

Event Name: _____

Permit #: _____

Dates: _____

Times: _____



**CITY OF SAN RAMON
SPECIAL EVENT PERMIT
APPLICATION**

**THE CITY OF SAN RAMON MUST RECEIVE THIS COMPLETED
APPLICATION A MINIMUM OF 90 DAYS PRIOR TO THE START
OF YOUR EVENT**

To the Special Event Applicant:

The City of San Ramon is host to many varied special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for our residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to our cultural enrichment.

This application packet is intended to help you complete the special event permitting process and provide helpful information as you plan your event. This application packet summarizes all of the specific conditions of approval and each approving entity. Each section that is applicable to your event requires documentation for staff review. A review and approval status will be determined following review. For full event approval, all submitted sections must be approved with signature and confirmation of approval conditions designated by each City of San Ramon Department and/or external entity.

The City of San Ramon is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Special Events Coordinator at (925) 973-3208.

Thank you for your interest in our community, and we wish you the best with your special event.

WHAT IS A SPECIAL EVENT?

A Special Event is defined as an event that requires City services for consideration, review, and approval. A Special Event Application is required for any event request that impact public right away, exceed facility capacity thresholds, requests non-traditional uses of City facilities, offers goods or services for sale and/or admission and any additional request outside of the scope of the City of San Ramon rental policies and procedures.

Tier I Special Events: \$100 Permit Fee

Events that are typically held within a City of San Ramon Park or Facility. Requires event approval from Parks and Community Services. Limited to one day and no longer than 6 hours.

Tier II Special Events: \$300 Permit Fee

Events that are typically held within a City of San Ramon Park or Facility. Requires event approval from Parks and Community Services and one other City of San Ramon Department or other agency such as but limited to San Ramon Fire Valley Protection District, Contra Costa County Health Services. Limited to one day and no longer than 8 hours.

Tier III Special Events: \$600 Permit Fee

Events that are typically held within a City of San Ramon Park or Facility. Requires event approval from Parks and Community Services and two or more other City of San Ramon Department or other agency such as but limited to San Ramon Fire Valley Protection District, Contra Costa County Health Services. Events are over 8 hours and may be held on multiple days.

CHECKLIST

The following have been pages submitted to the City of San Ramon:

Each section requires that review and approval by the City of San Ramon in conjunction with applicable external entity. Please see City of San Ramon Departments and external entities that are responsible for each items on the checklist below.

(Please check all completed)

- **General Information (page xx)**
- **Site Plan & Route Map – PCS & PS (page xx)**
- **Electrical Plan – Fire, PS & PCS (page xx)**
- **Indoor/ Outdoor Facility Use (page xx)**
- **Amplified Sound – PCS & Building (page xx)**
- **ADA Awareness (page xx)**
- **Security Information (page xx)**
- **Marketing/Advertising (page xx)**
- **Entertainment and Related Activities (page xx)**
- **Alcohol – INDOOR ONLY (page xx)**
- **Food (Concessions & Preparation) (page xx)**
- **Restrooms (page xx)**
- **Waste Management (page xx)**
- **Insurance (page xx)**
- **Waiver Agreement (page xx)**

I, on behalf of the organization I represent, certify that all foregoing pages in this Special Event Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations and guidelines specified herein and that which is included in this Special Event Application.

I, acting on behalf of the organization I represent, am authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any damage to City Property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Name of Applicant: _____ Signature: _____

Please Print

Title: _____ Organization Name: _____

Please Print

Date: _____

SITE PLAN & ROUTE

Your event site plan/route map should be submitted and include but not be limited to:

- An overview of the event venue, including the names of all streets, moving route of any kind (indicate the direction of travel), and all street or lane closures.
- The provisions for a minimum of twenty feet (20') emergency access lanes throughout the event venue.
- The location of all first aid facilities.
- The location of all stages, canopies, tents, portable toilets, booths, cooking areas, trash containers and dumpsters, and other temporary structures.
- Location of generator(s) and/ or source of electricity.
- Identification of all handicapped accessible areas that meet standards.
- Parking Restrictions
 - The applicant must post City of San Ramon no parking signs 48 hours prior to the event.
 - Contact person for sign information: Special Event Coordinator (925) 973-3208.
- Other event components not listed above.

Department Review:

Parks & Community Services: _____ Public Works: _____

Engineering/ Traffic: _____ Building/ Permitting: _____

Administration: _____ Contra Costa County Health: _____

SRPD: _____ SRVFPD: _____

ELECTRICAL/ POWER PLAN

Provide an overview map of where power will be located. Include placement of generators, extension cords, lights etc.

