



Community Events Permit Application

Application and other materials can be submitted by email, mail or dropped off in person:

Emeryville Community Services Department

4727 San Pablo Ave. Building B

Emeryville, CA 94608

510-596-4395

rentals@emeryville.org

1. APPLICANT INFORMATION

Date Application Submitted: _____

Applicant name & title: _____

Rental Classification (check one): Resident Non-Resident/Business Non-Profit

Sponsoring/producing organization name: N/A _____

Is this a nonprofit or charitable organization? Yes No

Applicant Mailing address: _____

City: _____ Zip: _____

Cell phone #: _____ Alternate phone #: _____

Applicant E-Mail: _____

Organization/Event website: _____

2. EVENT INFORMATION

Event Title/Name/Type: _____

Event Date(s): _____

Event Location: _____

Attendance: Participants: _____ Spectators: _____ Staff/Volunteers: _____

Event Description:

2. EVENT INFORMATION (CONTINUED)

Event set up: Date: _____ Time: _____ Day of week: _____

Event starts: Date: _____ Time: _____ Day of week: _____

Event ends: Date: _____ Time: _____ Day of week: _____

Break down: Date: _____ Time: _____ Day of week: _____

Is event open to the public? Yes No

Is there an admission fee? Yes No If yes, provide admission fee \$ _____

On-site event contact name & title:

Same as applicant _____

Cell phone #: _____

3. EVENT DETAILS

Event requests and specific equipment may require additional submittal materials.

Please review the submission checklist in next section for requirements related to any checked box. Please check any of the following special requests (select all that apply):

Access to electricity

Live animals

Temporary or Intermittent Street Closure

Carnival rides

Serving/selling alcohol

Vendors

Cooking equipment

Serving/selling food

Other: _____

Food trucks

Street closure

Please check equipment and/or below that will be used at your event (select all that apply):

Amplified sound

Inflatable objects/bounce houses

Staging/scaffolding

Drones

Portable restrooms

Tents/canopies

Film Production

Sinks/hand-washing station

Other: _____

Generators

Security company

Please list the outside companies or vendors with contact information that you are using for set-up/takedown or equipment for any of the checked boxes in this section:

Company/Vendor
Name

Location

Email

Phone

Emeryville
Business License?

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

INDEMNITY AND HOLD HARMLESS AGREEMENT

The undersigned (hereinafter the "applicant") certifies that he/she has read and agrees to the City's Community Event Procedures and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant agrees to indemnify, protect, defend and hold harmless the City, the Emeryville Redevelopment Agency, their officers, employees, agents, and volunteers against all claims, damages, expenses, loss, or liability of any kind or nature whatsoever resulting from the alleged willful or negligent acts or omissions of the permittee, its officers, agents, or employees in connection with the event and proximately caused by the permittee, its officers, agents or employees; and the permit shall expressly provide that the permittee shall, at permittee's own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City, the Emeryville Redevelopment Agency, their officers, agents, employees, or volunteers, and that the permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, the Emeryville Redevelopment Agency, their officers, agents, employees, or volunteers as a result of the alleged willful or negligent acts or omissions of permittee or permittee's officers, agents, or employees in connection with the uses, events, or activities under the permit and proximately caused by the permittee, its officers, agents or employees.

The applicant further certifies under penalty of perjury under the laws of the State of California that the above information is a complete and accurate representation of the planned event.

I certify that I have read the Community Events Permit Guide and will fully comply with the Community Events Ordinance and its accompanying procedures. I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Signature of Applicant: _____

Date: _____

If applicable, signature of Executive Director of Non-Profit Agency or other responsible party:

Signature: _____

Date: _____

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4. SUBMISSION CHECK LIST

When submitting your application please provide the following:

Application Fee

Fully completed Community Event Permit Application

Site Plan diagram of event

Route Map (if event requires street closure)

After initial review, the Community Events Committee may request additional submittal materials, depending on the event:

General Liability Insurance Certificate with required endorsements (submit at least 14 working days prior to the day of the event)

Proof of Emeryville Business License for each vendor (for events with food and/or merchandise sales)

Copy of County Health Permit(s) (if event is offering food)

State of California Alcohol Beverage Control (ABC) Permit (if event is offering alcohol)

Any additional deposits (determined by the Community Events Committee)

Completion of Fire Permit Application (for tents or membrane structures in excess of 400 sq. ft.)

Letter of notice to surrounding residents/businesses

Traffic Control Plan (TCP) (if event requires street closure)

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____

Proof of Residency (if applicable)

501©3 (if applicable)

REVIEWED BY: _____ DATE REVIEWED: _____

Committee Approval

Insurance and Endorsement Page

Total Fees Paid: _____

NOTES: _____

Community Services Approval: _____ Date: _____