

City of Fremont

Park Special Event Permit Application Information

WELCOME

We are happy you have chosen to plan a special event within the City of Fremont park system. The City of Fremont is proud to approve permits for a number of exciting special events each year, such as festivals, walkathons, and celebrations.

The Special Event permit process is governed by Chapter 12.20 of the Fremont Municipal Code, titled "Parks and Recreation Areas." In general, a permit is required to hold, conduct, participate in, attend or address any meeting, organized gathering or assemblage, group picnic, celebration, parade, service or exercise, of 25 or more persons, in any park or recreation area. A Facility Use Permit is required to use a room or building in a park or recreation area, and a Picnic Reservation is required to use a picnic area for an event not open to the public with anticipated attendance of fewer than 500 people. Otherwise, a Special Event Permit is required.

The following pages include the City of Fremont **Park Special Events Permit Application** and accompanying instructions developed to guide you through the process.

Special Event

Events that are open to the general public with an anticipated attendance of fewer than 500 people must submit a completed permit application **no later than 30 calendar days before the actual event date. (Please read highlighted below.)**

Events that are open to the general public with an anticipated attendance of more than 500 people must submit a completed permit application **no later than 90 calendar days before the actual event date. (Please read highlighted below.)**

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.

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 considered as final approval or confirmation of your request.*

Upon receipt of your application, the Central Park Supervisor will guide you through the permit process. The Central Park Supervisor will forward your application to all City departments affected by your proposed special event. 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 Park Special Event Permit for your event.

You may be contacted by representatives of other City departments if there are specific questions or concerns about your event. Depending on the total impact to City services, a department group meeting 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 additional agencies (federal, state, or county) for other relevant permits.

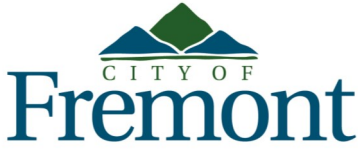
Special Event Season(s)

Special events are allowed in City parks only during the following special event seasons:

- Central and Community Parks:
October 1st through April 30th
- Historic Parks:
April 1st through October 31st

Permit Approval

Applications/Permits are approved on a **first-come, first-served** basis and are accepted up to one (1) year in advance. No reservations will be approved without applicable insurance, fees and deposits. Final approvals are authorized by the Central Park Supervisor. No oral agreements for use of facilities or picnic sites are accepted or binding. Applications are processed during regular business hours, Monday – Friday.



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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. Application fees are listed below. For a full list of fees for services provided by the City on the day of the event, see Attachment D and/or city park use fees per location.

Permit Types	Fees
Class I (Fewer than 500 people, no City services)	\$50
Class II (Fewer than 500 people, City services required)	\$75
Class III (500 people or more, no City services)	\$150
Class IV (500 people or more, City services required)	\$200

Additional Documentation

The following table is a guide to the important additional documentation you may need to ensure your application is processed accurately. **Please note that this table is only a guideline. Please read the entire application and fill out all questions pertaining to your event.**

Additional Documentation Needed <i>(Please fill out all that apply to your event)</i>	
Concert	Attachments A, B, C, and "Tent and Structure Permit"
Event w/ Tent, Stage or Structure	"Tent & Stage Applications" is available at the City of Fremont's Development Services Center, please call (510) 494-4443 for more information.
Food related	Alameda County Department of Environmental Health: http://www.acgov.org/aceh/food/temp.htm No sales permitted
Parade	May require a Traffic Control Plan
Political Activity	For information, contact Special Events Manager at (510) 790-6800
Run/Walk	Attachment A

Commitment to Customer Service

As part of the City's commitment to providing excellent customer service, the Central Park Supervisor and Staff will help you navigate through the permitting process. Please contact us for assistance at:

Joe Benjamin, Recreation Supervisor
Phone Number: (510) 790-5546 • Email: jbenjamin@fremont.gov

Zack Silva, Recreation Supervisor
Phone Number: (510) 790-5541 • Email: zsilva@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.

PLEASE SUBMIT ALL APPLICATIONS, WITH SUPPORTING DOCUMENTS AND FEES TO:
Central Park Visitor Service Center (CPVSC) at 40000 Paseo Padre Pkwy, 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

Park Special Event Permit Application Information

SECTION 1: PERMIT TYPE AND PAYMENT INFORMATION

Type of Event (Check all that apply):

- Community Event Music/Concert Parade
- Banner(s) Run/Walk Other (please specify): _____

Brief Event Description (If more space is needed, please attach supplement to the application) Attached

SECTION 2: CONTACT INFORMATION

Event Location: _____
(Please choose from locations on **Attachment D** or select from the drop down menu.)

