

East Bay Regional Park District, Reservations Department, 2950 Peralta Oaks Court, Oakland, CA 94605

Reservations Supervisor Contact Information:

Phone: (510) 544-2540 Fax: (510) 639-4757 Email: specialeventpermit@ebparks.org

2017 - 2018 Application Packet for a "Special Event Permit"

Please read the enclosed application materials carefully as some of our policies and procedures have changed. As the event organizer, it is your responsibility to know the EBRPD guidelines and requirements for your type of event and make sure the application is completed.

Do not assume your event is approved nor start advertising your dates until you have a final permit signed by the Reservations Supervisor. Your application will be rejected if the form is not complete or map(s) are not attached. Your permit application needs to be signed by the Park Supervisor and at least three other District Managers, so it is extremely important that you plan ahead.

When do I need a Special Event Permit? Special event permits are required for events such as organized trainings, walk-a-thons, athletic competitions, festivals or other activities which go beyond the scope of normal park use, or which require partial or exclusive use of a park or area within a park. A permit is also required if you advertise the event or if there is a participation fee.

Non-Park District agencies or individuals sponsoring smaller, on-going recreation classes or programs that utilize District parkland or trail systems are also required to obtain a permit. For more information please visit <http://www.ebparks.org/activities/permits/bookingspecialevents>

NOTE: You may need to obtain additional permits from outside agencies if your event expands outside Park District property. We do not facilitate this or collect the permits.

The permit process has six steps: (1) Contact the Reservations Office to make a tentative booking and pay a deposit and receive the application form; (2) Submit a completed application packet to the Reservations Supervisor for approval; (3) Meet with the Park Supervisor; (4) Provide adequate proof of insurance; (5) Pay the balance of fees; and (6) Sign and return the permit copy. Your firm permit will be issued to you after all parts of the process are complete. You will have separate contracts for picnic or camping rentals, sanitation trailers or other permits.

Important Deadlines

- **1 Year Prior** - Special Events may be booked up to one year in advance. It is strongly encouraged to start the application process as early as possible in order to confirm date(s), location, and approvals. A non-refundable initial payment of \$100 is due at the time of booking in order to hold your date.
- **90 days Prior** - New events or especially complicated events require a minimum of 90 days. Some events will need approval from the Board of Directors. This can take 90 days or longer.
- **60 Days Prior** - Last day we will accept the application packet for **NEW EVENTS**. Applications must be complete and submitted to the Reservations Supervisor by this date.
- **60 Days Prior** - \$100 late fee will apply if certificate of insurance and all fees have not been submitted to the Reservations Supervisor.
- **45 Days Prior** - Last day we will accept the application packet for **REPEAT EVENTS**. Applications must be complete and submitted to the Reservations Supervisor by this date.
- **15 Days Prior** - Your event will be canceled if your application packet is not complete in any way, including adequate proof of insurance, payment of fees, or a firm permit signed by you.

Special Event Permit Fees 2017-2018

Fees are subject to change by Board approval, and are billed at rates in effect at the time they are charged. Staff will select fees based on event proposal. Contact Reservations Supervisor for a quote.

ONE of the following fees will apply for each event:

- \$250 Special Event Permit Application Fee: includes \$100 non-refundable/non-transferable administrative fee applicable even if event is not approved by District staff or event is cancelled by applicant
- \$100 Late Fee: if application process is incomplete less than 60 days prior to event (not applicable to weekday Cross Country Meets or Non-District fee-based programs)
- Application Fee for Non-District **fee-based programs/classes** that utilize District parkland and trail systems:
 - Non-profit (501-3C) Organization: \$50/class or 10% of gross revenue, whichever is greater
 - Public Agencies: \$50/class or 10% of gross revenue, whichever is greater
 - Individual & For-Profit Businesses: \$50/class or 20% of gross revenue, whichever is greater
- \$50 Low-Impact Event Permit Fee, per event using less than one mile of District property and not starting nor ending on District property. Includes \$50 non-refundable/non-transferable administrative fee applicable even if the event is not approved by District staff or event is cancelled by applicant.
- \$50 Weekday School-Sponsored Cross Country Meet, per day (the full Special Event Permit fees apply for weekend events). Bus and athlete vehicle entry fees will not be charged for school weekday and weekend cross country meets with a Special Event Permit.
- \$250 "Boot Camp" Permit Fee: per calendar year

