



**TEMPORARY STREET CLOSURE PERMIT  
FOR A SPECIAL EVENT  
ISSUED JANUARY 24, 2019**

Up Your Alley Street Fair  
Temporary Street Closing

Patrick Finger  
Folsom Street Events  
293 - 8<sup>th</sup> Street  
San Francisco, CA 94103

Dear Patrick Finger:

Your application for the temporary street closures of:

Folsom Street between 9<sup>th</sup> and 11<sup>th</sup> Streets; 10<sup>th</sup> Street between Howard and Harrison Streets; Dore Street between Howard and southerly terminus; Sheridan Street between 9<sup>th</sup> and 10<sup>th</sup> Streets (local access allowed); Juniper Street between Folsom Street and southerly terminus (local access allowed); Intersections: 10<sup>th</sup> and Dore Streets at Folsom Street

Sunday, July 28, 2019, 5 am to 9 pm

has been **approved with the following conditions:**

- a. Sponsor pays for SFPD and PCOs as determined by SFPD; police services for original footprint will be billed per Transportation Code, with additional services billed as 10-B SFPD; and**
- b. Sponsor meets with SFPD at least one month to event for review and approval of site plan**

This permit has been issued to you, the sponsor of the event, on the basis of the site plan and other information which was presented to ISCOTT. Any subsequent changes to this plan must be submitted in writing, including a new site plan if appropriate, to Nick Chapman of the SFMTA, Division of Sustainable Streets, who will consult with the various impacted City agencies and will inform you, in writing, if the changes are acceptable. DEVIATION FROM THE FINAL APPROVED PLAN COULD MEAN IMMEDIATE REVOCATION OF THIS PERMIT.

The following list is a reminder to you of the conditions to which you have agreed in order to have received the approval for your temporary street closure. You, as the sponsor of the above event, are responsible for making sure these conditions are being met.



- READ THIS PERMIT IMMEDIATELY.** If you have any questions, contact Nick Chapman at 415.646.2414 or [specialevents@sfmta.com](mailto:specialevents@sfmta.com)
- PERMITS ON SITE:** All permits associated with the street closure must be on site with the event sponsor or their designee during the street closure times.
- INDEMNIFICATION:** By acceptance of this permit, the permittee agrees to indemnify, hold harmless and assume the defense of the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from work under this permit, regardless of the negligence of City and County of San Francisco.
- INSURANCE:** Insurance must be submitted to the SFMTA, Attn: Temporary Street Closures by **June 28, 2019**. Please see attachment for details.
- RESTROOMS:** The number of portable toilets required is **twenty-five (25)**, at least 10 percent of which are required to be wheelchair accessible. Each cluster of bathrooms should have at least one wheelchair accessible bathroom. Each accessible bathroom shall have a sign which reads: "Priority is to be given to individuals with disabilities in the use of this accessible facility."
- SIGNS:** Event sponsor shall place signage at each entrance to the event that shows path of travel, restrooms, phones (if any), all accessible features, **International Symbol of No Smoking signage**, drinking fountains and the name and location of a contact person who is responsible for dealing with any problems which may arise during the street closure.
- BLUE ZONES:** Event sponsor is responsible for the establishment of **four (4)** temporary blue zones for the duration of the event. 72 hours advance signing is required. **The temporary sign shop can post signs indicating temporary blue zones on your behalf. This request must be included with the order for tow-away no parking signs for the event.**
- SMOKING BAN:** Pursuant to [Article 19L of the San Francisco Health Code](#) and Article 6 of the San Francisco Transportation Code, Division 1, all outdoor events permitted by ISCOTT will prohibit smoking. Pursuant to Article 19N, electronic cigarette usage is prohibited wherever traditional cigarette usage is prohibited. As the event producer, you are required to take the following three steps to ensure compliance with the regulations:
  - 1) No Smoking signage at each entrance and exit.
  - 2) Announcement at the start and every two hours thereafter that this is a no smoking event from each stage if there is amplified sound.
  - 3) All electronic or print promotional materials, including but not limited to website, electronic materials, print advertisements, radio, television, internet, and newspaper, shall state that this is a smoke-free event.



