



Special Event Permit: “At a Glance”

Q: When do I need a special event permit?

A: Special event permits are required for events such as walk-a-thons, organized trainings, athletic competitions, festivals or other activities which may 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 plan on advertising the event to the general public or if you charge a participation fee.

Q: How far in advance do I have to apply for a special event permit?

A: New event permit applications must be submitted a minimum of 90 days prior to the event. Some events may require additional steps or approval by the General Manager or Board of Directors. You are strongly encouraged to submit your application as early as possible, especially if this is a first-time event in our district. Your event will be cancelled if your application is not complete 15 days prior to the event.

Q: What is required?

A: Along with your completed and signed application we must also receive a map indicating important event features, an event plan and a copy of the proper insurance. In addition, you must have a meeting with the park supervisor to approve the event.

Q: How do I get started?

A: To receive a special event permit application please contact Tiffany Margulici, Reservations Services Supervisor, at tmargulici@ebparks.org or (510) 544-2540. Please provide the following information: event date, location, a short description of the event and your request. Please also provide your name, the name of the group you are representing (if applicable), your telephone number, email address and mailing address.

Q: When will I receive my permit?

A: Your permit will be issued when your completed application has received the necessary documents and approvals, the fee is paid and adequate proof of insurance is provided. Please contact Tiffany Margulici, Reservation Services Supervisor, at tmargulici@ebparks.org or (510) 544-2540 if you have any questions.

Additional Resources: Special Event Permit Application Process