



City of Pleasanton SPECIAL EVENT Permit Application



Special events are an important component of the City of Pleasanton. From a small community fundraising walk to a large parade or festival, the City of Pleasanton is committed to ensuring our community's vitality. We are proud to put our community and its amenities on display for all to enjoy and visit as we celebrate what we believe is one of the finest cities in the nation to live and conduct business.

In order to plan a safe and successful event while remaining mindful of the needs of the surrounding community, there are various departments within the City of Pleasanton that review all special event applications. It is intended that this application provides a simplified process for both the event organizers and city representatives. Please be aware that depending upon the nature and size of your event, in addition to completing this application, you, as the event planner, may need to comply with other city department requirements and other federal, state, and county regulations. Some of these requirements are entirely your responsibility, including taxation and revenue reporting. For example, if you intend to sell any product during your event, sales tax must be collected and reported unless otherwise exempted by state or federal law.

On behalf of the City of Pleasanton, we appreciate your interest in conducting a special event in our town and thereby adding to our sense of community!

INTRODUCTION:

Generally, any organized activity involving the use of, or having an impact upon, public property, public facilities, parks, sidewalks, street areas, or the temporary use of private property in a manner that varies from its current land use, requires a permit. It is our goal to assist event organizers in planning a safe and successful event that will create a minimal impact upon our citizens and neighborhoods surrounding the event. We hope you find these instructions helpful. If you have any questions, please contact the Special Events Supervisor at 925-931-5223 or SOUSupervisor@cityofpleasantonca.gov.

PERMIT PROCESS:

The special event permit application process begins August 1 of every year and includes the following steps:

- **Reservation window**
 - ✓ Each year after October 1st, the Pleasanton Police Department will accept reservations for event dates for the following year. During the reservation window, it is **not** necessary to submit your completed event application but you must reserve an available event date by contacting the Special Events Supervisor, at 925-931-5223 or SOUSupervisor@cityofpleasantonca.gov.
 - ✓ Event date preference is given to an existing event held at the same time the previous year.
- **Submit Special Event Permit Application**
 - ✓ Once a date has been requested and approved by the Police Department, the applicant is responsible for submitting a completed special event permit application **no later** than ninety (90) days prior to the event date.
 - ✓ All other application requirements must be submitted no later than thirty (30) days prior to the event date (e.g., insurance, special licensing).
 - ✓ Upon receipt of the Special Event Permit Application, the Special Event Supervisor will schedule a mandatory meeting with the applicant to review the application, event and safety plan.
- **Application Fee (non-refundable)**
 - ✓ **The non-refundable application fee is due and payable at time of application submission (For profit - \$250; Nonprofit - \$75; City Sponsored – No Fee).**
 - ✓ **Nonprofit fee requires a nonprofit organization to be the applicant.**
- **Special Event Limit**
 - ✓ Generally, only one (1) special event will be authorized per day in the City of Pleasanton unless specifically waived by the Chief of Police.
- **Event Staffing Costs**
 - ✓ All special events, other than City of Pleasanton sponsored events, are responsible for the full and actual cost of all city staffing including, but not limited to, police and support services costs.
 - ✓ Event promoter is required to pay all costs at least three (3) weeks prior to event. An estimate of costs will be provided to the promoter during the application process. If payment is not received three (3)

weeks prior to the event, the Police Department may cancel the event. If costs, in addition to those listed in the estimate, are incurred, the event promoter will receive a second bill and is responsible for paying the full cost no later than ten (10) days after receiving the Police Department's bill.

▪ **Letter of Conditions**

- ✓ All event applicants will receive a "Letter of Conditions" related to their event. All conditions must be met or the event will be cancelled.

▪ **Smoking Restrictions**

- ✓ All downtown Pleasanton special events are **NON-SMOKING**. This restriction applies to all special events within the Downtown Specific Plan area shown at the end of this application (Pleasanton Municipal Code 9.24.040).
- ✓ In accordance with this, event coordinators are responsible for the placement of "No Smoking" signs that are visible at entrances to the event and at reasonable intervals along the event perimeter to advise guests, invitees and the public about the prohibition.
- ✓ As a condition of the event's approval, the "No Smoking" signage must be purchased and set up by the event promoter/coordinator. Event coordinators may purchase "No Smoking" signs from the City's Sign Shop (Contact 925.931.5553). The sign must include the following language:

So that all attendees may enjoy their visit

ALL downtown Pleasanton events are

NO SMOKING.