Event Title: _____ Event Date: _____

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

Application Contact

Name: _____ Email Address: _____
 Primary Phone: _____ Alt. Phone: _____
 Address _____ City/Zip _____

SECTION 3: EVENT INFORMATION

Event open to the public Yes No Private (invite only event) Yes No

Form(s) of marketing: _____

Is this event a fundraiser? No Yes (describe) _____

Are fees being charged for attendance? No Yes (describe) _____

Expected Attendance per day: _____

	Date	Time	Day of Week
Setup	_____	_____	_____
Event Starts	_____	_____	_____
Event Ends	_____	_____	_____
Clean Up	_____	_____	_____

SECTION 4: SPONSORING ORGANIZATION INFORMATION

- ❶ Is the sponsoring organization a non-profit organization? If yes, please list tax ID no.: _____ Yes No
- ❷ 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
- ❸ Is the sponsoring organization a business or for-profit organization? Yes No
If yes, do you have a Fremont Business Tax License (BTL)? Please list BTL no.: _____ Yes No

SECTION 5: PARKING PLAN

- ❶ Please provide a description of your parking plans (i.e., where event attendees will park, accessible parking plans).

Please attach a separate letter of authorization and map for use of privately owned parking. Attached

- ❷ Please describe your plans to notify residents and/or businesses impacted by this event.

Please attach notice to residents and/or businesses impacted by this event. (e.g. postcard, flyer, email, other) Attached

SECTION 5: TENTS, CANOPIES, STRUCTURES, SOUND

- ❶ Are you installing or constructing any structures, including inflatables, climbing structures, stages, tents, or canopies etc.? If yes, please list 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.)

Stakes & Canopies: Stakes must not penetrate the turf more than six (6) inches as irrigation piping may be damaged.
Canopies of up to 10' x 10' in size are allowed, but cannot be connected to other canopies.

- ❷ Please add the contact information of service provider(s) responsible for installing inflatables, the tent, structures, etc. to the **VENDOR LIST (Attachment C)**. Attached
**A background check may be required for game booth operators.*

You may be required to complete an 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

"Tent & Stage Application" is available at the City of Fremont's Development Services Center, contact at (510) 494-4443 for more information.

3 Do you plan to have any sound amplification? *If yes, please describe:* Yes No

Music Other, please describe: _____

4 Is electrical power required (sound, lighting, etc.)? *If yes, please describe:* Yes No

Generator Other, please describe: _____

Electricity: In Central Park – available at Performance Pavilion only. All community and historic park power availability varies by location.
Music: All amplified sound must be facing the interior of the park. Volume is subject to control by City Staff. Content that is plainly indecent, obscene, or violent, so as to be inconsistent with the family-friendly environment that the City's parks are intended to provide, is prohibited. If City staff receives complaints, you may be asked to turn music volume down or off.

5 Do you need vehicles entering the park? *If yes, what is the vehicle(s) used for? Please list vendors (Attachment C).* Yes No

Vehicles: Vehicles operated in the park without a staff safety escort will be cited.

SECTION 7: FOOD AND MERCHANDISE INFORMATION

1 Will food be served at this event? *If applicable, please list vendors (Attachment C).* Yes No
If yes, please describe how food will be served and/or prepared:

2 What kind of cooking equipment is included?

- None Other, please describe: _____
 Charcoal
 Electrical

Barbeques: Private BBQ grills/smokers are allowed at picnic sites ONLY if pulled in by hand. BBQ grills/smokers too large to pull in by hand are not allowed at picnic sites or in parking areas within the park. Please notify caterers of this rule.

3 Is cooking being handled by a third party vendor? *If yes, please list vendors (Attachment C).* Yes No

4 Is a temporary heating system included? Yes No

Health Permit: A Health Permit may be required for any event with food. For details, contact the Alameda County Department of Health at (510) 567-6700.

SECTION 8: PORTABLE TOILETS AND HAND-WASHING SINKS

Any event with 500 or more people must have portable toilet facilities.

1 Do you plan to provide portable toilets and/or hand-washing sinks at your event?

Yes No

If yes, please show location on **SITE PLAN** (Food service requires hand-washing sinks):

_____ 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 C)**.

Attached

2 For an event to be attended by fewer than 500 people, please highlight the restroom facilities available to the public within the event site plan (include non-ADA and ADA accessible facilities). The City reserves the right to require additional portable toilet facilities to accommodate all special events.

