



Special Event Permit Application

City of Dublin - Parks and Community Services Department

Attn: Anthony Calvo, Recreation Supervisor, Anthony.Calvo@dublin.ca.gov

Thank you for your interest in planning a successful and safe event in Dublin. Events are a great way to build community and celebrate diversity, heritage and uniqueness. Depending on the nature of your event, you may need to obtain additional permits or approvals to ensure a well-planned event. The City of Dublin has created this Special Event Permit process to help you determine what type of City permits and approvals you will need.

Submit your completed application **at least 60 days before your proposed event date** with a check made payable to the City of Dublin for \$325 (non-refundable processing fee). This fee may also be paid by cash or with credit card.

Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. Staff will reserve the date(s), times and location requested with complete application and required payment. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

During the review process you will be notified if your event requires additional information, permits, or licenses. Delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event.

Depending on the impact on City services, size and type of event, a group meeting with you may be scheduled to clarify questions and concerns with 15 business days of the submitted application.

Other Permits and Documentation Required

While the City of Dublin provides basic information about permits and licenses required by other agencies, it is your responsibility to contact federal, state, or county agencies for questions regarding other relevant permits.

Additional Documentation

The following table is a guide to what required additional documentation you may need to ensure your application is processed quickly and accurately. **Please note that this table is only a guideline. Please read the entire application and fill out all questions pertaining to your event.**

Type of Event	Other Documentation Needed (Please fill out all that apply to your event)
Athletic Event	Attachments A, C, D
Commercial Event	Attachments A, D
Concert/Performance	Attachments A, D
Festival/Celebration	Attachments A, B, C, D
Fun Run/Walk	Attachments A, B, C, D
Fundraising Event	Attachments A, D
Outdoor Market/Street Fair	Attachments A, B, C, D
Parade/Procession	Attachments A, B, C, D
Events including Food	Additional Documentation Needed
Food Vendor	See Alameda County Health requirements on pages 8-9

Events involving food must comply with all applicable Alameda County Health Department and Alameda County Fire Department regulations. Individual vendors are required to have Health Department permits. Additionally, applicants with more than one food vendor are required to obtain a Health Department permit for the entire event. The City may require that you provide additional volunteers or schedule additional maintenance labor at your expense, if food litter is expected to exceed the venue's normal trash capacity.

Application # _____

Special Event Permit Application

APPLICANT INFORMATION

Representative Name: _____

Organization Name: _____

Mailing Address: _____ City: _____ Zip Code: _____

Main Phone: _____ Secondary Phone: _____

E-Mail: _____ Website: _____

Name(s) of representatives who will be present at the event and be responsible for the event's activities:

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

Is the applicant a Dublin-based business, organization or resident? ☐ Yes ☐ No

Is the applicant a Nonprofit Organization? ☐ Yes* ☐ No *If yes, please provide 501(c)3 number _____

EVENT INFORMATION

Event Name: _____

Description of Event:

Event type:

Fun Run/Walk _____ Festival/Celebration _____ Outdoor Market/Street Fair _____

Parade/Procession _____ Concert/Performance _____ Athletic Event _____

Commercial Event _____ Charitable Event _____

Anticipated Attendance: _____ Anticipated Audience: (i.e. Family, Youth, Teens, etc.) _____

Park/Area Requested: _____

Date(s) Requested: _____

Will there be entertainment? ☐ Yes* ☐ No *If yes, please describe the entertainment and any conditions of the entertainment rider effecting the facility, if any _____

Special Event Permit Application

Planned Hours of Use (Rental of park areas is from 8:00 am until dusk. However, this is helpful for the Maintenance Staff):

Setup: _____ am/pm to _____ am/pm

Function: _____ am/pm to _____ am/pm

Cleanup: _____ am/pm to _____ am/pm

Will the function be open to the public? ☐ Yes ☐ No

Will an admission fee be charged? ☐ Yes* ☐ No *If yes, how much? _____

Will tickets be sold in advance? ☐ Yes* ☐ No *If yes, how will you sell tickets? _____

