

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538

[Permit Center Information](#)

Allow ten business days to process permit

Tent/Canopy Permits: \$750 Deposit is Required

Attached is the application material for authorization to temporarily encroach into the public right-of-way in the City of Alameda. Included with this application is a list of general conditions which may or may not apply to your activity. Please review these conditions along with the application and **answer all questions completely**. Please call (510) 747-6800 if you have any questions.

Complete the attached Application materials using blue or black ink, only.

1. **Complete the attached Indemnity and Hold Harmless Agreement.** The City must be indemnified against any and all property damage or bodily injury which may occur. The applicant assumes all responsibility.
2. **Certificate of Insurance and an Endorsement for General Liability Coverage** naming the City of Alameda as an Additional Insured in the amount of \$2 million for the duration of the activity. (See attached examples.)
3. **Notification of Event** passed out 300 feet to residential and/or commercial properties that will be impacted by the event.
4. **Diagram Map.** (See page 2 of application for additional required information.)
5. **Deposit.** (See above.) All time and material charges will be made against this deposit. (Balance of deposit will be refunded to payee after event and only upon completion of Request for Refund Form.)
6. **Required Signature Page** needs to be signed **before** the submission of this application.
7. **No Parking fees:** \$16.00 per space per day (may be waived for approved special events)

Return your completed application in person along with the items listed above to the Permit Center, Room 190, 2263 Santa Clara Avenue, Alameda from 7:30 a.m. to 3:30 p.m. Monday through Thursday. A Permit Technician will accept your application and fee, and route your application to the appropriate City departments for approval.

Please note: our office is closed on Friday.

After all approvals are received in the Permit Center, you will be contacted to read and sign the Special Event Conditions of Approval Form prepared for your Special Event.

TENT/CANOPY PERMIT SUBMITTAL REQUIREMENTS (TEMPORARY MEMBRANE STRUCTURES)

Chapter 31 – 2022 California Fire Code TENTS/ Temporary Special Event Structures and Other Membrane Structures - PERMIT SUBMITTAL REQUIREMENTS

- “Tent” A structure, enclosure, umbrella structure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.
- Temporary Special Event Structure is any temporary ground supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated in the California building Code
- Tents, with or without sides, having an area in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the fire code official.
- Tents must maintain a distance of 20 feet from other structures, property lines, and other temporary membrane structures, parked vehicles, generators or other internal combustion engines

All tents must comply with Chapter 31 of the 2022 California Fire Code. Those requirements include, but are not limited to, the following:

1. Description of the time the tent will be used
2. Detailed description of the intended use
3. Include a detailed drawing showing
 - a. Property lines
 - b. Fire Department access
 - c. Buildings on the property
 - d. Vehicles on the property
 - e. Other internal combustion engines on the property (Generators, Vehicles)
 - f. All tents located on the property
 - g. Interior details of individual tents/canopies, including:
 - i. Exit locations
 - i. Portable fire extinguisher locations
 - ii. “No Smoking” sign locations
 - iii. Display locations
 - iv. Seating arrangements
 - v. Emergency lighting, if required
4. Certificate of flame resistance from the State Fire Marshal
5. Posted occupant loads if applicable
6. Descriptions of all decorative materials
7. Documentation of structural stability and anchoring

REQUIRED ATTACHMENTS FOR THIS APPLICATION

FORM ID	FORM NAME	NO PAGES
SE1	Indemnity and Hold Harmless Agreement	1
SE2	Bicycle Parking Requirements	1
SE3	“No Parking” Certificate of Posting	1
SE4	Required Signatures Page	1
SE5	Temporary Encroachment	4
SE6	Request for Refund of Deposit	1
SE8	Insurance Requirements	4



INDEMNITY AND HOLD HARMLESS

AGREEMENT (SE1)

Planning Building & Transportation
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6800 • TDD: 510.522.7538
[Permit Center Information](#)

whose address is _____

(hereinafter "Indemnitor") in consideration of _____

agrees to the following terms and conditions:

Indemnitor shall defend, indemnify, and hold harmless the City of Alameda, its City Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, regardless of the merit of outcome of any such claim or suit arising from or in any manner connected to the event, services, or work conducted or performed pursuant to this Agreement and Permit.

