

6. What is the total anticipated number of vendors? _____

★FREMONT BUSINESS TAX LICENSE

Vendors Business License: The City of Fremont requires that special event vendors, not-based, in Fremont pay a \$5.00 temporary registration/business tax fee, which is good only for one day.

Applicant, Service Provider(s), and Fremont Based Business Tax License: All businesses that operate in the City register and pay a \$31 registration/business tax fee. Non-profits must register for exempt status.

For more information, contact Kristi Bartelmie, City of Fremont Revenue Division, Finance Department, 510-494-4797.

SECTION 12: ADVERTISING AND DECORATION INFORMATION

1. Do you plan to place any signs, decoration, banners, or other advertisement? YES NO

- At event site
- On private property other than the event site
- On public property or right-of-way such as light poles, fences, etc.

If yes, provide the following:

Sign/banner detail: _____

Dimensions: _____

Method of attachment or support: _____

Display time period: from _____ to _____

2. Person responsible for installation and removal of items in #1 above:

Name: _____ Company: _____

Primary Phone No.: _____ Phone No. #2: _____

Mailing Address: _____

(Use additional sheets, if necessary)

SECTION 13: SECURITY

1. Do you plan to hire a Private Security Company as security or crowd control for this event? *If yes, please add vendor to VENDOR LIST (Attachment D)* YES NO

The Fremont Police Department may require the use of police and/or private security.

★ PRIVATE SECURITY PLAN

If using a Private Security Company, a “Private Security Plan” must be attached. It should explain how many people will be working, what they will wear to distinguish themselves from Fremont Police Personnel, what hours they will work, and a primary contact person.

★ PUBLIC SAFETY AND CROWD MANAGEMENT PLAN

A public safety plan which includes measures for maintaining access to building, structures, fire hydrants, fire department appliances (Post Indicator Valves, Fire Department Connections) fire protection equipment (Sprinkler Risers, Fire Alarm Panels), and utilities.

Trained crowd managers are required for facilities or events where more than 1000 persons congregate. The crowd managers shall be trained on how to evacuate the venue in the event of an emergency, how to activate 911, how to clear access and guide emergency responder to the scene of an emergency. Crowd managers shall be easily identifiable, have a means to communicate with the public (above ambient noise levels) and be in communication with each other and the event organizer.

SECTION 14: PROFESSIONAL EVENT ORGANIZER (Required for some events)

1. Will you hire a professional event organizer to coordinate all or part of this event? *If yes, please add vendor to VENDOR LIST (Attachment D)* YES NO

Name: _____ Company: _____

Primary Phone No.: _____ Phone No. #2: _____

Mailing Address: _____

SECTION 15: 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)* YES NO

If yes, please provide numbers below:

_____ 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) and below:

Name of portable toilet company: _____

Phone No.: _____ Address: _____

City, State, Zip _____

Equipment Set-Up Date: _____ Equipment Pick-Up Date: _____

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 16: ENVIRONMENTAL, GARBAGE, AND RECYCLING SERVICES

1. How will the garbage and recycling waste be handled at the event? _____

Please list the company(ies) providing garbage and recycling services:

- Company Name: _____ Contact Phone: _____
- Company Name: _____ Contact Phone: _____

2. 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				
Number of roll-off bins				
Dumpsters with lids				

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

4. How will the food and beverage vendors handle their wastewater*, such as soapy water, rinse water, cooking oil, syrups, water from ice chest(s), etc.? *please provide a detailed description of how the wastewater will be disposed of (if needed, please attach additional sheet containing the details)* _____

5. How will you notify each food and beverage vendor as to the proper disposal of wastewater?

6. How will vendors, owners, or responsible parties handle animal waste? _____

7. 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 17: 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

I certify that the information contained in this proposal is true and correct to the best of my knowledge.

Applicant Name: _____

Applicant Signature: _____ **Date:** _____

★INSURANCE DOCUMENTATION
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 3-7100 to 3-7112. 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.

Print Name of Applicant/Host Organization _____

Title: Applicant

Signature: _____

Date: _____

Title: Chief Financial Officer or Treasurer

Signature: _____

Date: _____

HOLD HARMLESS AGREEMENT

Event Title: _____ Event Date: _____

Applicant Name: _____ Phone Number(s): _____

Email Address: _____

Address/City/State/Zip: _____

Sponsoring Organization: (Must be the insurer) _____

Contact Name: _____ Phone Number(s): _____

Email Address: _____ Website: _____

Address/City/State/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.

Signature of Permittee: _____ **Date:** _____

Signature of Officer of Sponsoring Organization: _____ **Date:** _____

Title: _____

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

Signature of Permittee: _____ **Date:** _____

❖ **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

❖ ATTACHMENT "D": VENDOR INFORMATION

The City of Fremont's Office of Revenue and Treasury, requires each retail vendor to have a "Temporary Vendor License" to sell within the City of Fremont. If a vendor does not have this license, please contact the City's Office of Revenue and Treasury at (510) 494-4791 for the appropriate form.

For each merchandise vendor, please include the following information:

NAME OF VENDOR	ADDRESS	TELEPHONE	FOOD, GOODS & SERVICES TO BE SOLD