

# 2018 Special Events Information Packet

The following information is provided to assist you through the City of Livermore's special event permit process.

In planning your event anywhere within the City of Livermore, please consider the following:

- Impact on emergency vehicles (fire, police, ambulance)
- Conflict with public transportation such as buses and trains
- Interference with access to residential neighborhoods, airport, businesses, places of worship and public facilities.

**Complete Applications must be submitted at least sixty (60) days prior to your event.** Applications may be filed as early as one year prior to your event.

Submit your completed application, documentation, and deposit to:

**Chief Building Official, Brent Smith**  
**City of Livermore Permit Center**  
**1052 S. Livermore Avenue**  
**Livermore, CA 94550**  
[bcsmith@cityoflivermore.net](mailto:bcsmith@cityoflivermore.net)  
**925-960-4414**

The permit application process begins when you submit a completed Special Event Permit Application and required attachments, including a detailed map/diagram of your event.

**The acceptance of a completed application does not guarantee approval of an event.**

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 it is initially reviewed by City representatives. The final Special Event Permit will not be issued until the final week of the event.

**Below we will guide you through each page and section of the application to help you provide to staff a completed application to ensure you have a successful event.**

## **Application Page 1**

The first page of the application can be used as a Save-the-Date form to get your proposed event on the Special Event Calendar. When a conflict arises between two events, we will evaluate whether an event is new or recurring, when a completed application has been received, and when available, suggest other possible dates for an event to be moved to.

The first page of the application is seeking basic information about your event: Name, Date, Time, Location and Sponsoring Organization.

- If the event involves use of a facility or property that does not belong to the City of Livermore (Park or School facility), it is the applicant's responsibility to contact the appropriate entity regarding the availability and use of the property. These facilities may require a separate application and be subject to separate rules, regulations and restrictions.

In addition, you will also provide payment information for the deposit. A \$250.00 deposit is collected for each event. (Checks are no longer accepted as a form of deposit.) We will use this deposit if the event location is not returned in the same condition as was provided to the applicant. This includes trash removed and no property damage to City facilities.

## **Application Page 2**

Now we will start to get into more of the details about your event on the remaining pages of the application. Please provide as much information you have for each of these sections.

### **Street Closures**

If the event involves the closing of any City Street, please provide a list of street names and the hours of required closure time. Barricades for your street closure will be provided by the City of Livermore. They will be dropped off at the closure locations the previous business day prior to the event. City staff will close and reopen the roadways.

If No Parking signs are needed to facilitate the street closure, please indicate the number of signs needed and the hours that "No Parking" will take place. The applicant is responsible for the installation of the No Parking signs 72 hours prior to the event. Signs shall be installed using **only** blue painters tape. The applicant is responsible for ensuring that the signs are maintained and missing signs are replaced during the 72 hour time period. After the event, the applicant

is responsible for removing the No Parking signs. All signs must be removed by the next day after the event.

### **Event Map**

Provide a detailed diagram/map showing the overall event layout and vendor location. Adequate pedestrian and handicap access and emergency vehicle access must be included on the event enclosure map. If the event involves a parade/run/bike ride 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, enclosure	▪ Stages, platforms
▪ Rides/amusements	▪ Vehicles and or trailers
▪ Trash/recycle/waste liquid	▪ Food Concession
▪ Vehicle parking, handicap	▪

### **Electricity Access Needed**

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. This may necessitate the use of generators or other sources of electricity for your event.

To request City Electricity, complete the Special Events Electrical Request with the application. A licensed electrician must be used for all electrical work associated with the event. Questions or comments regarding electrical issues should be directed to the Maintenance Division at (925) 960-8020.

## **Application Page 3**

### **Food Sales/Preparation**

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. Health permits, policies, procedures and fees for Alameda County depend on your classification and the number of days your event is being held. You can obtain information and forms regarding permits, procedures, and fees by going to their website –[www.co.alameda.ca.us/aceh](http://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.

