO Box 1609  
Mammoth Lakes, CA 93546  
760-965-3630

## GENERAL RESOURCES:

**Mammoth Lakes Recreation** is a great resource for information on permitting with trails and land usage in and around the Town of Mammoth Lakes:

**Matthew Paruolo**

*Eastern Sierra Sustainable Recreation Coordinator*

760-660-4948 x103

[mparuolo@mammothlakesrecreation.org](mailto:mparuolo@mammothlakesrecreation.org)

[Matthew.Paruolo@usda.gov](mailto:Matthew.Paruolo@usda.gov)

Mammoth Lakes Recreation

126 Old Mammoth Road, Suite 107

PO Box 8562

Mammoth Lakes, CA 93546

**Mammoth Lakes Trails System** provides great information on recreational opportunities in the Town of Mammoth Lakes:

**Joel Rathje**

*Town of Mammoth Lakes Trails System Manager*

[jrathje@townofmammothlakes.ca.gov](mailto:jrathje@townofmammothlakes.ca.gov)

The Town of Mammoth Lakes

PO Box 1609

Mammoth Lakes, CA 93546

[Mammoth Lakes Trails System](#)