



City of Alameda

Low Impact Special Event Permit Application

Welcome

We are happy you have chosen to plan a special event in the City of Alameda. The following pages contain the City of Alameda's **Low Impact Special Events Permit Application** and instructions developed to guide you through the process.

What events require a special event permit?

- Events that are held in the public right of way (i.e. on a public street, park, sidewalk, alley, pathway, or other right of way).
- Events held on private property that significantly impact the public right-of-way through increased vehicular traffic or other direct or indirect means.
- Events held on public or City-owned property at Alameda Point.

Events in Public Parks or Recreational Facilities

- Events in or traveling through [City-owned parks or facilities](#) with **more than 500 attendees** will require a special event permit.
- Events in or traveling through [City-owned parks or facilities](#) with **fewer than 500 attendees** do not require a special event permit, but do require a permit from Alameda Recreation and Parks Department (ARPD). Please visit the "Facility Rentals" section of the ARPD website to apply: <https://www.alamedaca.gov/Departments/Recreation-Parks>

Note: [Robert W. Crown Memorial State Beach](#) is owned by East Bay Regional Parks District (EBRPD), not the City of Alameda. Events at this location will require a permit from EBRPD. Please visit <https://www.ebparks.org/rentals-permits/permits/special-event> for more information.

Submit complete application to:

permits@alamedaca.gov

Staff will send link for fee payment

Questions?

Please contact 510-747-6800 or

permits@alamedaca.gov

Please note that **City Hall working days are Monday-Thursday (closed Friday).**

A typical City Hall **calendar week includes 4 business days**. The City also observes most federal holidays.

Event Types + Application Deadlines

Event Type	Application Deadline
Low Impact Events <ul style="list-style-type: none">• Fewer than 500 people, and• 1 day or less, and• Do not involve a road, trail, or sidewalk closure• For block parties, use Block Party permit listed below	16 business days before event date
High Impact Events <ul style="list-style-type: none">• Anticipate more than 500 people, or• 2 consecutive days or more, or• Road, trail, or sidewalk closure, or• Require city services	48 business days before event date
Block Parties <ul style="list-style-type: none">• Closure of portion of residential street for resident block party	16 business days before event date
All new High Impact or Alameda Point events that have not taken place in the City of Alameda before. <i>The City reserves the right to deny a first-time application, if submitted after the 6 month deadline.</i>	6 months before the event date



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Permit, Materials & Service Costs

Permit Type	Fee
Low Impact Event Permit Fee	\$1,371.54
Note: Fee is waived for non-profit events	
High Impact Permit Fees	\$3,047.24
Note: Fee is waived for non-profit events	
Block Party Permit	\$100.00
Tent Permit, including first inspection <i>May be higher if after-hours inspection needed</i>	\$445-\$1,001, depending on tent size

Service	Cost
Police Presence	\$171.46 per officer per hour
Fire Re-inspection, if needed	\$381 per hour
Fire Inspections outside of business hours	Actual overtime cost
Public Works (PW) Inspector	\$252.33 per hour
PW Inspections outside of business hours	\$283.45
Building Inspections	\$242 flat fee
Building Inspections outside of business hours	Actual overtime cost

Fees for support from additional departments may apply on an as-needed basis.

Large events, or events with other risk factors such as alcohol consumption, may require police presence to ensure safety of participants and organizers. The Police Department will review your application to determine whether police security is required, and if so, how many officers are needed.

Special Event Permit Process

1. Submit special event permit application and fee.
2. City staff screens initial applications.
3. For high impact events, event organizer meets with City of Alameda Special Events Committee to determine detailed arrangements, missing documentation, etc.
4. City issues conditions and requests additional documentation from organizer.
5. Organizer agrees with conditions, submits any additional documents, and takes all other necessary actions as required by City.
6. City issues special event permit.
7. Event occurs.
8. City issues and organizer pays invoice for additional permit costs, if applicable.

