

Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Location: \_\_\_\_\_

Community Services Department Approval: \_\_\_\_\_  
Signature/date

# CITY OF RICHMOND Special Event Permit Application



**In order for the Community Services Department to process your special event permit application, the application must be submitted at least 30 days before your event. The application may be declined or additional fees may be applied if received within 30 days of your event.**

**Complete and return to:  
Community Services Department  
3230 Macdonald Avenue  
Richmond, CA 94804  
(510) 620-6793 - direct  
(510) 620-6583 – fax**

**Or email to  
registration@ci.richmond.ca.us**

# CITY OF RICHMOND SPECIAL EVENT APPLICATION

~ *Application must be submitted at least 30 days in advance* ~

## SECTION I: Event Summary

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Type of Event:      Block Party  (*signed Road Closure Permit Issuance Requirements Form and  
Support by neighborhood council required*) Parade  
    Street Festival  Rally/March/Protest   
Event includes Park, Community Center or City Property   
Run/Walk/Bike Race  Circus/Carnival  Film Permit   
Tent  Other

If other, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Event Description – including purpose and target audience \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates/Times of Event: \_\_\_\_\_

Dates/Times of Set Up: \_\_\_\_\_

Dates/Times of Tear Down: \_\_\_\_\_

Estimated Attendance: Spectators: \_\_\_\_\_ Participants: \_\_\_\_\_

## SECTION II: Sponsoring Organization (Applicant)

*The applicant for the special event permit must be the authorized representative of the organization/business conducting the special event. The applicant must be available to work with the City staff throughout the permitting process.*

Responsible Organization: \_\_\_\_\_  
Authorized Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_  
Email: \_\_\_\_\_

## SECTION III: Security and Safety (refer to Page 10 of Guidelines)

Describe your internal security procedures (e.g., are you hiring a private security firm?) How many guards will be hired?

\_\_\_\_\_  
\_\_\_\_\_

(Feel free to attach additional pages to describe security plan and submit contract with private firm)

Will there be a command post at your event? YES  NO

Please describe and list location of the command post:

\_\_\_\_\_  
\_\_\_\_\_

Will there be security guards at the entrance? YES  NO

Will there be security guards at the exit? YES  NO

Will you have an on-site provider of primary first aid? YES  NO

## SECTION IV: Facilities and Parks

Do you plan to use a City facility or park for your event? *If yes, please complete the facility or parks/fields application*

YES  NO

**Parks and Landscaping Approval:**

\_\_\_\_\_  
Signature/Date

**SECTION V: Food/Alcohol** (refer to Page 11 of Guidelines)

Will food be sold or served at your event? YES  NO

**If yes, applicant must attach a copy of the approved food permit issued by:**  
  
**Contra Costa County Health Department**  
**2120 Diamond Boulevard, Suite 200, Concord, CA 94520**  
**(925) 692-2529**

Will alcohol be served? YES  NO

Will alcohol be sold? YES  NO

**If yes, applicant must attach a copy of the approved ABC license issued by:**  
  
**State Department of Alcohol Beverage Control (ABC)**  
**1515 Clay Street, Suite 2208**  
**Oakland, CA 94612**  
**(510) 622-4970**

**SECTION VI: Entertainment Activities** (refer to Page 11 of Guidelines)

Will sound amplification be used? YES  NO

**If yes, and event is outdoors complete a sound permit application and submit with this application.**

What type of amplification (e.g., DJ, live band, stereo system, microphones) and for what use?

What type of music will be played? *NOTE: Checking any one of these boxes will not result in denial of this application.*

- Acid Rock
- Alternative
- Big Band
- Blues
- Christian
- Classical
- Country Soul
- Country Rock
- Death Rock
- Disco
- Contemporary
- Ethnic/Cultural
- Other \_\_\_\_\_
- Funk
- Hard Rock
- Hip Hop
- Jazz
- Pop
- Rap
- Reggae
- Soft Rock
- Soul
- Symphony
- Swing
- Heavy Metal
- Goth
- Goth Metal
- Gospel
- Industrial
- Psychedelic
- Punk
- Rave
- 1950's/1960's
- Techno
- Bubblegum
- Rockabilly
- Folk

**SECTION VII: Fire and Electrical Safety** (refer to Pages 12 and 13 of Guidelines)

**Fire Department Approval:** \_\_\_\_\_  
Signature/Date

- Will there be any propane gas or open flame? YES  NO
- Will there be any fenced or limited access areas? YES  NO
- Will there be any compressed gas cylinders in use? (helium, etc) YES  NO
- Will you use electricity? YES  NO
- Generator? YES  NO
- Lighting? YES  NO
- Will you require additional power brought to the site? YES  NO

**Outdoor extension cords must be 3-prong UL listed extension cords.**

Please describe electrical usage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The City of Richmond does not provide additional connections to power sources at our parks.*

**SECTION VIII: Tents and Structures** (refer to Page 12 of Guidelines)

Will there be any tents or inflatables (i.e., jumpers) at your event? If so how many?  Yes  NO

Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will other temporary structures be used? YES  NO   
(e.g., bleachers, stages, etc)?

Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide a site plan of all vendors, first aid stations, event staging, rest room facilities, tents, jumpers and temporary structures. A Fire Department inspection is required for all tent structures prior to the event if size is 20` x 20` or above.**

**SECTION IX: Traffic Control (Engineering and Public Works)**  
*(Refer to Page 14 of Guidelines)*

**Engineering Department Approval:** \_\_\_\_\_  
 Signature/Date

Will you request that any street(s) be closed? YES  NO

If yes, please list street(s): \_\_\_\_\_

Date(s) & Times(s) for street closure: \_\_\_\_\_

Will on-street parking be eliminated? YES  NO

**If yes, a) Please attach your traffic, parking and overflow plan, and sign and submit b) the Road Closure permit Issuance Requirements Form and c) the neighborhood Survey Form**

If parade, race, run, or walk, please describe route and attach route map and proposed traffic detour route:

\_\_\_\_\_  
 \_\_\_\_\_

**Please attach proposed detour route.**

Is the street closure affecting a bus route? YES  NO

**If so, visit AC Transit for approval.**

**1177 – 47<sup>th</sup> Street, Emeryville**

**(510) 891-4908**

\_\_\_\_\_  
**AC Transit Signature/Date**

Will you require A-Frame Barricades? Qty \_\_\_\_\_ YES  NO

Will you require crowd control barricades? Qty \_\_\_\_\_ YES  NO

Will you require traffic cones? Qty \_\_\_\_\_ YES  NO

Will this event require temporary “No Parking” signs? Qty \_\_\_\_\_ YES  NO

Will this event require temporary traffic/directional signs? Qty \_\_\_\_\_ YES  NO

**Signage**

Are you planning to post signs advertising the event? YES  NO

(If yes, please submit a list of the locations where the signs will be posted.)

Also include a copy of the sign with dimensions.)

If so, are you hiring a firm to post the event signage? Name \_\_\_\_\_ (Please provide a copy of the contract for sign posting)

NOTE: All signs must be removed within 48 hours after the event to avoid being issued a citation.

**Department of Infrastructure Maintenance and Operation Approval:** \_\_\_\_\_  
 Signature/date

**Barricade Requirement- Please Check:**

- We plan to use barricades provided by the City of Richmond Public Works Streets Division (Please fill out the Barricade Request Form in the packet)
- Applicant will pick up
  - Barricades and cones can be picked up and returned by the applicant. They are available from the Corporation Yard located at #6 – 13<sup>th</sup> Street, (13<sup>th</sup> & Chanslor St. in Richmond). Monday–Friday from 7:00 a.m. until 3:30 p.m
  - All equipment should be returned the first business day following your road closure.
- City will deliver and pick up the equipment; there will be a delivery charge of \$50.00. There will be a replacement charge of \$15.00 for each barricade or cone lost or damaged.

*A Type I barricade is a standard “A” frame barricade with a single rail facing each direction, between 8” and 12” in width, and 2 feet in length. There should be 2 reflectorized rail faces on Type I barricades. A Type II barricade is a standard “A” frame barricade with a single rail facing each direction, between 8” and 12” in width, and 2 feet in length. There should be 4 reflectorized rail faces on Type I barricades. A Type III barricade is a vertical barricade mounted on posts or skids with three rails, between 8” and 12” in width and 4 feet in length. There should be 3 reflectorized rail faces on Type III barricades if the barricade is facing in one direction, and 6 reflectorized rail faces if facing traffic in two directions.*

*In addition, you must secure enough barricades, and place them in such a way, so that there is no gap large enough for a vehicle to pass through the street.*

**SECTION X: Sanitation (refer to Page 15 of Guidelines)**

Describe your clean-up plans both during and after the event: \_\_\_\_\_

\_\_\_\_\_

Describe your arrangements for trash removal:

