



2018 SPECIAL EVENTS

Instructions

- **Completed applications must be submitted at least sixty (60) days prior to your event along with a detailed event map.**
- The first page of the application may be used as a “Save-the-date” form.
- Applications may be filed as early as ***one year*** prior to your event.
- In planning your event anywhere within the City of Livermore, please consider the following:
 - Impact on emergency vehicles (fire, police and ambulance).
 - Conflict with public transportation such as buses and trains
 - Interference with access to residential neighborhoods, airport, businesses, places of worship and public facilities.
- Submit your completed application, deposit, and documentation to:

Chief Building Official, Brent Smith
City of Livermore Permit Center
1052 S. Livermore Avenue
Livermore, CA 94550
bcsmith@cityoflivermore.net
925-960-4414

Acceptance of your Special Event Application by the City is not a guarantee of the date, location, or an approval of your event. The event organizer must complete the application requirements entirely before the City will issue a conditional approval. Conditional approval will be made after the event organizer submits the application and City representatives initially review it. The final Special Event Permit will not be issued until the final week of the event.



2018 Application Form
(This page may be used as a "Save the Date" form)

Event Name
Event Date(s) Time of Event
Type of Event
Location (provide address)
Applicant Organization
Contact Person Phone
Address Cell
City State Zip
Email Address
Website

[] New Event [] Recurring Event

Deposit Information - \$250 for each event is required. (Checks are not accepted as a form of deposit.)

[] Visa [] Master Card [] American Express [] Discover Card

Charge Card Number Verification #

Exp. Date Billing Address

Signature of Cardholder

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 the Livermore Municipal Code, and that I understand that this application is made subject to rules and regulations established. 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

Date Print Name

EVENT SPECIFICS

Expected number of attendees _____

Maximum number of attendees _____

Street Closures

- Does the event involve street closures? Yes No
 - If Yes – Indicate closure hours... Start: _____ *am/pm* End: _____ *am/pm*
 - Provide a map with street names of all closures.
 - Describe plan to notify residents, businesses etc. that will be impacted by this event: _____

 - Do you need “NO PARKING” signs? Yes No
 - Quantity _____ Start: _____ *am/pm* End: _____ *am/pm*

Event Map (Required)

- Provide a **detailed** diagram/map showing the overall event layout and vendor location(s). If the event involves a parade/run/bike route, please indicate the direction of travel on the map and provide a written narrative to explain the route.
 - Include the following items on the map/diagram:

▪ Event headquarters	▪ First aid, lost child
▪ Portable toilet areas	▪ Fencing, barriers
▪ Electricity sources	▪ Booths, tents, canopies
▪ Exhibits, displays, enclosures	▪ Stages, platforms
▪ Rides/amusements	▪ Vehicles, trailers
▪ Trash/recycle/waste liquid	▪ Food concessions
▪ Vehicle parking, handicap	

Safety and First Aid (Required)

- Is a private security company being hired to provide security during the event?

Yes. Provide security company name and contact information.

Company _____

Address _____ Phone _____

City _____ State _____ Zip _____

On-site supervisor _____

State License Number _____

No. Describe your plan for both crowd control and internal security.

- Medical Services Provider: _____

- Contact name: _____ Phone # day of event: _____

Electricity Access Needed

- Does the event require access to City Electrical boxes? Yes No

- In order to prevent loss of electrical power, it is necessary to know the maximum electrical needs for your event. Electricity for any special event is limited to 110 volts only. Power will be provided according to the request on your application. Please be as thorough and accurate as possible. NOTE: Electrical call-outs due to unauthorized use of electricity will be billed to the Event Coordinator and the user at a rate of \$80 per hour with a two-hour minimum.

Please complete the **Special Event Electrical Request**. Power will be provided according to the request.

