



COMMUNITY EVENTS PERMIT APPLICATION

For staff use only

Rec'd _____

Incomplete or illegible applications will be returned.

RETURN COMPLETED FORM TO:

Roselle Loudon, Program Coordinator

4300 San Pablo Ave., Emeryville, CA 94608

Phone: (510) 596-4353 Fax: (510) 652-0933 Email: rloudon@emeryville.org

Please submit your completed application with the appropriate processing fee (\$20 residents and non-profits, \$60 Non-Profits \$100 non-residents) to the above address.

**Additional Fee will be charged for applications submitted with less than 30 day notice*

NAME OF ORGANIZATION (OR APPLICANT):

Contact Name: _____

Title: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Emergency Contact Name and Mobile Phone Number at Event: _____

EVENT NAME:

Event Location and Address: _____

Event Dates(s): _____

Annual Event? yes / no

Total Event Hours (Including Set-Up and Tear Down Time):

Start Time (Date) _____ a.m./p.m. End Time (Date) _____ a.m./p.m.

Actual Event Hours (Not Including Set-Up and Tear Down Time):

Start Time (Date) _____ a.m./p.m. End Time (Date) _____ a.m./p.m.

GENERAL EVENT CATEGORY: (check all that apply)

- Wedding Sports/Recreation Concert/Performance Fair/Festival Party/Reception
- Picnic Walk/Race Parade/March Outdoor Market Block Party
- Dance Filming Other: _____

GENERAL EVENT DESCRIPTION: (Use additional paper if necessary)

ANTICIPATED ATTENDANCE PER DAY:

PARTICIPANTS _____

SPECTATORS _____

Is event open to the public? yes / no

Is there an admission charge or suggested donation? yes / no

Does organization have non-profit 501 (c)(3) status? [For business license purposes only.] yes / no

Will a promoter/event planner be hired for this event? yes / no

Promoter's Name

Address

Phone Number

Fax Number

NOTE: Promoter/Event Planner may be required to obtain an Emeryville Business License.

FOOD / BEVERAGES:

Will food and/or non-alcoholic beverages be served? yes / no

Will it be served to the public? yes / no

Will food be cooked on site? yes / no

If yes to public and on-site cooking, have you obtained health permits from Alameda County?

Are you using a professional caterer?

Caterer's Name:

Address:

Phone Number:

*** If not using a professional caterer, describe food handling, preparation, distribution and clean-up procedures.

NOTE: If you plan to serve food to the public, you must obtain all required permits including a Health Permit from the Alameda County Health Department. All supply and service providers (caterer, etc.) will be required to obtain an Emeryville Business License. Retail vendors and exhibitors at permitted events are exempt from having to obtain an Emeryville Business License.

ALCOHOL:

Will alcoholic beverages be **served** on site? yes / no

Will alcoholic beverages be **sold** on site? yes / no

If "yes" to sold above, do you have a State of California Alcoholic Beverage Control (ABC) Permit? yes / no

If "yes" to either served or sold, describe service area and security measures planned to ensure consumption by persons 21 years or older only.

*NOTE: An event that **sells** alcohol will be contingent upon receiving a copy of the State of California Alcoholic Beverage Control (ABC) Permit, Oakland District, at (510) 622-4970 and written permission from the Emeryville Police Department, at (510) 596-3700. An event that **serves** alcohol only will need written permission granted by the Emeryville Police Department.*

SIGNAGE:

Other than hand-held signs, what type of signage are you proposing to have at your event?

Where and how will it be mounted?

NOTE: The logo of commercial sponsors may be included on signage (not to exceed one square foot or 5% of the sign area whichever is smaller) within the event site except the logo of tobacco or alcohol sponsors, which is prohibited. Please see the Community Events Ordinance and accompanying procedures for a detailed discussion on signs.

PUBLICITY:

Do you plan to advertise the event? yes / no, this event is invitation only

If yes, how? (Check all that apply) Email Internet Radio Television Print Other

Describe

Will there be live media coverage during your event? yes / no

Describe

VENDING AND/OR PRODUCT GIVE-AWAYS: (CHECK ALL THAT APPLY)

- Food/Beverage sales Auction of goods Sale of goods Services
 - Solicitation of donations Other (describe)
-

Will there be retail sales by concessionaires in conjunction with this event? yes / no

How many concessionaires? What types of products will be sold?

