

SAMPLE FORM



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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 the event plan and map 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 walk-a-thons, organized trainings, 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.

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 Park 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 can be booked as early as one year in advance. A \$100 deposit is due immediately. |
| 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, which can take 90 days or longer. |
| 60 days prior | LATE FEES!! A \$100 late fee will apply if your application process is not complete 60 days prior to the event. The late fee will apply if we have not received your certificate of insurance, signed permit or fees have not been paid. No exceptions. |
| 30 days prior | No new permit applications will be accepted whatsoever. |
| 15 days prior | Your event will be cancelled if your application packet is not complete, including |

adequate proof of insurance, payment of fees, or a firm permit signed by you.

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SAMPLE FORM Application Process DO NOT USE

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

- Contact the Reservations Supervisor to see if the date and park you would like to book for your event is available, and make a tentative booking. If your event requires park accommodations, such as picnic areas or lifeguard staff, this should be discussed at this point. The person who begins the reservation process is required to be the contact person throughout the entire permit application process.
- Pay the Permit Application deposit (\$100 for standard special events; \$50 for other types of events; see Page 9). 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:**

Give the completed application packet directly to the Park Supervisor involved. Do not send it to the Reservations Supervisor.

- Complete all fields on the **application form** (attached).
- Indicate on park **map(s)** all event features, such as start and finish areas, trails to be used, course monitors and aid stations. Maps are available at www.ebparks.org/maps.
- Depending on your type of event, additional information (such as an emergency contact plan), may be required. Please see relevant guidelines.
- An **Event Plan** which describes, in detail, ALL aspects of the event must be attached. An example may be found at www.ebparks.org/sampleeventplan.
- Sign and date your application.

Step 3 - **MANDATORY PARK SUPERVISOR MEETING:**

Arrange a face-to-face meeting with the appropriate Park Supervisor (see 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:

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

Step 4 - INSURANCE:

You must show 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**. Insurance may be available for purchase through the East Bay Regional Parks. The following items are **REQUIRED** and must be included on the Certificate of Insurance to demonstrate appropriate insurance coverage.

a. **List as Certificate Holder:** East Bay Regional Park District
Attn.: Reservations Supervisor
2950 Peralta Oaks Court
Oakland, CA 94605-0381

b. **Additional Insured Endorsement must contain the following language:**

"The East Bay Regional Park District, its officers, employees, and agents are named as additional insured. This insurance shall be the primary coverage for (event name) to be held on (dates)."

Events at **Quarry Lakes Regional Park** must also name "Alameda County Water District" as additional insured. Certificate holder address is: ACWD 43882 South Grimmer Boulevard, Fremont, CA 94538

Events that include **Contra Costa County Trails** must also name "Contra Costa County, its employees, officials and agents" as additional insured.

Events at **Hayward Regional Shoreline** must also name "Hayward Area Recreation and Park District" Certificate holder address is 1099 E Street, Hayward, CA 94541

Additional endorsements may be required if the event involves non-park vehicles driving on internal park roads, or if food and/or alcoholic beverages will be sold or served. Submit proof of insurance to the Reservation Supervisor via email or fax ; original/hard copy is not required.

Step 5 - FEES:

Call Reservations at 1-888-EBPARKS (888-327-2757) option 2, to pay by Visa/MasterCard. Make check out to "EBRPD", write your contract number(s) and event date(s) on the check and mail to the Reservations Department. Balance of fees* is due no later than 15 days prior to your event and 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). *Vendor fees, per participant fees or percentage of program revenue are due within 30 days after your event.

Step 6 - PERMIT:

A final copy of the permit will be issued for your signature when we have received the completed special event permit application packet with necessary approvals, all fees are paid, and adequate proof of insurance provided. Return the signed permit to the Reservations Department; the Reservations Supervisor will sign the permit and send you the firm permit.

QUESTIONS? Contact the Reservations Supervisor, Tiffany Margulici:

phone: (510) 544-2540

fax: (510) 639-4757

email: tmargulici@ebparks.org

East Bay Regional Park District

P.O. Box 5381

Oakland, CA 94605

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Contract # (to be completed by staff)



Special Event Permit Application

You **MUST** do all of the following or your application will not be approved:

- Attach park Map(s)
- Attach Event Plan
- Print, Sign and Date application (for events in multiple parks, submit only one application)
- Submit the **entire** application packet **directly to the Park Supervisor** and meet to discuss the plan and address concerns
- Send **fees** and **insurance certificates** directly to the Reservations Department Supervisor, Tiffany Margulici

SECTION I (to be completed by applicant)

Event Name:

Organization Sponsor:

Event Description:

Park(s):

Event Date (s):

Setup Date:

Fee(s) you will charge:

Is this a business or organization event?