Indemnitor shall defend, indemnify and hold harmless the City of Alameda, its City Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, accruing or resulting to any and all persons, firms, or corporations, furnishing or supplying work, services, materials, equipment, or supplies arising from or in any manner connected to the services or work conducted or performed pursuant to this Agreement and Permit.

By the signature below, Indemnitor agrees that it has read this Indemnity and Hold Harmless Agreement and accepts and agrees to each and every term and condition herein.

The signatory below warrants that he/she is authorized by the Indemnitor to execute on its behalf this Indemnity and Hold Harmless Agreement.

INDEMNITOR:

Date: _____

By: _____

Print Name: _____

Title: _____

REQUIREMENTS, EVENTS WITH MORE THAN 1000 PARTICIPANTS

1. Organizers should reserve space for bike parking commensurate with at least 5% of the total expected crowd. Expect a greater need for bicycle parking (10%) at any event located on Recreation and Park property.
2. In parking bicycles, an average length of 6 feet and width of 2 feet should be reserved for a single bike.
3. Bicycle parking should be within sight of a regular entrance to the event (maximum of a one-block radius). This can include car garages, schoolyards, parking lots, or on-street parking.
4. Valet parkers must handle the parking and return of bicycles. Bicycles should be returned upon receiving a claim check to ensure the same bicycles are returned that were left. Valet parkers should record the number of bicycles parked at the event and provide that number to the event sponsor in order to estimate the amount of space needed for the following year's event.
5. Bicycle parking should be monitored at all times by someone approved by the event sponsor.
6. Hours of operation of the secured attended bicycle parking must be at least the same hours as the event.
7. The sponsor shall be financially responsible for the secured attended bicycle parking in the event that bicycles are damaged or stolen.
8. Bicycle parking information must be provided whenever any kind of transportation or directional information is advertised for the event, in the same format and with equal amount of space. All events must indicate the location of the secured attended parking facilities and all event personnel must be aware of the location.

Should any unique circumstances arise in relation to the bicycle parking for a particular event, the applicant should contact the Transportation Planning at transportation@alamedaca.gov.

If you need a temporary “No Parking” zone, the City of Alameda provides temporary tow-away signs for use during special events and for moving vans. Temporary no parking signs are required to inform the public that vehicles parked in the posted no parking spaces, reserved by the sign’s dates and times, will be towed to clear the space required for the event. These signs shall be used to reserve the necessary parking space for a special event such as commercial or residential moves, community festivals, neighborhood events, and other similar needs. Temporary no parking signs are not intended to be used for parking of a personal vehicle. The application and issuance of no parking signs is administered in the Permit Center and enforced by the Alameda Police Department. **Please email the completed form to PWpermits@alamedaca.gov.** Because there is a legal requirement to post the signs 24 hours prior to enforcement, please apply for the signs no later than two (2) business days prior to your event.

Note: City of Alameda business days are Monday through Thursday.

Instructions for “No Parking” Signs

Where:

1. Metered spaces: Post sign on each meter
2. Non-metered spaces: Post one sign per each space (18-20 feet)
3. Red zones, green zones, and disabled (handicapped) parking zones may not be used for temporary "No Parking" signs.

How:

4. Use only twine, masking tape, or cinch ties to attach signs to meters, poles or trees.
5. Do NOT use duct tape, nails, or staples to attach signs.

When:

6. No parking signs must be posted at least twenty-four (24) hours in advance* otherwise the Alameda Police Department cannot enforce the “No Parking” restriction. As a courtesy to your neighbors, we recommend that you post sign seventy-two (72) to forty-eight (48) hours in advance. Once you post the sign(s) please notify the Alameda Police Department, they will need to come out to sign off on the encroachment permit, so they can begin enforcement. ALAMEDA POLICE DEPARTMENT: 510-337-8340.
7. No Parking hours/dates may not be extended past approved times.
8. All signs must be removed within eight (8) hours of posted ending time of restricted parking.

*Alameda Municipal Code Section 8-7.9—Temporary Parking Prohibitions

a. Whenever the use of a street or portion thereof is authorized for the movement of structures or vehicles of unusual size, parades, or construction and repairs to street, it shall be unlawful to park on that portion of the street where signs giving notice that parking is prohibited and subject to tow have been posted for at least twenty-four (24) hours prior to towing.



