



City of East Palo Alto

Facility Use/Special Event Permit Application

2415 University Avenue, 2nd Floor – East Palo Alto, CA 94303

TEL: 650.853.3100 FAX: 650.853.3115

❖ SUBMISSION DEADLINES

Recommended submitting any request as early as possible

FORM	APPLICATION DUE	FEE
A	Small gatherings of less than 50 attendees At least (5) working days prior to event date	Park/Facility Rental (<i>per day</i>) \$55.00
B	Large gathering of more than 50 attendees At least (30) working days prior to event date	Large Gathering (50+) a) Application Processing \$169.00 b) On-Site Event Support i) Maintenance \$133/hour ii) Police \$119/hour
C	Block Party – Closing a street Application must be submitted at least 30 business days following receipt of resident signatures	Block Party a) Application Processing \$454.00 b) On-Site Event Support i) Maintenance \$133/hour ii) Police \$119/hour
D	Community Events -Large events open to the public At least thirty (30) working days prior to event date	Large Gathering (50+) a) Application Processing \$454.00 b) On-Site Event Support i) Maintenance \$133/hour ii) Police \$119/hour (Per Police Officer Minimum of 4 hours)
E	Parade/Event street Closure -Requiring street closures and public safety plan Application must be submitted at least (60) working days prior to Parade date	Parade/Major Event (<i>Open to the Public</i>) a) Application Processing \$454.00 b) On-Site Event Support i) Maintenance \$133/hour ii) Police \$119/hour
F	Sport/Team Practice and Game Use At least 2 weeks prior to needed date(s)	Park (<i>per day</i>) \$55.00

❖ DEFENITIONS

- A) Small Gatherings:** Birthday Party, Family Reunion, Meeting, Activity, etc.; to which the planner expects less than 50 people to attend-not open to the public-based on invitation and does not require extensive City review. No alcohol may be served.
- B) Large Gatherings:** Birthday Party, Family Reunion, Meeting, Activity, etc.; to which the planner expects more than 50 people to attend-not open to the public-based on invitation and does require extensive City review by Police, Fire, Building, Engineering and/or Environmental Services.
- C) Block Party:** Block parties typically close no more than one block of a local service residential street, for small scale parties such as neighborhood potluck dinners and barbecues, an assembly of neighbors. They are typically held on weekends or holidays and generally do not extend past 10:00 p.m. A permit to close the street can be obtained from the City of East Palo Alto Community Services department. Must provide a 24-hour emergency contact person (Name/Number). All applications must also include a **Traffic Control Plan** (details on application). (**Block Party Street Closure Petition:** You must obtain a petition for 70% residents on the block must sign off to conduct the event.)

D) Community Event: An event typically held at a community park. The event typically seeks to engage a broad spectrum of the community and is open to the public. Organizers often anticipate a large attendance, in excess of 100 people. Oftentimes there is a request for amplified sound, food vendors, activity booths, etc. Occasionally there is a request for street closures. These events require collaboration between the organizer and city staff.

E) Parade/Event Street Closure: Parades/Events requiring a street or lane closure will only be permitted to public agencies and/or non-profit organizations. Proof of non-profit status or affiliation with such an organization is required. Parades require collaboration between the organizer and city staff.

F) Sport/Team Practice: Sport/Team utilizing the fields or courts for practice and/or games.

❖ **FEES**

The Event Permit fee is determined by the fee schedule most recently adopted by the City Council. The fee will be calculated after approval of the application and the total is due at the time of issuance.

City Departments or staff does not have the authority to waive fees. All requests for any fee reductions or waivers require City Council approval prior to the issuance of the permit. *(Check with staff for Council meeting dates if your application needs any Council approval.)*

If you are a non-profit agency and requesting a reduction or waive of rental fees a letter of request along with your application and processing fee must be included. Applications will **NOT BE** processed until fees and/or waivers have been submitted.

