

EVENT NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

EVENT DATE \_\_\_\_\_

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 AVE, RICHMOND, CA 94804

P: (510) 620-6793 F: (510) 620-6583

EMAIL: [CSDREGISTRATION@CI.RICHMOND.CA.US](mailto:CSDREGISTRATION@CI.RICHMOND.CA.US)

# EVENT SUMMARY

## EVENT TITLE

**EVENT CATEGORY** [ ] Athletics/Recreation [ ] Dance [ ] Parade/Procession/March  
[ ] Block Party [ ] Festival/Celebration [ ] Other: \_\_\_\_\_  
[ ] Carnival/Circus [ ] Film Permit  
[ ] Concert/Performance [ ] Exhibit

## LOCATION

## DESCRIPTION

(This should include purpose and target audience.)

## ANTICIPATED ATTENDANCE

Total \_\_\_\_\_ Per Day \_\_\_\_\_

## DATE / TIME

Setup	Date	_____	Time	_____
Event Start	Date	_____	Time	_____
Event End	Date	_____	Time	_____
Breakdown	Date	_____	Time	_____

# APPLICANT AND HOST ORGANIZATION INFORMATION

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

Responsible Organization \_\_\_\_\_  
Authorized Representative \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_  
Email \_\_\_\_\_

If the Special Event is designed to be held by, on behalf of, or for any organization other than the applicant, the applicant shall file a written communication from such organization authorizing the applicant to apply on its behalf and certifying that the applicant will be financially responsible for the city costs or fees incurred.

## SECURITY AND SAFETY

YES NO

[ ] [ ] Will there be a command post at your event?

If yes, describe and list location of post: \_\_\_\_\_

[ ] [ ] Will there be security guards at the entrance?

[ ] [ ] Will there be security guards at the exit?

[ ] [ ] Have you hired a licensed professional security company to develop and manage your events security plan?

**If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License Issued by State of California and proof of insurance.**

[ ] [ ] Will you have an on-site provider of primary first aid?

Please describe your security plan including number of guards, crowd control, internal security and/or venue safety, or attach the Plan to this application: \_\_\_\_\_

## FACILITIES AND PARKS

YES NO

[ ] [ ] Do you plan to use a City Facility or Park for your event?

*If yes, please complete the Facility or Park/Fields Application and submit with this application.*

If the curb and public parking stalls are being requested for use, please also contact Transportation Services at [richmondparking@ci.richmond.ca.us](mailto:richmondparking@ci.richmond.ca.us) and phone (510) 621-1718

## ENTERTAINMENT ACTIVITIES

YES NO

[ ] [ ] Will sound amplification be used?

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

What type of music will be played? \_\_\_\_\_

## ALCOHOL / FOOD

YES NO

[ ] [ ] Will Alcohol be served?

[ ] [ ] Will Alcohol be sold?

**If yes, applicant must submit a copy of the approved ABC License issued by State Department of Alcohol Beverages Control 1515 Clay St. Ste 2205, Oakland, CA 94612 (510) 622-4970**

YES NO

[ ] [ ] Will food be sold or served at your event?

Is your event Private [ ] or Public [ ]

**If Public, applicant must submit receipt of payment issued by Contra Costa County Health Department 2120 Diamond Blvd., Ste 200, Concord, CA 94520 (925) 608-5500**

## FIRE AND ELECTRICAL SAFETY

YES    NO

- [ ] [ ] Will there be any propane gas or open flame?  
[ ] [ ] Will there be any fenced or limited access areas?  
[ ] [ ] Will there be any compressed gas cylinders in use? (Helium, etc.)  
[ ] [ ] Will you use electricity?  
[ ] [ ] Generator?  
[ ] [ ] Lighting?  
[ ] [ ] Will you require additional power brought to the site?

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.*

## TENTS AND STRUCTURES

YES    NO

- [ ] [ ] Will there be any tents/canopies? If yes, how many? \_\_\_\_\_ What size? \_\_\_\_\_  
[ ] [ ] Will there be any inflatables (ex: jumpers) at your event? If yes, how many? \_\_\_\_\_  
[ ] [ ] Will other structures be used? (ex: bleachers, stages, etc.)

If yes, 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.

## 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, contact Richmond Sanitary Service 3260 Blume Drive, Richmond, CA (510) 262-7100, to rent garbage or recycling containers.**

YES    NO

- [ ] [ ] Will there be portable toilets available?  
[ ] [ ] Will there be handwashing units available?