Is this a fundraising event? ☐ Yes ☐ No

Will donations be solicited onsite? ☐ Yes ☐ No

Have you previously held this event in Dublin? ☐ Yes* ☐ No * If yes, when/where _____

Is this planned as a reoccurring event? ☐ Yes* ☐ No *If yes, how often will it occur? _____

Have you previously held this event in other cities? ☐ Yes* ☐ No *If yes, when/where _____

If you've held this event before in Dublin or other cities, have police ever been dispatched to the event? ☐ Yes* ☐ No

*If yes, please explain the circumstances. _____

PUBLICITY

Where/how are you advertising the event? (check all that apply)

Facebook _____ Instagram _____ Email list _____

Print advertising _____ Website _____ Other _____

VENUE SET-UP/EQUIPMENT

Are any areas required to be blocked to the public or held exclusively for ticketed attendees? ☐ Yes ☐ No

Is electricity required for any vendors or entertainment? ☐ Yes ☐ No

Are you setting up sound equipment? ☐ Yes ☐ No

Will you have a sound technician? ☐ Yes ☐ No

Are you setting up light equipment? ☐ Yes ☐ No

Will you have a light technician? ☐ Yes ☐ No

Are you bringing portable restrooms? ☐ Yes* ☐ No *If yes, how many? _____ Which company? _____

Special Event Permit Application

Are you bringing dumpsters/recycling containers? ☐ Yes* ☐ No *If yes, how many? _____

Are you setting up festival tents? ☐ Yes* ☐ No *If yes, how many, where, what size? _____

Are you bringing pop-up tents? ☐ Yes* ☐ No *If yes, how many, where, what size? _____

Are you setting up stages? ☐ Yes* ☐ No *If yes, how many, where, and what size? _____

Are stages being set up the night prior to the event? ☐ Yes* ☐ No *If yes, will security be hired to stay overnight?
☐ Yes* ☐ No *If yes, which security company will be used _____

City many require portable restrooms and/or dumpsters and recycling, if the expected use exceeds venue's existing capacity. The number of restrooms or dumpsters we require will depend on venue length, crowd size and whether food/beverages are being consumed. City maintenance staff do not service portable restrooms. You may need to hire janitorial service.

FOOD & BEVERAGES

Will there be food or beverage at the event? ☐ Yes, free of charge ☐ Yes, for sale ☐ No

If yes, what type? _____

Will there be any on-site cooking? ☐ Yes ☐ No

How many tented vendors? _____ How many food trucks? _____

Is picnicking advertised or encouraged? ☐ Yes ☐ No

NON-FOOD VENDORS AND SPONSORS

How many tented non-food vendors or sponsors? _____

What types? _____

City many require you to provide additional volunteers or schedule additional event labor at your expense if number of booths (food and non-food vendors) exceeds 12.

PARKING AND TRAFFIC PLAN

Are you requesting any temporary street closures? ☐ Yes* ☐ No *If yes, please provide street map.

Are you promoting any of the following? (check all that apply)

☐ Bicycling ☐ Carpooling ☐ Public transit

Are you offering offsite parking? ☐ Yes* ☐ No *If yes, where? _____

Offsite Parking property owner's name and contact info: _____

Special Event Permit Application

HEALTH, SAFETY AND SECURITY

Will you have onsite First Aid? ☐ Yes* ☐ No *If yes, who is providing it? _____

Will you have onsite private security during the event? ☐ Yes* ☐ No *If yes, which company and how many security officers? _____

Describe your emergency plan, including communication procedures? _____

SPECIAL CONSIDERATIONS

The following items require special permission. Please indicate if you wish to discuss including any of the following at your event.

