



City of East Palo Alto
Facility Use/Special Event Permit Application
FORM D – LARGE COMMUNITY EVENT
 2415 University Avenue, Ste. 2 – East Palo Alto, CA 94303
 TEL: 650.853.3100 • FAX: 650.853-3115

No person shall hold, conduct, carry on or cause to be held, conducted or carried on any special event upon any public property within the city or use any city facility without first having obtained a permit to do so issue pursuant to the City of East Palo Alto’s Municipal Code as stated in codes 12.08.010, 12.08.020 and 12.08.050.

In the City of East Palo Alto’s Municipal Code, 12.08.010 a "festival" means a fair, exhibition, ceremony, art show, program, celebration or other public assemblage or gathering of people for the conduct of a festivity or similar event, involving the complete or partial use or closure of any public highway, street, alley, sidewalk or other public property in the city to normal vehicular or pedestrian traffic.

❖ **APPLICATION TYPES**

- Form A – Small gatherings of less than 50 attendees
- Form B – Large gatherings of more than 50 attendees
- Form C – Block Party – closing a street
- Form D – Community Events – Large events open to the public
- Form E – Parade/Event Street Closure – Requiring street closures and public safety plan
- Form F – Sport/Team Practice and Game Use

❖ **SUBMISSION DEADLINES**

Recommend submitting any request as early as possible

Form	Due	Fee
A	At least three (3) working days prior to event date	
B	At least two (2) weeks prior to event date	\$40 – processing fee – may be additional fees and requirements based on size of gathering. Fee for event will be determined based on cost of city resources required to staff and manage the event. Upon submitting the attached application, a city staff member will work with the event organizer to determine the fees related to event.
C	At least two (2) weeks prior to event date	
D	At least thirty (30) working days prior to event date	
E	At least sixty (60) working days prior to event date	
F	At least two (2) weeks prior to needed date(s)	

❖ **DEFINITIONS**

- Small gatherings:** Birthday Party, Family Reunion, Meeting, Activity, etc.; to which the planner expects less than 50 people to attend – not open to the public – based on invitation.
- Large gatherings:** Birthday Party, Family Reunion, Meeting, Activity, etc.; to which the planner expects more than 50 people to attend – not open to the public – based on invitation.
- Block Party:** Block parties typically close no more than one block of a local service residential street, for small-scale parties such as neighborhood potluck dinners and barbecues, an assembly of neighbors. They are typically held on weekends or holidays and generally do not extend past 10:00 p.m. A permit to close the street can be obtained from the City of East Palo Alto, City Clerk’s, through the Special Event Permit process. **Block Party Street Closure Petition:** You must obtain a petition for 70% residents on the block must sign off to conduct the event.
- Community Event:** An event typically held at a community park. The event typically seeks to engage a broad spectrum of the community and is open to the public. Organizers often anticipate a large attendance, in excess of 100 people. Oftentimes there is a request for amplified sound, food vendors, activity booths, etc.. Occasionally there is a request for street closures. These events require collaboration between the organizer and city staff.

Parade/Event Street Closure: Parades/events requiring a street or lane closure will only be permitted to public agencies and /or non-profit organizations. Proof of non-profit status or affiliation with such an organization is required. Parades require collaboration between the organizer and city staff.

Sport/Team Practice: Sport/Team utilizing the fields or courts for practice and/or games.

❖ **FEES**

The Event Permit fee is determined by the fee schedule most recently adopted by the City Council. The fee will be calculated after approval of the application and the total is due at the time of issuance.

City Departments or staff does not have the authority to waive fees. All requests for any fee reductions or waivers require City Council approval prior to the issuance of the permit. (Check with staff for Council meeting dates if your application needs any Council approval.)

If you are a non-profit agency and requesting a reduction or waive of rental fees a letter of request along with your application and processing fee must be included. Applications will NOT BE processed until fees and/or waivers have been submitted.

❖ **INSURANCE**

For certain events, and those in the public right-of-way, the applicant is required to provide a 1 million dollar liability Certificate of Insurance naming the City of East Palo Alto as an additional insured.

Inflatable Jumpers:

- Are allowed at designated picnic areas only, and require a \$1 million liability Certificate of Insurance naming the City of East Palo Alto as additionally insured.
- Are allowed for approved Block Parties, however, a 1 million liability insurance rider naming the City of East Palo Alto as additionally insured if the Jumper is located on public property.
- In addition, inflatable jumpers placed on the street must leave space and room for emergency vehicles throughout the duration of the event.

❖ **GENERAL**

A permit application may be denied, or partially approved, because of staffing or facility constraints, availability, and/or conflicts with other events taking place, either at the location requested or as determined by the City. Incomplete applications will be returned to applicant.

Most events require staffing and work performed by the Community Development's Maintenance Division and/or Police Department. Before the permit is issued the application must be reviewed and approved by each City Department applicable and may include the City Attorney.

All fees are due at the time the permit is ready to be issued. The permit will only be issued to the applicant shown on the application and proper identification may be required.

Permits are valid only with proper signatures and must be kept on site during the entire event by the designated permit holder as shown on the issued permit. Throughout the event the designated permit holder shall agree to post permit copies, and/or produce the permit when requested by the City staff or Police. Failure to post or produce the permit may result in the permit being revoked and the event terminated at the sole discretion of the City staff and /or Police.

