



City of Pleasanton Special Event Permit Application

Welcome! This application helps you obtain a permit for a special event in Pleasanton. Special events enhance community vitality, and our goal is to ensure a smooth planning process, simultaneously prioritizing public safety while minimizing impact on residents and businesses.

For questions, contact Staff at 925-931-5340 or recreation@cityofpleasantonca.gov.

Note: Preference for event date is given to those held at the same time the previous year.

What requires a permit?

Generally, any organized activity involving the use of, or having an impact on, public property (streets, parks, sidewalks, etc.), or public facilities, requires a permit.

Process Overview:

1. Inquiry & Date Reservation:

- a. Each October 1st, the City of Pleasanton accepts reservations for event dates the following year.
- b. Contact the Special Events office at 925-931-5340 or recreation@cityofpleasantonca.gov to inquire about date availability and reserve your desired date(s).

2. Submit Application and Fee:

- a. Once a date has been requested and approved by the city, the applicant is responsible for submitting a completed special event permit application, a refundable security deposit and the non-refundable application fee **no later than 90 days** prior to the event date.
- b. Complete all areas marked in **BLUE** in the application.

3. Review Meeting:

- a. City staff will review the application and may schedule a meeting with the applicant to discuss details, requirements, and safety plans.

4. Conditions & Additional Documents:

- a. The City will issue conditions for approval and may request additional permits (e.g., Health Dept., ABC), plans, or documentation.

5. Compliance & Payment:

- a. The applicant must agree to the conditions, submit all required documents, and pay any additional city fees **no later than 30 days** prior to the event start date.
- b. **Note: If payment is not received three weeks prior to the event start date, the city may cancel the event.*

6. Permit Issuance:

- a. Upon successful completion of all requirements, the City will issue the Special Event Permit.

7. Event:

- a. Hold your event! Keep the permit on-site.

8. Post-Event:

- a. Assure the space utilized is clean and returned to its original condition to the best of your ability.
- b. A post-event meeting may be required.

9. Cancellation Notice:

- a. All cancellations must be in writing by the applicant by emailing recreation@cityofpleasantonca.gov. The cancellation fees are as follows:
- Requests received **at least** 30 days prior to a scheduled event will incur a \$50 cancellation fee
 - Requests received within 10 days prior to the scheduled event will be responsible for all city costs incurred at time of cancellation.
 - Reservations may not be transferred, assigned or sublet.

10. Weather Cancellations:

- a. Event application fees will not be refunded for events which are cancelled due to the weather, although you can reschedule a date (due to inclement weather), if the date is available and if the notification of weather cancellation was communicated to the Library and Recreation Department in writing by the applicant by emailing recreation@cityofpleasantonca.gov at least 3 days before the scheduled event.
- Events cancelled due to weather may be rescheduled for future use to occur within one-year (12 months of cancelled date of use.)

Important Notes:

- Submission of this application does not guarantee approval.
- The applicant is responsible for the full actual cost of any required City service (Police, Fire, Public Works, etc.) An estimate will be provided, but final costs may vary.
- Applicants must comply with all federal, state, county and city laws, regulations, and ordinances, including those related to accessibility, environmental protection, noise, and smoking restrictions in designated areas.
- A City business license may be required.

Special Event Fees

- Non-Refundable application fee is due at time of submission
- Refundable Security Deposit fee is due at time of submission
- **Fee ranges below are listed to provide an estimate.** Actual fees will be calculated once application is reviewed and must be paid 30 days prior to the event.

Non- Refundable Special Event Application Fee:

- | | |
|---|--|
| <ul style="list-style-type: none"> • For-Profit Vendors/Organizations
\$250 | <ul style="list-style-type: none"> • Non-Profit Organizations
\$75 |
|---|--|

Refundable Security Deposit Fee: (Applied towards other fees and/or refunded at completion of event)

