

CITY of SAN LEANDRO
POLICE DEPARTMENT

Civic Center, 835 E. 14th Street, San Leandro, California 94577

APPLICATION for an EVENT PERMIT

Event type: Parade Block Party Special Event

Special Park Use: Amplified Music # Participants Exceeding Park Rental Capacity

Applicant Name: _____
Address: _____
Telephone: _____

Host Name (if different than above): _____
Address: _____
Telephone: _____

Organization Name: _____
Address: _____
Telephone: _____

Purpose of activity: _____
Date of activity: _____ Beginning: _____ Ending: _____
Activity Location: _____

Estimated # of participants: _____ Events that exceed the estimated number of participants
may have their permit revoked and the event cancelled by the Police Department. _____ (Initial)

Plans for assembly/dispersal of activity: _____
Include time and location (if applicable): _____

Statement as to whether activity will occupy all or part of street proposed to be traversed (if applicable):

Check items provided by applicant :

- | | |
|---|---|
| <input type="checkbox"/> Food | <input type="checkbox"/> Live/Recorded Music |
| <input type="checkbox"/> Generators/Extension Cords | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Fencing/Security Personnel |
| <input type="checkbox"/> Trash Receptacles | <input type="checkbox"/> On/Off-Site Parking |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Animals |

Have you requested a permit for this event in another city? Yes No
If so what city? _____

**CITY of SAN LEANDRO
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HOLD HARMLESS AGREEMENT between **PROPERTY OWNER**
and/or **APPLICANT** and the **CITY of SAN LEANDRO**

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 any loss, liability, expense, claim, costs, suits and damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted. Permitee agrees to, and shall defend the City of San Leandro and its elective and appointed boards, commissions, officers, agents, and 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 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.

Signed: _____

Property Owner Signature

Printed Name

Address & Telephone #

Signed: _____

Applicant Signature

Printed Name

Address & Telephone #

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Temporary Signs & Tents: Number of Signs: _____ Dimensions: _____
Number of Tents: _____ Dimensions: _____

Contact the Fire Department at 577-3317 for separate tent permit if tents will be used.

Contact the Public Works Department at 577-3440 to schedule the use of road barricades.

1. Applicants will be subject to denial of future permits if complaints are received of excessive noise or amplification of sound or complaints related to alcohol or estimated attendance.
2. Motion picture/commercial filming requires a separate permit and must be processed through the City Manager's Office. Please call 577-3358 for information.
3. This application is not a permit until it is approved and signed by the City Manager or authorized representative. The permit, if approved, is subject to any conditions that may be listed separately. The City Manager (or designee) will approve or deny the application and written notice of the decision will be mailed at least seven (7) days before the proposed event date, if possible. The applicant has 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.
4. I understand I must keep the approved permit with me during the event.

Applicant Signature: _____ Date: _____