Thank you for your support.

Per Municipal Code 9.24.040

- ✓ Enforcement for lack of signage may include warnings by City and event staff and administrative citations (\$100.00 minimum fine).

Upon receipt of your application, the Police Department will evaluate it for the proposed special event's impact on other city and local entity events (e.g., countywide bicycle event) and distribute the application to other city departments for their review and input. Throughout the process, you will be notified if additional information, permits, licenses or certificates are necessary. The event organizer will be provided a permit subject to conditions of operation (i.e., Letter of Conditions). All event promoters/organizers must

attend at least one pre-event meeting and one post-event meeting with the Special Events Supervisor.

If you intend to hold an event at one of the many city-operated facilities (e.g., parks, meeting halls, and theaters), you are responsible for contacting the appropriate facility manager through the Community Services Department at 200 Old Bernal Avenue (925-931-5340) to make arrangements. Although your application will be shared with the respective department during the review process, you are responsible for *scheduling and reserving the use of those facilities*.

SUMMARY OF EVENT

This section of the application is intended to provide the City an overview of your event. Information you provide in this section is public information and may be used by the City of Pleasanton for promotional purposes, including, but not limited to, print, electronic and Internet formats. This information will also be used to populate the City of Pleasanton calendar of Special Events, so please complete the application carefully and completely.

DESCRIPTION

Event Title _____

Description _____

(This area should be promotional in nature)

Admission _____

(How will people be drawn to the event and gain admission?)

EVENT CATEGORY

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Circus |
| <input type="checkbox"/> Exhibits/Car show | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Carnival |
| <input type="checkbox"/> Festival/Celebration
Holiday Event | <input type="checkbox"/> Parade/Procession/March/Dance | |

Anticipated Attendance Total _____ Per Day _____

Anticipated Participants Total _____ Per Day _____

DATE/TIME

Set up Date _____ Time _____ Day of Week _____
Event Starts Date _____ Time _____ Day of Week _____
Event Ends Date _____ Time _____ Day of Week _____
Dismantle Date _____ Time _____ Day of Week _____

HOST ORGANIZATION / CONTACT INFORMATION

HOST: _____

Applicant Name: _____

Address (Street): _____

City _____ **State** _____ **Zip** _____

Phone: **Day** _____ **Cell** _____

Email: _____

Has HOST contracted with an event management company to facilitate event? YES NO

EVENT MANAGEMENT COMPANY OR PROFESSIONAL ORGANIZER

Name: _____

Address: _____

City: _____ **State** _____ **Zip** _____

Phone: _____ **Cell** _____

Email: _____

MEDIA CONTACT

(If different than public contact)

Name: _____

Phone: _____

ADDITIONAL VENDOR(S) CONTACT

Name: _____

Phone: _____

Name: _____

Phone: _____

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- Identification of all components that meet accessibility standards (e.g., portable restrooms, ADA access, and signage).
- Other relevant event components.

OUTSIDE STAFFING REQUIREMENT

When law enforcement staffing is required as a condition of approval for your event, the following notification is made:

Due to unanticipated staffing issues and availability, the Police Department is unable to guarantee the availability of law enforcement personnel for every special event. At times, it is necessary to require an event promoter to hire required staffing from the California Highway Patrol (CHP) in order to meet staffing requirements. The Police Department’s Special Event Supervisor will determine and communicate a **Minimum Staffing Requirement** for your event.

As your event nears, **if** it is determined that the Police Department is unable to provide the minimum staffing required, the Special Events Supervisor will communicate this to you and facilitate a meeting between you and the CHP in order for you to contract for any additional law enforcement staffing required.

- ✓ Applicant is required to pay the prevailing wage of the CHP and/or City staff.
- ✓ Applicant is required to meet the minimum staffing requirement.
- ✓ Failure to meet the minimum staffing requirement will result in the cancelation of this event.