- ☐ Animals
- ☐ Candles/Open flames
- ☐ Inflatables/Jump houses
- ☐ Rides
- ☐ Signs/Banners

The Applicant hereby agrees to be responsible for any damage to the park, plaza and picnic areas occurring during and by this use and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agrees that the City of Dublin, its officers, employees, and volunteers, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers, employees, or volunteers. The Applicant has received a copy of the Facility Use Policy, Clean-Up Requirements, Insurance Requirements and Rules and Regulations and agrees to comply with the rules and regulations listed therein.

Signature of Applicant

Printed Name

Date

Special Event Permit Application

ATTACHMENTS

ATTACHMENT "A" – Site Plan **Due 60 days prior to event**

Please include 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 decoration, banners, or other advertisement at the event site
- ☐ 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 all entertainment stages, vendor/sponsor booths, event command post, speaker locations
- ☐ Location(s) of portable toilets

If a Fun Run/Walk or Parade/Procession 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" - TRAFFIC CONTROL/DETOUR PLAN **Due 60 days prior to event**

If you wish to close any streets or sidewalks, you may be required to obtain a certified traffic control plan drafted by a transportation or traffic engineer.

ATTACHMENT "C" - PARKING PLAN **Due 30 days prior to event**

Please provide the following information:

- ☐ Proof that adjacent property owners were notified of event
- ☐ Proof that adjacent property owners granted permission for event attendees to park on the adjacent property proposed for event parking
- ☐ Adequate disabled parking
- ☐ Adequate publicity and signage to direct event attendees to available parking
- ☐ 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 Wheels Bus Transit.

Special Event Permit Application

ATTACHMENT "D" - VENDOR INFORMATION

Due 30 days prior to event

The City of Dublin requires each food or retail vendor to have a Business License or Daily Business License (for one day events) to sell within the City of Dublin. If a vendor does not have this license, please contact the City's Planning Department at (925) 833-6610 for the appropriate form.

For each vendor, please include the following information:

[illegible]

Community Event Food Vendor Information

Due seven (7) days prior to event

Alameda County Health Permit – REQUIRED

- All accepted food vendors are required to have a health permit issued by Alameda County. The application can be accessed at http://www.acgov.org/aceh/food/TFF_Application_Booth.pdf or by calling (510) 567-6748.
- Vendor shall be responsible for complying with the Alameda County's health regulations and will be subject to a health inspection. If Vendor's booth fails to pass inspection, Vendor is solely responsible for a re-inspection fee and/or costs associated with closing and removing Vendor's booth from the Event. Re-inspection fee will be collected at the event before booth may re-open.
- Copies of the Pre-inspection/Self Inspection Form can be found at <http://www.acgov.org/aceh/food/Self-Inspection-Temporary-Event-Booth.pdf> or by calling (510) 567-6748.
- To avoid incurring a late penalty with Alameda County Health Department, submit your application at least two weeks prior to your event.

Alameda County Fire Code Activity Form - REQUIRED

- Food vendors are required to meet the California State Fire Marshall code as it relates to your tent, rig, fire extinguisher, etc. Failure to comply may result in closure of your booth. Vendors are advised to refer to the *Fire Code Requirements for Carnivals and Fairs and Tents and Other Membrane Structures Requirements* found on our website under **Forms**.
- All events utilizing tents or structures greater than 200 square feet are required to obtain necessary inspections and permits from Alameda County Fire. More information at the link below.
- Food vendors who will be utilizing any form of flame for cooking or any other purpose must complete the *Fire Code Regulated Activity/Use Application and Permit*. This document can be found at: <http://www.ci.dublin.ca.us/DocumentView.aspx?DID=643> or on our website under **Forms**.