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

○ Name of Electrician _____

○ License # _____ City Business License # _____

Food Sales

- Does the event involve the sale or giving away of food? Yes No
 - If food is to be prepared and/or cooked, how will the waste liquids like grey water and cooking oil be disposed? _____

- A health permit for “Sponsors of Temporary Events” is required by Alameda County Department of Environmental Health if food or beverages are sold or given away during the event. You can obtain information and forms regarding permits, procedures, and fees by going to their website – www.co.alameda.ca.us/aceh
- You may be required to provide a copy of the permit as a condition to receiving your Special Event Permit. Use of propane to heat or prepare food must be reviewed and approved by the Livermore/Pleasanton Fire Department.

Alcohol Sales

- Does the event involve the sale or use of alcoholic beverages? Yes No
 - If alcohol is to be sold, how will the alcohol sales be regulated? _____

 - Provide a copy of your ABC Permit. You can obtain information and forms by going to their website – www.abc.ca.gov/forms/pdfspc.html

Vendors

- Will products or services be sold at the event? Yes No
 - Number of vendors participating: _____
 - The City of Livermore requires each vendor to have a Business License to sell within the City, which must be displayed at all times during the event. If a vendor does not have a Business License, please direct them to the City’s Finance Department at (925) 960-4310 for an application.
 - Please attach a list of all vendors including name, Business License number, address, phone number, and type of merchandise.

Tents and Canopies

- The use of canopies, tents, umbrellas, etc. must be cleared with the Livermore/Pleasanton Fire Department through the issuance of a tent permit at (925) 454-2330.

Trash and Recycling

- Indicate the number of receptacles for the following:
 - Trash: _____
 - Recycling: _____
 - Compostable: _____
- Describe your plan for clean-up and removal of waste and garbage during and after the event _____

- It is the event organizer's responsibility to dispose of garbage daily throughout the term of the event. Immediately upon conclusion of the event, the venue must be returned to a clean condition. Temporary receptacles must be removed from the area by the 9:00 a.m. the next business day following the event.
- To secure proper trash and recycling receptacles, please contact Livermore Sanitation at (925) 449-7300.

Toilet Facilities

- Number of permanent toilets available: _____
- Number of portable toilets to be provided: _____
- Request restrooms open at Bankhead Theater plaza? Yes No
Unlock: _____ am/pm Lock: _____ am/pm
- At least one accessible portable toilet must be provided in each bank of toilets.
- 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.

Noise

- 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

- For all musical entertainers, please provide contact name, telephone number, and address for each and attach to this application.

- Will aerial fireworks, theatrical pyrotechnics be used? Yes No

- If YES, please describe: _____

- Name of pyrotechnic company: _____
Company contact _____ Title _____
Phone # _____ License No _____

Event Promotion

- Will any signs, banners, decorations, or special lighting be used? Yes No

- If YES, please describe: _____

Insurance Requirements

A Certificate of Insurance and an Additional Insured Endorsement is required for each event. The table below provides some general guidelines for insurance requirements. The Risk Manager must approve insurance certificates prior to the issuance of the Special Event Permit. Contact the City of Livermore Risk Manager at (925) 960-4170 for additional information or questions.

Insurance Limit	\$1M	\$2M	\$3M	\$5M	Liquor Liability
Event Parameters	Minimum Required	Street closure, minor Less than 2 blocks Less than 5,000 attendees	Street closure, major More than 2 blocks More than 5,000 attendees	Pyrotechnic displays Parade or show with large animals	Any event where alcohol is sold or served

Instructions for submitting insurance information and documents will be sent via e-mail. Submission, approval, and retention are a fully electronic process. Provide contact information for insurance agent so requirements can be sent along with submittal information.

- Agent Name _____
- Email _____
- Phone Number _____

Indemnification

The applicant is required to sign the Hold Harmless and Indemnification Agreement below:

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 _____

Print Name _____ Title _____

Terms and Conditions

As the applicant, I understand that by submitting this application, I have read the supplemental “2018 Special Events Information Packet” and that the proposed Special Event meets all requirements set forth by the City of Livermore. By submitting this application, this is not a guarantee of the date, location, or an approval of the event. As the event organizer, I must complete the application requirements entirely before the City will issue a conditional approval. Conditional approval will be made after the event organizer submits the application and it is initially reviewed by City representatives. The final Special Event Permit will not be issued until the final week of the event.

Signature _____ Date _____