It is important for the Host to understand that the Host may be required to pay for police staffing and, if necessary, contract with the CHP for additional staffing at the Host’s sole expense.

_____ (Print Applicant Name)

_____ (Applicant Signature Required)

Payment of required fees

As part of the special event application, you may be required to pay for costs of all police staffing including, but not limited to, the actual costs of police and support services. You will be provided with an estimated cost and must submit full payment of all costs prior to the date of the event.

Any additional costs incurred will be billed after the event. You must submit full payment of all of these additional costs no later than ten (10) days after receiving the Police Department’s bill.

(Print Applicant Name)

(Applicant Signature Required)

City of Pleasanton Business License

As part of the approval process, you are required to obtain a City of Pleasanton Business License. A business license may be obtained by contacting the Business License Department at 200 Old Bernal, Pleasanton or 925.931.5440.

Check if a copy of your business license is attached.

SECURITY PLAN

Is a private security company being hired to provide security services during your event? Yes No

Security Organization: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____

Event Supervisor Cell Phone: _____

Please describe your security plan including crowd control, internal security, and security for any cash received and transported.

Check box if additional sheets are included.

MEDICAL PLAN

You must evaluate the possible medical response needs for your event. In some cases, these services will be provided by the Livermore-Pleasanton Fire Department and county-contracted ambulance service.

Have you hired a licensed professional emergency services provider to develop and manage your event's medical response and plan? Yes No

Medical Services Provider: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____

Please describe your medical plan and resources needed at your event. The Livermore-Pleasanton Fire Department will evaluate the plan and provide comments.

ACCESSIBILITY PLAN

This checklist is intended to serve as a planning guideline for providing access to disabled persons and may not be inclusive of all Federal, State, County and City access requirements. You are encouraged to attach more detailed information, if necessary. You must comply, and are responsible for complying, with all Federal, State, County and City access requirements.

If not applicable, indicate with "NA"

Will there be a clear path of travel throughout your event? Yes No

Will a minimum of 4' wide sidewalks and pathways be maintained throughout the event? Yes No

What accommodations have you made for disabled parking and/or transportation, including use of public transportation or shuttle services?
 Yes No

Will a minimum of 10% of your restrooms be Accessible Restrooms?
 Yes No (Attach map)

Will food, beverage and vending be accessible?
 Yes No

- If yes, at least 5% of the seating spaces and standing spaces at dining surfaces must be accessible. Provide a plan showing layout with dimensions and number.

Will signage be used so pedestrian flow will not obstruct its visibility?
 Yes No

Will signage include accessible directional signs in accordance with the International Signage for Accessibility to provide directions to the nearest accessible elements.
 Yes No

If all areas of your event venue are not accessible, will maps or programs be available to show the location of available restrooms, parking and first aid stations?

Yes

PARKING AND SHUTTLE PLAN

Have you considered the parking impact and availability of your event and whether you will need to direct people where to park? (Please describe and attach plan)

SAFETY EQUIPMENT

Will your event require the use of traffic safety equipment (e.g., barricades, cones)? Please describe:

Equipment Company: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Cell: _____

Equipment set up: Date: _____ Time _____

Equipment pick up: Date: _____ Time _____

ENTERTAINMENT AND RELATED ACTIVITIES

Are there any musical entertainment features related to your event?

If yes, please complete the following information or provide an attachment listing all bands/performers, type of music, sound check, performance schedule and contact name for band manager/member.

Number of stages: _____

Location of stages: _____

Number of performers/Bands: _____

Performer/band name and music type: _____

Will sound checks be conducted prior to the event?

Start time: _____ Finish Time: _____

Will sound amplification be used?

Start time: _____ Finish Time: _____

Will there be massage activities at your event?

Please describe _____

Does your event include any casino games, bingo games or raffles?

Please describe _____

ALCOHOL

Does your event involve the service or sale of alcoholic beverages for consumption during your event? (A separate application is necessary in addition to ABC and County Health permit requirements)

Please indicate the type of beverage:

- Beer Beer and wine Beer, wine and spirits

Please describe your plan to ensure the safe sale or service of alcohol at your event.