Portable Toilet Company Name: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

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

## TRAFFIC CONTROL

**YES    NO**

Will you require any street(s) be closed?

If yes, list street(s): \_\_\_\_\_

Date(s) and Time(s) for street closure: \_\_\_\_\_

Will on-street parking be eliminated?

If yes, (a) attach your traffic, parking and overflow plan (b) complete and submit Road Closure Application form and (c) the Neighborhood Survey form.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the street closure affecting a bus route?

**If so, submit your request at below web link with AC Transit for approval. Follow-up at (510) 891-4947**  
<http://www.actransit.org/customer/contact-us/detour-notification/#constructionevent>

**YES    NO**

Will you require A-Frame barricades? Qty \_\_\_\_\_

Will you require crowd control barricades? Qty \_\_\_\_\_

Will you require traffic cones? Qty \_\_\_\_\_

Will you require temporary "No Parking" signs? Qty \_\_\_\_\_

If yes, note the dates and times you would like posted on sign: \_\_\_\_\_

Will this event require temporary traffic/directional signs? Qty \_\_\_\_\_

### **Barricade Requirement—Please check one**

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

**Applicant will pick-up** from the Corporation Yard located at #6—13th St (13th & Chanslor St. in in Richmond). Monday-Friday 7:00 a.m. to 3:30 p.m. All equipment should be returned the first business day following the event.

**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.

*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.*

### **Signage**

**YES    NO**

Are you planning to post signs advertising the event?

If yes, submit a list of locations where the signs will be posted. Include a copy of the sign with dimensions

Are you hiring a firm to post the event signage? Name/Phone \_\_\_\_\_

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.**

## INSURANCE

Anyone holding an event in 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.**

If using Jump Houses and/or Stages in the City right of way (streets, parks, sidewalks) the applicant must provide a copy of the business's Certificate of Liability Insurance from the owner of the jump house or stage evidencing coverage for \$1,000,000 per occurrence.

Insurance can be obtained by visiting [www.cjprma.org](http://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 Gales Creek website.

## ACKNOWLEDGEMENTS

### 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.

### FREE SPEECH ASSEMBLY

1. 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.

2. 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.

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

4. 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.

5. 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.

### COVID-19

During the COVID-19 pandemic the City of Richmond is strictly adhering to State and Contra Costa County's Health order <https://www.coronavirus.cchealth.org/health-orders>. Applicant will be expected to follow all city and county mandated regulations due to COVID-19.

A certification that the applicant will be financially responsible for city fees and costs that may be incurred as a result of the event. 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.

**Additionally, by signing the below you acknowledge having read and will comply with the [Contra Costa Health Order](#).**

NAME OF ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CITY DEPT APPROVAL STAFF USE ONLY**

**COMMUNITY SERVICES DEPARTMENT**

APPROVAL DATE: \_\_\_\_\_

DEPT. SIGNATURE: \_\_\_\_\_

DENIAL DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVAL DATE: \_\_\_\_\_

DEPT. SIGNATURE: \_\_\_\_\_

DENIAL DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**FIRE DEPARTMENT**

APPROVAL DATE: \_\_\_\_\_

DEPT. SIGNATURE: \_\_\_\_\_

DENIAL DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**ENGINEERING DEPARTMENT**

APPROVAL DATE: \_\_\_\_\_

DEPT. SIGNATURE: \_\_\_\_\_

DENIAL DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**PARKS DEPARTMENT**

APPROVAL DATE: \_\_\_\_\_

DEPT. SIGNATURE: \_\_\_\_\_

DENIAL DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**DEPARTMENT OF INFRASTRUCTURE AND MAINTENANCE OPERATIONS**

APPROVAL DATE: \_\_\_\_\_

DEPT. SIGNATURE: \_\_\_\_\_

DENIAL DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**WATER RECOVERY RESOURCES**

APPROVAL DATE: \_\_\_\_\_

DEPT. SIGNATURE: \_\_\_\_\_

DENIAL DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**TRANSPORTATION DEPARTMENT**

APPROVAL DATE: \_\_\_\_\_

DEPT. SIGNATURE: \_\_\_\_\_

DENIAL DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**AC TRANSIT**

APPROVAL DATE: \_\_\_\_\_

DEPT. SIGNATURE: \_\_\_\_\_