- ❑ **EMERGENCY ACCESS:** A 14 foot wide emergency access lane must be maintained throughout the entire length of the street closure. This lane must be free of structures and obstructions.
- ❑ **SIDEWALK ACCESS:** The temporary use or occupancy of a public street shall not unnecessarily obstruct or bar public access onto said street. **Sidewalks shall remain open at all times for pedestrian use unless closure of the sidewalk is provided for by resolution of the Board of Supervisors explaining the reasons for such closure.**
- ❑ **SOUND PERMIT:** If there is outdoor amplified sound and/or entertainment at your event, a permit is needed from the [SF Entertainment Commission](#):
  - One Time Outdoor Entertainment Permit – outdoor events with entertainment including street fairs, concerts, races, and others
  - One Time Outdoor Amplified Sound Permit – when no entertainment is involved, e.g., ipod, speeches, tv/film/radio broadcasts
  - Sound Truck Permit – e.g., parades, floats, marches with amplified soundApply online at: <https://sfgov.org/entertainment/get-permit>. Please review the Permit Types page and submit the appropriate permit application as soon as you receive the Temporary Street Closure Permit, or no later than 2 weeks prior to the event. In some cases, community-based organizations and individuals may be eligible for a permit fee waiver: <https://sfgov.org/entertainment/fees-pay-online>. Questions: 415.554.6678 or 415.554.5706
- ❑ **SAN FRANCISCO POLICE DEPARTMENT (SFPD):** Contact Sgt. Dion McDonnell from the Southern District Police Station **at least one month before the event**. He can be reached at [Southern.events@sfgov.org](mailto:Southern.events@sfgov.org) or 415.575.6030. It is through him that you will discuss requirements for security personnel during your event. Sponsor is responsible for paying for San Francisco Police Department services necessitated by the original footprint for this event pursuant to Article 6, Section 6.6 of the San Francisco Transportation Code, Division I. Any services necessitated for the expanded footprint would be charged pursuant to Section 10 B of the San Francisco Administrative Code
- ❑ **NO PARKING SIGNS:** If you need tow-away no parking signs posted, please email your request along with a copy of the ISCOTT permit to [temporarysign@sfmta.com](mailto:temporarysign@sfmta.com) **at least two weeks before the start of the tow-away times**. Please note that any required Temporary Blue Zone spaces or Taxi Zones or additional parking spaces should be requested at this time. **The request should include a list and a map of all locations that need to be posted as No Parking with the Taxi Zone(s) and Blue Zone(s) specified.** There is a cost associated with this service.



- ❑ **BARRICADES:** The event sponsor is responsible for arranging for barricades through a private vendor or San Francisco Public Works. If you want to use Public Works, please contact Alison Mickels at [alison.mickels@sfdpw.org](mailto:alison.mickels@sfdpw.org). Barricades should be delivered as close to the event time as possible and must be picked up as soon as possible once the event has ended. The barricades should be an official traffic control device and at least 36 inches in height. **Note: When used to close a street during non-daylight hours, the barricades must have flashing lights.**

Please notify SFMTA Temporary Street Closures of the barricade vendor, vendor contact person and their contact information, and the date of barricade delivery and pick up at least one month in advance of the event.