Do you require access to onsite power supply? Yes No

What type of onsite power supply is needed: _____

Generators:

How many Generators will be used: _____

Type of Generators: _____ Size of Generators: _____

What is the plan to resupply gas to each generator? _____

Light Structures (Tower Lights):

How many: _____ Size of Tower Lights: _____

Rental Company: _____ Name of Contact: _____

Address: _____ Phone Number: _____

Number of Extension Cords: _____

Other equipment which requires power: _____

A power usage map is required for approval by City of San Ramon staff and the San Ramon Valley Fire Protection District which details where extension cords will be used and where they will be plugged in to gain power access. Maps should detail what type of extension cords will be used as well.

- Outdoor approved extension cords shall be used within parks to ensure adequate safety measures are in place.
- No Daisy Chaining Extension Cords. Extension Cords should not be plugged into one another beyond 2 cords before plugging into a power ours.
- Power cord splitters are prohibited. Spider boxes are recommended if multiple sources are necessary.
- Generators may be used however must be approved prior to use.

AMPLIFIED SOUND

Chapter V. Article 1, Section B6-83.

Volume of Noise: _____

Nature of Noise (Type of Equipment): _____

Proximity of the Noise to Residential Buildings: _____

Time of day and/or evening the noise occurs: _____

Duration of Noise: _____

Will Noise be Recurrent, Intermittent or Constant: _____

Will Noise be produced by commercial or non-commercial activity: _____

Will sound checks be conducted prior to the event? Yes No

If yes, Start time: _____ End time: _____

In accordance with Chapter V, Article 3, Section B6-113A. Please complete the registration:

Owner of Amplification Sound Equipment: _____

Address: _____

Phone Number: _____

User of Amplification Equipment: _____

Address: _____

Phone Number: _____

Wattage: _____

Approximate distance for which sound will be audible: _____

A general description of sound-amplifying equipment that is to be used: _____

What measures to reduce noise to the neighbors have been considered and will be implemented: _____

Will a Generator be used to Power Equipment: Yes No

How many? _____ What Size: _____

What Type: _____

Department Review:

PCS: _____

Public Works: _____

Chief Bldg. Off: _____

AMERICAN WITH DISABILITIES (ADA)

DEFINITIONS

- The term accessible shall mean ADA compliant.

GENERAL

- Concern should be given to the accessibility of your event's location.
- An event layout map with all elements (such as parking, portable toilets, ramps, seating, accessible paths of travel, etc.) is required with this application.
- All printed material for an event is to include the request for accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

BARRIERS

- Concern should be given to elevation changes of more than ¼" vertical or ½" beveled. This classifies as a barrier and requires a temporary ramp.
- All cords, wires, hoses, etc., which are located within a path of travel must be ramped or placed within a cord cover.

PATHS OF TRAVEL

- An alternate path of travel is required when the public right-of-way is obstructed.
- When an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternate path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking, passenger loading, and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

SALES OR SERVICE COUNTERS

- If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or the ground, and the width must be at least 36" wide.

ACCESSIBLE ROUTE

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- An accessible route is required within the event.
- An accessible route must be a minimum of 36" in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or the ground.
- Temporary ramps that do not exceed a 8.33% grade may be required to provide an accessible route.

SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or the ground.

PORTABLE TOILETS

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.

MARKETING/ ADVERTISING

Will this event be advertised or promoted?

Yes

No

If yes, please explain: _____

Will this event be advertised or promoted?

Yes

No

If yes, please explain: _____

Will there be media coverage at the event?

Yes

No

If yes, please explain: _____

Will signs, banners, or searchlights be utilized as a source of advertisement?

Yes

No

If yes, please explain: _____

Note:

San Ramon Ordinance D3-47 – Specific Sign Regulations.

O. Temporary special event signs. *Temporary special event signs, subject to the approval of the Department, for temporary uses which are intended to advertise seasonal events or special exhibitions (e.g., arts and crafts fairs circus/carnivals, etc.), as defined in Municipal Code [DIVISION B1, Chapter IV \(Special Events\)](#) may be authorized by a Special Events Permit when approved by the Parks and Community Services Director. Seasonal events related to the sale of agricultural products require a Special Events Permit issued by the Parks and Community Services Director. Sidewalk sales and similar events related to permanent businesses require a Temporary Use Permit. (Can be obtained through the City of San Ramon's Code Enforcement Department.)*

ALCOHOL (Indoors Only)

Does your event involve the use of alcoholic beverages?

Yes

No

Please, check all that apply:

Free / host alcohol

Beer

Alcohol sales

Beer and Wine

Host and sale alcohol

Beer, Wine and Distilled Alcohol

Will you be hiring a licensed bartender / caterer to serve Alcoholic Beverages?