I have read and understand the facility rules and instructions and I (or organization represented) will abide by any conditions set forth therein. I also agree to hold the City of East Palo Alto, its Council, Boards, and Commissions, officers, agents and employees, free and harmless from any loss, damage, cost of expense that may arise during or caused in any way by such use or occupancy of City facilities. Applicant certifies that facilities, furniture and equipment through occupancy or use of said facility by the applicant. Any lost equipment or damages sustained shall be compensated within seven days.

Signature of Applicant

Date

Name of Organization Representing



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 FORM D – Large Community Event**

Application Submitted (Date): _____ Anticipated Attendance: _____

❖ **APPLICATION INFORMATION**

Contact Name: _____ Best # to contact _____

Group Name/Affiliation: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (day) _____ Email: _____

Name of Event: _____

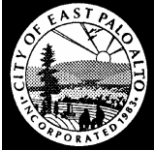
Date of Event: _____ Start Time: _____ End Time: _____
 Day of Week/Date/Year

Describe Event's Purpose: _____

❖ **FACILITY LOCATION**

Check the City facility or location the event will take place at:

	Location	Facilities Utilizing (check all needed)
	Bell Street Park; 500 Bell Street – no electricity and no bathrooms	<input type="checkbox"/> large grass area <input type="checkbox"/> skate park <input type="checkbox"/> inflatable
	City Council Chambers; 2415 University Ave – electricity available	<input type="checkbox"/> dais <input type="checkbox"/> chairs <input type="checkbox"/> u-shaped table area
	Community Room; 2415 University Ave – electricity available	<input type="checkbox"/> tables <input type="checkbox"/> chairs
	Jack Farrell Park; 2509 Fordham – no electricity	<input type="checkbox"/> softball field <input type="checkbox"/> play structure <input type="checkbox"/> bathrooms <input type="checkbox"/> 3 tables <input type="checkbox"/> small grass area <input type="checkbox"/> inflatable
	Joel Davis Park; 1960 Tate – no electricity and no bathrooms	<input type="checkbox"/> large picnic area (4 tables) <input type="checkbox"/> bbq pit <input type="checkbox"/> small picnic area (2 tables) <input type="checkbox"/> bbq pit <input type="checkbox"/> play structure <input type="checkbox"/> field area <input type="checkbox"/> inflatable
	Martin Luther King Park; 535 Daisy Lane – no electricity	<input type="checkbox"/> baseball field <input type="checkbox"/> play structure <input type="checkbox"/> 1 st picnic area (6 tables) <input type="checkbox"/> bbq pit <input type="checkbox"/> 2 nd picnic area (6 tables) <input type="checkbox"/> bbq pit <input type="checkbox"/> large soccer type field <input type="checkbox"/> inflatable <input type="checkbox"/> parking lot opened



**CITY OF EAST PALO ALTO
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 FORM D – Large Community Event (continued)**

Is event open to the public? Yes No Free Admission Fee of \$_____

Parking Plan: Please list where attendees will park with authorization signatures:

# of parking spaces	Secured at (location)	Authorized by (print name/phone #)	Authorized by (signature)

Will food be served? Yes No Catered Health Department Permit

If catered provide name, address and phone # of caterer: _____

Will beverages be served? Yes No Will Alcohol be served? Yes No

If there will be amplified sound, provide amperage & source of power: _____

Will the event require any electrical service? Yes No If yes, explain: _____

If there will be a stage, provide dimensions – name, address and phone # of vendor: _____

If there will be shade/temporary structures, provide # & dimensions – name, address and phone # of vendor:

Will event require enforcement services by police? Yes No If yes, check all that apply:

Security Traffic Control Parking Control Crowd Control. The Police Department reserves the right to determine the number of Officers, if any, that are needed for the event.

Will you secure event volunteers and/or security personnel? Yes No If yes, how many _____

Will you be renting portable toilets? Yes No If yes, # of toilets including # ADA compliant: _____



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How many trash containers will be needed for event: _____

Will the event include inflatables/amusement rides? ____ Yes ____ No If yes, provide vendor name, address & phone #: _____

Will the event cause any disturbance, noise or congestion in the vicinity of event? ____ Yes ____ No If yes, describe measures to mitigate or limit effects: _____

Does your event require any additional needs: ____ Yes ____ No If yes, please describe: _____

Please describe your event closure and clean up plan: _____

Will you require City Maintenance/Park Crews to clean up after the event? ____ Yes ____ No If yes, check all that apply: ____ Street Sweeping ____ Trash Removal ____ Equipment Assistance ____ Debris The Public Works Department reserves the right to determine the number of crew members, if any, needed

The site of the event will be inspected within 24 hours after event ends. Any clean up that is performed by the City will be charged at the current hourly rate accrued by the Maintenance Department.

I certify that I am an authorized representative of the organization _____ Applying for this permit, and have been given the power to execute this application for the above named organization. Under penalty of perjury, I declare all information provided above is true and correct to the best of my knowledge. I understand that, as required by EPA Municipal Code 12.08.080-090, my organization is required to provide proof of insurance and a cleaning deposit determined by the scope of the event.

Signature Date



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Please provide an event map (which includes: parking locations, stage location, food locations, toilet locations, trash container locations, points of entrance and exit, inflatable/amusement rides locations, shade/temporary structures locations, etc.):