“NO PARKING” SIGNS CERTIFICATE OF POSTING

Public Works
950 W. Mall Square, Suite 110
Alameda, CA 94501
510.747.7900 • F: 510.769.6030 • TDD: 510.522.7538
Email: PWpermits@alamedaca.gov

APPLICATIONS ARE DUE 48 HOURS (2-BUSINESS DAYS) IN ADVANCE

EN#: _____

Reason or purpose of posting (construction, moving, filming, etc.):

“No Parking” Permit

Number of spaces requested: _____ @ \$16.00 per space per day
(One parking space is 18 to 20 feet in Length)

Address/Location: _____

Dates, from: _____ to: _____

Hours, from: _____ to: _____

Signs will be posted on: date: _____ time: _____

IMPORTANT NOTE: No Parking signs must be posted and Alameda Police must be notified and sign off on the encroachment permit at least 24 hours in advance. Otherwise, the no parking sign(s) cannot be enforced.

Applicant Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____

I hereby certify that “No Parking” sign permit will be posted no later than 24 hours in advance of the requested time as stated above. I understand that the No Parking sign(s) cannot be enforced by the Alameda Police Department if the signs are posted less than 24 hours in advance:

Signature _____

Date _____

Print name _____

FOR OFFICE USE ONLY

Quantity	×	Cost per space	×	No. of days	=	Total fee
	×	\$16.00	×		=	



REQUIRED SIGNATURE(S) PAGE

(SE4)

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[Permit Center Information](#)

The Required Signature(s) Page must be submitted with each application.

Police Department
(All applications)

Contact: Sergeant Brian Foster
E-mail: bfoster@alamedaca.gov
1555 Oak Street
Alameda, CA 94501
(510) 337-8339 (Please call first)

I have reviewed the attached application.

Signature

Date

Alameda Point
(Only Alameda Point property)

Contact: RiverRock Real Estate Group
950 West Mall Square
Alameda, CA 94501
(510) 749-0304 (Please call first)

Applicant has/will receive a license to film/photo-shoot at Alameda Point. This approval does not grant actual authority to film/photo-shoot until all approvals are granted by the City of Alameda Permit Center.

Signature

Date

City Owned Parks
(Only City Parks)

Contact: Amy Wooldridge (Monday-Thursday only)
Recreation and Parks Director
2226 Santa Clara Avenue
Alameda, CA 94501
(510) 747-7529 (Please call first)

Applicant has/will receive permission to film/photo-shoot in a City park. This approval does not grant actual authority to film/photo-shoot until all approvals are granted by the City of Alameda Permit Center.

Signature

Date



TEMPORARY ENCROACHMENT

(SE5)

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[Permit Center Information](#)

City Of Alameda No. _____
Date _____
Fees Paid _____
Encroachment Permit No. _____

- | | | | |
|---------------------------|--------------------|-------|-------|
| _____ | _____ | _____ | _____ |
| Name of Organization | Address | City | Zip |
| _____ | _____ | _____ | _____ |
| Person in charge of event | Phone number (day) | | |
- | | |
|-----------------------------|--------------------|
| _____ | _____ |
| Name/Title of Chief Officer | Phone number (day) |

3. List any other organizations which will participate in the proposed activity:

(Attach separate sheet if needed)

- Proposed date(s) and time(s) of activity:

Date: _____	Time: _____
Day Month	From To
Date: _____	Time: _____
Day Month	From To

5. What is the purpose of the proposed activity? _____

6. Please describe the activity: _____

7. Location of activity

Assembly point _____

Dispersal point _____

Please trace the exact route on an attached map or provide a drawing.

8. Estimate the number of participants: _____

9. Estimate the number of observers: _____

10. Will loudspeakers or sound devices be used? Yes No

If yes, how many? _____

Note: Applicant may be required to obtain an additional permit for sound devices.

11. To what extent will the streets and/or sidewalks on the proposed route be occupied? Please explain:

12. Number and kinds of vehicles to be used: _____

13. Number and kinds of animals: _____

14. Will your proposed activity require that street(s) be barricaded? Yes No

If yes, name of street(s) and/or intersections and indicate on attached map: _____

GENERAL PERMIT CONDITIONS

Please review the following list of General Permit Conditions and put a check mark beside those which apply to your activity.

