

# PARK EVENT PERMIT APPLICATION FORM



**APPLICATION FOR PARK EVENT PERMIT  
MAJOR PARK EVENT  
COVER PAGE**

**Please type or print in ink**

EVENT NAME	
EVENT LOCATION	
EVENT DATE (S)	EXPECTED ATTENDANCE
TIME EVENT STARTS	TIME EVENT ENDS

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER	
SPONSORING ORGANIZATION		BUSINESS LICENSE NUMBER		
MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
EMAIL	FAX NUMBER			

<p><b>SUMMARY OF ATTACHMENTS</b></p> <p>In addition to the completed application form, the following documents are enclosed (check applicable):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Site Plan – document attached</li><li><input type="checkbox"/> Parking Plan – document attached</li><li><input type="checkbox"/> Security Plan – document attached</li><li><input type="checkbox"/> Vendor Information – document attached</li><li><input type="checkbox"/> Recycling &amp; Waste Management Plan – document attached</li><li><input type="checkbox"/> Waste Water &amp; Liquids Plan – document attached</li><li><input type="checkbox"/> Insurance Certificate – document attached</li></ul>
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PARK EVENT PERMIT  
Application Form

**EVENT DESCRIPTION**

Please provide a written description of the proposed event including a schedule of activities, and a list of speakers, entertainers, and vendors. In addition, provide a list with the name, address and telephone number of all persons who are or will be responsible for the conduct of the park event, including a photo identification of each and effective means by which to reach them during the event, such as cell phone and pager numbers and likely location during the park event.

**DATE/TIME**

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 \_\_\_\_\_

**TENTS, STRUCTURES, OR ENTERTAINMENT DEVICES**

1. Are you installing or constructing any structures, including buildings, climbing structures, etc? YES NO  
If yes, a plan is required for review. Please show site structures in your plan. Also, please submit a description of the type, size and number of structures. Please be aware that tents, structures or entertainment devices are to be installed so that they do not obstruct or restrict the required 20-foot wide emergency access lane.

2. Are you installing any tents or canopies? YES NO  
Canopy Size: \_\_\_\_\_ Tent Size: \_\_\_\_\_  
If yes, please show all tents and/or canopies including dimensions on your site plan.  
Food booths must meet the requirements established by the Environmental Health Division.

3. Are you installing any stages? YES NO  
If yes, please show locations and dimensions on your site plan.

4. Are you installing any grandstands, bleachers, or folding or telescoping seating? YES NO  
If yes, please show locations and dimensions on your site plan.

5. If you answered yes to any of the questions from #1-4 above, please provide the following information for the person or company responsible for installing the tent, structure, or entertainment device:

Name: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

## SPECIAL CIRCUMSTANCES

- a) Will any part of this event take place on a sidewalk, street, median, or other Public Right of Way?  Yes  No  
If yes, you will need to obtain a Street Event Permit. For information, contact the Office of Transportation at 981-7010.
- b) Will this event take place on public property in Berkeley that is not owned by the City of Berkeley (*East Bay Regional Park District, University of California, etc.*)?  Yes  No  
If yes, you will need to contact the appropriate agency to determine if a permit is required.
- c) Is electrical power required (for sound amplification, lighting, etc)?  Yes  No  
If yes, show items on the site plan and describe how power is to be provided.
- d) Will amplified sound be used?  Yes  No  
If yes, you must obtain an Amplified Sound Permit. For information, contact the Division of Environmental Health at (510) 981-5310 about applicable requirements.
- e) Will food be served or sold?  Yes  No  
If yes, contact the Division of Environmental Health at (510) 981-5310 about applicable requirements.
- f) Will beer, wine or champagne be served or sold?  Yes  No  
If yes, you must obtain a Bureau of Alcoholic Beverage Control permit appropriate to their event after receiving an approval letter from the Chief of Police. For information, contact the Berkeley Police Department at (510) 981-5800.
- g) Will merchandise be sold or advertised for sale?  Yes  No  
If yes, attach a complete list of vendors with a description of the merchandise.
- h) Will pyrotechnics or other hazardous activities be involved?  Yes  No  
If yes, you must obtain a Pyrotechnics Permit. For information, contact the Berkeley Fire Department at (510) 981-5585.
- i) Will animals be a 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.*)?