Additional Fees (incomplete list: refer to the Consolidated Fee Schedule or the Reservations Supervisor)

- Vendor Permit: \$75 per event or 10% of gross sales (T-shirts, food, drinks, etc.), whichever is greater
- Staffing fees for Mountain Bike, Swim, Duathlon, or Triathlon events calculated as either 'a' or 'b', whichever is greater:
 - a) The sum of all staffing fees (i.e. lifeguards, rangers, public safety officers, etc.)
 - OR –
 - b) Total fee based per participant as follows:
 - \$2/person for mountain bike events
 - \$4/person for swim or duathlon events
 - \$6/person for triathlon events
- Standard District Sanitation Trailer Rental (each trailer includes 2 toilets w/100 gal. of non-potable water). Three available for rent at \$182/day or \$232/weekend per trailer plus a \$8 non-refundable reservation fee.
- A Deluxe Trailer, available for ceremonial events only (i.e. weddings, baptisms), includes hand-washing sinks, mirrors and interior lights in both toilets (\$257/day or \$332/weekend, plus an \$8 non-refundable reservation service charge).
 - *** Extra Pump Out: \$143/sanitation truck dispatch, as required or requested
- Picnic/Camping Fees: Varies depending on site, please call Reservations at (888)327-2757, option 2. Applicant will be billed for any additional staffing incurred above the fees that have already been paid
- Caterer or Vehicle Access Permit: \$75/day plus \$25 surcharge if less than 15 days notice;\$150/annual permit (must provide certificate of insurance)
- Amplified sound permit: Only allowed at three picnic sites within Martin Luther King Jr. Shoreline Park. The security deposit is ten times the site reservation fee, with a \$1,000 minimum. This fee may be waived after three years of successful events with no incidents.

2017-2018 Application Process

Step 1 - **TENTATIVE BOOKING AND DEPOSIT:**

- o Contact the Reservations Supervisor to see if the date and park you would like to book is available, and make a tentative booking. If your event requires additional accommodations, such as picnic areas or lifeguard staff, this should be discussed at this point. The person who begins the reservation process must be the contact person throughout the entire permit application process.
- o Pay the Permit Application deposit (\$100 for standard special events; \$50 for other types of events; see Page 2). This deposit is a non-refundable/non-transferable administrative fee and is applicable even if the event is not approved by District staff or the event is cancelled by applicant. *Note: Tentative contracts are issued to facilitate payment of fees. A firm contract will be issued only after you complete all six steps.*

Step 2 - **APPLICATION REQUIREMENTS:**

Send the completed application packet directly to the Reservations Supervisor.

- o Complete all fields on the **application form** (attached).
- o Indicate on park **map(s)** all event features, such as start and finish areas, trails to be used, where you plan to place course monitors, aid stations and portable toilets. Park maps are available at <http://www.ebparks.org/maps>
- o Depending on your type of event, **additional information**, may be required.
- o **Sign and date** your application.

Step 3 - **PARK SUPERVISOR MEETING:**

Contact the appropriate Park Supervisor to arrange a face-to-face meeting (see Park Supervisor Contact list). First-time, large, or complex events may require the attendance of Park Police and the Reservations Supervisor.

In your meeting, be prepared to discuss:

- o Your application packet: Application & Map(s).
- o Course or area to be used.
- o Fees for park entry/parking, staff overtime, vendors or other services.
- o Additional requests, such as extra garbage cans.
- o Support you may need from park rangers, lifeguards or police.
- o Any other issues or concerns.