Note: Submission of a special event permit application does not guarantee approval of event or issuance of permit. The City reserves the right to reject special events requests due to space availability, limited resources, impact to community, and/or other reasons.

Special Event Permit Attachments

Please see **Appendix 1** for a complete description of these attachments.

Attachments	Required For
Site Plan (Attachment A)	All events
Notification Plan (Attachment B)	All events
Insurance Documents (Attachment C)	All events
Environmental Documentation (Attachment D)	All events with > 1,000 attendees (or > 500 w/food)
Traffic Control/Detour Plan (Attachment E)	All events which close streets, trails or sidewalks
Alameda Point Signature Page (Attachment F)	All Alameda Point Events
Parking Plan (Attachment G)	All Alameda Point Events



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Additional Permits and Documentation

While we have tried to make this process as “one-stop” as possible, it is your responsibility to contact federal, state or county agencies for other relevant permits and permission.

Please note that the table below is just a reference listing of other potential permits that may be required. Please read the entire application and fill out all questions pertaining to your event.

Type of Event	Other documentation needs (please include with application)
Alcohol Involved	Alcohol Beverage Control permit https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/
Food-related	Alameda County Department of Environmental Health https://deh.acgov.org/operations/index.page
Events on or adjacent to Route 61	<p>If your event encroaches upon or is adjacent to a portion of California State Route 61 in Alameda, permit approval from CalTrans is required. Please note the following:</p> <ul style="list-style-type: none"> • CalTrans permits are not required for events on Webster Street from Taylor Avenue to Eagle Avenue. • If you wish to avoid applying for a CalTrans permit, please hold your event a minimum of one block from SR61. <ul style="list-style-type: none"> ○ On Webster – begin north of Taylor (north of Santa Clara preferred) and south of Eagle (south of Buena Vista preferred) ○ On Park St. - begin north of Central Ave (if Alameda Ave remains closed) <p>Caltrans permit info: https://dot.ca.gov/programs/traffic-operations/ep</p> <p>Note: Caltrans permits will be approved or denied within 60 calendar days from submission of the <u>complete application</u>. Allowing more time is strongly recommended to allow for incomplete applications, comments and/or complex projects.</p>
Events on AC transit bus route	<p>If your event will close any portion of an AC Transit bus route, you must provide a Detour Plan from AC Transit. Please visit this link to coordinate: https://www.actransit.org/construction-event-notification. Current AC Transit bus routes can be reviewed here: https://www.actransit.org/maps-schedules.</p>
Events at Robert Crown Memorial Beach	<p>Events at Robert W. Crown Memorial State Beach will require a permit from EBRPD. Please visit https://www.ebparks.org/rentals-permits/permits/special-event for more information.</p>
“No Parking” sign permits	<p>If your event will be held on a street with public parking, you will need to apply for No Parking signs. See Appendix 5 for more information.</p>



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Section 1: Event Type

Check all that apply

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Music/Concert | <input type="checkbox"/> Performance | <input type="checkbox"/> Political Activity |
| <input type="checkbox"/> Sales/Retail/Promotional | <input type="checkbox"/> Parade | <input type="checkbox"/> Run, Walk or Bike Race |
| <input type="checkbox"/> Other (please specify): _____ | | |

Section 2: Event Characteristics

Check all that apply

- | | | |
|---|--|---|
| <input type="checkbox"/> Alcohol Sold or Served | <input type="checkbox"/> Food Sold or Served | <input type="checkbox"/> Tents, Stages + Other Structures |
| <input type="checkbox"/> Food Truck | | |

Note: If any of the characteristics in Section 2 apply to your event, you may need additional state, county or local permits for your event. These must be included as part of your Special Event permit. Please see page 3 of this document for more information.

Planning to close a street, sidewalk or other public right-of-way, have a multi-day event, or expect more than 500 attendees? If so, please see use the High Impact Special Event permit application.

Planning a block party? Please use the Block Party permit application.