- ❑ **PARKING/TRAFFIC ENFORCEMENT:** Parking Control Officers may be required during the course of the event. Cost for these services would be charged pursuant to Section 10 B of the San Francisco Administrative Code. Please contact Assistant Director Debbi Borthne to schedule and confirm at 415.553.1620.
- ❑ **MUNI FEES:** Sponsor is responsible for paying all fees and costs connected with impacts of closure on Muni services. Please contact Craig Raphael, Muni Operations, with questions at [craig.raaphael@sfmta.com](mailto:craig.raaphael@sfmta.com).
- ❑ **BIKE SHARE:** The Event Sponsor is responsible for identifying if they would like to request relocation or deactivation of a GoBike Bikeshare Station within their street closure. There may be a cost for Station Deactivation, De-installation and Adjustment from the City's contract with the Operator, Motivate. If you want to request relocation or deactivation of a GoBike Bikeshare Station, please contact [expansion@fordgobike.com](mailto:expansion@fordgobike.com) and Barbara Jacobson, Expansion Manager, [barbarajacobson@fordgobike.com](mailto:barbarajacobson@fordgobike.com) a *minimum* of two weeks prior to your event, preferably much earlier, and submit a [station modification request form](#).
- ❑ **CAR SHARE:** The Event Sponsor is responsible for identifying any car share / vehicle share spaces within their event footprint and notifying the SFMTA at [tracy.minicucci@sfmta.com](mailto:tracy.minicucci@sfmta.com) or [andy.thornley@sfmta.com](mailto:andy.thornley@sfmta.com) and the relevant specific Vehicle Share Organization for the space(s) no less than 5 business days prior to coordinate. Contact info for Vehicle Share Organizations can be found at <http://bit.ly/shareops>. A (regularly updated) map of all vehicle share spaces may be found at <https://data.sfgov.org/Transportation/Carshare-pilot-spaces/5nea-2cc2>



- ❑ **DEPARTMENT OF PUBLIC HEALTH:** A temporary event (TE) permit may be required. Please contact Inspector Kyle M. Chan at 415.252.3837 or [kyle.chan@sfdph.org](mailto:kyle.chan@sfdph.org). **Note: DPH requires the TE permit application be submitted at least 14 days prior to the event.** Further information can be found at: <https://www.sfdph.org/dph/EH/Food/Permits/permitSpecEvents.asp>

For those sponsors considering Mobile Food Trucks at their event, you must still contact DPH to submit supporting documentation for each Mobile Food Facility to verify their Health Permit is active.

- ❑ **SAN FRANCISCO FIRE DEPARTMENT (SFFD):** Permits may be required if there is to be cooking with propane, butane, charcoal briquettes or open flame, generators and/or tents erected. **Note: Any generators with a tank size over 10 gallons of gasoline or over 60 gallons of diesel will require a SFFD permit.** Please contact Lieutenant Carol Wong at [carol.w.wong@sfgov.org](mailto:carol.w.wong@sfgov.org) and Lieutenant Tracy O’Keefe at [tracy.okeeffe@sfgov.org](mailto:tracy.okeeffe@sfgov.org) for more information. **Note: SFFD requires at least 10 working days to process permit applications. Further information can be found at:** <http://sf-fire.org/permits>

For those sponsors considering Mobile Food Trucks at their event, you must still contact the permit division of the SFFD as supporting documentation from each Mobile Food vendor will be required to verify the currency of their existing SFFD permit.

- ❑ **EMERGENCY MEDICAL SERVICE PLAN:** Please submit your plan directly to the San Francisco EMS Agency for their review via <http://sfeventmedicalplans.com/> or contact them the agency via email at [EMSMedicalPlans@SFDPH.org](mailto:EMSMedicalPlans@SFDPH.org) **at least two months in advance of the event.** They will let you know if there are any recommendations for modifications.
- ❑ **PUBLIC WORKS:** Additional permits will be required for any stage, tents (larger than 10’x10’) or sidewalk impacts. A reminder: all stages must have a ramp with a slope not to exceed 1:12 or an ADA approved portable lift. For more information, call 415.554.5810 or visit <http://sfdpw.org/permits>.
- ❑ **ALCOHOLIC BEVERAGES:** A one day alcohol permit is required from [Alcoholic Beverage Control](#) (ABC) if there is any alcohol at the event. Please contact them at 415.356.6500 or [SFO.Direct@abc.ca.gov](mailto:SFO.Direct@abc.ca.gov) for further information. The San Francisco office’s address is 33 New Montgomery Street, Ste. 1230, San Francisco, CA 94105