Step 4 - INSURANCE:

Evidence of General Liability insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence.

The following two items are **REQUIRED** and must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:

- List as Certificate Holder (**required**):

East Bay Regional Park District,
Attn: Reservations Supervisor
P.O. Box 5381
Oakland, CA 94605-0321

- Additional Insured Endorsement which contains the following language (**required**):
"The East Bay Regional Park District, its officers, employees, and agents are named as an additional insured with respect to liability arising out of (name of event) to be held on (dates). This insurance shall be the primary coverage for this event."

- Additional endorsements and/or permits may be required if the event involves the use of vehicles driven on the internal park roads, or if food or alcoholic beverages are sold or served at the event. Please review vehicle insurance requirements at www.ebparks.org/activities/permits#caterer
- **Quarry Lakes** events: Regional Park must also name "Alameda County Water District" as additional insured.
- **Iron Horse** Regional Trail events: must also name "Contra Costa County, its employees, officials and agents" as additional insured.
- **Hayward Regional Shoreline** events: must also name "Hayward Area Recreation and Park District, its employees, officials and agents" as additional insured.
- Insurance referrals are available through EBRPD's Risk Management Department at (510) 544-2163.

Step 5 – FEES AND PAYMENT:

All fees due* must be paid prior to the issuance of the permit. Additional charges may include fees for picnic sites, camp sites, facility rentals, staffing and other fees (all extra usage fees that may apply should be included in your event plan).

- ONLINE: Payments can be made via Visa or MasterCard at www.ebparkonline.org. If you do not have a password, click on the "Forget your password?" link on the Login page and enter the email address on your contract - a temporary password will be emailed to you.
- PHONE: Call Reservations at 1-888-EBPARKS (888-327-2757) option 2, with a Visa/MasterCard.
- CHECK: Make check out to "EBRPD", write your contract number(s) and event date(s) on the check and mail to the Reservations Department.

* Vendor fees, per participant fees or percentage of program revenue are due within 30 days after your event.

Step 6 - PERMIT:

An approved copy of the permit will be issued for your signature when we have received the completed special event permit application packet with necessary approvals, payment for all fees, and adequate proof of insurance. Return the signed permit to the Reservations Department; the Reservations Supervisor will sign the permit and send you the firm permit. **Your event is not valid until your permit is signed by the Reservations Supervisor.**

For Reservations Staff only:

Tentative Contract number: _____ **New event** **Repeat event**

ONE of the following will apply for each event:

\$250: Special Event permit application fee	\$50: Weekday School-Sponsored Cross Country meet (per day)
\$50: Low Impact Event permit fee	\$250: Boot Camp permit fee (per calendar year)

2017-2018 Special Event Permit Application

Before submitting this application to the Reservations Supervisor:

- ✓ Pay the non-refundable initial payment of \$100
- ✓ Attach all map(s) and any other additional information as necessary
- ✓ Complete ALL sections in the application. Write N/A if a question is “not applicable” to your event

SECTION I: Permit Type and Payment Information

A. Type of Event (check all that apply):

- | | | |
|-----------------------|-----------------|-------------------------|
| Bicycle ride | Equestrian | Training Program |
| Bicycle race | Open water swim | Triathlon/Biathlon |
| Cross Country event | Religious Event | Other (please specify): |
| Cultural or Art Event | Run/Walk | _____ |

B. Event Name: _____

C. Organization Sponsoring Event: _____

D. Park(s): _____

E. Reservable Areas needed: you **must** reserve and pay for any reservable group picnic and/or group campsite(s) that will be impacted by your event. List all sites impacted by your event:

- | | | |
|----|-----|----------------------------------------------------------------------------------------|
| NO | YES | F. Are you booking this special event for another agency or group? |
| NO | YES | G. Have you applied for a Special Event Permit with EBRPD or other agency? |
| NO | YES | H. Have you had a Special Event Permit revoked/denied by EBRPD or other agency? |

If you answered yes to the third question, please explain:

