



Public Works Department  
Environmental Services Division  
Special Event Permit Guidance



- ❖ The following conditions shall be required for all Special Event Permits/applications in compliance with the City of Alameda Municipal Code: DISPOSABLE FOOD SERVICE WARE, [Sec. 4-4](#); STORM WATER MANAGEMENT AND DISCHARGE CONTROL, [Sec. 18-21 to 18-25](#); and SOLID WASTE AND RECYCLING [Chapter 21](#); and, the Alameda County Waste Management Authority (ACWMA) Reusable Bag Ordinance (RBO) [2012-02](#), [2016-2](#) where applicable.
- ❖ **Large Events, with 1000 or more attendees (or > 500 w/food), must submit additional information with application:**
  - Provide a Map of the intended locations for Recycling, Organics, and Trash receptacles, liquid waste and washwater collection areas, concessions, and porta potties
  - Provide a written plan of event washwater, liquid waste, and spill management strategies, as appropriate
  - Submit proof of sufficient event service scheduled with Alameda County Industries

**General Cleanliness and Management of Waste Streams**

- ✓ Applicant is responsible for prompt cleanup of all litter and debris associated with this event and must ensure availability of sufficient garbage, recycling, and organics receptacles. Recycling and Composting is **required**.

**Arrangement for Hauler Service**

- ✓ Special event arrangements **must** be made with the City's franchised hauler, Alameda County Industries (ACI), to have adequate solid waste, commingled recycling services and appropriate organic collection capacity as a condition of this permit. Please file a confirmation email of the plan for extra service with ACI as part of permit application.

Call 510-483-1400 to arrange for service.



**Compliance with Disposable Food Service Ware Ordinance – see reverse for details:**

- ✓ Applicant must be aware that plastic single-use food ware is **prohibited**.
- ✓ Applicant must ensure that polystyrene foam (aka Styrofoam) food service ware is **not** used at the event.
- ✓ Applicant and/or Vendors **may not offer drinking straws** to attendees unless the customer has specifically requested that straw.
- ✓ Applicant must
  - a) strive to **use reusable** food service ware, or if unable to do so must
  - b) **ensure the use of disposable compostable-fiber\* food service ware.**(\*Examples: paper straws, cups, containers, bags, plates; wood or bamboo utensils.)

**Urban Runoff Water Quality Protection**

Applicant must ensure that no pollutants, including food waste/grease, liquid wastes, garbage/debris, animal waste, other materials or washwaters are discharged to the City's storm water drainage system (including gutters, curbs and storm drains) or to the San Francisco Bay. Incorporate best management practices (BMPs) and prompt, timely, and daily cleanups to prevent illicit pollutant discharges to the public right-of-way.

**Large Event Standard – Solid Waste and Recycling Plan**

For a Large Event, a solid waste and recycling plan is required. The plan shall include: (1) the anticipated number of 3-stream waste stations; (2) how contamination will be addressed; and (3) a map showing where the waste stations will be located.. Please file this plan along with the map with the special event permit application.

**Large Event Standard – Liquid Waste Management Plan**

Applicant shall, prior to permit approval, provide a written plan to Public Works identifying the process for collecting, removing, and disposing of food/drink concessions liquid wastes and washwaters from the event. This Plan shall include: (1) an event map indicating liquid waste and grey water handling locations; (2) proof of contract for liquid waste disposal services, if necessary; and (3) a description of event washwater management strategies.



# ALAMEDA'S FOOD WARE RULES

Restaurants • Parklets • Bars • Food Trucks

**✓ REUSABLE IS THE BEST OPTION**

Durable dishware that is washed and reused saves money and the planet.

**! COMPOSTABLE FIBER IS COMPLIANT**

Straws Available Only By Request

Paper-like, wooden or bamboo options break down more readily than any alternatives.

**✗ PLASTIC IS NOT ALLOWED**

These single-use items are rapidly polluting our oceans, and are no longer acceptable in Alameda.

1. Alameda's Disposable Food Service Ware Reduction Law went into effect on January 1, 2018. This Law is enforced and businesses will receive citations and fines for non-compliance.
2. Disposable food ware packaging must be made from compostable, natural fibers (paper-like, wood, uncoated is best).
3. Any form of plastic, single-use items are prohibited as food ware, including "Biodegradable" or "Compostable" plastics.
4. Transition your business toward reusable dishware and save money. ReThink Disposable, in partnership with the City of Alameda, can offer free consultation to get you started. Call (415) 369-9160 x 303 or email [rethinkdisposable@cleanwater.org](mailto:rethinkdisposable@cleanwater.org).



Questions? Call City of Alameda Public Works  
(510) 747-7900 • [AlamedaRecycles.org](http://AlamedaRecycles.org)



## 3-STREAM WASTE SORTING REQUIRED

Businesses are required to provide sorting receptacles for customers as shown below. Label each bin clearly for their designated purpose, and add pictures where appropriate.



- All reusable dishware (No disposable food ware, cups, or wrappers provided to customers)? Then 3-stream receptacles are NOT required in this specific case.
- Customers should not be using City of Alameda's sidewalk litter or recycling bins as a result of waste generated from your business - please capture disposable waste by providing 3-stream containers, as required.
- Businesses must ensure that the area near their business remains free of litter, leaves, grime, and spilled food/drink. *AMC 4-1.6 Commercial Litter Maintenance.*
- Keep area swept and tidy, and ensure that no substances are discharged to the sidewalks, streets, gutters or storm drain.
- Pressure washing or sidewalk cleaning cannot result in any washwater discharge to the street or storm drain system. Consider BASMAA-certified surface cleaning practices. Violators are subject to citations, fines, and even permit revocation.



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