2014 Special Event Application

GENERAL INFORMATION

THE FIRST PAGE OF THE APPLICATION MAY BE USED AS A "SAVE-THE-DATE" FORM

Event Name _____

Type of Event □ Run/Walk □ Bike Race/Tour □ Street Fair/Festival □ Parade

□ Other (**Describe**) _____

Event Location _____

Event Date(s) _____Time of event _____

Anticipated Attendance _____

Web Site _____

APPLICANT _____

Name of Contact _____Telephone _____

Address _____ Fax _____

City _____ State _____ Zip _____

Email Address _____

CONTACT PERSON "ON SITE" DAY OF EVENT

This person must be available on-site with authority over all elements of the event.

Name _____
(Please print)

Cell # _____ (Cell phone must be carried by contact person at all times)

DEPOSIT REQUIRED

Under City of Livermore Municipal Code, Section 12.45.160: a deposit of $250 for each event is required. The amount will be refunded to the applicant in the event the property is returned to the City in the same condition it was provided to the applicant.

Payment: If by check: Check No. _____

If Charge, Check one: ☐Visa ☐Master Card ☐ American Express ☐Discover Card

Charge Card Account number _____ Expiration date: ___/____/____

Three Digit Verification Code-on back of card (AmEx is on front of card) _____

Amount: $250.00 Credit Card Billing Address and Zip Code _____

_____

Signature of Cardholder _____

EVENT SPECIFICS

- **PARKING & STREET CLOSURES**

  Please provide a detailed description and/or diagram indicating the proposed parking plan for the event with this application.

  Describe plan to notify residents, businesses, etc. that will be impacted by this event.
  _____

  Does event involve road or public property closure(s)? □ YES □ NO

  If YES, provide closure hours. Start time _____ End time _____

  Provide a map with street names of all closures.

  Do you need "NO PARKING" signs? □ YES □ NO Quantity Needed _____

- **LIGHTING & ELECTRICITY**

  Does this event require electricity? □ YES □ NO

  PLEASE NOTE: Depending upon the location of your event and your electrical needs, access to electricity through the City of Livermore may or may not be available. Electrical access arranged through the City is limited to specific locations. The event organizer will secure the use of generators or other sources of electricity for this event.

  Complete the attached "Special Event Electrical Request" form.

  A licensed electrician must be used for ALL electrical work associated with the event.

  Name of Electrician _____License #_____City Business Lic # _____

- **FOOD SALES & VENDORS**

  If food will be cooked, sold, or served at this event, attach Alameda County Health Permit.

- **ALCOHOL SALES**

  Does the event involve the sale or use of alcoholic beverages? □ YES □ NO
  If YES, an ABC Permit (Department of Alcoholic Beverage and Control) is required.

  If alcohol is to be sold, how will the alcohol sales be regulated?
  _____

  IF ALCOHOL WILL BE SERVED OR SOLD, THE EVENT APPLICANT/ORGANIZER MUST BE AT LEAST 21 YEARS OF AGE.

- **VENDORS**

Will products or services be sold at the event? □ YES □ NO
If **YES**, # of VENDORS _____

The City of Livermore requires each vendor to have a business license to sell within the City. This business license must be displayed at all times during the event. If a vendor does not have a business license, please contact the City's Finance Department at (925) 960-4310 for the application.

Please attach a list of all Vendors including the following information:

Vendor Name: _____Business License #: _____
Address: _____Phone/Cell #: _____
Type of Merchandise: _____

Reminder: single-use plastic bags are no longer allowed.

- **PORTABLE and/or PERMANENT TOILET FACILITIES**

Number of permanent toilets available _____ Number of portable toilets _____
(Alameda County Environmental Health Services recommends: 4 for the first 300 guests, then 1 additional for each additional 200 guests. Hand washing stations are also recommended)

At least one accessible portable toilet must be provided in in each bank of toilets.

NOTE: Unless applicant can substantiate the availability of both accessible and non-accessible toilet facilities in the immediate area of the site, portable toilets will be required. Portable toilet facilities must be cleaned and sanitized daily during the event and must be removed by 9:00 a.m. the next business day following the event. Location sites must be approved prior to installation. The number of portable toilets required for an event (if any) will be evaluated on a case-by-case basis. The determination will be based upon the maximum number of guests at your event during peak time.

- **SANITATION & RECYCLING – REMOVAL OF GARBAGE**

To secure proper trash and recycling receptacles, please contact Livermore Sanitation at 925-449-7300.

