

## SPECIAL EVENT PARK USE PERMIT

### PARK AVAILABILITY

- Select a Park or Field. Call (510) 577-3462 or go online to [www.sanleandrorec.org](http://www.sanleandrorec.org) to check availability.
- Confirm that the Park or Field has the capacity to accommodate your planned special event.
- The San Leandro Recreation and Human Services Department (SLRHS) reserves the right to determine best practices/event location for usage of park grounds

### WHO NEEDS TO OBTAIN A SPECIAL EVENT PARK USE PERMIT

- Clients who plan to have an event that may have 350 or more participants, using area outside of permitted space, or events determined by staff to have significant impact on the park.
- Permits are required to provide safety for participants, to protect city property and to coordinate the provision of municipal services. Information requested in this application will assist in determining necessary City assistance and requirements or conditions to the permit.

### SPECIAL EVENT PARK USE PERMIT PROCESS

- In order to process your application in a timely manner and to allow time for you to promote your event, we recommend that your application be submitted no later than 90 days prior to the event. Initial Special Event Park Use applications will only be accepted up to 30 days before the event.
- Once you have submitted your application, SLRHS will review your application. As a part of the application process, proof of insurance and event plans (including maps), are required. You may be asked to secure other necessary items such as dumpsters or portable toilets, (for events of 1,000 or more).
- Once requirements are met and total payment is made, your application will be forwarded to the San Leandro Police Department (SLPD) for approval.
- Once the application is forwarded to SLPD, you will receive notification from SLRHS. You can follow up on the status of your Special Event application by contacting Gayle Armas at (510) 577-3231 of SLPD, 901 E. 14th St., San Leandro, CA 94577, within 21 days of proposed event.

### HOW DO I REQUEST A SPECIAL EVENT PARK USE PERMIT?

- You may obtain an application by downloading a copy from the City's website at <http://www.sanleandro.org/depts/rec/parks/default.asp> or by visiting Customer Service at:

Marina Community Center	Senior Community Center
15301 Wicks Boulevard San Leandro, CA 94579 Phone: 510-577-6080  Monday-Friday: 11:30 am to 7:00 pm Saturday: 10:00 am to 2:00 pm	13909 E. 14 <sup>th</sup> Street San Leandro, CA 94578 Phone: 510-577-3462  Monday-Friday: 8:30 am to 5:00 pm

### WHAT ARE THE FEES FOR A SPECIAL EVENT PARK USE PERMIT

- Picnic Area and Field Reservation Fees are applicable with the submission of the application.
- A **\$250 Special Event Park fee** is charged for groups applying for a Special Event Park Permit.
- An additional **\$100 "Rush Fee"** will be charged for events requested within 30 days of the event, if staff is able to accommodate the event.

# SPECIAL EVENT PARK USE PERMIT REQUIREMENTS

## INSURANCE

- Insurance will be required for all special park use events.
- Comprehensive insurance covering General Liability and, if necessary, Workers' Compensation.
- General Liability equal to \$1,000,000 per occurrence.
- Any deductible or self-insured retention must be approved by the City prior to the event.
- The Certificate Holder shall read "City of San Leandro, 835 E. 14th Street, San Leandro, CA 94577.
- The City of San Leandro, its officers, officials, employees, and volunteers are to be covered as "Additional Insured".
- Insurance coverage shall be primary insurance.
- Insurance shall have a 'Best' rating of no less than A:VII.
- The date, location and a description of the event shall be noted on the Certificate of Insurance.
- Any deductible shall not exceed \$500.
- Standard form of cross-liability shall be afforded.
- An endorsement stating that the policy shall not be canceled without providing thirty (30) days notice to the City of San Leandro.

## ACCEPTABLE FORM OF INSURANCE

- Business or homeowner's policy endorsement.
- You may purchase coverage through the City of San Leandro's web site:  
<http://www.sanleandro.org/depts/rec/parks/default.asp>. Select the "purchase liability insurance" link to be directed to the Gales Creek website. Fees are based on type and size of event and payment is due at time of application. Contact (503) 227-0491 for assistance.

## OTHER REQUIREMENTS

- A detailed map of the event set up is required with the submittal of an application.
- If SLPD determines a security risk, licensed security will be required.
- Events with over 1,000 participants are required to provide portable restrooms (1 per 500), and additional dumpsters.
- If the event includes the use of a state highway then contact the local Caltrans district office at (510) 622-0724 and request an application for an encroachment permit.
- Contact the Fire Department at (510) 577-3317 for separate tent permit if tents will be used.
- Contact the Public Works Department at (510) 577-3440 to schedule the use of road barricades.
- If the event includes selling food or beverage then contact Alameda County Environmental Health at (510) 567-6700 and request an application for a health permit.

