

Organization: _____
Event: _____
Date of event: _____
Location: _____

City of Richmond
Special Event Permit Application



In order for the Community Services Department to process your special event permit application, the application must be submitted at least 30 days prior to your event. The application may be declined or additional fees may be applied if received within 30 days of your event.

Complete and return to:
Community Services Department
3230 Macdonald Avenue, Richmond CA 94804
(510) 620-6793 - direct
(510) 620-6583 – fax

Or email to: registration@ci.richmond.ca.us

Community Services Department Approval: _____

CITY OF RICHMND SPECIAL EVENT APPLICATION

~Application must be submitted at least 30 days prior to event date~

Section I: Event Summary

Name of Event: _____

Date of Event: _____

Location of Event: _____

Type of Event: Block Party (signed Road Closure Permit Issuance Requirements Form and Support by neighborhood council required)

Parade Street Festival Rally/March/Protest Run/Walk/Bike Race

Circus/ Carnival Film Permit Other

If other, please describe: _____

Brief Event description – including purpose and target audience: _____

Date and Time of Event: _____

Date and Time of Set-up: _____

Date and Time of Breakdown: _____

Estimated attendance: _____

Section II: Sponsoring Organization (Applicant)

The applicant for the special event permit must be the authorized representative of the organization/business conducting the special event. The application must be available to work with City staff throughout the permitting process.

Responsible Organization: _____

Authorized Representative: _____

Address: _____

City/State/ Zip: _____

Telephone (home/cell): _____

Email: _____

Section III: Security and Safety

Describe your internal security procedures (e.g., are you hiring a private security firm?) How many guards will be hired? _____

(Feel free to attach additional pages to describe security plan and submit with private firm)

Will there be a command post at your event? Yes No

Please describe and list location of the command post: _____

Will there be security guards at the entrance? Yes No

Will there be security guards at the exit? Yes No

Will you have an on-site provider of primary first aid? Yes No

Section IV: Facilities and Parks

Do you plan to use a City facility or park for your event? Yes No

If yes, please complete the facility or parks/fields application.

Parks and Landscaping Approval: _____

For Parking lots, city streets and stalls contact Transportation Services at (510) 621-1718

Transportation Services Approval: _____

Section V: Food/Alcohol

Will food be sold or served at your event? Yes No

Is your event Private or Public

**If yes, applicant must submit a copy of approved food permit issued by:
Contra Costa County Health Department 2120 Diamond Blvd, Suite 200 Concord CA 94520 (925) 692-2526**

Will alcohol be served? Yes No

Will alcohol be sold? Yes No

**If yes, applicant must submit a copy of the approved ABC license issued by:
State Department of Alcohol Beverage Control 1515 Clay Street Suite 2205 Oakland CA 94612 (510) 622-4970**

Section VI: Entertainment Activities

Will sound amplification be used? Yes No

If yes, and event is outdoors complete a sound permit application and submit with this application.

What type of amplification (e.g., DJ, live band, stereo system, microphones)? _____

And for what use? _____

What type of music will be played? _____

Section VII: Fire and Electrical Safety

Fire Department Approval: _____

Will there be any propane gas or open flame? Yes No

Will there be any fenced or limited access areas? Yes No

Will there be any compressed gas cylinders in use? (Helium, etc.) Yes No

- Will you use electricity? Yes No
 Generator? Yes No
 Lighting? Yes No
 Will you require additional power brought to the site? Yes No

Outdoor extension cords must be 3-prong UL listed extension cords.

Please describe electrical usage: _____

The City of Richmond does not provide additional connections to power sources at our parks.

Section VIII: Tents and Structures

- Will there be any tents/canopies Yes No If yes, how many _____ What size: _____
 Will there be any inflatables (i.e. jumpers) at your event? Yes No If yes, how many: _____
 Will other structures be used? (e.g., bleachers, stages, etc) Yes No
 Please describe: _____

Please provide a site plan of all vendors, first aid stations, event staging, rest room facilities, tents, jumpers and temporary structures. A Fire Department inspection is required for all tent structures prior to the event if size is 20'x20' or above.

Section IX: Traffic Control (Engineering and Department of Infrastructure and Maintenance Operations)

Engineering Department Approval: _____

- Will you request that any street(s) be closed? Yes No
 If yes, please list street(s): _____
 Date(s) and Times(s) for street closure: _____
 Will on-street parking be eliminated? Yes No

If yes, a) Please attach your traffic, parking and overflow plan, and sign and submit b) the Road Closure permit Issuance Requirements Form and c) the neighborhood survey form.

If parade, race, run, or walk, please describe route and attach route map and proposed traffic detour route:-

- Is the street closure affecting a bus route? Yes No

If so, visit AC Transit for approval. 1177 47th Street Emeryville (510) 891-4908

AC Transit Signature/Date: _____

- Will you require A-Frame barricades? Qty _____ Yes No
 Will you require crowd control Barricades? Qty _____ Yes No
 Will you require traffic cones? Qty _____ Yes No
 Will you require temporary "No Parking" signs? Qty _____ Yes No
 If yes, please note the dates/times you would like posted on the signs: _____
 Will this event require temporary traffic/directional signs? Qty _____ Yes No

Signage

Are you planning to post signs advertising the event? Yes No

(If yes, please submit a list of the locations where the signs will be posted. Also include a copy of the sign with dimensions.)

If so, are you hiring a firm to post the event signage? Name: _____

Please provide a copy of the contract for sign posting.

Note: All signs must be removed within 48 hours after the event to avoid being issued a citation.