- Refundable Security Deposit
\$1000

Additional City Direct Support Fees: (may apply)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Police Officer
\$210 per hour | <ul style="list-style-type: none"> • Police Sergeant
\$244 per hour |
| <ul style="list-style-type: none"> • Community Services Officer
\$97 per hour | <ul style="list-style-type: none"> • Park Landscape Maintenance Worker I
\$81 per hour |
| <ul style="list-style-type: none"> • Park Landscape Maintenance Worker II
\$99 per hour | <ul style="list-style-type: none"> • Street Maintenance Worker II
\$99 per hour |
| <ul style="list-style-type: none"> • Recreation Leader II
\$20 per hour | <ul style="list-style-type: none"> • Recreation Leader III
\$23 per hour |
| <ul style="list-style-type: none"> • Seasonal Senior Rec Leader
\$28 per hour | <ul style="list-style-type: none"> • Recreation Coordinator
\$101 per hour |
| <ul style="list-style-type: none"> • Traffic Engineering Technician III
\$73 per hour | <ul style="list-style-type: none"> • <i>Note: Some positions may require additional overtime charges</i> |

Miscellaneous Fees: (may apply)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Temporary No Parking Signs | <ul style="list-style-type: none"> • Trash Cans/Liners |
| <ul style="list-style-type: none"> • Barricades | <ul style="list-style-type: none"> • Dump Truck and Dumping Fees |
| <ul style="list-style-type: none"> • Traffic Control Plan (TCP) | |

Facility and Park Fees:

- Events utilizing City facilities or parks are subject to rental fees. Details regarding applicable fees can be found here: <https://www.cityofpleasantonca.gov/your-community/recreation/facility-picnic-rentals/>

Section 1: Event Overview

1. Event Title:	
2. Sponsoring Organization (Must be the organization holding the event insurance):	
3. Event Category: (Check all that apply):	
<input type="checkbox"/> Athletic/Recreation (Run, Walk, Bike)	<input type="checkbox"/> Festival/Celebration
<input type="checkbox"/> Parade/Procession/March	<input type="checkbox"/> Street Fair
<input type="checkbox"/> Exhibit/Car Show	<input type="checkbox"/> Carnival/Circus
<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Political Activity
<input type="checkbox"/> Other:	
4. Brief Event Description: (may be used for City calendars/promotion)	
5. Detailed Event Narrative (provide a detailed description of all activities, timeline from setup to teardown. Attach separate sheets if necessary.)	
<input type="checkbox"/> 6. Check if additional sheets are attached	

9. Admission/Participation:	
a. Is there an admission or participation fee?	<input type="checkbox"/> YES <input type="checkbox"/> NO
b. If YES, how do people register/attend?	

Section 2: Applicant & Contact Information

1. Sponsoring Organization Type:

<input type="checkbox"/> For Profit/Commercial	<input type="checkbox"/> Non-Profit (501c Status letter required)
<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident

2. Applicant Contact (Primary):

Name:	
Address:	
Primary Phone Number:	Secondary Phone Number:
Email:	

3. Day-of-Event Contact (Must be on-site):

Name:
Phone:

4. Professional Event Organizer/Management Company (if applicable):

Company Name:	
Contact Name:	
Phone:	Email:

5. Media Contact:

Name:	
Phone:	Email:

Note: Posting and advertising about the event can be displayed the during the event only. Signage, posters, or banners displayed during an event may not be attached to any park structure, including walls, trash receptacles, columns, trees or light poles. A-frame or sandwich boards are allowed. All signs must comply with City sign ordinance Municipal Code 13.08.110

6. City Business License Number (if applicable):

Note: A City Business License is required for all businesses (caterers, food trucks, interactive trucks, entertainers) performing a service at a Pleasanton park or facility. If necessary, contact the Business License department to obtain a business license at 925-931-5440.

Section 3: Site Use & Logistics

1. Use of Public Property/Right-of-Way:

a. Will the event use any City/Public Park, plaza, or facility? ☐ YES ☐ NO

b. If YES, specify name(s):

Parks	Facilities
<input type="checkbox"/> Amador Valley Community Park	<input type="checkbox"/> Amador Recreation Center
<input type="checkbox"/> Bernal Community Park	<input type="checkbox"/> Pleasanton Senior Center
<input type="checkbox"/> Creekside Park	<input type="checkbox"/> Firehouse Arts Center
<input type="checkbox"/> Delucchi Park	<input type="checkbox"/> Veterans Memorial Building
<input type="checkbox"/> Ken Mercer Sports Park	<input type="checkbox"/> Other:
<input type="checkbox"/> Lions Wayside Park	<i>c. Note: Separate facility rental agreements/permits are required from the Library and Recreation Department, and applicable fees will apply.</i>
<input type="checkbox"/> Val Vista Community Park	
<input type="checkbox"/> Other:	