General Rules and Regulations

- You are only authorized to sell food to attendees of the event for which you have been hired.
- Walking the park grounds to sell merchandise or handout fliers is prohibited. Vendors must remain inside booth space.
- An Alameda County Health permit is required to sell, serve or sample any food or beverage.
- Vendor must provide their own signage. Signage may not exceed five feet from the top of the tent or truck. **No handwritten signage will be permitted.**
- All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- Vendors are responsible for acquiring a seller's permit from the California State Board of Equalization. **Form BOE 410-D Swap Meets, Flea Markets, or Special Events Certification from the Board of Equalization (attached) must be submitted with application.** Vendors are responsible for submitting their own resale taxes.
- All necessary permits and/or licenses must be properly displayed.
- Vendors must use environmentally friendly serving ware as stipulated by the City of Dublin Environmental Services Division.
- No private generators are permitted.

Special Event Permit Application

- Nothing may be disposed of down storm water drains.
- Food truck vendors must provide their own drip-pans or tarps under vehicles.

Required Insurance

Liability Insurance: All vendors are required to provide a Certificate of Insurance evidencing Commercial General Liability or Comprehensive Personal Liability coverage for a minimum of \$1,000,000 per occurrence or \$2,000,000 aggregate. The vendor shall provide proof of insurance by deadline.

- The certificate must name: ***City of Dublin, 100 Civic Plaza, and Dublin, CA 94568*** as the certificate holder.

The Additional Insured Endorsement must include: ***The City of Dublin, its officers, employees, agents and volunteers as additionally insured.***

Waiver and Release of Liability

1. Applicant's vendor acknowledges and understands that participation in the Event involves potential risks that may arise from the actions and inactions of Vendor, other individuals attending the Event, or the City and its officials, employees, agents and volunteers. Vendor expressly agrees to accept and assume full responsibility for any and all risks of bodily injury, death or property damage caused by or arising directly or indirectly from Vendor's participation in the Event, regardless of the cause. Participation in the Event is purely voluntary, and Vendor elects to participate in spite of the risks.
2. Vendor releases the City, its officers, officials, employees, agents, and volunteers ("the Released Parties") and waives all actions, claims and demands that Vendor or Vendor's heirs, executors, representatives, insurers, attorneys, administrators or assigns ("the Releasing Parties") may have or may hereafter have for any personal injury, bodily injury (including death) or property damage that Vendor may directly or indirectly incur while participating in the Event, including but not limited to that incurred as a result of the negligence of the Released Parties. Vendor, on behalf of both Vendor and the Releasing Parties, agrees not to sue the Released Parties on the basis of these waived and released claims.
3. Vendor agrees to comply with all stated and customary terms, posted safety signs, rules, and verbal instructions as conditions for participation in the Event.
4. At all times during Event, Vendor, his/her employees and agents shall be independent contractors and not employees or agents of the City. Vendor, and his/her employees and agents shall have no authority, express or implied, to bind the City to any obligation whatsoever.
5. City may terminate Vendor's participation in the Event at any time. City shall not be liable for any costs incurred by the Vendor as a result of such termination by the City.
6. Vendor shall comply with all laws applicable to the performance of the work hereunder, including, to the extent applicable, health and safety regulations. Vendor is solely responsible for the payment of all federal, state and local taxes, including employment taxes, that Vendor may incur as a result of participation in the Event.
7. Vendor represents and warrants to City that Vendor and its employees, agents, and volunteers have all licenses, permits, qualifications, and approvals of whatsoever nature that is legally required to offer the goods and/or services that Vendor is offering at the Event.
8. Vendor agrees to indemnify, defend, with counsel selected by City, and hold harmless the Released Parties from any and all claims, demands, actions, judgments, damages, liabilities, and costs of any kind, including attorneys' fees, (collectively "Liabilities") arising out of or in any manner related to Vendor's participation in the Event, except to the extent that such Liabilities are caused by the sole negligence or willful misconduct of the Released Parties.

Special Event Permit Application

9. The person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute and deliver this Agreement on the behalf of the Vendor.