❖ **INSURANCE**

For certain events, and those in the public right-of-way, the applicant is required to provide a 2 Million Dollar liability Certificate of Insurance naming the City of East Palo Alto as an additional insured.

Inflatable Jumpers:

- Are allowed at designated picnic areas only and require a 2 million liability Certificate of Insurance -naming the City of East Palo Alto as additionally insured.
- Are allowed for approved Block Parties, however, a 2 million liability insurance riders naming the City of East Palo Alto as additionally insured if the Jumper is located on public property.
- In addition, inflatable jumpers placed on the street must leave space and room for emergency vehicles throughout the duration of the event.

❖ **GENERAL**

A permit application may be denied, or partially approved, because of staffing or facility constraints, availability, and/or conflicts with other events taking place, either at the location requested or as determined by the City. Incomplete applications will be returned to applicant. Most events require staffing and work performed by the Public Work's Maintenance Division and/or Police Department.. All fees are due at the time the permit is ready to be issued. The permit will only be issued to the applicant shown on the application and proper identification may be required. Permits are valid only with proper signatures and must be kept on site during the entire event by the designated permit holder as shown on the issued permit. Throughout the event the designated permit holder shall agree to post permit copies, and/or produce the permit when requested by the City staff or Police. Failure to post or produce the permit may result in the permit being revoked and the event terminated at the sole discretion of the City staff and/or Police.

I have read and understand the facility rules and instructions and I (or organization represented) will abide by any conditions set forth therein. I also agree to hold the City of East Palo Alto, its Council, Boards, Commissions, officers, agents and employees, free and harmless from any loss, damage, cost of expense that may arise during or caused in any way by such use or occupancy of City facilities. Applicant certifies that facilities, furniture and equipment through occupancy or use of said facility by the applicant. Any lost equipment or damages sustained shall be compensated within seven days.

Signature of Applicant

Date

Name of Organization Representing

****Submit form to the COMMUNITY SERVICES DIVISION, 650-505-6627**



CITY OF EAST PALO ALTO
FACILITY USE/SPECIAL EVENT/PERMIT APPLICATION
FORM D-Community Event

Application Submitted (Date): _____

Anticipated Attendance: _____

❖ **APPLICATION INFORMATION**

Contact Name: _____ Mobile Number: _____

Group Name/Affiliation: _____

Address: _____

City/State/Zip: _____

Day Phone Number: _____ Email: _____

Name of Event: _____ Event Date: _____

Describe Event's Purpose: _____

❖ **FACILITY LOCATION**

Check the City facility or location the event will take place at:

LOCATION	FACILITIES UTILIZING (check all needed)
BELL STREET PARK; 500 BELL STREET <i>(no electrical & no restrooms)</i> Start Time: _____ End Time: _____	_____ LARGE GRASS AREA _____ SKATE PARK _____ INFLATABLE
CITY COUNCIL CHAMBERS; 2415 UNIVERSITY AVENUE <i>(electricity available)</i> Start Time: _____ End Time: _____	_____ DAIS _____ CHAIRS _____ U-SHAPED TABLE AREA <i>(30 CHAIRS)</i>
COMMUNITY ROOM; 2415 UNIVERSITY AVENUE <i>(electricity available)</i> Start Time: _____ End Time: _____	_____ TABLES _____ CHAIRS <i>(10 TABLES/100 CHAIRS)</i>
JACK FARRELL PARK; 2509 FORDHAM STREET <i>(no electricity)</i> Start Time: _____ End Time: _____	_____ SOFTBALL FIELD _____ PLAY STRUCTURE _____ RESTROOMS _____ 3 TABLES _____ SMALL GRASS AREA _____ INFLATABLE(S) - HOW MANY? # _____
JOEL DAVIS PARK; 1960 TATE STREET <i>(no electrical and no restrooms)</i> Start Time: _____ End Time: _____	_____ SMALL PICNIC AREA (2 tables) _____ BBQ PIT _____ PLAY STRUCTURE _____ FIELD AREA _____ INFLATABLE(S) - HOW MANY? # _____
MARTIN LUTHER KING PARK; 535 DAISY LANE <i>(no electricity)</i> Start Time: _____ End Time: _____	_____ BASEBALL FIELD _____ PLAY STRUCTURE _____ PICNIC AREA 1 (6 tables) _____ BBQ PIT _____ PICNIC AREA 2 (6 tables) _____ BBQ PIT _____ MULTI PURPOSE FIELD _____ PARKING LOT _____ INFLATABLE(S) - HOW MANY? # _____
CITY ROOM AT YMCA; 550 BELL STREET (electricity available) Start Time: _____ End Time: _____	_____ TABLES _____ CHAIRS <i>(20 Tables, 42 Chairs, 27 Folding Chairs)</i>