Yes

No

If yes, please provide the following:

Name of Licensed bartender / Caterer: _____

ABC License Number: _____ RBS Certification Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

Responsible Beverage Service (RBS): Assembly Bill 1221 (2017) created the Responsible Beverage Service Training Program Act with the intention of reducing alcohol-related harm to local communities. The bill required the Department of Alcoholic Beverage Control to create the Responsible Beverage Service Training Program (RBSTP) to ensure on-premises servers of alcoholic beverages and their managers are educated on the dangers of serving alcohol to minors and over-serving patrons.

The presence of alcohol, dancing, performances and/or other high-risk activities require proof of insurance coverage. Separate liquor liability coverage is required if alcohol is provided or sold at the event. The RBS training will be required on top of the insurance (and possible ABC permit if alcohol is being sold) to serve alcohol during your reservation with the City of San Ramon.

For even more information regarding Responsible Beverage Service: <https://www.abc.ca.gov/education/rbs/>

Name: _____ Gov't ID Number: _____ RBS Cert. Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

Alcohol Beverage License (ABC): ABC-221 Form shall be completed and signed by the City of San Ramon Parks & Community Services Department, San Ramon Police Department and submitted to the Department of ABC within 30 days of the Event Date. All events with Alcohol sales or events which include Alcohol sales must have an ABC Permit. For even more information regarding Alcohol Beverage Licensing: <https://www.abc.ca.gov/licensing/license-forms/>

City of San Ramon does not permit alcoholic beverages within City of San Ramon parks per Municipal Code B5-20: Alcoholic Beverages. *No person shall drink any alcoholic beverage in any area designated as a nature trail or nature area or on or within any park or park facility which has been posted with signs prohibiting the consumption of alcoholic beverages. The Director of parks and community services may, through the permit process, make exception to this section for significant city events.*

Director Approval: Yes

No

SALES

All Sales require each vendor to obtain a City of San Ramon Business License. You may apply online at: https://www.sanramon.ca.gov/our_city/departments_and_divisions/administrative_services/finance/business_license

Municipal Code B5-14

- A. *Within the boundaries of any park facility, no person shall sell, vend, peddle, expose, offer or sale, teach offer or instruct, sponsor a program or service for a fee or distribute after sale to the public, any merchandise, service or property, or sell tickets for any event, nor shall any person distribute, circulate, give away, throw or deposit in or on any facility any handbills, circular, pamphlets, papers or advertisements, which material calls the public attention in any way to any article or service for sale or hire, nor within any park facility shall any person solicit or collect donations of money or other goods from the public, without express approval of the parks and community services commission for such activity within the specific park facility.*

A request for approval is required by this section shall be submitted to the parks and community services commission for any activity which requires a written contractual agreement. The director may approve any other request unless, at the discretion of the director, the request is an unusual one which should be submitted to the parks and community services commission for approval.

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

FIRE/ CONTRA COSTA COUNTY HEALTH

Will your event include food concessions, booths, and / or preparation areas? Yes No

If yes, Contact the following:

- Contra Costa County Health Department at (925) 646-5225 a minimum of 30 days prior to the event and describe how the food will be served and / or prepared. You will be required to have a Temporary Food Permit for your event. The City of San Ramon does require a copy of the Temp Food Permit, if CCC Health will be issuing the permit after inspection at the start of the event the city will require a copy of your receipt for a Temporary Food Permit

- San Ramon Valley Fire Protection District at (925) 838-6600 a minimum of 30 days prior to the event to obtain a Food Booth Operations Permit.

Will there be food vendor(s) in your event? Yes No

If yes, how many: _____

Please provide a list of all vendor(s) Business Names, Address, City, State, Zip code.

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

All Caterers are required to submit a copy of their San Ramon Business License, Contra Costa County Health Permit, and Insurance Certificate. Insurance requirements: General Liability Insurance naming the City of San Ramon as additionally insured for the minimum of \$1 million per occurrence & \$2 million aggregate.

WASTE MANAGEMENT

California State Law SB1383 requires each City to divert 75% of solid waste from landfill by 2025. Alameda County Industries of San Ramon (ACI) manages the City of San Ramon's solid waste programs.

ACI of San Ramon provides information packets about special event recycling. Exclusive franchise agreements require applicants to use Alameda County Industries of San Ramon for garbage removal. Please contact them (925) 380-9480 at least 30 days in advance to arrange for service at the event.

Will there be dumpsters? Yes No

If yes, please identify the following: Total number of dumpsters/ sizes: _____

Delivery Date: _____ Time: _____ Pickup Date: _____ Time: _____

- The event organizer will allocate an adequate number of trash and recycling receptacles and provide adequate trash pickup during the event.
- The event organizer will designate a trash monitor for the event to ensure the trash is managed and disposed of properly. For up to 6-hrs of event duration, the organizer will allocate 1-hrs of trash monitoring.

(All dumpsters must be placed within street closure or on private property. City of San Ramon staff will assist in determining the correct location.)