- ___ 1. Applicant(s) agree to abide by all applicable provisions of the City of Alameda's Municipal Code.
- ___ 2. Applicant(s) understand and agree the proposed activity shall occur on the day and time as specified on the application.
- ___ 3. Applicant(s) understand and agree the number of participants in the proposed activity shall be restricted to that stated on the application.
- ___ 4. Applicant(s) understand and agree the proposed activity shall be restricted to the route(s), location(s), and dispersal point(s) as submitted with the application.
- ___ 5. Applicant(s) understand and agree the proposed activity shall be restricted to non-residential areas.
- ___ 6. Applicant(s) understand and agree the proposed activity will be restricted to only one-half of the street. Said portion of street must be clearly designated.
- ___ 7. Applicant(s) understand and agree to comply with restrictions applied to said activity by the State Department of Transportation.
- ___ 8. Applicant(s) understand and agree that use of said property will be restricted to those purpose(s) stated on the application.
- ___ 9. Applicant(s) understand and agree that the property to be used will be restricted to the area(s) as indicated on the application map or attached drawing.
- ___ 10. Applicant(s) understand and agree that the property shall be kept in a clean and orderly manner, free from debris.
- ___ 11. Applicant(s) understand and agree the movement of emergency vehicles shall have priority at all times.
- ___ 12. Applicant(s) agrees to obey all traffic laws applied to the proposed activity as determined by the City of Alameda.
- ___ 13. Applicant(s) understand and agree to provide security and traffic control as needed.
- ___ 14. Applicant(s) understand and agree that additional traffic control and security will be provided for said activity **by utilizing City of Alameda Police Officers on an overtime basis at the applicant's expense. The number of Police Officers to be determined by the reviewing Police watch Commander.**
- ___ 15. Applicant(s) understand and agree that equipment and lighting used for the proposed activity will not obstruct vehicular traffic.

____ 16. Applicant(s) understand and agree that a sound device will be operated only on the main arterials in Alameda and will not go into residential districts.

____ 17. Applicant(s) understand and agree to comply with all **Special Conditions** as may be required by City departments after review of application for proposed activity.

I declare that I am authorized to submit this application and that to the best of my knowledge and belief, all of the information given herein is true, accurate, and complete. Applicant(s), further acknowledges the General Permit Conditions as they apply to the proposed activity and agrees to fully comply with them.

Authorized Representative

Date

Application for Temporary Encroachment of Public Right-of-Way is hereby approved.

Building Official

Eric Shimp

Date

SPECIAL EVENT INSURANCE PURCHASE AND REQUIREMENTS

There are two options for obtaining Special Event insurance.

Option 1: Online Purchase

Go to the CJPRMA website below and scroll to the Special Event Insurance link on the bottom left hand corner of the website page and follow the instructions to obtain a printed Certificate of Insurance and Additional Insured Endorsement. Please have your credit card ready.

Go to www.cjprma.org and in the bottom left column, click on the Special Event Insurance Secure Online Application button.

Please note: Block parties are classified as “parties”. If you know in advance that your block party will involve “BYOB” (beer, wine, or liquor), please call Brigitt Whitescarver directly for quote, at: **(503) 977-5648**.

Inflatable devices/“bounce houses”: Please see additional instructions. If you have any problems accessing the website or no response, please call Sara Mullikin at (503) 977-5656 with Gales Creek Insurance Services, or email her at sara@galescreek.com.

Option 2: Provide Proof of Certificate of Insurance and Additional Insured Endorsement

For all designated coverages, the City of Alameda requires a certificate of insurance signed by the party authorized by the insurance company to bind the company to the coverage shown, as well as an additional insured endorsement to the policy.

Sample Information:

1) **Certificate of Insurance** (*sample attached*)

Designated Insurance Requirements:

- General Liability: \$2,000,000
- Company Rating: A.M. Best “A” or better

Provide the City of Alameda thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits or coverage including the name of the contract or event.

Signed by the party authorized by the insurance company to bind the company to the coverage shown. Other insurance coverages may be required based on the type of contract and scope of services.

