

# **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 1<sup>st</sup>, the City of Pleasanton accepts reservations for event dates the following year.
- b. Contact the Special Events office at 925-931-5340 or <a href="mailto:recreation@cityofpleasantonca.gov">recreation@cityofpleasantonca.gov</a> 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 and <u>the</u> <u>non-refundable application fee</u> **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 <u>additional</u> estimated 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. Pay any outstanding invoices for City services. 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 <a href="mailto:recreation@cityofpleasantonca.gov">recreation@cityofpleasantonca.gov</a> at least 3 days before the scheduled event.
  - Events cancelled due to weather may be rescheduled for a 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.

For-Profit Vendors/Organizations	Non-Profit Organizations	
\$250	\$75	
Refundable	Security Deposit Fee:	
(Applied towards other fees a	and/or refunded at completion of event)	
<ul> <li>Refundable Security Deposit</li> <li>\$1000</li> </ul>		
Additional City Direct Support Fees: (may apply)		
Police Officer	Police Sergeant	
\$210 per hour	\$244 per hour	
Community Services Officer	Park Landscape Maintenance Worker I	
\$97 per hour	\$81 per hour	
Park Landscape Maintenance Worker II	Street Maintenance Worker II	
\$99 per hour	\$99 per hour	
Recreation Leader II	Recreation Leader III	
\$20 per hour	\$23 per hour	
Seasonal Senior Rec Leader	Recreation Coordinator	
\$28 per hour	\$101 per hour	
Traffic Engineering Technician III	Note: Some positions may require additional	
\$73 per hour	overtime charges	
Miscellaneous Fees: (may apply)		
Temporary No Parking Signs	Trash Cans/Liners	
Barricades	Dump Truck and Dumping Fees	
Traffic Control Plan (TCP)	•	
Facility and Park Fees:		

Per the City Master Fee Schedule, the City provides a discount on the actual cost for special events. The chart below reflects the category and the discount.

here: https://www.cityofpleasantonca.gov/your-community/recreation/facility-picnic-rentals/

Direct City	Category/Description	% Discount on Actual	Actual Cost Basis
Support/Special		Cost/General Fund	(actual costs, including
Events		Subsidy	direct costs.)
	PUSD		
	Co-Sponsored Groups	40%	
	Non-Profit Organizations	30%	
	Pleasanton Residents (Private		
	Use)	20%	
	Non-Residents (Private Use)		
	Businesses	0%	

# **Section 1: Event Overview**

Event Title:     Sponsoring Organization (Must be the	
organization holding the event insurance):	
	heck all that apply):
☐ Athletic/Recreation (Run, Walk, Bike)	☐ Festival/Celebration
☐ Parade/Procession/March	☐ Street Fair
☐ Exhibit/Car Show	☐ Carnival/Circus
☐ Concert/Performance	☐ Political Activity
☐ 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.)  6. Check if additional sheets are attached	

7. Event Date(s) & Time(s)		
Set Up Date:	Set up Time:	
Event Start Date:	Event Start Time:	
Event End Date:	Event End Time:	
Cleanup Date:	Clean Up Time:	
8. Anticipated Attendance: a. Total Expected (choose one):	□ 0-100	
	□ 100-500	
	□ 500-1,000	
	□ 1,000-2,500	
	□ 2,500-5,000	
	□ 5,000+	
b. Peak Expected Per Day (choose one):	□ 0-100	
	□ 100-500	
	□ 500-1,000	
	□ 1,000-2,500	
	□ 2,500-5,000	
	□ 5,000+	
9. Admission/Participation:		
a. Is there an admission or participation fee?	□ YES □ NO	

b. If YES, how do people register/attend?	
Section 2: Applicant & Contact Information	
4.0	
1. Sponsoring Organization Type:	
☐ For Profit/Commercial	□ Non-Profit (501c Status letter required)
☐ Resident	☐ Non-Resident
2. Applicant Contact (Primary):	
pp,//	
Name:	
Address:	
Addition.	
Primary Phone Number:	Secondary Phone Number:
Timary Friend Namibor.	Cooondary Frione Hamber.
Email:	
Email	
2. Day of Event Courts at (Must be on site).	
3. Day-of-Event Contact (Must be on-site):	
Name	
Name:	
Division	
Phone:	
4. Professional Event Organizer/Management	Company (if applicable):
Company Name:	
Contact Name:	
Phone:	Email:

