



City of Fremont Special Event Application Information

WELCOME

We are happy you have chosen to plan a special event within the City of Fremont.

The Special Event permit process is governed by Title 12, Chapter 25. of the Fremont Municipal Code, titled "Special Events and Parades." In general, any organized activity impacting city services, or having impact on public property, public facilities, sidewalks, medians, or street areas, or an activity that is not compatible with the intended use of a property requires a permit.

The following pages include the City of Fremont's **Block Party Special Events Permit Application** and accompanying guidelines.

Timing

Events that require a only 1) a temporary ABC license, 2) a tent or banner permit, and 3) anticipated attendance of fewer than 500 people, must submit a completed permit application **no later than 30 calendar days before the actual event date.** Examples of these events include: Little League Parades, Crab Feeds, Block Parties, and events with fewer than 500 people.

Please be advised that effective February 14, 2013, there is a \$5 -\$10 per business day late fee for late applications. This does not apply to neighborhood block parties, but staff reserve the right to deny an application that is submitted after the deadline.

Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

Upon receipt of your application the City assigns a coordinator to help guide you through the permit process. This coordinator distributes copies of your application to all City departments affected by your application for review. During the review process you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents.

Delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event.

Other Permits

While we have tried to make this process a "one-stop"

process, it is your responsibility to contact federal, state, or county agencies for other relevant permits.

Events in Parks

If you plan to hold your event in a City park (except Bill Ball Plaza, Niles Plaza, Irvington Plaza, State Street Plaza, or Washington Historic Park), please contact Joe Benjamin at (510) 790-5546 in the City of Fremont's Community Services Department.

PLEASE SUBMIT ALL APPLICATIONS WITH PAYMENT TO: Plans and Permits Counter (1st Floor) at 39550 Liberty Street, Fremont, CA 94538

All checks should be made payable to "City of Fremont" for the amount of your special event permit (non-refundable processing fee).

Permit Types	Fees
Class I - Neighborhood Block Party	\$20
Class I (2 consecutive days or less, fewer than 500 people, no City services)	\$50
Class II (2 consecutive days or less, fewer than 500 people, City services required)	\$75
Class III (2 consecutive days or less, 500 people or more, no City services)	\$150
Class IV (2 consecutive days or less, 500 people or more, City services required)	\$200
Class V (2 non-consecutive days or more and/or more than 1 time in a calendar year; series)	\$200

Commitment to Customer Service

As part of the City's commitment to providing excellent customer service, a coordinator will help you navigate through the permitting process. Please contact a coordinator for assistance:

Block Party Permits

Name: Barbara Yee-Charlson, Community Development Technician
Phone Number: (510) 494-4561
Email: BYee-Charlson@fremont.gov

On behalf of the City of Fremont, we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event.**



City of Fremont
Neighborhood Block Party
Special Event Permit Application & Information

SECTION 1: PERMIT TYPE AND PAYMENT INFORMATION

Type of Event (Check all that apply):

- Alcohol Involved Jumper House/Carnival Rides Petting Zoo
 Banner Food Truck Amplified Music
 Other (please specify) _____

For Office Use Only	
Fee (Check, if paid):	
Class I: (Block Party): \$20	<input type="checkbox"/>

SECTION 2: CONTACT INFORMATION

Date Application Submitted: _____

Event Title: _____ Event Date: _____

Application Contact

Name: _____ Email Address: _____

Primary Phone No.: _____

Address: _____ City/Zip: _____

SECTION 3: EVENT INFORMATION

Expected attendance: _____ *(If 500 or more, then use Class III, Class IV, and Class V Permit Application)*

Setup: Date: _____ Time: _____ Day of Week: _____

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

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

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

Event Location: _____

Event Description

SECTION 4: USE OF PUBLIC PROPERTY OR PUBLIC RIGHT OF WAY

1. Will any part of this event take place on public property or a park? _____ YES NO

Location(s): _____

2. Do you wish to close any streets for this event? _____ YES NO

Location(s): _____

SECTION 5: PARKING PLAN

1. Please provide a description of your parking plans (i.e., where event attendees will park, ADA) Please include letter of authorization for use of privately owned parking: _____

SECTION 6: TENTS, CANOPIES, STRUCTURES, SOUND

1. Are you installing or constructing any structures, including buildings, climbing structures, stages, tents, or canopies etc.? YES NO

Please describe type, size and number of structures. _____

***Neighborhood block parties are not allowed to erect tents or structures larger than the following:**

- Stages, grandstands, bleachers and/or folding or telescoping seating greater than 30" above grade.
- Enclosed tents greater than 400 square feet
- Open tents greater than 700 square feet

If your structures are greater than those allowed, you should complete the Class I Special Event Permit Application.

3. Do you plan to have any sound amplification? YES NO

Music Other, please describe: _____

SECTION 7: ALCOHOL & FOOD

1. Will alcohol be served? (You are not allowed to sell alcohol at a neighborhood block party) YES NO

2. Will food be served? (You are not allowed to sell food at a neighborhood block party) YES NO

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

3. What kind of cooking equipment is included?

- None Charcoal Gas Electric

Other, please describe: _____

SECTION 8: ENVIRONMENTAL, GARBAGE, AND RECYCLING SERVICES

1. Please specify below with the number and size of containers: (★Typically, an equal number of Garbage and Recycling containers are recommended)

Please identify locations of all garbage and recycling containers available at your event?

	Recycling	Garbage
Number of containers/receptacles		

2. How will event site be cleaned during and after the event? _____

★NOTES:

Pollution includes wastewater, animal waste, chemical waste, solid waste, sewage, garbage, biological materials, wrecked or discarded equipment, rock, sand, dirt or soil, agricultural waste, discharge into water, storm drain or any surface area such as sidewalks, streets, and gutters.

Wastewater is liquid waste discharged by residences, businesses, and/or agricultures and can encompass a mixing of contaminants and water. Wastewater can include wash water (aka greywater), water from ice chest, soapy water, water containing grease or oil and any source of water as a potential contaminant.

PLEASE INSURE THAT NOTHING WILL BE DISPOSED OF INTO THE STORMDRAINS! STORMDRAINS DRAIN UNTREATED INTO THE BAY.

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rule and regulations governing the proposed Special Event under the Fremont Municipal Code 12.25.010 to 12.25.130. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State and, Federal Governments, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Fremont.

Signature: _____

Print: _____ (Print)

Date: _____

HOLD HARMLESS STATEMENT

The special event/parade applicant or president or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Fremont (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employees, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met.

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature: _____

Print: _____ (Print)

Date: _____

❖ **TRAFFIC CONTROL/DETOUR PLAN**

If your event intends to close the street, you are required to obtain a certified traffic control plan drafted by a transportation or traffic engineer. Please refer to our website to obtain an informational list of traffic control vendors.

❖ **NEIGHBOR CONSENT LIST (For block party street closures ONLY)**

Required for each neighbor on the block affected by the street closure (INCLUDING CUL DE SACS):

PRINTED NAME	ADDRESS	TELEPHONE	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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16.			
17.			
18.			
19.			

(Use additional sheets, if necessary)