



City of Fremont Special Event Application Information

WELCOME

We are happy you have chosen to plan a special event within the City of Fremont. From community based festivals to parades and street fairs, the City of Fremont is proud to approve permits for a number of exciting special events each year.

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 **Special Events Permit Application** and accompanying instructions developed to guide you through the process.

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.

Events that require a 1) road or sidewalk closure or 2) anticipated attendance of more than 500 people, or that take place must submit a completed permit application **no later than 90 calendar days before the actual event date.** Examples of these events include: Parades, Streets Festivals, events with more than 500 people.

Applications for 1st time events should be submitted to us at least 6 months before the event date. The City reserves the right to deny a 1st time application, if submitted after the 6-month deadline.

To inquire if your event requires services from City staff the day of the event, please contact the Special Event Staff.

Please be advised that effective February 14, 2013, there is a \$5 -\$10 per business day late fee for late applications.

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.

You may be contacted individually by these departments if they have specific questions or concerns about your event. Depending on the impact on City services, size and type of event, a group meeting with all affected departments, your coordinator, and you may be scheduled to clarify questions and concerns.

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. (see table below)

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 PAYMENTS 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).

City of Fremont Special Event Application (Class I and Class II)

Fees

The City strives to keep fees as low as possible by charging only for the cost of processing the application and City services provided the day of the event. In addition to the cost of inspections and other City services (i.e. Police and Fire), other fees such as a building permit fee will apply for tents, stages, etc. Depending on the type of event, respective fees may vary. All costs of providing City services associated with a special event will require a deposit if the cost of City services exceeds \$5,000.00.

Estimated Cost of City Service	Percentage of Required Deposit
\$5,000 – 9,999	30%
\$10,000 – 14,9999	40%
\$15,000 – 19,9999	50%
\$20,000 or more	60%

You will receive an estimate for City services after submitting your application.

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:

Class I & Class II Permits and Tent & Stage Permits

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

Class III, Class IV, and Class V Permits

Name: Geneva Bosques
 Phone Number: (510) 790-6957
 Email: gbosques@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.**

Additional Documentation

The following table is a guide to what important 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)
Alcohol Involved	Alcohol Beverage Control Application: http://www.abc.ca.gov/FORMS/ABC221-2010.pdf
Bicycle Race	Attachments A and B
Block Party	List of Neighbor Signatures (Attachment A)
Carnival	Attachments A, B, C, D, “Tent and Structure Permit” – apply directly to Development Services Department, call 510-494-4487
Concert	Attachments A, B, C, D, “Tent and Structure Permit”
Dance	Alcohol Beverage Control Application
Event w/Tent, Stage or Structure	“Tent & Stage Application and Questionnaire” is available at the City of Fremont’s Development Services Center, please call Barbara Yee- Charlson at 510-494-4561 for more information.
Food related	Alameda County Department of Environmental Health: http://www.acgov.org/aceh/food/temp.htm
Parade	May require a Traffic Control Plan (Attachment B)
Political Activity	For information, contact Special Events Manager at 510-790-6800
Promotional or Sales Event	Attachments A, B, C, D, “Tent and Structure Permit”
Run/Walk	Attachments A and B
Street Closures	Attachments A and B
Street Fair	Attachments A, B, C, D, may require a “Tent and Structure Permit”



City of Fremont
Class I & Class II Special Event Permit
Application & Information

SECTION 1: PERMIT TYPE AND PAYMENT INFORMATION

Type of Event (Check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> ABC Permit | <input type="checkbox"/> Carnival/Carnival Rides | <input type="checkbox"/> Petting Zoo |
| <input type="checkbox"/> Alcohol Involved | <input type="checkbox"/> Dance | <input type="checkbox"/> Political Activity |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Food Truck Event | <input type="checkbox"/> Run/Walk |
| <input type="checkbox"/> Bicycle Race | <input type="checkbox"/> Music/Concert | <input type="checkbox"/> Sales/Retail/Promotional |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Parade | <input type="checkbox"/> Street Fair |
| <input type="checkbox"/> Religious Event | <input type="checkbox"/> Other (please specify) | |

For Office Use Only	
Fee (Check, if paid):	
Class I: (no City Services) \$50	<input type="checkbox"/>
Class II: (City Services) \$75	<input type="checkbox"/>

SECTION 2: CONTACT INFORMATION

Event Title: _____ Event Date: _____

Sponsoring Organization: _____ Date Application Submitted: _____
 (Must be the insurer)

Application Contact

Name: _____ Email Address: _____

Primary Phone No.: _____

Address: _____ City/Zip: _____

SECTION 3: EVENT INFORMATION

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

Setup: 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: _____

SECTION 3: EVENT INFORMATION (continued)

Event Location: _____

Event Description

SECTION 4: SPONSORING ORGANIZATION INFORMATION

1. Is the sponsoring organization a non-profit organization? *If yes, please include tax ID number:* _____ YES NO

2. Is the sponsoring organization a community group without non-profit status? YES NO

If you checked "Yes" to either question #1 or #2, have you filed an Affidavit of Business Tax Exemption with the City of Fremont Revenue Division (510) 494-4791? YES NO

3. Is the sponsoring organization a business or for-profit organization? YES NO

If you checked "Yes" to question #3, do you have a Fremont Business Tax License (BTL)? Please provide BTL No.: _____ YES NO

SECTION 5: USE OF PUBLIC PROPERTY OR PUBLIC RIGHT OF WAY

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

Location(s): _____

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

Location(s): _____

SECTION 6: PARKING PLAN

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

2. Please describe your plans to notify residents and/or businesses impacted by this event. Please include notice to residents and/or businesses impacted by this event.