RESERVATION STATUS - FOR OFFICE USE ONLY

APPLICATION PROCESSING

- ☐ Calendar Hold Placed
- ☐ Insurance Received
- ☐ Department Reviews Complete
- ☐ Application Approved

DEPARTMENT DIRECTOR SIGNATURE _____ DATE _____

DEPARTMENT REVIEWS

☐ **Parks and Community Services**

Reviewer's Name: _____ Feedback: _____

☐ **Fire**

Reviewer's Name: _____ Feedback: _____

☐ **Environmental Services**

Reviewer's Name: _____ Feedback: _____

☐ **Planning**

Reviewer's Name: _____ Feedback: _____

☐ **Police**

Reviewer's Name: _____ Feedback: _____

☐ **Public Works**

Reviewer's Name: _____ Feedback: _____

DEPOSIT INFORMATION

- ☐ SECURITY DEPOSIT = \$ _____
 - ☐ ESTIMATED PCS EVENT STAFF (Hours _____ x Hourly rate \$ _____) = \$ _____
 - ☐ ESTIMATED MCE STAFF (Hours _____ x Hourly rate \$ _____) = \$ _____
 - ☐ ESTIMATED POLICE STAFF (Hours _____ x Hourly rate \$ _____) = \$ _____
- TOTAL DEPOSIT = \$ _____**

DATE: _____ CARD: _____ CASH: _____ CHECK #: _____ RECEIPT NUMBER: _____ STAFF INITIAL: _____

Special Event Permit Application

RESERVATION CLOSE-OUT - FOR OFFICE USE ONLY

EVENT REPORT

Actual attendance: _____

Actual Hours of Use:

Setup: _____ am/pm to _____ am/pm

Function: _____ am/pm to _____ am/pm

Cleanup: _____ am/pm to _____ am/pm

Actual City Staff Time:

- | | |
|---|------------|
| <input type="checkbox"/> PCS EVENT STAFF (Hours _____ x Hourly rate \$ _____) | = \$ _____ |
| <input type="checkbox"/> MCE STAFF (Hours _____ x Hourly rate \$ _____) | = \$ _____ |
| <input type="checkbox"/> POLICE (Hours _____ x Hourly rate \$ _____) | = \$ _____ |

CLEANUP STATUS

- ☐ Satisfactory
- ☐ Unsatisfactory If unsatisfactory, describe damage or extra City cleanup required and attach photos:

ADDITIONAL CHARGES _____

- | | |
|--|------------|
| <input type="checkbox"/> ADDITIONAL PCS EVENT STAFF (Hours _____ x Hourly rate \$ _____) | = \$ _____ |
| <input type="checkbox"/> ADDITIONAL MCE STAFF (Hours _____ x Hourly rate \$ _____) | = \$ _____ |
| <input type="checkbox"/> ADDITIONAL POLICE STAFF (Hours _____ x Hourly rate \$ _____) | = \$ _____ |
| <input type="checkbox"/> THIRD PARTY CLEANUP COSTS | = \$ _____ |
| <input type="checkbox"/> DAMAGE REPAIRS | = \$ _____ |

DATE APPLICANT NOTIFIED: _____ STAFF INITIAL: _____

DATE: _____ CARD: _____ CASH: _____ CHECK #: _____ RECEIPT #: _____ STAFF INITIAL: _____

REFUND

- | | |
|---|------------|
| <input type="checkbox"/> SECURITY DEPOSIT (Full or partial \$ _____) | = \$ _____ |
| <input type="checkbox"/> CREDIT UNUSED PCS EVENT STAFF (Hours _____ x Hourly rate \$ _____) | = \$ _____ |
| <input type="checkbox"/> CREDIT UNUSED MCE STAFF (Hours _____ x Hourly rate \$ _____) | = \$ _____ |
| TOTAL REFUND = \$ _____ | |

DATE: _____ CARD: _____ CLAIM FORM TO FINANCE: _____ STAFF INITIAL: _____