Department of Infrastructure Maintenance and Operation Approval: _____

Barricade Requirement – Please check:

We plan to use barricades provided by the City of Richmond Streets Division

- Applicant will pick up
 - Barricades and cones can be picked up and returned by the applicant. They are available from the Corporation Yard located at #6 – 13th Street, (13th & Chanslor St. in Richmond). Monday–Friday from 7:00 a.m. until 3:30 p.m
 - All equipment should be returned the first business day following your road closure.

- City will deliver and pick up the equipment; there will be a delivery charge of \$51.00. There will be a replacement charge of \$15.00 for each barricade or cone lost or damaged.

A Type I barricade is a standard “A” frame barricade with a single rail facing each direction, between 8” and 12” in width, and 2 feet in length. There should be 2 reflectorized rail faces on Type I barricades. A Type II barricade is a standard “A” frame barricade with a single rail facing each direction, between 8” and 12” in width, and 2 feet in length. There should be 4 reflectorized rail faces on Type I barricades. A Type III barricade is a vertical barricade mounted on posts or skids with three rails, between 8” and 12” in width and 4 feet in length. There should be 3 reflectorized rail faces on Type III barricades if the barricade is facing in one direction, and 6 reflectorized rail faces if facing traffic in two directions.

In addition, you must secure enough barricades, and place them in such a way, so that there is no gap large enough for a vehicle to pass through the street.

Section X: Sanitation

Describe your clean-up plans both during and after the event: _____

Describe your arrangements for trash removal: _____

Waste Removal Company name? _____

For community events with more than 100 attendees, please contact Richmond Sanitary Service, 3260 Blume Drive, Richmond (510) 262-7100, to rent garbage or recycling containers.

Will there be portable toilets available? Yes No

Will there be handwashing units available? Yes No

Portable Toilet Company Name: _____

Delivery Date: _____ Removal Date: _____

Please list locations: _____

Please attach contracts for port-a-potty and garbage collection services.

The undersigned organization has read the Special Events Guidelines of the City of Richmond and agrees to follow and abide by the regulations and procedures therein.

INSURANCE

Anyone holding a Special Event at the City of Richmond must provide the City of Richmond with a **Certificate for Liability Insurance** evidencing coverage for \$1,000,000 per occurrence **and an Additional Insured Endorsement naming the City of Richmond, its officers, agents, and employees as an Additional Insured for the event.** NOTE: If alcoholic beverages are involved, special conditions apply, please see the guidelines.

Use of Jump Houses and Stages in the City right of way (streets, parks, sidewalks) – the applicant must provide a Certificate of Liability Insurance from the owner of the jump house or stage evidencing coverage for \$1,000,000 per occurrence **and an Additional Insured Endorsement naming the City of Richmond, its officers, agents, and employees as an Additional Insured for the event.**

Go to **www.cjprma.org** Note the Special Event Insurance Icon located in the middle of the home page. Click on the icon to be re-directed to the Gales Creek site.

INDEMNIFICATION

Applicant shall indemnify and hold the City of Richmond, its agents, officers and employees harmless from and against:

- a) Any and all liability, claims, suits, actions, damages, penalties, costs including legal costs; and/or b) Causes of action whatsoever for any personal injury, bodily injury, loss of life or unforeseeable damage to the property arising from any incident, occurrence; or c) Conditions related to the privileges granted by this permit.

The applicant agrees that any expenses incurred by the City of Richmond due to failure of the applicant to adhere to the guidelines and conditions of the permit shall be the legal and financial obligation of the applicant.

The permit application is not approved/effective until signatures from all city departments have been obtained. Property is available on a first-come, first serve basis, and is not considered reserved until an application is approved and the initial fees have been paid.

NAME OF ORGANIZATION: _____

Authorized Representative's Signature:

_____ Name

_____ Title

_____ Date

FREE SPEECH ASSEMBLY

Those who schedule speech or public assembly activities within the City of Richmond agree to not:

- Threaten passers-by.
- Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- Commit any act likely to create an imminent safety or health hazard.
- Interfere with or disrupt any other lawful activity by anyone in the same general location at the same time.
- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or on any other public property except in designated posting areas.
- Conduct speech that includes fighting words, which are those words that by their very utterance tend to incite an immediate breach of the peace.
- Engage in any other speech or action that is not allowed by law.

1. Public speech that is likely to incite or produce imminent lawless action or that is, under the current legal standards, either defamatory or obscene, is prohibited.

2. Individuals who damage or destroy City property shall be held responsible for such damage or destruction.

3. A request for use of free speech areas may be denied if the City Manager determines that the proposed speech/activity will constitute a clear and present danger to the orderly operation.

4. All applicable City regulations, state and federal laws and municipal ordinances must be followed when engaging in free speech activities within the City of Richmond. Failure to do so may result in immediate removal from the location and any other appropriate action by City of Richmond officials and/or City of Richmond Police.

ORDINANCE NO. 11-18 N.S.:

An ordinance of the City Council of the City of Richmond Municipal Code entitled “Food Ware Ordinance” updated the disposable food ware regulations to prohibit the use, distribution or sale of plastic straws and plastic stirrers.

I agree to comply with the above requirements.

Signature

Date

Conditions of Approval
(for office use only)

POLICE Department Approval: _____
Department Signature/Date

Security Plan (if required) approved

Parking Plan (if required) approved

Personnel Allocation (if required)

Alcohol permit (if required) issued

Sound permit (if required) issued

Parade route and permit approved

Detour plan for road closure (if required) approved

Comments: _____