## HOLD HARMLESS AGREEMENT

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

The park event applicant or president or designee of the sponsoring organization(s) (*hereafter called "permittee"*) agrees to reimburse the City of Berkeley (*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 persons attending or forming the street event or parade who were, or should have been, under the permittee's control. Persons who merely attend or join in a park event are not considered reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City of Berkeley, its officers, employees, agents and volunteers from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which proximately caused by the actions of the permittee, its officers, employees, agents, volunteers 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 a park event are not considered 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 Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## 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 that I have read, understand and agree to abide by the rules and regulations governing the proposed Park Event under the Berkeley Municipal Code Chapter 6.46 and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, 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/to the Event to the City of Berkeley.

I further certify that I will comply with all State and Federal disability access requirements applicable to the event. Compliance with the City's permit requirements does not exempt the applicant from any additional requirements that may be imposed by State or Federal Laws.

Print Name of Applicant/Host Organization: \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## A QUICK CHECK LIST

This list has been developed to aid you in preparing your application, the necessary drawings and other required material. It is by no means complete. You are still responsible for complying with all provisions whether they are covered herein or not. All drawings and other required materials should be submitted on letter size paper.

### **YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS COMPLETE.**

**ON THE COVER PAGE**, provide the name, address and telephone number of the applicant, including photo identification. If the park event will be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized head of such organization shall also be supplied. Where a park event will be conducted for, on behalf of or by an organization, the organization will be considered a co-applicant.

### **ON DRAWING(S), ARE THE FOLLOWING SHOWN?**

- a. **Number & location of food/beverage booths showing general accessibility**
- b. **Total number of portable toilets and handwashing sinks provided**  
*(Are they shown on the map?)  
(The number required is 1/8 of 1% of the number of attendees. There is a minimum of 2 required.)*
- c. **Number of toilets accessible to persons with disabilities**  
*(At least 10%, with a minimum of one at the event site, of the total number of temporary or portable toilets should be accessible to persons with disabilities. Each of the accessible toilets must have a sign on them that reads: "Priority is to be given to individuals with disabilities in the use of this accessible facility")*
- d. **Is there a stage?**  
*(In conformance with federal and state accessibility regulations, all stages shall be made accessible to persons with disabilities)*
- e. **Wires interfering with the path of travel?**
- f. **Signage**  
*(The signage should include the following information: path of travel, restrooms, phones (if any), all accessible features, drinking fountains, and the name and location of a contact person who is responsible for dealing with any problems which may arise during the course of the park event. This signage should be placed at all entrances to the event. As part of the application packet, the event sponsor must provide a mock up of the signage, information in its final size, where the signage will be placed, and a description of how the signage will be mounted.)*
- g. **Plans for security**  
*(The number of security personnel required will be determined by the event coordinator and the Berkeley Police Department using risk assessment that takes into account the type of event, location, duration, time, potential for danger,*

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*history, type of entertainment, whether or not alcohol is being served, any specific information or intelligence received regarding the event, as well as many other factors. Crowd control monitors must wear armbands and/or such other identification to prominently identify them as monitors, and have a method, such as a cell phone, to communicate with the Berkeley Police Department)*

**h. Plans for recycling and refuse are included**

*(Included should be the types and locations of recycling and refuse containers and the name of any organization(s) with whom the applicant has contracted for these services.)*



## DEPARTMENT CONTACT INFORMATION

There may be costs associated with your proposed event. Below are telephone numbers that may be of help to you in getting information and determining costs.

**DEPARTMENT**

**PHONE**

**Finance**

Business license

**(510) 981-7200**

**Fire**

Emergency vehicle access lane; tents, structures or entertainment devices; use of pyrotechnics or other hazardous activities; and first aid plan

**(510) 981-5585**

**HHS-Environmental Health Division**

Use of amplified sound, temporary food & beverage facilities, and portable toilets & handwashing sinks

**(510) 981-5310**

**HHS – Office of the Director**

Permit application process, and insurance coverage

**(510) 981-5110**

**Parks, Recreation & Waterfront**

Time and manner for use of a park facility

**(510) 981-5150**

**Police**

Security plan, alcoholic beverage requests, and beer gardens

**(510) 981-5800**

**PW-Disability Compliance**

Event accessibility

**(510) 981-6342**

**PW -Transportation**

Street closures, traffic detour plan, traffic control devices, parking requests and blue zones

**(510) 981-7010**

**PW-Solid Waste Management**

Trash & recycling services

**(510) 981-7270**