2. Will the event use any street, sidewalk, trail, median, or other public right-of-way?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
a. If YES, specify location(s):	

3. Will the event use any City-owned parking lot or other City property?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
a. If YES, specify location(s):	

Note: Specific approvals/licenses may be required for certain properties.

4. If held entirely on private property, will the event significantly impact public right-of-way (traffic, noise, parking)?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
a. If YES, describe impact:	

5. Site Plan / Route Map:

a. ****REQUIRED ATTACHMENT: **** A detailed site plan or route map (computer generated) must be submitted. It should clearly show:

i. Event boundaries, street names, direction of travel (if applicable). If event involves a moving route of any kind (e.g., parade, walk, or march) indicate the direction of travel, all street or lane closures and locations where event volunteers will be posted.

ii. Locations of the following:

• Stages	• Booths	• Vendors
• Tents	• Structures	• Generators
• Portable Toilets	• First Aid Stations	• Waste Stations (trash/recycling/organics)
• Detailed configuration of cooking areas	• Alcohol service areas	• Entrances/exits
• Barricades		

iii. Emergency vehicle access lanes (minimum 20' wide).

iv. Location of accessible features (parking, restrooms, routes).

v. Any street/lane/sidewalk closures.

6. Traffic, Parking & Transportation:

a. Do you request closure of any streets, sidewalks, or trails?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. If YES, list specific closures and times:	
c. Will "No Parking" signs be needed:	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
d. If YES, specify locations:	

e. Describe anticipated parking demand and proposed attendee parking plan (lots, street parking, shuttles):
f. Describe plans for accessible (disabled) parking:
g. Describe plans for bicycle parking (valet bike parking may be required for events with over 1000 attendees):

7. Notification Plan:

a. ****REQUIRED ATTACHMENT: **** Describe your plan to notify adjacent residents and businesses potentially impacted by the event (noise, traffic, closures). Include a sample notification letter/flyer and a map of the notification area. Notification is typically required at least 10-14 days prior to the event.

8. Accessibility Plan:

a. Describe measures taken to ensure the event is accessible to persons with disabilities, addressing:

i. Clear paths of travel (min. 4' wide):
ii. Accessible parking and transportation links:
iii. Accessible restrooms (min. 10% of total clearly signed):
iv. Accessible food/beverage/vending areas (min. 5% accessible seating/standing spaces):

v. Accessible signage (directional, informational):
vi. Availability of site maps showing accessible features:

Section 4: Event Activities & Equipment:

1. Structures (Tents, Stages, Bleachers, etc.):

a. Will any temporary structures be erected?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. If YES, check all that apply and describe type, size, quantity, and location (show on Site Plan):	
<input type="checkbox"/> Tents/Canopies (>400 sq ft requires separate permit/inspection)	<input type="checkbox"/> Stages/Platforms
<input type="checkbox"/> Bleachers/Grandstands	<input type="checkbox"/> Inflatable Devices (e.g., Bounce Houses – specific insurance required)
<input type="checkbox"/> Other:	
Description:	
Installation Company Name & Contact:	

Note: Engineering plan, flame resistance certificates, and inspections may be required.

2. Entertainment & Sound:

a. Will there be musical entertainment or performances?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. If YES, describe type(s), number of stages/performers, schedule:	
c. Will sound amplification be used:	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
d. If YES, specify dates and times:	
Date:	Time:

Note: Sound levels must comply with City Noise Ordinance. (9.04.060 Noise Limits – Public Property).

Note: Amplified sound or PA system in city parks can only be used with prior permission from the Director per Municipal Code 13.08.180

e. Will electrical power be required?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
f. If YES, source:	
<input type="checkbox"/> Portable Generator	<input type="checkbox"/> Venue Power
<input type="checkbox"/> Temporary Utility Services	<input type="checkbox"/> Other:

Note: Generators must be placed safely away from structures and public areas. Electrical permits/inspections may be required.