FOOD CONCESSIONS OR PREPARATION

Does your event include food concession and/or preparation areas?

Please describe how food will be served/prepared or prepared:

How do you intend to cook food at your event?

- Gas Electric

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Charcoal Other (Specify): _____

Alameda County Health Permit obtained? Yes No
(ALCO Food Booth Operator Application)

PORTABLE RESTROOMS

Depending upon your event, you will be required to provide portable restrooms at your event, 10% of which must be ADA accessible. A matrix of recommended number of portable restrooms is available from the Police Department for your convenience.

Do you plan to provide portable restrooms at your event?

Yes No

If no, provide reason _____

Total number of portable toilets: _____

Number of ADA accessible toilets: _____

Restroom Company: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Cell: _____

Equipment Setup: Date _____ Time _____

Equipment pickup: Date _____ Time _____

SANITATION AND RECYCLING

You are required to provide ample trash receptacles and ensure the event is free of all rubbish and litter throughout and at the conclusion of your event. Please indicate on your detailed map of the event the location of these trash receptacles.

Number of trash cans _____

Number of Dumpsters _____

Sanitation company _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Cell: _____

Equipment Setup: Date _____ Time _____

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Equipment pickup: Date _____ Time _____

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event:

MITIGATION OF IMPACT

Have you met with the residents, businesses, or other entities that may be directly impacted by your event? _____

Attach copy of the flier or other material you will distribute to the affected entities. Website address of event announcement: _____

REFERENCES

Have you organized this event previously? If so, please list at least two locations where you have held the event and contact information for that city.

	<u>City/County</u>	<u>Contact Person</u>	<u>Contact Phone #</u>
1.	-----	-----	-----
2.	-----	-----	-----

INSURANCE REQUIREMENTS

(Attach copy of policy)

Name of Insurance Agency: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone _____

Policy Coverage Amount _____ Policy Number _____

Insurance certificate attached: Yes No **

**If not, explain _____

General liability and bodily injury insurance must be a minimum of \$2,000,000.00. The City, its officers, employees, agents and volunteers must

be named as additional insureds under the policy as evidenced by an additional insured endorsement satisfactory to the City Attorney.

AFFADAVIT OF APPLICATION

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, and that I have read, understand, and abide by the rules and regulations governing the proposed Special Event. I agree to comply with all other requirements of the City, County, State and Federal Government and any other applicable entity which might pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for all costs and fees that may be incurred by or on behalf of the Event to the City of Pleasanton.

Print name of Applicant/Host organization _____

Title _____

Signature _____

Date _____

Print Name of Professional Event Organizer _____

Title _____

Signature _____

Date _____

CITY OF PLEASANTON

Waiver and Indemnification Form

In consideration of submitting this application for a special event, which is generally described as a _____, to be held within the City of Pleasanton on _____, I (we) do so with the understanding that I am (we are) fully responsible for the actions which occur at the above-mentioned special event, including city employees, agents, and volunteers and participants, invitees, and spectators (if any), as well as the transportation to and from the special event, and that special event participants shall conduct themselves in an orderly manner during the special event. I (we) agree to abide by any decision of City Officials relative to the ability to safely participate in the special event.

I am (we are) aware that the special event may be hazardous to persons and property and assume all risks associated with this special event, including, but not limited to, personal injury and property damage.

As the applicant for this special event permit, I (we) agree, on behalf of myself (ourselves), my (our) heirs and assigns, to release and discharge, indemnify, defend, and hold harmless the City of Pleasanton, its officials, employees, agents, and volunteers, from and against any and all claims, loss, injury or death, liability, and damages (including reasonable attorney's fees) arising out of or in any way connected with this special event, including actions by the City of Pleasanton in providing a special event permit. The City does not, and shall not, waive any rights against the applicant which the City may have because of the acceptance by City of the insurance policies provided.