5. Media Contact (if different from applicant):			
Name:	Name:		
Phone	: E	Email:	
6. City	Business License Number (if applicable)		
Section	n 3: Site Use & Logistics		
1. Use	of Public Property/Right-of-Way:		
	<ul><li>a. Will the event use any City/Public Park</li><li>b. If YES, specify name(s):</li></ul>	x, plaza, or facility? 🗆 YES 🗆 NO	
	Parks	Facilities	
	☐ Amador Valley Community Park	☐ Amador Recreation Center	
	☐ Bernal Community Park	☐ Pleasanton Senior Center	
	☐ Creekside Park	☐ Firehouse Arts Center	
	☐ Delucchi Park	☐ Veterans Memorial Building	
	☐ Ken Mercer Sports Park	☐ Other:	
	☐ Lions Wayside Park		
	☐ Val Vista Community Park		
	☐ Other:		
c. Note: Separate facility rental agreements/permits are required from the Library and Recreation Department and applicable fees will apply.  2. Will the event use any street, sidewalk, trail, median, or other public right-of-way?			
	YES	NO	
a. If YE	S, specify location(s):		

3. Will the event use any City-owned parking lot or other City property?			
	YES		NO
a. If YE	S, 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)?			
, .			
	YES		NO
a. If YES, describe impact:			
5. Site Plan / Route Map:			
<ul> <li>a. **REQUIRED ATTACHMENT: ** A detailed site plan or route map (computer generated) must be submitted. It should clearly show:</li> </ul>			
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:

<ul> <li>Stages</li> </ul>	Booths	Vendors
Tents	Structures	Generators
Portable Toilets	First Aid Stations	<ul> <li>Waste Stations (trash/recycling/organics)</li> </ul>
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?

☐ YES	□ NO
b. If YES, list specific closures and times:	
c. Will "No Parking" signs be needed:	
☐ YES	□ NO
d. If YES, specify locations:	
shuttles):	oposed attendee parking plan (lots, street parking,
f. Describe plans for accessible (disabled) parki	ng:
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 noths of troval (min. 4' wide)
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):
17. Accessible food/beverage/vertaing areas (film, 5% accessible scatting/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?	
☐ YES	□ NO
b. If YES, check all that apply and describe type, size,	quantity, and location (show on Site Plan):
☐ Tents/Canopies (>400 sq ft requires separate	☐ Stages/Platforms
permit/inspection)	
☐ Bleachers/Grandstands	☐ Inflatable Devices (e.g., Bounce Houses – specific insurance required)
☐ Other:	
Description:	
Installation Company Name & Contact:	
2. Entertainment & Sound:	
a. Will there be musical entertainment or performanc	es?
a. Will there be musical entertainment or performanc	es?
□ YES b. If YES, describe type(s), number of stages/performe	□ NO
<ul><li>YES</li><li>b. If YES, describe type(s), number of stages/performed</li><li>c. Will sound amplification be used:</li></ul>	□ NO ers, schedule:
□ YES b. If YES, describe type(s), number of stages/performe	□ NO
<ul><li>YES</li><li>b. If YES, describe type(s), number of stages/performed</li><li>c. Will sound amplification be used:</li></ul>	□ NO ers, schedule:
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<ul> <li>□ YES</li> <li>b. If YES, describe type(s), number of stages/performed</li> <li>c. Will sound amplification be used:</li> <li>□ YES</li> <li>d. If YES, specify dates and times:</li> <li>Date:</li> <li>Note: Sound levels must comply with City Noise Ordinal</li> <li>e. Will electrical power be required?</li> </ul>	□ NO ers, schedule: □ NO □ NO Time: ance. (9.04.060 Noise Limits – Public Property).
<ul> <li>□ YES</li> <li>b. If YES, describe type(s), number of stages/performed</li> <li>c. Will sound amplification be used:</li> <li>□ YES</li> <li>d. If YES, specify dates and times:</li> <li>Date:</li> <li>Note: Sound levels must comply with City Noise Ordinates</li> <li>e. Will electrical power be required?</li> <li>□ YES</li> </ul>	□ NO ers, schedule: □ NO □ NO Time: ance. (9.04.060 Noise Limits – Public Property).