Will products be given away at the event? yes / no

Describe products:

ENVIRONMENTAL AND PUBLIC WORKS:

FILMING

Will event be filmed/taped? For what purpose?

SOLID WASTE MANAGEMENT AND FOOD WARE ORDINANCE

Emeryville requires that all wasted is separated into waste, compost, and recycling receptacles. By initialing you are agreeing to comply with Emeryville's waste management policy. *Initials* _____

Emeryville requires that all food ware products (forks, plates, cups etc.) be reusable or compostable. One time use products are not allowed. By initialing you are agreeing to comply with Emeryville's Food ware Ordinance. *Initials:* _____

NOTE: The City of Emeryville encourages recycling, composting and waste reduction. For more information regarding these topics, please contact Marcy Greenhut at mgreenhut@emeryville.org A refundable clean-up/damage deposit may be required.

TOILETS

Will portable toilets be used at event? Yes / No How many? _____

NOTE: Staff recommends one (1) toilet (permanent or portable) is available for every 250 men and two (2) toilets for every 175 women. At least 10% of toilets must be accessible to disabled persons. If your event is planned for night, all toilets/restrooms must be properly illuminated.

BUILDING & FIRE SAFETY:

Which of the following will you be using? Check all that apply.

- Stages (height _____ inches)
- Bleachers or other seating
- Tent or canopy over 2500 sq. ft. in area (how many? _____)
- Tent or canopy over 50 ft. long in any direction (how many? _____)
- Tent or canopy over 25 ft. high (how many? _____)
- Generators
- Lighting
- Cooking/Open Flame
- First Aid Facilities
- Special Effects (describe): _____

Displays or other structures (describe): _____

Other (describe): _____

NOTE: The Building Division and/or Fire Department may require inspection, permit, and/or engineer drawings.

ACCESSIBILITY PLAN:

It is the applicant's responsibility to comply with all city, county, state, and federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities, and programs must be accessible to persons with disabilities. **Please provide your accessibility plan if this is a public event:**

POLICE AND SECURITY:

Will you be hiring a private security company? yes / no

Total number of security personnel to be used _____

Name of company: _____

Will any security guards be armed? yes / no If yes, how many? ____

NOTE: Emeryville Police Department personnel may be required at your event. Please contact Sergeant Mike Allen at 510-596-3723 or jhannon@emeryvillepolice.us for questions regarding police and event security. All service providers (security, etc.) will be required to obtain an Emeryville Business License.

STREET CLOSURES:

Are you requesting a street or lane closure? yes / no Please describe location and exact time of closure.

NOTE: Emeryville Police Department approval and written notification of neighbors required for approval.

ENTERTAINMENT / SOUND AMPLIFICATION:

Will there be sound/music amplification during the event? yes / no

Indoors or outdoors? _____

Hours of amplified sound/music: Start _____ a.m./p.m. Finish _____ a.m./p.m.

Number of stages _____ Number of bands _____ Type of music _____

Names of entertainers _____

Describe other amplified sound. _____

NOTE: Sound check time will be limited to a cumulative total of two (2) hours before start of event. Sound amplification is subject to Police Department approval and Notification of Neighbors.

BUSINESS LICENSE:

All supply/service providers (caterer, promoter, security, rental companies, etc.) will be required to obtain an Emeryville Business License through the City of Emeryville Finance Department. Retail vendors are exempt from having to obtain a business license. Questions regarding Business Licenses can be answered at 510-596-4325 or buslichelp@ci.emeryville.ca.us.

TRANSPORTATION MANAGEMENT:

Number of vehicles (staff and guests) expected? _____

Describe parking plans (specify parking location, shuttle service, etc.): _____

Will you need to reserve public parking spaces? yes / no

Note: No parking spaces can be reserved at Marina Park.