Web Address:

Organization Address:

Contact Person:

Cell:

Mailing Address:

Alternate Contact:

Cell:

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Contact the Reservations

Supervisor, Tiffany

Margulici, at (510)544-2540

or email

tmargulici@ebparks.org

for current, official packet

RESERVABLE AREAS: You must reserve and pay for any reservable group picnic and/or group camp site(s) that will be impacted by your event. List sites:

TOILETS: Do you need extra portable toilets? No Yes, using vendor:
 Yes, renting from EBRPD* (# requested)

* EBRPD has 3 Standard Sanitation Trailers available for rent (\$132/day or \$182/weekend per trailer plus an \$8 non-refundable reservation service charge) - each Standard Trailer includes 2 toilets w/100 gal. of **non-potable** water.
 * A Deluxe Trailer, available for ceremonial events only (i.e. weddings, baptisms), includes hand-washing sinks, mirrors and interior lights in both toilets (\$182/day or \$257/weekend, plus an \$8 non-refundable reservation service charge).

VEHICLE ACCESS: Are you requesting to drive on any non-public roads? No Yes (additional insurance required)

If Yes, Where and When?

OTHER REQUESTS: Check applicable box(es) here and explain in detail in your Event Plan

Beer/Wine Permit Vendor Permit Early Gate Opening Other (explain)

INDEMNIFICATION: In consideration of receiving a Special Event Permit, I on behalf of myself and the sponsoring agency, agree to indemnify, hold harmless, defend and protect EBRPD, its officers, directors, agents, and employees (collectively "Indemnitees") from and against any and all claims, losses, damages, demands, liabilities, suits, costs, expenses (including attorneys' fees), penalties, judgements, or obligations whatsoever for or in connection with illness or injury (including death) or damage to any person or the loss or damage of property to whomsoever belonging or pecuniary or monetary loss resulting from, arising out of, or in any way related to the event activities, excepting only such claims arising from the sole negligence or willful misconduct of EBRPD.

ACKNOWLEDGMENT: By signing below, I am acknowledging that I have read and understand the Special Event and Special Use Permit Application process, that I am authorized by the Sponsoring Agency to obtain this permit and to accept all of its terms. If this application is approved, all information within it will become part of my final permit. Any requests not covered in the application, map or event plan is considered a change to my application and I will need to resubmit for approval.

Applicant Signature

Applicant Printed Name

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Section 2. Approval

Park Supervisor
plan are attached
route this packet to
contact Tiffany Margulici

Contact the Reservations

Supervisor, Tiffany

Margulici, at (510)544-2540

or email

tmargulici@ebparks.org

for current, official packet

Signatures of District

Park Supervisor
Park Supervisor <i>(for an event in multiple districts)</i>
Park Supervisor <i>(for an event in multiple districts)</i>
Unit Manager
Unit Manager (2) <i>(for an event in multiple districts)</i>
Chief of Park Operations <i>(new events only)</i>
Aquatics Supervisor <i>(only when lifeguards are present)</i>
Public Safety <i>(if applicable)</i>

Event
lease
to
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Note any
Staff Time to
be charged:

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 Tiffany Margulici 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: \$50 per event or 10% of gross sales (T-shirts, food, drinks, etc.), whichever is greater
- \$73 per hour per Park Ranger X _____ hours
- \$37 per hour per Lifeguard X _____ hours
- \$90 per hour per Aquatics Supervisor/Firefighter/EMT X _____ hours
- \$110 / hour per Public Safety Officer X _____ hours
- 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

A report on event attendance is required within a week after the event. Applicant will be billed for any additional staffing incurred above those fees that have already already paid.

- Standard District Sanitation Trailer Rental (each trailer includes 2 toilets w/100 gal. of non-potable water). Three available for rent at \$132/day or \$182/weekend per trailer plus a \$8 non-refundable reservation fee.
- Picnic/Camping Fees: Variable depending on site, please call Reservations at (888)327-2757, option 2.
- 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 available at three picnic sites within Martin Luther King Jr. Shoreline Park. The Security Deposit is ten (10) times the site reservation fee, with a \$1,000 minimum. This fee may be waived after three years of successful events with no incidents.