



Special Event Park Use Permit

Who needs to obtain a Special Event Park Use Permit?

1. Clients who plan to have an event that may have **350 or more participants, using area outside of permitted space, or events determined by staff to have significant impact on the park**

What are the fees for a Special Event Park Use Permit?

1. Picnic Area Reservation Fees are applicable by area and payable to Recreation and Human Services upon initial approval from the Department.
2. A **\$250 Special Event Park fee** is charged for groups listed above payable to Recreation and Human Services upon initial approval.
3. An additional \$100 "Rush Fee" will be charged for events requested within 30 days of the event if staff is able to accommodate the request.

How do I request a Special Event Park Use Permit?

1. You may obtain an application by downloading a copy from the City's website at <http://www.sanleandro.org/depts/rec/parks/default.asp> or by visiting Customer Service at:

Senior Community Center

13909 E. 14th Street
San Leandro, CA 94579
M-F 8:30 AM – 5:00 PM

Marina Community Center

15301 Wicks Blvd.
San Leandro, CA 94579
M-F 11:30 PM – 7:00 PM
Sat 10:00 AM – 2:00 PM

Closed Sundays and Holidays

2. In order to process your application in a timely manner and to allow time for you to promote your event, we recommend that your application be submitted no later than 90 days prior to the event. Initial Special Event Park Use applications will only be accepted up to 30 days before the event.
3. Once you have submitted your application, the San Leandro Recreation and Human Services Department will process your application. As a part of your initial approval, proof of insurance and event maps (if applicable) are required. You may be asked to secure other necessary items such as dumpsters or portable toilets (for events of 1,000 or more) at this time.
4. Once requirements have been met and total payment made, your application will be forwarded to the **San Leandro Police Department for final approval**. Once the application is forwarded to the San Leandro Police Department, you will receive notification from San Leandro Recreation and Human Services Department within three weeks.

CITY of SAN LEANDRO

Recreation and Human Services Department, (510) 577-3462

Permit Application Instructions:

Permits are required to provide safety for participants, to protect city property and to coordinate the provision of municipal services. Information requested in this application will assist in determining necessary City assistance and requirements or conditions to the permit.

1. Once approved by the Recreation and Human Services, follow up your Special Event application to Gayle Armas, San Leandro Police Department, 901 E. 14th St., San Leandro, CA 94577 within 14 days of proposed event. Please contact the permit office at 577-0404.
2. Submit a \$50.00 non-refundable application fee or \$28.00 for block parties.

Insurance Requirements:

Insurance will be required for most special park use events. Certain events of 99 persons or less, may be exempt from this requirement. Once your application has been initially reviewed, you will be notified if the insurance requirement has been waived.

- Provide a business or homeowner's policy endorsement.
or
- Purchase coverage through City of San Leandro's web site:
<http://www.ci.san-leandro.ca.us/slparcs.html>. Select the "purchase liability insurance" link to be directed to the Gales Creek website. Fees are based on type and size of event and payment is due at time of application. Contact 503-227-0491 for assistance.

The policy endorsement shall include liability coverage as follows:

- Comprehensive insurance covering General Liability and, if necessary, Workers' Compensation.
- General Liability equal to \$1,000,000 per occurrence.
- Any deductible or self-insured retention must be approved by the City prior to the event.
- The City of San Leandro, its officers, officials, employees, and volunteers are to be covered as "Additional Insured". Include the address of City of San Leandro, 835 E. 14th St., San Leandro, California.
- Insurance coverage shall be primary insurance.
- Insurance shall have a Bests' rating of no less than A:VII.
- The date, location and a description of the event shall be noted on the Certificate of Insurance.
- Any deductible shall not exceed \$500.
- Standard form of cross-liability shall be afforded;
- An endorsement stating that the policy shall not be canceled without providing thirty (30) days notice to the City of San Leandro.

Other Requirements:

If the event includes the use of a state highway then contact the local **Caltrans district office** at 510-622-0724 and request an application for an encroachment permit.

If the event includes selling food or beverage then contact **Alameda County Environmental Health** at (510) 567-6700 and request an application for a health permit.

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Temporary Signs & Tents: Number of Signs: _____ Dimensions: _____
Number of Tents: _____ Dimensions: _____

Contact the Fire Department at 577-3317 for separate tent permit if tents will be used.

Contact the Public Works Department at 577-3440 to schedule the use of road barricades.

1. Applicants will be subject to denial of future permits if complaints are received of excessive noise or amplification of sound or complaints related to alcohol or estimated attendance.
2. Motion picture/commercial filming requires a separate permit and must be processed through the City Manager's Office. Please call 577-3358 for information.
3. This application is not a permit until it is approved and signed by the City Manager or authorized representative. The permit, if approved, is subject to any conditions that may be listed separately. The City Manager (or designee) will approve or deny the application and written notice of the decision will be mailed at least seven (7) days before the proposed event date, if possible. The applicant has the right to appeal the denial of a permit to the City Council if a written notice of appeal is filed with the City Clerk within two (2) days after receipt of the notice of denial.
4. I understand I must keep the approved permit with me during the event.

Applicant Signature: _____ Date: _____

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HOLD HARMLESS AGREEMENT between **PROPERTY OWNER** and/or **APPLICANT** and the **CITY of SAN LEANDRO**

Permitee hereby agrees to, and shall hold the of San Leandro, its elective and appointed boards, commissions, officers, agents, and employees, and volunteers harmless from and against any loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement. Permitee agrees to, and shall defend the City of San Leandro and its elective and appointed boards, commissions, officers, agents, and employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above HOLD HARMLESS AGREEMENT and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

Signed: _____
Property Owner Signature

Printed Name

Address & Telephone #

Signed: _____
Applicant Signature

Printed Name

Address & Telephone #