## SPECIAL EVENT PARK USE APPLICATION

Please review the Special Event Park Use Procedure and Requirements prior to completing application. All applicable fields must be completed prior to submitting the reservation application.

### RENTER INFORMATION

NAME _____	ORGANIZATION NAME _____
ADDRESS _____	ADDRESS _____
CITY/STATE _____ ZIP _____	CITY/STATE _____ ZIP _____
DRIVER'S LICENSE # _____ BIRTHDATE _____	EMAIL _____
EMAIL _____	PHONE # _____
PRIMARY PHONE # _____	<input type="checkbox"/> NONPROFIT IRS # _____ <input type="checkbox"/> BUSINESS
DAY OF EVENT CONTACT _____	DAY OF PHONE # _____

### NUMBER OF PARTICIPANTS

- 350 - 500       750 - 1000  
 500 - 750       Other \_\_\_\_\_

### OPEN TO THE PUBLIC

- Yes       No

### EVENT INFORMATION

DATE OF EVENT \_\_\_\_\_

TYPE OF EVENT/ACTIVITY (Please be specific) \_\_\_\_\_

SET-UP TIME \_\_\_\_\_ to \_\_\_\_\_

EVENT TIME \_\_\_\_\_ to \_\_\_\_\_

CLEAN-UP TIME \_\_\_\_\_ to \_\_\_\_\_

### INDICATE ADVERTISING THAT WILL BE USED FOR MARKETING THE EVENT (CHECK ALL THAT APPLIES)

- Facebook     Pinterest     LinkedIn     Radio Ads  
 Twitter        Snapchat     Flyer        Other \_\_\_\_\_  
 Instagram     Nextdoor     TV Ads

### INDICATE ALL ITEMS PROVIDED BY THE APPLICANT

- Food                       Restrooms       Music               Fencing  
 Generators/Extention cords     Vehicles         Stage               Animals

### FOR OFFICE USE ONLY

Received on \_\_\_\_\_ Sent to PD on \_\_\_\_\_ Permit# \_\_\_\_\_

## SPECIAL EVENT PARK USE PERMIT AGREEMENT/CONTRACT

1. I have read and understand the Special Event Park Use Permit Procedure and rules and agree to, and will abide by those rules before, during, and after the event.
2. I am aware that all Park rules and City municipal codes (Chapter 4-20) apply to my event, that failure to adhere to the rules and regulation could result in the denial or cancellation of my permit.
3. I am aware that approval of the permit may require conditions as determined by the City of San Leandro.
4. I am aware that alcohol is not allowed at any park or field.
5. Damage deposit refund processing may take up to 30 days after the date of use, assuming no damages, violations, or additional fees were incurred.
6. City of San Leandro Staff reserves the right to take photographs or other recordings of its activities and events for publicity and authorize the use of my image by the City.
7. Storage is not available, either before or after your event. I am aware that the City of San Leandro is not responsible for any lost, forgotten, stolen, or damaged items.
8. I am responsible for the clean-up of my event including, but not limited to: removing all food, decorations, table coverings, etc.
9. I am aware that I am responsible for the facility and equipment during my event, as well as the actions of my guests. I understand that children must be supervised by an adult at all times.
10. Only the applicant may make changes to a submitted application including: payment of the damage deposit, requests for date/time changes or cancellations.
11. I understand that I will be subject to denial of future permits if complaints are received of excessive noise or amplification of sound or complaints (Muni Code 4-1-1110).
12. I understand that this application is not a permit until it is approved and signed by the Police Chief or authorized representative, that if approved, it is subject to any conditions that may be listed separately.
13. I am aware that the Police Chief (or designee) will approve or deny the application and a written notice of the decision will be mailed at least seven (7) days before the proposed event date, if possible. I also understand that I have the right to appeal the denial of a permit to the City Council if a written notice of appeal is filed with the City Clerk within two (2) days after receipt of the notice of denial.
14. I understand I must keep the approved permit with me during the event.
15. I understand that the permit can be revoked and the event immediately be dispersed, if the conditions specified in the permit does not match the actual event.

*I agree to comply strictly with the above regulations, to supervise care in the use of all facilities and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the park/field.*

Signature \_\_\_\_\_

## RELEASE OF LIABILITY

I, \_\_\_\_\_, on behalf of myself and/or group, hereby agree to assume all risks inherent in and arising from participating in this activity and agree to hold harmless and indemnify the City of San Leandro, its officers, employees and agents from and against all loss and liability for injury to person or property, which I, or my group may incur by reason of or arising out of such participating in this activity. I, the undersigned, do hereby certify that I have read and understand the above rules and general statement of policy.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

Permitee hereby agrees to, and shall hold the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permitee agrees to and shall defend the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above **Hold Harmless Agreement** and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Organization Name \_\_\_\_\_