



Special Event Park Use Permits

Who needs to obtain a Special Event Park Use Permit?

1. Any event holder who wishes to rent an area and is planning to go over the maximum allowed capacity for a specified area or use space outside of the permitted area.
2. Any event holder who wishes to have amplified music, which is music/sound that is not played through self-contained battery operated equipment or requires an external power source or detachable speakers will be considered amplified music. **(Amplified music is only allowed at the Marina Park at the Seagull, Heron, Mallard, Otter and the Mulford Point areas.)**

How do I request a Special Event Park Use Permit?

1. You may obtain an application by downloading a copy from the cities website at <http://www.ci.san-leandro.ca.us/pdf/SpecialEventPermit.pdf> or by visiting us at:

South Offices
835 East 14th Street
San Leandro, Ca 94577
8:30 AM - 5:00 PM

Marina Community Center
15301 Wicks Blvd
San Leandro, Ca 94579
9:00 AM -7:00 PM

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 60 days prior to the event.

2. Once you have submitted your application, the San Leandro Recreation and Human Services Department will review your application and notify you whether or not your application has been initially accepted and whether you may proceed to submit your application to the San Leandro Police Department. (Note: Final approval will be given by S.L.P.D.)
3. Upon receiving an initial acceptance and a tentative reservation by the San Leandro Recreation and Human Services Department, you may pick up your application from our South Offices location and submit your completed application, proof of insurance and a map (if required) to the San Leandro Police Department. The San Leandro Police Department is located across from our South Offices.
4. You have 10 working days to complete the Special Events Permit process through the Police Department. Once your permit has been approved by the San Leandro Police Department you will need to come into our office to make payment and finalize your reservation. If we have not received notification of your Special Event approval (a copy of the approved permit) and payment for your reservation within 10 working days of your tentative reservation, your reservation will be automatically cancelled and released for reservation.

Please see additional requirements listed on the Special Events Permit Application Instructions by the San Leandro Police Department.

CITY of SAN LEANDRO
POLICE DEPARTMENT

Civic Center, 835 E. 14th Street, San Leandro, California 94577

Special Event 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. Complete the attached application and submit to Event Coordinator, San Leandro Police Department, 901 East 14th St., San Leandro, CA 94577 within 14 days of proposed event. Fax acceptable to same at 510-577-3296.
2. 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.
3. 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.
4. **Submit a \$50.00 non-refundable application fee or \$28.00 for block parties.**
5. **Block party applicants:** Notice and approval by fifty percent (50%) of the residents of dwellings along the street being blocked is required.
6. **Submit evidence of insurance (not required for block parties):**
 - Purchase coverage through City of San Leandro's web site:
<http://www.ci.san-leandro.ca.us/slparks.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.
 - Provide a homeowner's policy endorsement.
 - 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.

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POLICE DEPARTMENT

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APPLICATION for an EVENT PERMIT

Event type: Special Park Use

Applicant Name: _____
Address: _____
Telephone: _____

Host Name (if different than above): _____
Address: _____
Telephone: _____

Organization Name: _____
Address: _____
Telephone: _____

Purpose of activity: _____
Date of activity: _____ Beginning: _____ Ending: _____
Activity Location: _____

Estimated # of participants: _____ Events that exceed the estimated number of participants
may have their permit revoked and the event cancelled by the Police Department. _____ (Initial)

Plans for assembly/dispersal of activity: _____
Include time and location (if applicable): _____

Statement as to whether activity will occupy all or part of street proposed to be traversed (if applicable):

Check items provided by applicant :

- | | |
|---|---|
| <input type="checkbox"/> Food | <input type="checkbox"/> Live/Recorded Music |
| <input type="checkbox"/> Generators/Extension Cords | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Fencing/Security Personnel |
| <input type="checkbox"/> Trash Receptacles | <input type="checkbox"/> On/Off-Site Parking |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Animals |

Have you requested a permit for this event in another city? Yes No
If so what city? _____

CITY of SAN LEANDRO
POLICE DEPARTMENT

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 #