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FORM D (CONTINUED)

Is the Event open to the public? YES NO FREE ADMISSION
 ADMISSION FEES \$ _____

Parking Plan: Please list where attendees will park with authorization signatures:

# of PARKING SPACES	SECURED AT (LOCATION)	AUTHORIZED BY (PRINT NAME/PHONE NUMBER)	AUTHORIZED BY (SIGNATURE)

Will food be served? YES NO CATERED
 If catered provide contact information (Name, Address, and Phone Number): _____

Will beverages be served? YES NO ALCOHOL? YES NO
 If there will be amplified sound, provide amperage & source of power: _____

Will event require any electrical service? YES NO
 If YES, explain: _____

If there will be a stage, provide dimensions (Name, Address and Phone Number of Vendor): _____

If there will be shade/temporary structures, provide number and dimensions- (Name, Address, and Phone Number of Vendor): _____

Will event require enforcement services by Police? YES NO If YES check all that apply:
 SECURITY TRAFFIC CONTROL PARKING CROWD CONTROL
 (the Police Department reserves the right to determine the number of Officers, if any, that are needed for the event)

Will you secure event volunteers and/or security personnel? YES NO If YES, how many? _____

Will you be renting portable toilets? YES NO If yes, # of toilets including # ADA complaint: _____

How many trash containers will be needed for the event: _____

FORM D (CONTINUED)

Will the event include inflatable(s)/amusement rides? YES NO

If YES, provide Contact Information (Vendor Name, Address and Phone Number): _____

Will the event cause any disturbance, noise or congestion in the vicinity of event? YES NO

If YES, describe measures to mitigate or limit effects: _____

Does your event require any additional needs: YES NO If YES, describe: _____

Please describe your event closure and clean up plan: _____

Will you require City Maintenance/Park Crews to clean up after the event? YES No

If yes, check all that apply:

STREET SWEEPING TRASH REMOVAL EQUIPMENT ASSISTANCE DEBRIS

(The Public Works Department reserves the right to determine the number of crew members, if any, needed)

The site of the event will be inspected within 24 hours after event ends. Any clean up that is performed by the City will be charged at the current hourly rate accrued by the Maintenance Department.

I certify that I am an authorized representative of the organization _____ applying for the permit and have been given the power to execute this application for the above-named organization. Under penalty of perjury, I declare all information provided above is true and correct to the best of my knowledge. I understand that, as required by EPA Municipal Code 12.08.080-090, my organization is required to provide proof of insurance and a cleaning deposit determined by the scope of the event.

Applicant Signature

Date

In the City of East Palo Alto's Municipal Code, 12.08.010 a "festival" means a fair, exhibition, ceremony, art show, program, celebration or other public assemblage or gathering of people for the conduct of a festivity or similar event, involving the complete or partial use or closure of any public highway, street, alley, sidewalk or other public property in the city to normal vehicular or pedestrian traffic.

FORM D (CONTINUED)

Please provide an Event Map:

(which includes: parking locations, stage location, food locations, toilet locations, trash container locations, points of entrance and exit, inflatable/amusement rides locations, shade/temporary structures locations, etc.):

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