\_\_\_\_\_

Waste Removal Company Name? \_\_\_\_\_

**For community events with more than 100 attendees, please contact Richmond Sanitary Service, 3260 Blume Drive, Richmond, (510) 262-7100, to rent garbage or recycling containers.**

Will there be portable toilets available? YES  NO

Will there be hand washing units available? YES  NO

Portable Toilet Company Name \_\_\_\_\_

Delivery date: \_\_\_\_\_ Removal date: \_\_\_\_\_

Please list locations: \_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH CONTRACTS FOR PORT-A-POTTY AND GARBAGE COLLECTION SERVICES.**

The undersigned organization has read the Special Events Guidelines of the City of Richmond and agrees to follow and abide by the regulations and procedures therein.

### INSURANCE

Anyone holding a Special Event at the City of Richmond must provide the City of Richmond with a **Certificate for Liability Insurance** evidencing coverage for \$1,000,000 per occurrence **and an Additional Insured Endorsement naming the City of Richmond, its officers, agents, and employees as an Additional Insured for the event.** NOTE: If alcoholic beverages are involved, special conditions apply, please see the guidelines.

Use of Jump Houses and Stages in the City right of way (streets, parks, sidewalks) – the applicant must provide a Certificate of Liability Insurance from the owner of the jump house or stage evidencing coverage for \$1,000,000 per occurrence **and an Additional Insured Endorsement naming the City of Richmond, its officers, agents, and employees as an Additional Insured for the event.**

Go to [www.cjprma.org](http://www.cjprma.org) Note the Special Event Insurance Icon located in the middle of the home page. Click on the icon to be re-directed to the Gales Creek site.

### INDEMNIFICATION

Applicant shall indemnify and hold the City of Richmond, its agents, officers and employees harmless from and against:

- a) Any and all liability, claims, suits, actions, damages, penalties, costs including legal costs; and/or
- b) Causes of action whatsoever for any personal injury, bodily injury, loss of life or unforeseeable damage to the property arising from any incident, occurrence; or
- c) Conditions related to the privileges granted by this permit.

The applicant agrees that any expenses incurred by the City of Richmond due to failure of the applicant to adhere to the guidelines and conditions of the permit shall be the legal and financial obligation of the applicant.

The permit application is not approved/effective until signatures from all city departments have been obtained. Property is available on a first-come, first serve basis, and is not considered reserved until an application is approved and the initial fees have been paid.

**NAME OF ORGANIZATION:** \_\_\_\_\_

Authorized Representative's Signature:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## FREE SPEECH ASSEMBLY

Those who schedule speech or public assembly activities within the City of Richmond agree to not:

- Threaten passers-by.
- Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- Commit any act likely to create an imminent safety or health hazard.
- Interfere with or disrupt any other lawful activity by anyone in the same general location at the same time.
- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or on any other public property except in designated posting areas.
- Conduct speech that includes fighting words, which are those words that by their very utterance tend to incite an immediate breach of the peace.
- Engage in any other speech or action that is not allowed by law.

1. Public speech that is likely to incite or produce imminent lawless action or that is, under the current legal standards, either defamatory or obscene, is prohibited.

2. Individuals who damage or destroy City property shall be held responsible for such damage or destruction.

3. A request for use of free speech areas may be denied if the City Manager determines that the proposed speech/activity will constitute a clear and present danger to the orderly operation.

4. All applicable City regulations, state and federal laws and municipal ordinances must be followed when engaging in free speech activities within the City of Richmond. Failure to do so may result in immediate removal from the location and any other appropriate action by City of Richmond officials and/or City of Richmond Police.

## ORDINANCE NO. 11-18 N.S.:

An ordinance of the City Council of the City of Richmond Municipal Code entitled “Food Ware Ordinance” updated the disposable food ware regulations to prohibit the use, distribution or sale of polystyrene, plastic straws and plastic stirrers.

I agree to comply with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Organization:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Conditions of Approval**  
*(for office use only)*

**POLICE Department Approval:** \_\_\_\_\_  
Department Signature/Date

\_\_\_\_\_  
Security Plan (if required) approved

\_\_\_\_\_  
Parking Plan (if required) approved

\_\_\_\_\_  
Personnel Allocation (if required)

\_\_\_\_\_  
Alcohol permit (if required) issued

\_\_\_\_\_  
Sound permit (if required) issued

\_\_\_\_\_  
Parade route and permit approved

\_\_\_\_\_  
Detour plan for road closure (if required) approved

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_