Section 3: Contact Information

Event Title: _____ Event Date: _____

Sponsoring Org.: _____ Date Application Submitted: _____
(must be insured)

Application Contact

Name: _____ Email Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Address: _____

Day-of Contact (for emergency services, inspections etc; must be on-site the day of the event)

Name: _____ Phone Number: _____



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Section 4: Event Information

Total expected attendance per day: _____

(more than 500 use high impact event permit)

Set-up: Date: _____ Time: _____ Day of Week: _____

Event Starts: Date: _____ Time: _____ Day of Week: _____

Event Ends: Date: _____ Time: _____ Day of Week: _____

Dismantle: Date: _____ Time: _____ Day of Week: _____

Event Location: _____

Event Description

Section 5: Sponsoring Organization Information

Is the sponsoring organization a for-profit business or organization? ☐ Yes ☐ No

Is the sponsoring organization a non-profit organization? ☐ Yes ☐ No

Is the City of Alameda the primary producer of this event? ☐ Yes ☐ No

Is the City of Alameda a partner or sponsor of this event? ☐ Yes ☐ No

If yes, please provide the name and phone number of your primary contact at the City: _____

Please provide your Alameda Business License number: _____

Note: Special Event permit fees are waived for non-profit/public benefit events. However, the fees for the following services and materials may still apply:

- No Parking Signs
- Police Security
- Tent Permits
- Fire Inspection
- Building Inspection

Please see page 2 for associated costs.



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Section 6: Use of Public Property or Public Right of Way

1. Will any part of this event take part on or impact public property? ☐ Yes ☐ No
If yes, provide location:
- _____

Note: If your event will require closure of or significantly impact a road, sidewalk, trail or other public right-of-way, please use the High Impact Special Event permit application.

Holding your event in a park?

- Events in or traveling through [City-owned parks or facilities](#) with **more than 500 attendees** will require a high impact special event permit.
- Events in or traveling through [City-owned parks or facilities](#) with **fewer than 500 attendees** do not require a special event permit, but do require a permit from Alameda Recreation and Parks Department (ARPD). Please visit the “Facility Rentals” section of the ARPD website to apply: <https://www.alamedaca.gov/Departments/Recreation-Parks>
- For events at [Robert W. Crown Memorial State Beach](#) please visit <https://www.ebparks.org/rentals-permits/permits/special-event> or email specialeventpermit@ebparks.org for more information.

Section 7: Parking

*In addition to the information below, events at Alameda Point are required to submit a Parking Plan (Attachment G, as described in **Appendix 1**)*

1. Please provide a description of your parking plans (*i.e., where you expect event attendees will park, if substantial automobile or bicycle traffic is expected*)
- _____
- _____

2. Please describe your plans for disabled parking: _____
- _____



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Section 8: Event Notification

Note: Businesses and residents within 300 feet of the event will require written notice at least 10 days in advance of the event. Depending on circumstances, some events may require more notice.

1. Please describe your plans to notify residents and/or businesses impacted by the event: *All events are required to submit a Notification Plan (Attachment B, as described in **Appendix 1**).*

Section 9: Tents, Canopies, Stages, Bleachers and Other Structures

1. Are you installing any structures or tents/canopies/bleachers? ☐ Yes ☐ No
*If yes, please review **Appendix 2** for documentation requirements. Additional documentation may be required for stages, grandstands and/or bleachers.*

☐ Stages ☐ Tents/Canopies ☐ Grandstands/bleachers ☐ Other:

Please describe the type, size and number of structures (plans may be required for review).

(Use additional sheets, if necessary)

2. Contact information of the service provider(s) installing the tent, structures etc

Name: _____ Company: _____

Phone: _____ Email: _____

Note: Enclosed tents greater than 400 square feet require additional review, documentation and permit fees. Please see **Appendix 2** for more information.