2) **Endorsement to the Policy** (*sample attached*)

The endorsement **must** name the “City of Alameda, its council, Officers, Employees, Volunteers, Boards and Commissions” as additional insureds, include the policy number and type of policy coverage. The endorsement must be a separate document. **A statement included on the certificate, that the City is an additional insured, is not sufficient.**

3) Forward the certificate of Insurance and the Endorsement to the Policy to the Department Representative with whom you are conducting business.

Please ask your insurance broker or agent to provide both documents to the City **ten (10) days prior to the event** taking place since several departments must sign off on the entire request package before your participation in the event.



INFLATABLE DEVICE INSURANCE COVERAGE REQUIREMENTS

When purchasing insurance for a block party that includes an inflatable device, such as a bounce house, please note the following requirements:

- 1) The Inflatable Device Vendor **must** add you, the Event Holder/Applicant, as an Additional Insured(s) to their (Vendor) insurance policy
- 2) You, the Event Holder/Applicant, **must** provide proof of #1 to the City of Alameda, prior to approval of the final permit
- 3) If you, the Event Holder, owns the inflatable device, then no additional charges apply

Follow the directions on Page 1 to obtain insurance for your Special Event.

SELLING ALCOHOL

If you are 'selling' alcohol at your event, you must purchase a different type of alcohol liability insurance. Brigg Whitescarver at Gales Creek can help you with this, if you call her at (503) 977-5648.

It is important to know additional factors can be added to your liability, (i.e., inflatable jumpers, climbing walls, etc.) and you will have the options once you create an account and quote.

You are welcome to shop around for insurance and are in no way required to use Gales Creek. However, you are required to have the Liability and Alcohol Sales Permit (liability) in place before your event.

Please visit eventinsurancenow.com and look for the "Login Now" button, on the top right of the page. Register as a person to access the site. Then log in with your new credentials, and create a new quote. After you create this account, you input the details of the event.

The individual or entity hosting the event and/or leasing the facility is the *named insured*. (Not the facility/event location)

- The system will confirm pricing and event details
- Once the quote is offered, it is saved
- You can buy instantly, or come back later and buy

If you choose to bind coverage, it is very important that you input the *insured* and the *additional insured* info correctly. These are separate entities and must be entered in separate areas of the application. Again, **only** the individual or entity leasing the location for the event is *the insured*.

The *additional insured* is sometimes merely the name of the facility, but is usually the specific name/address of the facility owner that is requiring the insurance.

It is also important when completing the Credit Card Authorization screen, that the info here **matches** the billing name and address for the credit card you are using.

Once the Credit Card Authorization is complete, the system will prompt you to print your certificates of insurance and your receipt.

For more information, please contact:

Sara Mullikin, CISR | CSA

Gales Creek Insurance Services

5727 SW MacAdam Ave | PO BOX 69508

Portland, OR 97239

Sara@galescreek.com | P (503) 977-5656, F (503) 977-5856, or toll free (800) 755-1575

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)	
PRODUCER	FAX	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
INSURER E:			

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000								
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">WC STATU-TORY LIMITS</td> <td style="width: 50%;">OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU-TORY LIMITS	OTH-ER													
E.L. EACH ACCIDENT	\$													
E.L. DISEASE - EA EMPLOYEE	\$													
E.L. DISEASE - POLICY LIMIT	\$													
		OTHER												

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER 2263 SANTA CLARA AVENUE, ALAMEDA, CA 94501	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
---	--

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You): Albert H. DeWitt OClub
2. Name of Person or Organization (Additional Insured): US DEPARTMENT OF THE NAVY, ALAMEDA REUSE/REDEVELOPMENT AUTHORITY, ALAMEDA MUNICIPAL POWER, CITY OF ALAMEDA, and its members, officers, directors, agents, volunteers, employees and officials.
3. Additional Premium: NONE

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

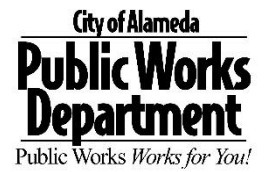
WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.



Public Works Department
Environmental Services Division
Special Event Permit Conditions/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 portable toilets
 - 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) a description of how contamination (inappropriate mixing of the waste streams) will be prevented/addressed; and, (3) a map showing where the waste stations will be located. Please file this plan and 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.



Questions? Call City of Alameda Public Works
(510) 747-7900 • 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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