Please 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 9: 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)

Type	Number of Containers/Receptacles	Size(s)
Recycling	_____	_____
Garbage	_____	_____
Compost	_____	_____

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

3 How will you prevent the disposal, spill, or deposit of food, automotive fluids, hydraulic fluids, grease, and other pollution for any storm drain of impervious surface area, such as side walks, streets, and gutters?

The City offers **FREE** recycling containers for special events:

The City will provide clearstream frames with lids (and bags if available)

The City does not provide recycling or composting services. The person borrowing the recycling frames must take the bottles and cans collected to a certified recycling center.

To reserve your **FREE** clearstream frames and arrange for pick-up, fill out the clearstream request form online by visiting the Environmental Services Division at Fremont.gov.

Styrofoam: Expanded Polystyrene Food Service Ware – STYROFOAM IS PROHIBITED and enforceable by a fine of up to \$500 per occurrence.

Pollution: 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: 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, water from ice chest, soapy water, water containing grease or oil and any source of water as a potential contaminant.

SECTION 10: INSURANCE INFORMATION

- 1** Do you have at least \$1,000,000 in general liability insurance naming the City of Fremont as additional insured (required for events on public property): Yes No Not Applicable

Insurance Documentation: Please attach a copy of insurance certificate and separate additional insured endorsement to the end of the application.

Attached

SECTION 11: ADDITIONAL POLICIES, RULES, AND GUIDELINES

Alcohol: Alcohol is not allowed in City parks for special events open to the general public

Damages: The approved applicant and/or organization will be responsible for any damage or loss sustained to the grounds, building, furnishings or equipment; or unusual clean-up required, as a result of applicant's and/or organization's occupancy of the facility.

Decorations: Decorations or directional signs must be used in a manner that does not damage the facility, and must all be removed after the event. Staples, tacks, nails, etc., are not permitted.

Cancellations: All cancellations require written notice by permittee. Fees for use canceled thirty (30) or more days in advance will be refunded less 10%; eleven (11) to twenty-nine (29) days, less 30%; ten (10) days or less, no refund of fees. Damage deposits are refunded in all cases.

Rainouts: Reservation fees will not be refunded for events which are canceled due to rain, however events may be rescheduled. Notification of a rain-out must be communicated to the Central Park Visitor Center on the day of the reserved use by 10:00AM. Events canceled due to rain may be rescheduled for a future use to occur within six months of the canceled use date (this date does not have to be specified at the time of cancellation). If the replacement use date occurs in a period with a higher or lower use fee, the fee applicable to the new use date shall apply. Failure to cancel a reserved use by stated notification to the Central Park Visitor Center or failure to reschedule a canceled use within a six month period will result in the forfeit of reservation fees.

Changes: Any change, alteration or modification of stated use must be approved in advance by Central Park Supervisor. Change or omission of a material fact in your application, may result in cancellation of use or a change of the use area and/or fees. Any misrepresentation of your use/group, or failure to comply with the Fremont Municipal Code and Administrative Regulations, or any guidelines contained herein, may result in expulsion from the park or facility of use and/or forfeiture of all fee(s) and deposit(s).

Public Notifications: All special event permits issued for Historic and Community Parks require public notice to adjacent residents and businesses within a ¼ mile radius. Special events at Central Park with an estimated attendance of 500 (or more) require public notice to adjacent residents and businesses within ¼ mile radius.

Refunds: Allow ten (10) to fourteen (14) business days for any refunds.

Fremont Municipal Code (12.20) Parks and Recreation Areas: Please review the complete list of guidelines governing the use of Parks and Recreation Areas, including 12.20.60 Prohibited Conduct Generally, at www.fremont.gov.

AFFIDAVIT OF APPLICANT

Event Title: _____ Event Date: _____

Applicant Name: _____ Phone Number(s): _____

Email Address: _____

Address: _____ City/Zip _____

Organization: _____

Contact Name: _____ Phone Number(s) _____

Email Address: _____ Website: _____

Address: _____ City/Zip: _____

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 Park Special Event under the Fremont Municipal Code 12.20. 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/Organization 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 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/Organization: _____

Applicant Title: _____

Signature: _____

Date: _____

Print Name of Applicant/Organization: _____

Financial Officer/Treasurer _____

Signature: _____

Date: _____

HOLD HARMLESS AGREEMENT

Event Title:	_____	Event Date:	_____
Applicant Name:	_____	Phone Number(s):	_____
Email Address:	_____		
Address:	_____	City/Zip	_____
Organization:	_____		
Contact Name:	_____	Phone Number(s)	_____
Email Address:	_____	Website:	_____
Address:	_____	City/Zip:	_____

HOLD HARMLESS STATEMENT

The special event applicant or 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 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.