BY SIGNING THIS WAIVER AND INDEMNIFICATION, I (WE) ACKNOWLEDGE THAT I (WE) HAVE READ AND UNDERSTOOD THE FOREGOING, AND AGREE THAT I (WE), MY (OUR) HEIRS AND ASSIGNS SHALL BE BOUND BY THESE TERMS.

Applicant Signature: _____ Date: _____

Print Name: _____

As the authorized agent for (Event Name): _____

Special Event Application

**This form to be provided to the organizer as a checklist before a permit or approval will be granted.*

Special Events Checklist:

Some special events will require the organizers to obtain additional permits, schedule additional personnel or schedule coordination meetings with various city departments. Any items checked below must be completed before a permit is issued. Failure to meet any of these requirements could result in the denial of the Special Event Permit.

Event Name/Organization: _____
Date of Event: _____ Location of Event: _____
Contact Person: _____ Phone #: _____
Contact Person's email: _____

Please complete each item listed below

- _____ General Liability Insurance certificate with required endorsements
 - _____ State of California Alcoholic Beverage Control Permit, if selling alcohol
 - _____ Alameda County Health Department Permit, if selling/providing food
 - _____ Copy of adjacent jurisdiction approval if the event involves another jurisdiction (e.g., Alameda County, Livermore, or Dublin)
 - _____ Coordination with Pleasanton Police Department for special traffic considerations or event security/staffing requirements_____ Additional security from private company
 - _____ City staff required for each day
 - _____ Coordination meeting with City Support Service staff, if street closures/signage is necessary
 - _____ Coordination meeting with Community Services staff relating to use of City facilities
 - _____ Coordination with downtown merchants/PDA and/or City of Pleasanton Economic Development if the event includes the downtown area
 - _____ Portable toilets and washing stations # required _____
 - _____ A minimum of 10% must be accessible: # of accessible required _____
 - _____ Garbage containers # required _____
 - _____ Other:
- _____

**Upon the approval of all departments, a special event permit will be issued to include a "Letter of Conditions." All conditions must be met for event to proceed.*

Special Event Application Routing:

Police

Reviewed by: _____ Approval Date: _____
Conditions of approval required: Y / N Conditions of approval met: Y / N
Conditions: _____

Planning

Reviewed by: _____ Approval Date: _____
Conditions of approval required: Y / N Conditions of approval met: Y / N
Conditions: _____

Engineering

Reviewed by: _____ Approval Date: _____
Conditions of approval required: Y / N Conditions of approval met: Y / N
Conditions: _____

Community Services

Reviewed by: _____ Approval Date: _____
Conditions of approval required: Y / N Conditions of approval met: Y / N
Conditions: _____

City Attorney

Reviewed by: _____ Approval Date: _____
Conditions of approval required: Y / N Conditions of approval met: Y / N
Conditions: _____

Livermore-Pleasanton Fire Department

Reviewed by: _____ Approval Date: _____
Conditions of approval required: Y / N Conditions of approval met: Y / N
Conditions: _____

Streets Department

Reviewed by: _____ Approval Date: _____
Conditions of approval required: Y / N Conditions of approval met: Y / N

Conditions: _____



Downtown Pleasanton Events – Smoking Restriction

The City of Pleasanton wants its downtown special events to be enjoyable for all attendees.

Beginning in February 2016, ALL downtown Pleasanton special events will be NON-SMOKING. This applies to City-sponsored events as well as all special events and public activities.

In accordance with this, event coordinators are responsible for the placement of “No Smoking” signs that are visible at entrances to the event and at reasonable intervals along the event perimeter to advise guests, invitees and the public about the prohibition.

As a condition of event approval such “No Smoking” signage shall be purchased and set up by the event promoter/coordinator. Event coordinators may purchase “No Smoking” signs from the City’s Sign Shop [Contact (925) 931-5553]. The sign should include the following language:

So that all attendees may enjoy their visit

ALL downtown Pleasanton events are

NO SMOKING

Thank you for your support.

Per Municipal Code § 9.24.040

Enforcement for lack of signage includes initial warnings by City and event staff, followed by administrative citation (\$100 fine).

This smoking restriction applies to all special events within the Downtown Specific Plan area as noted on the map on the reverse side.