Specify location of reserved spaces: _____

Will bus rerouting be necessary to accommodate your event? yes / no

Are you hiring a valet parking service? yes / no

NOTE: A valet parking company will be required to obtain an Emeryville Business License.

SITE PLAN OR ROUTE MAP FOR BLOCK PARTIES, RACES, OR OTHER LARGE EVENTS:

A detailed, legible site plan to scale (1/8" = 1 foot preferred) or a route map **must** be attached to this application. Please show specific location of the following: alcoholic and nonalcoholic concession areas; food concession and food preparation areas; portable and/or permanent toilet facilities; first aid facilities, tables and chairs, fencing, barriers and/or barricades; generators and/or source of electricity; tents/canopies; booths, exhibits, displays, or enclosures; scaffolding, bleachers, platforms, stages, grandstands, or related structures; vehicles and/or trailers; trash containers and dumpsters; valet route, parking sites, proximity to other buildings/structures, exit openings and pathways, and other related event components not covered above.

OFFICIAL NOTIFICATION TO NEIGHBORS:

Residents and businesses within 500 feet of an event site must be notified in writing at least 14 days prior to an event held outdoors or in a tent/temporary structure if there will be amplified sound (other than brief, intermittent announcements), live music or if it blocks a public right-of-way (sidewalk or street). A list can be generated for the applicant to self-mail the notices or the Community Services Department can complete the notice mailing for a fee. The official notice shall include a brief description of the event, date and time of event, the name of a contact person, and a means for reaching the person during the event (e.g., pager, cell phone, etc.) in case there is a problem. Applicants are free to add additional information to the mailing about the event.

INSURANCE:

A certificate of insurance for a minimum of \$1,000,000 (one million dollars) general liability per occurrence naming the City of Emeryville and Emeryville Redevelopment Agency as additional insured may be required (IE: gatherings of over 50 people or special events). Some events may require higher limits, depending on the type of community event. Please refer to City of Emeryville Administrative Instruction #5301 Section III.A. The City of Emeryville has special event insurance available for purchase through a secondary insurance vendor if interested.

APPEAL PROCESS:

If your Event Permit application is denied, you may submit a written appeal to the City Manager within five (5) business days of the decision. The City Manager or his/her designee will issue a written decision on the appeal within one (1) working day and the decision shall be final except for judicial review. Please refer to City of Emeryville Administrative Instruction #5301 Section II.F.

INDEMNITY AND HOLD HARMLESS AGREEMENT:

The undersigned (hereinafter the "applicant") certifies that he/she has read and agrees to the City's Community Event Procedures, and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant agrees to indemnify, protect, defend and hold harmless the City, the Emeryville Redevelopment Agency, their officers, employees, agents, and volunteers against all claims, damages, expenses, loss, or liability of any kind or nature whatsoever resulting from the alleged willful or negligent acts or omissions of the permittee, its officers, agents, or employees in connection with the event and proximately caused by the permittee, its officers, agents or employees; and the permit shall expressly provide that the permittee shall, at permittee's own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City, the Emeryville Redevelopment Agency, their officers, agents, employees, or volunteers, and that the permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, the Emeryville Redevelopment Agency, their officers, agents, employees, or volunteers as a result of the alleged willful or negligent acts or omissions of permittee or permittee's officers, agents, or employees in connection with the uses, events, or activities under the permit and proximately caused by the permittee, its officers, agents or employees.

The applicant further certifies under penalty of perjury under the laws of the State of California that the above information is a complete and accurate representation of the planned event.

I certify that I will fully comply with the Community Events Ordinance and its accompanying procedures.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Submitted by: _____ Title: _____
(Please print)
Signature: _____ Date: _____

City of Emeryville Staff Use Only Below:

Circle One: Permit Approved Permit Approved with Conditions (Attached) Permit Denied

Date Approved: _____ Date Contacted Applicant: _____

Reviewed By: Police ___ Fire ___ P/B ___ PW ___ CC/CM ___ ADA ___ EDH ___ CSD

Permit #: _____ Receipt #: _____

Application Fee: \$ _____

Rental Fees: \$ _____

Other Fees: \$ _____

Security Deposit: \$_____

Total Event Fees: \$_____