SECTION 2: Contact Information (must be the name on the contract)

A. Contact Person: _____ **Email Address:** _____

Primary Phone number: _____ **Secondary Phone number:** _____

Address: _____ **City & Zip Code:** _____

B. Will the above Contact Person be on-site during the event day(s)? **NO** **YES**

If no, please list the name & phone number of who will be: _____

C. Alternate Contact Person: _____ **Email Address:** _____

Primary Phone number: _____ **Secondary Phone number:** _____

Address: _____ **City & Zip Code:** _____

Section 3: Sponsoring Organization Information *(must be name on the contract)*

A. Website: _____ **Phone number:** _____

Address: _____ **City/State/Zip Code:** _____

NO YES B. Is the sponsoring organization a non-profit organization?

If yes, please include tax ID number: _____

NO YES C. Is the sponsoring organization a business or for-profit organization?

If yes, please include business license number: _____

D. Brief description about the organization:

Section 4: Event Information

A. Event Description: Please provide a brief description of your event *(if more space is needed, please attach additional information to the application packet).*

B. Time line: *Set-up cannot start before the time stated on the contract. All tear-down complete and everyone vacated by the time stated on the contract.*

	Date	Time	Day of Week
Set-up			
Event Starts			
Event Ends			
Tear-Down			

C. Estimated Attendance per day will not exceed:

	Participants	Staff/Volunteers	Spectators
Set-up			
During Event			
Tear-Down			

Note: Park Supervisors may require a cap on participants for races/runs/walks

D. For races (foot or bike) or walks, please fill out the chart below for each race/walk during your event (i.e. if your event has a 5k, 10k, and 1/2 marathon). **NOTE:** Heats/Waves must start at least **10 minutes** apart if the head/wave size is larger than 25 participants.

Heat/Wave #	Start Time	# of participants

** If more space is needed, please attach the information to this application packet.

SECTION 5: Promotion & Advertisement:

Event Organizers must agree to the following:

- Signage to notify the public of an upcoming event should be dropped off **1-2 weeks** before your event date. This should be coordinated with the Park Supervisor.
- You **cannot** advertise your event until the Reservations Supervisor has countersigned the approved permit.
- If applicable, please attach a copy of entry form and/or flyer promoting event

A. What are the fee(s) you will charge to event participants: _____

B. Is this event open to the public? **NO** **YES** *If yes, a cap may be required on # of participants*

C. How will this event be promoted? *(check all that apply):*

Radio _____ TV _____ Newspaper _____ Posters _____ Website _____ Social media _____ Other _____

D. Special Events cannot be advertised until an approved permit has been countersigned by the Reservations Supervisor. Please initial here that you understand and agree _____

E. Please provide any additional information on promoting or advertising the special event here: _____

SECTION 6: Parking Plan

- Parking must be reviewed with the Park Supervisor at the pre-event planning meeting.
- All participants, spectators, volunteers, and event staff are required to pay parking fees, if charged at that park.
- If a parking pass is used to facilitate easy and quick access to the park on the day of your event, it must have Park Supervisor approval before distribution

A. Please describe your parking plan:

SECTION 7: Emergency Plan & Contingency Plan

Keep the following phone numbers available and instruct volunteers/staff to contact

EBRPD dispatch first:

- For Emergencies: 510-881-1121
- For non-Emergencies: 510-881-1833

A. Please describe your Emergency Plan: Please attach additional information if more space is needed

***For races/walks, be sure to include the number of aid stations and locations, # of monitors and their locations, and sweeper that ensures everyone finishes*

B. Please describe your Contingency Plan: Please attach additional information if more space is needed

(i.e. In the event of wet weather leading up to or the day of event, blue/green algae, water levels, etc....) NOTE: Trail closures may result in the event being canceled.

SECTION 8: Environmental, garbage, and recycling

- **BE GREEN:** Whenever possible, use reusable, recyclable and biodegradable materials.
- Removal of wildlife or any object from parkland is prohibited.