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Section 10: Entertainment & Sound

1. Do you plan to have any sound amplification? ☐ Yes ☐ No

☐ Music ☐ Other, please describe: _____

If yes, please note dates and times: _____

Note: Acceptable levels of sound amplification are established by the Alameda Noise Regulations (AMC Chapter IV, Article II, Sec 4-10). Please click here for full text:
https://library.municode.com/ca/alameda/codes/code_of_ordinances?nodeId=CHIVOFPUA_ARTIINORE

2. Is electrical power required (for sound amplification, lighting, etc.)?

If yes, please provide type: ☐ Yes ☐ No

☐ Portable generator ☐ AMP temporary power service ☐ Other, please describe: _____

3. Will there be a car show at the event? ☐ Yes ☐ No

If yes, describe activities _____

4. Will there be open flames of any kind at the event? ☐ Yes ☐ No

If yes, describe activities _____

Note: Open flames of any kind may require additional review and documentation.

Note: Pyrotechnics are not permitted in the City of Alameda.

Section 11: Alcohol, Food & Merchandise Information

1. Will alcohol be sold or served? Served ☐ Sold ☐

What kind of alcohol will be served? _____

Between what hours will alcohol be served?

From: _____ am/pm To: _____ am/pm



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Section 11: Alcohol, Food & Merchandise Information (Cont'd)

Temporary Alcohol Permit: If alcohol is being served or sold, include a completed application from the Department of Alcohol Beverage Control for Daily License (form ABC-221) signed by the property owner (or include a separate letter stating that the property owner authorizes the sale of alcoholic beverages on the date of the requested permit). For information, visit: <https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>

Note: The temporary alcohol permit application may require approval from the Alameda Police Department. If approved, the Alameda Police Department will sign off on the temporary alcohol permit application submitted as part of the special event permit process.

2. Will food be served at the event? Yes ☐ No ☐

If yes, please describe how food will be served and/or prepared: _____

Note: Plastic single use foodware, including bioplastic, is prohibited at all Alameda events. Applicants must

- strive to use reusable food service ware, or if unable to do so must
- ensure the use of disposable compostable-fiber food service ware.

Please see **Appendix 3** for more information and a complete list of requirements. For large events, applicants must submit **Attachment D: Environmental Documentation**, as described in Appendix 1.

Note: A separate **Alameda County Health Permit** is required for any event with food. For more information and to apply for this separate permit, please visit <https://deh.acgov.org/operations/tff.page>.

3. What kind of cooking equipment will be used?

- ☐ None ☐ Charcoal ☐ Gas ☐ Electric
- ☐ Other, please describe: _____

4. Will a temporary food heating system be used? Yes ☐ No ☐

5. Will food, goods or other services be sold at your event? Yes ☐ No ☐

6. What is the total number of anticipated vendors? _____



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Section 12: Security

1. Do you plan to hire a private security company as security or crowd control for this event? Yes ☐ No ☐

If yes, please provide name, contact information, and a reference for previous event worked:

Company: _____ Contact: _____

Phone No.: _____ Email: _____

Reference Event: _____ Contact: _____

Phone No.: _____ Email: _____

Note: Alameda Police Department may require the use of police and/or private security for large events or events with other risk factors, such as alcohol consumption, at the cost of the applicant. Cost of police security, if required:

- Lieutenant: \$201/hour
- Sergeant: \$159/hour
- Officer: \$126/hour

If police security is not available due to staffing, private security may be required.

Note: Large events with enclosed spaces may require a Security Plan, including details such as emergency evacuation and lighting, and additional inspections.

