

Special Event Permit Application

03/07/2025 8:53 AM (PST)



Special Event Permit Application

Have you reviewed and agree to adhere to the Special Event Policies and Procedures to ensure compliance for the duration of your event?

Yes

Reminder: Special event applications are due at least 90 days in advance.

Will this event application be submitted at least 90 days before the event?

Yes

Event Name PLANK SUMMER KICK OFF PARTY

Event Date 05/31/2025

Is your event setup date different than your event date?

No

Event Setup Time 7:00 AM (PST)

Event Start Time 11:00 AM (PST)

Event End Time 8:00 PM (PST)

What time will you leave the event venue? 9:00 PM (PST)

Contact Information

Organization PLANK 24, INC dba Ye Olde Plank Inn

Contact Name MARTIN R. MATTES

Address

Phone Number

Email

Event Day Contact Information

Event Day Contact MARTIN MATTES

Event Day Cell Phone #

Event Day Contact Email

Event Description

Ye Olde Plank Inn Annual Summer Kick Off Party

Event Location

24 PALM AVE IMPERIAL BEACH CA 91932

Estimated Attendance

400

Estimated Staff/Volunteers

20

Do you have an Imperial Beach Business License?

Yes

Have you visited businesses with the Business Verification Form for signatures and provided a notice letter for your event to residents?

Yes

Event Elements

- Pop-up Canopies
- Food Vending
- Street Closure
- Reserved Parking Areas

Booth Vendors

Food Vending

Food and drink vendors are not allowed at Pier Plaza.

[San Diego County Temporary Food Permits](#) Required.

Will your vendors be cooking onsite?

Yes

Quantity of Canopies

4

Size of Canopies

10 X 20

Will items or services sold at your event present unique liability issues? (e.g. body piercing, massage, etc.) Please explain:

Scotty Burgers and El Tapito

Sanitation and Recycling Information

Applicants are responsible for leaving the venue clean with no trash, or empty boxes left behind. A fee will be incurred if the area is not left in good condition. You are required to provide portable restrooms at your event unless you can substantiate the sufficient availability of ADA accessible and non-accessible facilities in the immediate area of the event which will be available to the public during the event.

***Applicant must be onsite for all deliveries and pickups.**

Trash & Recycling

# Trash Cans	4
# Recycling Containers	4
# Dumpsters	1
Delivery Date & Time	05/30/2025 12:00 PM (PDT)
Pickup Date & Time	06/02/2025 12:00 PM (PDT)

Portable Restrooms, Handwashing Stations, & 3-Compartment Sinks

# Standard Portables	2
Delivery Date	05/30/2025
Pickup Date	06/02/2025
# of 3-Compartment Sinks	0
# of Handwashing Stations	1
Delivery Date	05/30/2025
Pick-up Date	06/02/2025

Traffic and Parking Plan

Traffic and Parking Plan • Road Closure

Road closures require a contract for services with the San Diego County Sheriff Department. Staffing costs are determined by the San Diego County Sheriff Department.

Any traffic control equipment and personnel will be the responsibility of the applicant to acquire, maintain, and remove. Signage is required to be placed 72 hours prior to event.

All events in Pier Plaza require licensed security at designated areas for parking management.

Medical Plan

Events that involve competitions/fitness, high risk activity, or with an estimated attendance of 1000 or more people as indicated above must provide licensed medical services at the event. If you plan to use City public safety resources (Fire-Rescue or Lifeguards) additional fees will apply.

Will you be using City public safety resources?

No

City public safety is required to maintain a high level of service to the community at all times. Events that require services beyond what the City can provide while still maintaining a high level of service to the community will need to contract with other public safety agencies.

Electricity

If you plan to use electricity, please use a licensed electrician to ensure the correct equipment is being utilized. We will not provide electricity to events if it is raining for the safety of participants and attendees. The City of Imperial Beach does not guarantee the reliability of electrical power in public spaces, therefore it is recommended applicants provide alternative sources should failure occur.

Alcohol

We strive to keep events in our community in line with our mission of a family friendly, classic southern California beach atmosphere, and do not permit designated alcohol areas for events in Pier Plaza. We bring events into the community that support our local businesses, so if you wish to have alcohol as part of your event please use one of our local establishments. If you desire to apply for approval, please submit an ABC 221 form for review by San Diego County Sheriff and the City Manager. If approved, licensed security and a San Diego County Sheriff contract are required.

You will need to provide the approved ABC permit a Special Event Permit will be issued.

Will you have alcohol at your event?	Yes
Will minors attend your event?	No
Will there be free alcohol provided?	No

Please describe your security plan to ensure the safe sale or distribution of alcohol at your event. Please include how you plan to ensure minors do not consume alcohol illegally and how many security guards will be staffed.	Have 2 Security Guards and Plank 24, Inc Employees that are RBS Certified on site
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Amplified Sound

The City of Imperial Beach discourages the use of amplified sound for special events, unless deemed necessary.