The City of Livermore requires each vendor to have a business license to sell within the City of Livermore. If a vendor does not have a business license, please contact the City's Finance Division at (925) 960-4310 for the application. Please let your food vendors know that single-use plastic bags and Styrofoam take-out containers are not allowed to be used. Please advise them before the event that they must use a compostable or recyclable alternative.

#### Wastewater, waste cooking fats, oil and grease, and other liquids

It is the event organizer's responsibility to ensure food vendors are not pouring or dumping soapy water, oil, grease, food wastes and/or garbage to the gutter and/or storm drain. You must properly dispose of: wastewater, waste cooking fats, oil and grease; and other liquid at all times. Proper disposal of these liquid wastes includes one or more of the following:

1. Food vendors off-haul their own liquid wastes for proper disposal; or
2. The event organizer provides two adequately-sized, properly labeled, waste liquid containers for "dirty wash water" and "waste cooking fats, oil and grease"
  - a. The containers must be conveniently staged near the Food Vendor area prior to the event; and
  - b. Must be removed by 9:00 am the next business day following the event by a certified waste hauler for proper disposal.

Depending upon the size and scope of the event, liquid waste containers may be required. Waste containers should be located near the dumpster area on your site map. The event area must remain clean. The discharge of pollutants, like grey water and waste cooking oil, to the storm drain is a violation of the Livermore Municipal Codes. If you need assistance with your waste liquids disposal plan, please contact the City's Water Resources Division at (925) 960-8143.

#### **Alcohol Sales**

Any applicant or organization representative responsible for the planning of a special event involving the sale or serving of alcoholic beverages at the event must be 21 years of age.

The sale or serving of alcohol at an event will require a license which can be obtained through the State of California Department of Alcohol Beverage Control (ABC). ABC requires a "Letter of Authorization" from the City of Livermore Police Department, and the property owner of where the event is to be held before they

will issue a license. For our convenience, the following contact information is provided:

Department of Alcoholic Beverage Control  
1515 Clay Street, Suite 2208  
Oakland, CA 94612  
(510) 622-4970  
<http://www.abc.ca.gov/forms/pdfspc.html>

If your event requires a permit from ABC, you will be required to provide a copy of the permit as a condition to receiving your Special Event Permit. You may also be required to provide additional insurance information for your event. See Page 7 of this document for more information.

### **Vendors**

A layout of vendor(s) location(s) during the event must be included with the completed application along with a completed merchandise vendor list.

The City of Livermore requires each vendor to have a business license to sell within the City of Livermore. If a vendor does not have a business license, please contact the City's Finance Division at (925) 960-4310 for the application.

Please let your vendors know that single-use plastic bags and Styrofoam take-out containers are not allowed to be used. Please advise them before the event that they must use a compostable or recyclable alternative.

### **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**

Provide information for your event regarding how trash and recyclables will be collected and removed during and after the event. Indicate how many garbage, recyclable and compostable containers will be used during the event. Provide who will be responsible for ensuring that the containers remain usable. The event area must remain clean. Depending upon the size and scope of the event, dumpsters may be required and can be obtained by contacting Livermore Sanitation at 925-449-7300.

If you need assistance with your waste and recycling plan, please contact Public Works at (925) 960-8004.

## **Application Page 4**

### **Toilet Facilities**

Portable toilet facilities may be required for your event. Alameda County Environmental Health Services recommends 4 toilets for the first 300 guests, then 1 additional toilet for each additional 200 guests. Hand washing stations (includes water, soap and disposable towels, waste water and towel disposal) may also be required. This figure is based upon maximum number of people at your event during peak time. **The Americans with Disabilities Act requires that 10% of all portable toilets be ADA accessible.**

Portable toilet facilities must be cleaned and sanitized daily during the event and must be removed by 9:00 am the next business day following the event. Location sites must be approved prior to installation. The number of portable toilets required for an event 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.

### **Noise**

Event organizers must be certain that all event activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of State Law. A police officer who determines that noise from your event is offensive to others may require you to stop the noise.