Please explain your plan for clean-up and waste removal during and after the event:

July 1, 2024 - New guidelines for Trash, Recycle and Compost Procedures will take effect.

SECURITY INFORMATION

Multiple Day Events are required to have private security for overnight safety. Event organizers are required to secure a reliable company and provide documentation for the security company that has been hired.

The City of San Ramon requires a copy of a valid Business License and a Certificate of Liability naming the City of San Ramon as additionally insured for the minimum of \$1 million per occurrence and \$2 million aggregate. Other coverage may be required and will be determined at the time of Special Event logistic approval.

Have you made arrangements for security? Yes No

If using a licensed security company, please complete the following:

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Contact: _____

Primary Telephone: _____ Secondary Telephone: _____

Private Patrol Operators License Number: _____

* City of San Ramon does not permit private security to carry firearms. Security officers must wear identifiable attire during shifts and maybe required to wear safety clothing i.e. reflective vest.

INSURANCE

The City of San Ramon requires proof of insurance against claims for injuries to person or damages to property, which may arise from or in connection with the lessee's use of a facility. The cost of such insurance shall be borne by the lessee.

Two insurance forms are required:

General Liability Form (CG 00 01)

The General Liability policy must have coverage on a per occurrence basis, including property damage, bodily injury and personal and advertising injury with limits for special event reservations no less than \$2,000,000 per occurrence and \$4,000,000 aggregate.

The Certificate of Insurance must include the following as "Additionally Insured":

City of San Ramon
7000 Bollinger Canyon Road
San Ramon, CA 94583

*Listing the Park(s) you are permitted at is highly suggested by not required.

All fields located at Elementary School and Middle Schools require SRVUSD insurance coverage. All fields located within the City of San Ramon not located at a school sites only requires City of San Ramon coverage.

San Ramon Valley Unified School District

699 Old Orchard Road
Danville, CA 94526

Additionally Insured Endorsement (Form CG 20 10 11 85, CG 20 26 07 04 or equivalent form)

This additional form provided by the insurance company modifies the general liability policy to additionally insure the City of San Ramon (*and SRVUSD*).

The following statement must be printed on the form:

City of San Ramon (*and San Ramon Valley Unified District*), its officers, officials, employees, and volunteers as additional insured with respect to liability arising out of use of the facility, work or operations performed on behalf of the organization including materials, parts, or equipment furnished in connection with such work or operations.

Please forward insurance certificates with the endorsement page(s) to JCurley@sanramon.ca.gov. Please reference the event and event date when forwarding documents.

Please Note: The City of San Ramon does not sell insurance and therefore it is the sole responsibility of the event organization to obtain all necessary documents.

WAIVER OF LIABILITY

Name of Event: _____

Date of Event: _____

_____ shall indemnify, and hold harmless the City of San Ramon, its officers, employees and agents from and against any and all claims, demands, liability, costs, and expenses of whatever nature, including court costs and counsel fees arising out of injury to or death of any person or persons or loss of or physical damage to any property resulting in any manner from the willful misconduct acts, or negligence of the applicant, its subconsultants, agents, employees, volunteers, licensees, of guests in the making of performance of this Special Event Permit.

It is understood that the City of San Ramon issues the permit to review and approve all plans for events which will affect public facilities or the public right of way.

Name: _____

Title: _____

Signature: _____

Date: _____

CITY REVIEW & APPROVAL

The various City Departments will sign-off that their department has been made aware of the request for a Special Event Application, and that the responsibilities of their department have been met. If a department has any questions and/or the responsibilities have not been met, it could delay the processing of this application. The departments may suggest or require various steps or conditions concerning but not limited to traffic and parking enforcement, litter control, insurance requirements, and scheduling to avoid conflict with other activities. Only after each department has signed-off will this application process be considered complete and approved.

Name of Applicant: _____ Permit Number: _____

Event Title: _____ Event Date(s): _____

Event Time(s): _____ Event Location(s): _____

Parks & Community Services	Approved	Not Approved	Additional Comments (Use additional sheet if necessary)
Public Works	Approved	Not Approved	Additional Comments (Use additional sheet if necessary)
Traffic/ Engineering	Approved	Not Approved	Additional Comments (Use additional sheet if necessary)
Planning	Approved	Not Approved	Additional Comments (Use additional sheet if necessary)
Administrative Services/ Chief Building Official	Approved	Not Approved	Additional Comments (Use additional sheet if necessary)
San Ramon Police	Approved	Not Approved	Additional Comments (Use additional sheet if necessary)
San Ramon Valley Fire Protection District	Approved	Not Approved	Additional Comments (Use additional sheet if necessary)
Contra Costa County Environmental Health	Approved	Not Approved	Additional Comments (Use additional sheet if necessary)

Suggestions or requirements, if any, must be attached to the Permit. The Permit will not be approved without resolution of any requirement noted.