A. How will the event site(s) be cleaned during and after the event? Please include who will be responsible for clean-up and all signage removal (including course markings if applicable)

DO NOT SAMPLER USE

SECTION 9: Vehicle Access *(additional insurance will be required)*

A. Are you requesting to drive on any non-public roads?

NO **YES, number of vehicles** _____

B. Where will the vehicles be driving? _____

C. When will the vehicles be driving on non-public roads? _____

NOTE: Vehicles are allowed 30 minutes to drop off equipment

D. If you are requesting Vehicle Access Permit(s), please provide the following information:

Vehicle #1:
 Name(s) of driver: _____ Phone number: _____
 Vehicle make and model: _____

Vehicle #2:
 Name(s) of driver: _____ Phone number: _____
 Vehicle make and model: _____

Vehicle #3:
 Name(s) of driver: _____ Phone number: _____
 Vehicle make and model: _____

SECTION 10: Vendors *(the sale of any merchandise, food, drinks, etc.... require a Vendor permit)*

A. Are you requesting a Vendor Permit?

NO **YES**, number of vendors _____

B. Will free samples be passed out before/during/after the event?

****Does not require a vendor permit, but does require Park Supervisor approval*

NO **YES**, what will be passed out, when, and where? _____

NOTE: Samples can only be given to event participants, in designated areas. Future permits will be revoked or denied if this is not followed.

C. Please describe when vendors will set-up, what will be sold, and how they will ensure no trash is left behind:

SECTION 11: Additional Event Details and Requests

A. Will any tents/canopies/structures be set up?

NO **YES**, What are the dimensions and how will they be anchored (**no stakes**)?

B. Are you requesting amplified sound or music? **REQUIRES SUPERVISOR APPROVAL**

**if approved, you must comply with Park Staff requests to lower volume or turn off if there are complaints*

NO **YES**, for what purpose? _____

I. Speaker Placement: _____

II. Duration of amplified sound/music: _____

Note: No amplified sound permitted after sunset or before sunrise

III. Power source: _____

C. Do you need to bring electrical hookup, generators, or additional lighting?

REQUIRES SUPERVISOR APPROVAL

NO

YES, please specify:

D. Are you requesting a Bounce House permit (only approved at certain sites)?

NO

YES

E. Are you requesting a Beer/Wine permit (only approved at certain sites)?

NO

YES

F. Are you providing portable toilets at your event?

NO

YES, who are you renting from? _____

I. How many? _____ **II. Delivery date & time:** _____

III. Delivery location: _____

IV. Pick-up date & time: _____

G. Will you be requesting an early gate open or late close? Park hours vary, please check website.

NO

YES, what time? _____

H. Will you be requesting assistance from any EBRPD staff before/during/event the event?

NO

YES, please specify who (i.e. ranger, officer, lifeguard): _____

I. What will the staff be needed for? _____

NOTE: It may be required to have EBRPD staff to assist with the event. If so, staff hours will be added to your contract and must be paid.

SECTION 12: Attach map(s) Park maps available on ebparks.org; consider using Google maps or AutoCAD

Attach map(s) that meet the following criteria:

- Easy to read and clearly marked
- Clearly shows park features
- Clearly shows important event features including, but not limited to, start and finish location & trails to be used, toilets, lighting, vendors, trash, staging areas, etc...
- Shows location of aid stations & course monitors (if applicable)
- Location of vendors/toilets/lighting/bounce house/etc.... (if applicable)
- Turn-around points should be wide areas AND marked with street names, rather than mileage
- Indicate direction of travel on the trails for runs, walk, and rides

SECTION 13: Pre-Event Planning Meeting

Event Organizers must contact the Park Supervisor(s) to arrange the mandatory pre-event planning meeting after the application has been submitted to the Reservations Supervisor. **Do not "drop by"**.

A. YOU must contact the Park Supervisor(s) to schedule a pre-event planning meeting at least 60 days prior to your event. Please initial here that you agree to do so: _____