Describe your plan for clean-up and removal of waste & garbage during and after the event:
_____
_____

NOTE: It is the event organizer's responsibility to dispose of waste and garbage daily throughout the term of the event. Immediately upon conclusion of the event, the venue must be returned to a clean condition. 55 gallon liners are the responsibility of the event holder.

- **SAFETY & FIRST AID**

Are you using outside Security?

□ YES Provide the security company name and contact information
Company_____
Address_____ Contact Number_____
On-site security supervisor_____ State license number _____

□ NO Please describe your plan for both crowd control and internal security
_____

Who will provide first aid services?_____

- **NOISE**

Event organizers must be certain that all event activities comply with the local laws applicable to noise abatement.

Is there any musical entertainment related to your event? □ YES □ NO
Sound amplification: □ YES □ NO

Date _____ from _____ AM/PM to _____ AM/PM
Date _____ from _____ AM/PM to _____ AM/PM

NOTE: If multiple groups, bands, etc. will provide musical entertainment, please provide contact name, telephone number and address for each and attach to this application.

Will aerial fireworks, theatrical pyrotechnics or other special effects be used? □ YES □ NO
If YES, please describe_____

If YES, Name of pyrotechnic company _____ Phone # _____
Company contact _____Title _____
Operator _____ License No _____

- **EVENT PROMOTION**

Will any signs, banners, decorations or special lighting be used? □ YES □ NO
If YES, please describe _____

The kiosks located in the downtown are available for the advertising of your event. For more information or to arrange for advertisement, please contact (925) 960-4450.

If you want your event on the City's website Event-Calendar go to www.cityoflivermore.net and select "About the City -" "Submit an Event"

EVENT MAP

Please provide a detailed diagram/map (please try to make diagram/map reasonably to scale), showing the overall event layout and vendor(s) location(s).

NOTE: If the event involves a parade/moving route, please indicate the direction of travel on diagram/map and provide a written narrative to explain the route. There is a basic map available at the Permit Center. Please contact Ethel Zeager at (925) 960-4412.

Using the items below (and where applicable), please indicate locations for each of the following on map/diagram.

Event headquarters/Command Post
Lost Child Station
Generator locations and/or electricity sources
Exhibits, displays, enclosures
Rides and amusements (games)
Trash/Dumpsters/Recycle/Waste/Liquid
Vehicle parking, include handicap

First-aid
Fencing, barriers and/or barricades
Booths, tents, and canopies,
Stages, platforms, scaffolding, etc.
Vehicles and/or trailers
Food Concession and food prep areas
Portable toilet locations

INSURANCE/INDEMNIFICATION REQUIREMENTS

Before final permit approval, you will need a Certificate of Insurance and an additional insured endorsement. Commercial General Liability Policy shall be a broad form, with a minimum of $1,000,000 per occurrence and **name the City of Livermore as additional insured**. Applicant shall furnish original Certificates of Insurance and separate attached additional insured endorsements (affecting coverage required by the change) signed by a person authorized to bind coverage on its behalf. A higher limit of insurance may be required. Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A: VII. If the insurance company is not licensed to do business in California, the A.M. Best rating shall be not less than A+X. The Risk Manager must approve insurance certificates prior to the issuance of the Special Event Permit. Special Event Insurance **may** be obtained through the City of Livermore. **Contact City of Livermore, Risk Management (925) 960-4170 for additional information.**

INDEMNIFICATION

The applicant is required to sign a Hold Harmless and Indemnification Agreement (incorporated in Special Event Permit Application).

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT (Required)

The Permittee and or Organization shall defend, indemnify, and hold harmless the City of Livermore, their officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Signature _____ Date _____

Please Print Name _____ Title _____

ADVANCE CANCELLATION NOTICE REQUIRED

If this event is cancelled, notify the Special Event Coordinator at (925) 960-4410 at least 48 hours in advance.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the special event under Livermore Municipal Code, and that I understand that this application is made subject to rules and regulations established by the City Council and/or the Director, City Manager or the City Manager's designee. I agree to comply with all permit conditions and with all other requirements of the City, County, state and federal governments and any other applicable entity that may pertain to the use of the event premises and the conduct of the event. I agree to abide by these rules and further certify that I, on behalf of the organization, am also authorized to commit that organization and, therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Livermore.

Signature of Applicant/Representative _____

Date _____ Print Name _____