Section 13: Professional Event Organizer

1. Will you hire a professional event organizer to coordinate all or part of this event? Yes ☐ No ☐

If yes, please provide name and contact information:

Company: _____ Contact: _____

Phone No.: _____ Email: _____



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Section 14: Portable Toilets and Hand-Washing Sinks

1. Do you plan to provide portable toilets and/or hand-washing sinks at your event? *If yes, please show location in Site Plan (Attachment A).* Yes ☐ No ☐

If yes, please provide numbers below:

_____ Number of regular toilets _____ Number of ADA approved toilets

_____ Number of hand-washing sinks (required if food is being served)

Please provide the name of the service provider below:

Company: _____ Contact: _____

Phone No.: _____ Email: _____

Mailing Address: _____

Equipment Set-Up Date: _____ Equipment Pick-Up Date: _____

2. If you will not be providing portable toilet facilities, please provide information as to the availability of restroom facilities in the immediate area of the event site that will be available to public during the event (include ADA accessible and non-ADA accessible facilities).
- _____
- _____

Note: Portable toilets and handwashing sinks should be placed at least 15 feet from the shoreline, any storm drain and/or any impervious surface area, such as sidewalks, streets and gutters. All regular portable toilets placed on any paved surface shall have a containment tray.

Section 15: Use of Animals

1. Are animals a part of this event? ☐ Yes ☐ No

If yes, what type(s) of animals will be used? _____

What is the purpose of the animals (petting zoo, parade etc)?



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Section 16: Environmental, Garbage and Recycling Services

Prior to completing this section please review *Environmental Guidance for Special Event Permit Applicants (Appendix 3)* in detail.

1. How will garbage and recycling waste be handled at the event? *Please address:*
 - ☐ how any exterior cleanup washwaters/liquid wastes be contained and collected for proper disposal to sanitary sewer connections,
 - ☐ what will be done to ensure litter is not left behind, and
 - ☐ any other event-specific considerations (use additional sheets if necessary)

Note: 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 contact Carrie Wright to arrange service: cwright@alamedacountyindustries.com.

2. Please specify below the anticipated number and size of waste containers:

	Organics	Size(s)	Recycle	Size(s)	Trash	Size(s)
Number of containers						
Number of roll-off bins						
Number of dumpsters with lids						

3. How will food and beverage vendors (if any) handle their wastewater, such as soapy water, rinse water, cooking oil, syrups, water from ice chests, etc.? Clarify roles of vendors and event hosts in wastewater disposal. *Please provide a detailed description of how wastewater will be disposed of, attaching another sheet if needed.*



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Section 16: Environmental, Garbage and Recycling Services (cont'd)

5. How will you notify food and beverage vendors (if any) as to the proper disposal of wastewater?

6. How will vendors prevent the disposal, spill or deposit of food, automotive fluids, hydraulic fluids, grease and other materials from any storm drain or impervious surface area, such as sidewalks, streets or gutters?

Note: Please identify locations of all storm drains and vendors on Site Plan (Attachment A).

7. Will there be food trucks at this event? Yes ☐ No ☐

If yes, please provide the following information on an additional sheet (can be part of Attachment D, if applicable):

- ☐ *How the waste from the food trucks will be handled; will this be going into the waste collection stations or will food trucks be responsible for this material?*
- ☐ *If waste collection bins are being utilized, describe where material will be deposited for collection by ACI.*
- ☐ *Please provide photographic examples of all food service ware to be used at the event.*
- ☐ *As a reminder, all food trucks must comply with Alameda Municipal Code (AMC) 4-4 Disposable Food Ware Service.*



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Section 17: Insurance Information

Note: Before completing this section please review *Special Event Insurance Purchase and Requirements (Appendix 6)* for a complete summary of insurance requirements, and suggestions on how/where to purchase.

1. Do you have at least \$2,000,000 in general liability insurance per occurrence?
☐ Yes ☐ No
2. Do you have a Certificate of Insurance AND an Additional Insured Endorsement (separate document) naming the "City of Alameda, its Council, Officers, Employees, Volunteers, Boards and Commissions" as additional insureds?
☐ Yes ☐ No

Note: The Certificate of Insurance and Additional Insurance Endorsement must be included in Attachment C (Insurance Documents).

The Certificate of Insurance must include the following requirements:

- General Liability: \$2,000,000 per occurrence
- Company Rating: A.M. Best "A" or better
- Must be active during the time period when the event is held.