Print Name of Applicant/Organization: _____

Applicant Title: _____

Signature: _____

Date: _____

Print Name of Applicant/Organization: _____

Financial Officer/Treasurer _____

Signature: _____

Date: _____

ATTACHMENT "A" • SITE PLAN

Please include a complete site plan of your event, including:

- Location(s) and dimensions map of event
- 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) of all trash and recycling receptacles
- Location(s) of any signs to be placed, both directional and advertising the event
- Location(s) of all display areas, play areas, judging areas, staging areas and seating areas

If a Parade/Run/Walk 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/run/walk

ATTACHMENT "B" • 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 parking for persons with disabilities
- 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

ATTACHMENT “D” • FEES

Reserved Picnic Areas

Fees vary by location, size of event and staffing. Below is a list of park locations available for community based park special events.

City-wide Park

- Central Park

Community Parks

- Centerville Community
- Irvington Community
- Los Cerritos Community
- Niles Community
- Nordvik Community
- Northgate Community
- Old Mission Community
- Warm Springs Community

Historical Parks

- California Nursery Historic Park
- Shinn Historic Park

Open Space (Per 100ft. Radius)			
Non-Profit	Resident	Non-Res	Business (Non-Res)
\$30/hour	\$60/hour	\$70/hour	\$85/hour

Staff Fee	
Part-time	Full-Time
\$20/hour	Based on staff recommendations

Cleaning and Damage Deposits: Deposits up to \$275 may be made/assigned on all facility, equipment and park use. Any unused funds will be refunded at the end of the season or event. (Performance Bonds may be required for major events.)

Non-Profit rate: Non-Profit rates apply to Fremont Resident Non-Profit groups only. **Saturdays excluded.***

ATTACHMENT “E” • INFORMAL ADA INFORMATION

Informal Guidance Regarding Public Events on City of Fremont Property

The City of Fremont wishes you great success in your upcoming event. In producing the event we encourage you to ensure that it is accessible to members of the public with disabilities. The City of Fremont does not enforce the Americans with Disabilities Act and is not responsible for the access issues that may develop as a result of your event. The City does wish to provide you with constructive suggestions concerning creating and maintaining an appropriate level of access.

Information contained within is not comprehensive or exhaustive concerning disability access standards and requirements. It is provided as informal guidance to assist you.

Common Issues that Impact the Success of Public Events:

1. Ensure that accessible parking is unencumbered. If it is necessary, temporary accessible parking can be established using the guidelines at ADA.gov.
2. Refrain from blocking the path of travel to and through your event activities.
3. Do not place power cords or other obstacles across the path of travel in and around the event as they create tripping hazards.
4. If portable restrooms are to be provided it is advisable to make sure there are an adequate number of accessible portable restrooms available.
5. It is advisable to identify a service animal relief area.
6. If your event includes exhibits, points of sale or other elements where the public will be approaching a temporary structure, consider clear space in front of the structure, place the structure on an accessible path of travel (the surface should be firm, stable and slip resistant) and consider reach ranges (how far someone will need to reach to transact business or use equipment).
7. If temporary seating will be used, consider making spaces available without seating in a variety of locations that will be available for wheelchair users and their companions. In doing so, you will avoid segregating people with disabilities, and event goers will have an appropriate choice of seating.
8. If your event involves buffet style food service, you may wish to staff the buffet table with an individual who would be available to assist individuals with mobility impairments, dexterity impairments or who are blind.
9. If you're anticipating persons with disabilities needing to use the public address equipment, be sure that it is accessible to them. Thus, lower podiums, portable microphones, assistive listening systems and accessible stages and platforms might be advisable.
10. If you're using sign language interpreters ensure that the interpreter is placed close to the speaker. You may also wish to have reserve seating close to the speaker for persons who are using sign language interpreters as an accommodation.

Resources

For more information concerning accessible meetings and events visit: The California Department of Rehabilitation/Disability Access Services Section at <http://www.dor.ca.gov/DisabilityAccessInfo>; and The United States Department of Justice at <http://www.ada.gov>.