SECTION 7: USE OF ANIMALS

1. Will animals be part of this event? YES NO

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

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

SECTION 8: TENTS, CANOPIES, STRUCTURES, SOUND

1. Are you installing or constructing any structures, including buildings, climbing structures, stages, tents, or canopies etc.? If yes, please show locations and dimensions on the **SITE PLAN** (Attachment "A"). YES NO

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

2. Please add the contact information of service provider(s) responsible for installing the tent, structures, etc. to the **VENDOR LIST** (Attachment D).

★You may be required to complete and additional tent & stage permit if the following apply:

- 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

The "Tent & Stage Application and Questionnaire" is available at the City of Fremont's Development Service Center, please call " " # at 510-494-4 for more information.

3. Do you plan to have any sound amplification? *If yes, please note the dates and times:* YES NO

Music Other, please describe: _____

4. Is electrical power required (for sound amplification, lighting, etc.)? *If yes, please provide type:* YES NO

Portable generator PGE temporary power service Other, please describe: _____

*Please provide the contact information of service provider(s) responsible for installing the tent, structure, and/or game booths on the VENDOR LIST (Attachment D)*A background check may be required for game booth operators*

SECTION 9: ALCOHOL, FOOD, AND MERCHANDISE INFORMATION

1. Will alcohol be served (Yes No) or sold (Yes No)?

What kind? _____

★ TEMPORARY ALCOHOL PERMIT
If your event will include the sale of alcoholic beverages, include a completed application from the Dept. of Alcoholic Beverage Control for temporary sales (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, contact the State Dept. of Alcoholic Beverage Control at: (510) 622-4970 <http://www.abc.ca.gov/FORMS/ABC221-2010.pdf>

Between what hours will alcohol be served?

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

2. Will food be prepared, served or sold at this event? *If yes, please add vendors to VENDOR LIST (Attachment D)* YES NO

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

3. What is the anticipated number of vendors? _____

★ EXPANDED POLYSTYRENE/STYROFOAM™ PROHIBITED
Vendors are prohibited from using disposable food service ware made from expanded polystyrene, commonly referred to as Styrofoam™. Vendors shall use a compostable or recyclable alternative.

4. What kind of cooking equipment is included?

- None
 Charcoal
 Gas
 Electric
 Other, please describe: _____

5. Is a temporary heating system included? YES NO

★HEALTH PERMIT
 A Health Permit may required for any event with food. For information, please contact the Alameda County Department of Health at (510) 567-6700

SECTION 10: 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 on *SITE PLAN* (Attachment A) and provide numbers below (Food service requires hand-washing sinks): YES NO

_____ Number of regular toilets
 Number of ADA approved toilets
 _____ Number of hand-washing sinks (Required if food is being served)

Please provide name of service provider on the VENDOR LIST (Attachment D)

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 the public during the event (include ADA accessible and non-ADA accessible facilities).

★NOTE: Portable toilets and hand-washing sinks shall be at least 15 feet from any storm drain or impervious surface area, such as sidewalks, streets and gutters.

SECTION 11: 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 required)

*Please identify locations of all garbage and recycling containers on your site plan on **SITE PLAN** (Attachment A).*

	Recycling	Size(s)	Garbage	Size(s)
Number of containers/receptacles				

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

3. 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 and gutters? _____

★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. *Please identify the locations of all storm drains and vendors on **SITE PLAN** (Attachment A).*

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.

SECTION 12: INSURANCE INFORMATION

1. Do you have at least \$1,000,000 in general liability insurance naming the City of Fremont as an additional insured (Required for events on public property) YES NO N/A

★INSURANCE DOCUMENTATION

If, required, please attach a copy of the insurance certificate and separate additional insured endorsement to the end of the application.

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) _____ (Print)

Title: _____

Date: _____

If a 2nd signature, it must be a different organizational representative.

HOLD HARMLESS AGREEMENT

Event Title: _____ Event Date: _____

Applicant Name: _____ Phone Number(s): _____

Email Address: _____

Address/City/Zip: _____

Sponsoring Organization: (Must be the insurer) _____

Contact Name: _____ Phone Number(s): _____

Email Address: _____ Website: _____

Address/City/Zip: _____

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 of Permittee

Signature of Officer of Sponsoring Organization

Print: _____ (Print)

_____ (Print)

Title: _____

Date: _____

Second signature is required and must be a different organizational representative.

❖ **ATTACHMENT "A": SITE PLAN**

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) Location 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

If a Parade 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**

If your event intends to close the street, you may be 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.

❖ **ATTACHMENT "C": PARKING PLAN**

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 AC Transit

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

Required for each neighbor on the block affected by the street closure:

PRINTED NAME	ADDRESS	TELEPHONE	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
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10.			
11.			
12.			
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17.			
18.			
19.			
20.			
21.			

(Use additional sheets, if necessary)