Are you requesting amplified sound?	Yes
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Please explain why amplified sound is necessary for your event:	Live local bands will be playing at the Plank Summer Kick Off Party.
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Are you requesting any fee waivers or in-kind staff support for your event?	No
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Special Requests

Do you have special requests not specified on the application?	No
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Additional documents and permits may be required to supplement your application. Staff will contact you with a list of additional requirements upon reviewing your application.

Upload Layout Map

 SITE MAP FOR PLANK PARTY 2025_000019.pdf

Upload Certificate of Liability and Additional Insured Form CG2026



IN PROGRESS INSURANCE SUMMER 2025.docx

Upload Retail Vendor Form



IN PROGRESS SUMMER KICK OFF 2025.docx

Upload Food Vendor Form



HEALTH PERMIT SUMMER KICK OFF 2025_000020.pdf

Upload Event Timeline



EVENT-TIMELINE-FORM SUMMER KICK OFF 2025.pdf

Upload Stormwater Protection Plan Form



EVENT-STORMWATER-PROTECTION-FORM - SUMMER 2025.pdf

Upload Special Event Business Verification Form



IN PROGRESS INSURANCE SUMMER 2025.docx

Upload Resident Notification Letter



PLANK LETTER TO OCEAN DRIVE SUMMER 2025.docx

Upload Marketing/Promotional Items



Upload Utility Request Form



IN PROGRESS SUMMER KICK OFF 2025.docx

Upload Traffic Plan



IN PROGRESS SUMMER KICK OFF 2025.docx

Upload County Health Department Temporary Food Facility Permit receipt of payment



HEALTH PERMIT SUMMER KICK OFF 2025_000020.pdf

By signing this application, I agree that I have reviewed the Special Event Rules and Regulations of the City of Imperial Beach, and I will comply with the Special Event regulations.

I, the undersigned, hereby certify and declare under penalty of perjury, that to the best of my knowledge and belief, the information contained in this application is truthful, correct and complete.


I, the undersigned, hereby certify and declare under penalty of perjury, that I will not conduct business activity in violation of any Federal, State, or local laws.

I, the undersigned, further agree and recognize that I am solely responsible and liable for obeying all Federal, State, local laws and my business shall be maintained and operated in accordance with the requirements of all Federal, State, and local laws.

I, the undersigned APPLICANT shall defend (with legal counsel chosen by CITY), indemnify, and hold harmless the CITY from and against any and all claims, damages, demands, suits and/or proceedings of any kind brought by anyone challenging the validity and/or legality of this permit.

I, the undersigned APPLICANT shall defend (with legal counsel chosen by CITY), indemnify, and hold harmless the CITY from and against any and all liability whatsoever that relates in any way to my business that is the subject of this permit and/or arising out of the acts or omissions of APPLICANT in the operation of the business that is the subject of this permit.

I, the undersigned APPLICANT shall pay all costs of defense, including but not limited to, attorneys' fees and costs, City Staff time, and City Attorney time.

Applicant Full Name	MARTIN R. MATTES
Applicant Signature	
Signature Date	03/07/2025

Plank 24, Inc, dba Ye Olde Plank Inn

24 Palm Ave, Imperial Beach, CA 91932

IMPORTANT INFORMATION

UPCOMING PLANK SUMMER SUNSET PARTY

IN CONJUNCTION WITH THE IMPERIAL BEACH CHAMBER OF COMMERCE

SATURDAY, MAY 31ST, 2025

Event Schedule:

SET UP

- Friday, May 30th, 2025
- Saturday, May 31st, 2025

EVENT ACTIVITIES

- Saturday, May 31st, 2025, 7:00 AM – 8:00 PM

TEAR DOWN AND CLEAN UP

- Saturday, May 31st, 2025 at 8:00 PM

Road Closure and Parking Restrictions: Palm Avenue will be shut down from 7:00 AM until 8:00 PM. Ocean Lane will be converted from one-way southbound to one way northbound between Palm and Dahlia. At 8:00 PM, all of Ocean Lane will be reverted to normal traffic patterns.

Event Description: This is an annual event to celebrate the end of summer and the welcoming of the fall. There will be live music, a beer garden, and local vendors. There will be live music from 10:00 AM until 6:00 PM on Saturday, 31 May, 2025.

The event entrance will be on Palm Avenue and Seacoast Drive. The bands will be playing on Palm Avenue and Ocean Drive. We are working with the City of Imperial Beach to minimize all event-related disruptions. We hope to see you there!

Please contact Martin Mattes e-mail, [REDACTED]

[REDACTED] with any questions.

Ye Olde Plank Inn
24 Palm Ave
Imperial Beach CA 91932

EVENT TIMELINE

EVENT NAME _____

EVENT DATE _____

[illegible]

THE CHANGING OF THE GUARD

4TH ANNUAL

Summer

KICKOFF

Street Party

Saturday



May 31st

11 a.m. – 8 p.m.

Food Vendors

Drink Specials

Beer Garden

1st Band Starts at 11 a.m.

5 Bands

24 Palm Ave.

Imperial Beach CA Open everyday 6a-2a

619-423-5976

PLANKSTERS RULE!

AIN'T NO PARTY LIKE A PLANK SUMMER PARTY!