- STREET CLEAN-UP:** Arrange with Public Works or make your own arrangements for cleanup after the event. If you want to use Public Works, please contact Alison Mickels at [alison.mickels@sfdpw.org](mailto:alison.mickels@sfdpw.org). You are responsible for cleanup. **If Public Works is sent into the area after the event to do additional cleanup, you may be liable for the cost of this service.**
- WASTE MANAGEMENT:** You are responsible for adherence to zero waste regulations. Please refer to the [Zero Waste Event Checklist](#) for additional information. A letter from an SF Environment-registered Event Greener or a copy of an invoice confirming composting, recycling and trash services for this event must be submitted to the [SFMTA, Attn: Temporary Street Closures](#) by one month prior to the event. For more information or assistance with zero waste compliance, contact the Zero Waste Events Team at [alex.kielty@sfgov.org](mailto:alex.kielty@sfgov.org) or 415.355.3700.
- TAXI STANDS:** Please contact Michael Harris of the SFMTA Taxi Cab Division at [michael.harris@sfmta.com](mailto:michael.harris@sfmta.com) for further information on the establishment of a temporary taxi zone **at least two weeks before your event**. The sign request should be included in your request to the Temporary Sign Shop as described above.
- MONITORED BICYCLE PARKING:** Monitored bicycle parking is required for public events with more than 2000 participants. Be sure that the location of the bicycle parking is on the site maps and on event advertising.
- SALE OR DISTRIBUTION OF BOTTLED WATER:** Pursuant to Chapter 24, Sections 2401 to 2409 of the San Francisco Environment code, the sale or distribution of water in any container with a capacity of one liter (33.8 fl oz) or less is prohibited at events permitted by ISCOTT where the event sponsor has access to reliable on-site potable water connections adequate to meet the hydration needs of the event participants or attendees. As the event sponsor, you are required to find alternative water sources for participants. For further information on alternative options, please see [www.sfwater.org/eventwater](http://www.sfwater.org/eventwater) or contact [environment@sfgov.org](mailto:environment@sfgov.org).
- TOBACCO ADVERTISING:** The placement of tobacco advertising and promotional displays in publicly visible locations is strictly prohibited by San Francisco Police Code Section 674. In addition, the placement of tobacco advertising and promotional displays on property owned or controlled by the City and County of San Francisco is strictly prohibited by San Francisco Administrative Code Section 4.20. Any violation of either of these ordinances during your event could result in the revocation of the street closure permit.
- OTHER:** A) See conditions of approval. B) Event times are 11am-6pm; a later end time is not permitted.



Patrick Finger, Folsom Street Events  
Temporary Street Closure – Up Your Alley  
January 24, 2019

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Further information about all of the above will be found in the Temporary Street Closure application packet. There may be other items for which you are responsible that are not covered in this permit. You are still responsible for all provisions laid out in the Temporary Street Closure Application packet. If you have any further questions, please contact SFMTA Temporary Street Closures at 415.646.2414 or [specialevents@sfmta.com](mailto:specialevents@sfmta.com)

Regards,

A handwritten signature in black ink, appearing to read 'Nick Chapman'.

Nick Chapman  
SFMTA Special Events

cc: Sgt. Dion McDonnell, SFPD, Southern District Police Station  
Off. Dan Reyes, SFPD, Southern District Police Station  
AD Debbi Borthne, SFMTA, Enforcement  
Sup. Curtis Smith, SFMTA, Enforcement  
David Louie, SFMTA, Enforcement  
Craig Raphael, SFMTA, Muni Operations  
Jonathan Kibrick, SFMTA, Muni Operations  
Lt. Carol Wong, SFFD  
Lt. Tracey O'Keefe, SFFD  
Inspector Warren K. Der, SFFD  
Inspector Erin Yamamura, SFFD