City of San Juan Bautista
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To: Local Non-Profit Organizations
From: Ashley Collick, City Manager
Date: May 29, 2025
Subject: Community Guidance Memo: Hosting Public Events in San Juan Bautista

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Purpose
This memo is intended to provide clear and consistent guidance to community members, nonprofit organizations, and event organizers who are planning public events in the City of San Juan Bautista—especially events that may involve the use or closure of public streets or rights-of-way.

Legal Framework: Chapter 5-15 – Parades and Public Gatherings
Per San Juan Bautista Municipal Code Chapter 5-15, a Special Event Permit (Community Event Permit) is required for any event that meets any of the following criteria:

- Is open to the public (with or without a fee or donation),
- Expects more than 250 attendees,
- Uses City property, streets, sidewalks, or rights-of-way
- Involves vendors, amplified sound, street closures, or use of public infrastructure.

Street Closures and Council Authorization
If your event involves the closure of any public street, particularly a Major Street such as Polk Street, Third Street, or Second Street:

- The closure must be approved by the San Juan Bautista City Council via formal resolution.
- This approval ensures public awareness and coordination with City operations, emergency access, and traffic control.

Please allow sufficient time for your application to be reviewed and scheduled for City Council consideration. Ideally, submit complete applications at least 60–90 days in advance of your desired event date.

Steps for Hosting a Public Event
1. Contact the City Early
2. Submit a Special Event Permit Application
3. Work with the City to Review and Finalize the Application
4. City Council Approval (if applicable)
5. Permit Issuance and Event Execution

City Service Fees & Cost Responsibilities
In accordance with Municipal Code Section 5-15-230:

- All event organizers, including nonprofits, must pay for any City personnel services used to support the event (e.g., public works, traffic control, sanitation, law enforcement).
- A cash deposit must be submitted in advance to cover estimated City service costs.
- Organizers are liable for any damages to public property and are responsible for post-event cleanup.
- The City cannot waive these fees, even for nonprofit organizations, due to legal and fiscal obligations.

Support and Planning Assistance
The city is committed to helping events succeed while maintaining safety and service to the community. We recommend early conversations to explore:

- Lower-impact locations,
- Vendor and layout adjustments,
- Event scheduling to reduce traffic conflicts,
- Staffing needs that minimize costs.

Please contact:
Ilse Lopez- Narvaez
Special Events Coordinator
Phone: (831) 453-8998 ext. 1007
planning@san-juan-bautista.ca.us

Summary Checklist

Requirement	Needed?
Special Event Permit	Yes
Site and Traffic Plan	Yes
Insurance Certificate	Yes
Cash Deposit (est. fees)	Yes
City Council Resolution (if closure)	If street closed
Business Licenses for Vendors	If applicable

Closing Note
We value the creativity, culture, and dedication that community events bring to San Juan Bautista. With clear expectations and early coordination, we can support safe, fun, and fiscally responsible events for all.

Please don't hesitate to reach out with any questions or for help getting started!

Ashley Collick, City Manager