3. Will there be any open flames (cooking, heating, performance)?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Note: Requires Fire Department review and potentially specific permits /safety measures. Pyrotechnics are generally prohibited.

4. Will there be animals involved (petting zoo, parade, etc.)?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Note: Health permits, and specific care/containment plans may be required.

5. Will there be any carnival rides, game or other activities?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
a. If YES, describe:	

6. Alcohol Service: *Note: Requires a permit from the California Dept. of Alcoholic Beverage Control (ABC). Requires separate Alcohol Liability Insurance. Requires Police Department review/approval.*

a. Will alcohol be sold or served?		
<input type="checkbox"/> Sold	<input type="checkbox"/> Served	<input type="checkbox"/> No
b. If YES, Type:		
<input type="checkbox"/> Beer Only	<input type="checkbox"/> Beer & Wine	<input type="checkbox"/> Beer, Wine & Spirits
c. Service Hours:		
To:	From:	
d. Describe your plan for responsible alcohol management (ID checks, server training, security, designated area, limits):		

7. Food Service & Sales:

a. Will food be sold or served?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. If YES, describe how food will be prepared/served (booths, food trucks, pre-packaged):		
c. Number of food vendors/booths:		
d. Type of cooking equipment (show location on Site Plan):		
<input type="checkbox"/> None	<input type="checkbox"/> Gas	
<input type="checkbox"/> Electric	<input type="checkbox"/> Charcoal	
<input type="checkbox"/> Other		

Note: Requires a permit from the County Department of Environmental Health

Note: Must comply with City ordinances regarding disposable food ware (e.g., restrictions on single-use plastics/polystyrene, preference for reusable or compostable fiber.) Provide examples/plan.

8. Will other merchandise or services be sold?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, describe:	
Total number of non-food vendors:	

Section 5: Safety, Security & Sanitation:

1. Security Plan:

a. Describe your plan for event security, crowd management, and cash handling (if applicable):	
b. Will private security be hired?	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. If YES, Company Name & Contact:	

Note: The City Police Department will determine if sworn police officers are required (at applicant's expense) based on event size, location, activities (e.g., alcohol), and history. Minimum staffing levels may apply.

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

a. Due to anticipated staffing issues and availability, the Pleasanton 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 the 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 the event nears if it is determined that the police department is unable to provide the minimum staffing required, the Special Event Supervisor will communicate this to you and facilitate a meeting between you and the CHP in order for you to contract any additional law enforcement staffing required. Applicants are required to pay the prevailing wage of the CHP and/or city staff. Applicants are required to meet the minimum staffing requirements. Failure to meet the minimum staffing requirement will result in the cancellation of the event.

2. Medical/First Aid Plan:

a. Describe your plan for handling medical emergencies (First aid station, personnel, coordination with EMS):	
b. Will professional EMS/First Aid services be hired?	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. If YES, Provider Name and Contact:	

Note: The Fire Department will review the plan and may require specific resources based on event size and risk.

3. Sanitation & Environmental Plan:

a. Portable Restrooms/Handwashing Stations:

i. Will portable restrooms be provided:	<input type="checkbox"/> YES <input type="checkbox"/> NO
ii. If NO, explain available alternatives:	
iii. Number of regular portable restrooms:	
iv. Number of ADA Accessible Units (min 10%)	
v. Number of Handwashing Stations (required if food is served):	
vi. Service Provider Name and Contact:	

Note: Placement must avoid sensitive areas and may require containment trays on paved surfaces. Show locations on Site Plan.

4. Waste Management (Trash, Recycling, Organics):

a. Describe your plan for waste collection during and after the event, including litter control and ensuring sufficient receptacles (show locations on Site Plan.):	
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Note: The event area must be left as clean as possible at conclusion of event and trash must be hauled offsite or arrangements must be made with the City's franchised waste hauler (e.g., Pleasanton Garbage Service for adequate service.