The Additional Insured 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.
- Must be a separate document from the Certificate of Insurance. **A statement included on the certificate, that the City is an additional insured, is not sufficient.**

Please see *Special Event Purchase and Requirements (Appendix 6)* for a complete summary of insurance requirements, samples and suggestions on how/where to purchase.

Note: The sponsoring organization listed in Section 3 must be the insurance holder; the signor of the Indemnity and Hold Harmless agreement in Section 18 must be a legal representative of this organization with authorization to sign.

3. If you have an inflatable device, such as a bounce house, has the Inflatable Device Vendor added you as an Additional Insured(s) to their (Vendor) insurance policy?
Proof of this is required prior to final permit approval. ☐ Yes ☐ No ☐ No Inflatable
4. If you are serving alcohol, do you have alcohol liability insurance? *This is required, please see Special Event Purchase and Requirements (Appendix 5) for information on how to purchase.*
☐ Yes ☐ No ☐ No Alcohol



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Section 18: Indemnity and Hold Harmless Agreement

whose address is

(hereinafter "Indemnitor") in consideration of an application for:

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: _____



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Section 19: General Permit Requirements

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

- ☐ 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.**



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- ____ 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.
- ____ 18. Applicant(s) agree to keep a copy of their issued Special Event permit on-site at all times during the event, and to provide the permit to any City staff, including inspectors, Police, and/or Fire personnel, when requested.

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



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Appendix 1: Attachments

Attachment A: Site Plan

For all events, please attach a site complete plan of your event, including:

- ☐ Location(s) of all uses of public property and public right of way
- ☐ Location(s) and dimensions of any structures, including buildings, climbing structures
- ☐ Location(s) and dimensions of any tents or canopies
- ☐ Location(s) and dimensions of any grandstands, bleachers, or folding or telescoping seating
- ☐ Location(s) and type of cooking equipment, cooking areas, and food booths
- ☐ Location(s) of temporary heating system
- ☐ Location(s) of all trash and recycling receptacles
- ☐ Location(s) of any signs to be placed, both directional and advertising the event
- ☐ Location(s) of all street closures, including location and number of barricades and signs
- ☐ Location(s) of all display areas, play areas, judging areas, staging areas and seating areas
- ☐ Location(s) of bicycle parking, if required

If a parade/race is involved, please also include:

- ☐ Staging area
- ☐ Judging area
- ☐ Start and ending area
- ☐ Location of bleachers, grandstands, or related structures
- ☐ Directional arrows showing the exact route of the parade

Attachment B: Notification Plan

For all events, businesses and residences within 300 feet of your event will require written notice at least 10 (or more) days in advance of the event. Depending on circumstances, some events may require more notice.

Please provide the following information:

- ☐ Copy of notification to businesses and residents.
- ☐ Map indicating businesses and residences to be notified of the event.

Attachment C: Insurance Documents

For all events, please provide the following information:

- ☐ Certificate of Insurance
- ☐ Additional Insured Document
- ☐ If you are having an inflatable device (e.g. bouncy house), you must include proof that the Inflatable Device Vendor has added you, the Event Holder/Applicant, as an Additional Insured(s) to their (Vendor) insurance policy



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Appendix 1: Attachments (cont'd)

Attachment D: Environmental Documentation

Events with 1000 or more attendees (or > 500 w/food), must submit:

- ☐ A map of the intended locations for Recycling, Organics, and Trash receptacles, liquid waste and washwater collection areas, concessions, and porta potties (may be a part of Site Plan).
- ☐ A written plan of event washwater, liquid waste, and spill management strategies, as appropriate. Please see **Appendix 3** for more information about local requirements and what should be included in the plan.
- ☐ Proof of sufficient event service scheduled with Alameda County Industries (*e.g. service quote, invoice, email etc*).
- ☐ Photographic examples of all food service ware to be used at event by all vendors.

Reminder: single use plastic including bio-plastic is prohibited in Alameda's Food Service Ware Ordinance.