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)?

PES

NO

☐ YES	□ NO	
Note: Requires Fire Department review and potentially generally prohibited.	specific permits /safety measures. Pyrotechnics are	
4. Will there be animals involved (petting zoo, parade, etc.)?		
□ YES	□ NO	
Note: Health permits, and specific care/containment plans may be required.		
5. Will there be any carnival rides, game or oth	ner activities?	
□ YES	□ 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?						
□ Sold		Served		No		
b. If YES, Type:						
☐ Beer Only		Beer & Wine		Beer, Wine & Spirits		
c. Service Hours:						
То:		From:				
d. Describe your plan for responsib area, limits):	le alcoho	ol management (ID checks, s	server trai	ning, security, designated		

# 7. Food Service & Sales:

a. Will food be sold or served?	☐ YES				NO
b. If YES, describe how food will be	prepared/served				
(booths, food trucks, pre-packaged):					
(cooting, rood tracks, pro packaged	,-				
c. Number of food vendors/booths:					
d. Type of cooking equipment (shov	v location on Site F	Plan):			
□ None			Gas		
☐ Electric			Charcoa	al	
☐ Other					
Note: Requires a permit from the Co	unty Department o	f Environm	nental He	ealth	
Note: Must comply with City ordinan	ces regarding disp	osable foo	d ware (e	e.g., restri	ctions on single-use
plastics/polystyrene, preference for i	reusable or compo	stable fibe	er.) Provid	de examp	les/plan.
		_			
8. Will other merchandise or se	ervices be sold	?			
□ YES			10		
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?	YES	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?	YES	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:	YES	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.):	
Note: Arrangements must be made with the City's f	ranchised waste hauler (e.g., Pleasanton Garbage
Service for adequate service.	
b. Anticipated number/size of containers:	
i. Trash	
ii. Recycling	
iii. Organics (Required if serving food):	
c. Wastewater and Runoff Prevention:	

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 over 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	YES		NO	
attached:				
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.

# **CITY OF PLEASANTON**

# **Waiver of Indemnification Form**

In consideration of submitting this application								
described as a								
on I (we) do	o so with the understanding that I am (we are)							
fully responsible for the actions which occur a	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 an from the special event, and that special event								
participants shall conduct themselves in an o	rderly manner during the special event. I (we)							
agree to abide by any decision of City Officials	s relative to the ability to safely participate in							
the special event.								
I am (we are) aware that the special event may	y he hazardous to persons and property and							
assume all risks associated with this special e	• • • • • •							
injury and property damage.	ytone, motuamy, parmot annica to, porconat							
As the applicant for this special event permit,								
my (our) heirs and assigns, to release and disc								
the City of Pleasanton, its officials, employees								
any and all claims, loss, injury, or death, liabil								
attorney's fees) arising out of or in any way co	· -							
actions by the City of Pleasanton in providing								
shall not, waive any rights against the applican								
acceptance by City of the insurance policies p	provided.							
BY SIGNING THIS WAIVER AND INDEMNIFIC	CATION, I (WE) ACKNOWLEDGE THAT I (WE)							
HAVE READ AND UNDERSTOOD THE FOREG	OING, AND AGREE THAT I (WE), MY (OUR)							
HERIS AND ASSIGNS SHALL BE BOUND BY	THESE TERMS.							
Print Name:								
Applicant Signature:								
Applicant Signature.								
As the authorized Agent for (Event Name):								
Date:								

# Section 7: Required Attachments Checklist:

the sp every	ecified deadline. Check requirements with the City, as not all may apply to event.
	Application Fee Payment/Receipt
	Site Plan/Route Map
	Notification Plan (Sample letter/ lyer 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:

• Please ensure the following documents are submitted with your application or by

### **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:		YES		NO
	Conditions Attached:		YES		NO
Approved By:	Title:		Date:		
Department Reviews Completed:					
☐ Police	☐ Fire			Public \	Works
☐ City Attorney	☐ Library and Rec			Other:	