Note: Events held at Lions Wayside and Delucchi Parks are required to provide additional waste containers at event organizers' expense.

b. Anticipated number/size of containers:	
i. Trash	
ii. Recycling	
iii. Organics (Required if serving food):	

c. Wastewater and Runoff Prevention:	
i. Describe how wastewater (soapy water, grease, cooking oil, rinse water, ice melt) from vendors and operators will be collected and properly disposed of (NOT into storm drains or streets):	
ii. Describe measures to prevent spills (food, automotive fluids, etc.) from entering storm drains or waterways:	

Note: Events of a certain size (e.g., >1000 attendees or >500 w/food) may require a detailed Environmental Plan attachment.

d. Smoking Restrictions:

i. All downtown Pleasanton special events are NON-Smoking. This restriction applies to all special events within the Downtown Specific Plan area shown on page 22 (Pleasanton Municipal Code 9.24.040).

ii. 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 other public about the prohibition.

iii. As a condition of the event’s approval, the “No Smoking” signage must be purchased and set up by the event promotor/coordinator. The signage 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

iv. Enforcement for lack of signage may include warning by the city and event staff and administrative citations (\$100.00 minimum fine.)

Section 6: Insurance & Indemnification:**1. Insurance Requirements**

a. (Attach copy of policy) Insurance certificate attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO
b. If not, explain:	
Name of Insurance Agency:	
Address:	
City, State, Zip:	
Telephone:	
Policy Coverage Amount:	
Policy Number:	

General liability and injury insurance shall be a minimum of \$2,000,000.00 or in a greater amount satisfactory to the City Attorney. 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.

AFFIDAVIT 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 of 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.

Print Name:	
Applicant Signature:	
As the authorized Agent for (Event Name):	
Date:	

Section 7: Required Attachments Checklist:

- Please ensure the following documents are submitted with your application or by the specified deadline. Check requirements with the City, as not all may apply to every event.

- ☐ Application Fee Payment/Receipt
- ☐ Site Plan/Route Map
- ☐ Notification Plan (Sample letter/ flyer and map)
- ☐ Certification of Insurance
- ☐ Additional Insured Endorsement
- ☐ Liquor Liability Insurance (if applicable)
- ☐ Proof of Additional Insured status - Inflatable Device Vendor (if applicable)
- ☐ Traffic Control Plan (TCP) (if closing streets/sidewalks)
- ☐ Parking Plan (if required)
- ☐ Environmental Plan/Waste Management Plan (if required, e.g., large events)
- ☐ Confirmation of Waste Hauler Service Agreement
- ☐ Examples/Plan for Compliant Food Service Ware
- ☐ Copy of ABC Permit (Alcohol)
- ☐ Copy of County Health Permit (Food)
- ☐ Copy of State/Regional Park Permit (if applicable, e.g., EBRPD)
- ☐ Copy of Caltrans Permit (if impacting State Highway)
- ☐ Copy of Public Transit Agency Approval (if impacting bus routes)
- ☐ Tent Permit Application/Flame Certification/Engineering (if applicable)
- ☐ Non-Profit Status Documentation (if requesting fee waiver)
- ☐ City Business License Copy (if applicable)

☐ Other:

Section 8: Applicant Certification:

I certify that I am authorized to submit this application on behalf of the Sponsoring Organization. I declare that all information provided herein is true, accurate, and complete to the best of my knowledge. I have read, understand, and agree to abide by all rules, regulations, ordinances, and conditions governing this Special Event Permit as set forth by the City of Pleasanton and any other applicable governing body. I

acknowledge and agree that the Sponsoring Organization is financially responsible for all costs associated with this event, including any required City services, damages, or cleanup. I understand that failure to comply with permit conditions or regulations may result in permit revocation, event cancellation, citation, and/or denial of future permits.

Applicant Signature:
Print Name:
Title:
Date:

(For City Use Only):

Application Received Date:	Received By:	Fee Paid: \$
Permit #:	Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	
	Conditions Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Approved By:	Title:	Date:
Department Reviews Completed:		
<input type="checkbox"/> Police	<input type="checkbox"/> Fire	<input type="checkbox"/> Public Works
<input type="checkbox"/> City Attorney	<input type="checkbox"/> Library and Rec	<input type="checkbox"/> Other:

Downtown Pleasanton Special Event Area