See **Appendix 3: Environmental Guidelines for Special Events** for more information about environmental regulations, including permissible foodware.

Attachment E: Traffic Control/Detour Plan

If your event intends to close the street, sidewalk or public pathway, you are required to submit a traffic control plan for City review and approval. Traffic control plans shall be prepared by individuals experienced in preparing traffic control plans. If your event is particularly large or complicated, a traffic control plan prepared and stamped by a State of California registered Civil or Traffic Engineer may be required.

The traffic control plan must conform to the California Manual of Uniform Traffic Control Devices (CA MUTCD) and should include but is not limited to:

- ☐ Plan of all streets to be closed
- ☐ Detour routes for all modes of transit including automobiles, pedestrian and bicycles
- ☐ Locations, spacing and number of all proposed signs and barricades
- ☐ Location of all No Parking signs

Please refer to our website to obtain an informational list of traffic control vendors.



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Appendix 1: Attachments (cont'd)

Attachment F: Alameda Point Signature Page (Alameda Point Only)

For all events at Alameda Point, please provide:

- ☐ Alameda Point signature page (Appendix 7), signed by City's property manager

Please refer to the Alameda Point Special Event guidelines on the City's website for more information about holding events at Alameda Point.

Attachment G: Parking Plan (Alameda Point Only)

For events at Alameda Point, please provide the following information:

- ☐ Map and list of addresses of parking lots to be used for event parking, including total number of spaces available and number of disabled parking spaces.
- ☐ Letter authorizing use of any privately owned parking lots.
- ☐ Map indicating the following
 - ☐ Adequate disabled parking
 - ☐ Adequate publicity and signage to direct event attendees to available parking
 - ☐ Adequate bicycle parking (see Appendix 3)
- ☐ Other efforts to provide shuttle services to and from the event site, and/or to provide information on alternative transportation such as carpooling, BART, and AC Transit



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Appendix 2: Tent/Canopy Permit Submittal Requirements

ALAMEDA FIRE DEPARTMENT FIRE PREVENTION BUREAU

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 combustions 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



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Appendix 3: Environmental Guidance for Special Event Permits

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 (Attachment D):

- ☐ A map of the intended locations for Recycling, Organics, and Trash receptacles, liquid waste and washwater collection areas, concessions, and porta potties (may be a part of Site Plan).
- ☐ A written plan of event washwater, liquid waste, and spill management strategies, as appropriate. Please see below for more information about local requirements and what should be included in the plan.
- ☐ Proof of sufficient event service scheduled with Alameda County Industries (*e.g. service quote, invoice, email etc*).
- ☐ Photographic examples of all food service ware to be used at event by all vendors.

Reminder: Single use plastic including bio-plastic is prohibited in Alameda's Food Service Ware Ordinance.

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.**

[Continued on next page]



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Appendix 3: Environmental Guidance for Special Event Permits (cont'd)

Compliance with Disposable Food Service Ware Ordinance

- ✓ 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.)

For a list of compliant product options please see the link below put together by our colleagues at the County of San Mateo:

<https://docs.google.com/spreadsheets/d/10GyjdaeAkHp66FJ71RFckXATikL3PGS1ZQ8Uyh5PIWw/edit?gid=0#gid=0>

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.



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Appendix 4: Bicycle Parking 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.



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Appendix 5: No Parking Signs Information and Application



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Appendix 6: 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 on the next page. 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.

1) Certificate of Insurance

Designated Insurance Requirements:

- General Liability: \$2,000,000 per occurrence
- 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 of 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

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.**

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**



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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. Brigitt 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.



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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



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Appendix 7: Alameda Point Signature Page

All events at Alameda Point require approval (and possibly a licensing agreement) from the City's property manager prior to submittal. Please review the Alameda Point Special Event Guidelines on the Special Event Permit website for more information.

Please submit this page with your special event permit application.

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

Signature _____ Date _____