Provide on the application as much information as possible regarding any amplified music, live performances or announcing that will be done during the event. Provide names and contact information for all live performers.

If your event includes the use of pyrotechnics, please include all of the required contact information for the company performing the show.

### **Safety and First Aid**

Prior to the beginning of the event, it is required that the event's on-site contact person check in with the Livermore Police Department (925) 371-4987 and provide dispatch with their name and a cell phone number of where he/she can be reached at all times.

If outside security is used, please provide contact information as well as the license number for the organization and the onsite supervisor. If outside security is not used, describe your plan for both crowd control and internal security.

If this is an evening event, please state how the event and surrounding areas will be illuminated to ensure the safety of the participants and spectators.

Large events, or events with a high element of risk, may require a First Aid Station staffed with primary emergency personnel. "Emergency Personnel" includes – registered nurses, EMTs, or paramedic certified individuals. Emergency personnel shall provide all appropriate first aid equipment (including and AED unit) and have an accessible on-site first aid station. Students and students in training, unless certified as EMTs or paramedics, are not considered primary emergency medical personnel.

## **Application Page 5**

### **Event Promotion**

This section provides important information regarding the degree to which the event will be promoted. Information regarding the use of banners, kiosks, promotional advertisements, and posting on social media is requested.

**Please assure approval of your event before you promote, market, or advertise your event.** 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 it is initially reviewed by City representatives. The final Special Event Permit will not be issued until the final week of the event.

#### **Banners**

Arrangements to hang banners across Fourth Street at Carnegie Park or on the North Livermore Avenue over-crossing are made through the City of Livermore Permit Center. To check the availability of space/dates, contact the staff at 925-960-4439.

If you want to hang a banner(s) at other locations within the City (i.e. on a building, fence, etc.) contact the Planning Division at 925-960-4450.

#### **Kiosks**

The kiosks located throughout the downtown are available for the advertising of your event. For more information or to arrange for advertisement, please contact the Planning Division at 925-960-4450.

**Insurance Requirements**

Insurance requirements will vary based upon the risk level of the 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. Instructions for submitting insurance information and documents will be sent via e-mail. Submission, approval, and retention are an electronic process. Contact the City of Livermore Risk Manager at 925-960-4170 for additional information or questions.

<b>Insurance Limit</b>	<b>\$1M</b>	<b>\$2M</b>	<b>\$3M</b>	<b>\$5M</b>	<b>Liquor Liability</b>
<b>Event Parameters</b>	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

**Minimum Scope of Insurance**

Commercial General Liability coverage

Limits of insurance to be determined based on risk factors associated with event.

**Deductibles and Self-Insured Retention**

Any deductibles or self-insured retention must be declared to and approved by the City of Livermore. At the option of the City of Livermore, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City of Livermore, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City of Livermore guaranteeing payment of losses and related investigations, claim administration and defense expenses. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR



may be satisfied by either the named Insured or the City. The City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

#### Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City of Livermore.

#### Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Livermore, its officers, officials, employees and designated volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Livermore, its officers, officials, employees or volunteers.
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City of Livermore, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City of Livermore, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect coverage provided to the City of Livermore, its officers, officials, employees or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice by certified mail, return receipt requested, has been given to the City of Livermore.
6. It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.
7. Certificate Holder section of the insurance certificate should read: City of Livermore, 1052 S. Livermore Avenue, Livermore, CA 94550

### Verification of Coverage

Contractor shall furnish the City of Livermore certificates of insurance and endorsement(s) effecting coverage to the City of Livermore for approval. The endorsements shall be on forms acceptable to the City of Livermore. All certificates and endorsements are to be received and approved by the City of Livermore before work commences. The City of Livermore reserves the right to require complete, certified copies of all insurance policies required by this section.

### **Indemnification**

The applicant is required to sign the Hold Harmless and Indemnification Agreement. This document is incorporated in the Special Event Permit Application.