

# **City of San Ramon**

## **Special Event Permit Application**



**Coordinated through San Ramon  
Public Services Department  
(925) 973-2806**

## SPECIAL EVENT PERMIT REQUIREMENTS

*The following information must be attached to the special event application in order for the request to be considered by the City of San Ramon.*

**Processing Fee of \$600.00** must be attached. *(If permit is denied by the City of San Ramon, permit fee will be refunded in full. If permit is cancelled by permittee within 72 hours of event, permit fee will be refunded in full.)*

1. **Special Event Application**
2. **Waiver:** Signed and executed by Executive Director, Board President, CEO, Owner (Waiver enclosed)
3. **Insurance Certificate which meets the following criteria:** *(if certificate is not available at time of submittal of permit, you must submit verification from your insurance carrier that these criteria can be met **before** the event.)*
  - \_\_\_\_\_ City of San Ramon must be named as certificate holder as an additional insured;
  - \_\_\_\_\_ General Liability policy with a minimum of \$1 million per occurrence limit;
  - \_\_\_\_\_ If there is a policy aggregate, it must be a minimum of \$2 million;
  - \_\_\_\_\_ Policy must be primary coverage and state so on certificate;
  - \_\_\_\_\_ If alcohol is present, alcohol liability policy is required;
  - \_\_\_\_\_ Exclusion to the policy must be shown in writing. No exclusions for participants, volunteers or spectators;
  - \_\_\_\_\_ Cancellation clause of 30 days must be indicated;
  - \_\_\_\_\_ Provide copy of endorsement to insurance policy
4. **Written description of event** (on a separate piece of paper)
  - Itinerary of chronology of event(s);
  - Description of each segment of the event
5. **Copy of DRAFT flyer** and other event publicity
6. **Copy of DRAFT participant waiver form;** waivers must be pre-approved by the City of San Ramon prior to printing brochures/registration forms. Participant waiver must include the following verbiage:

*"I hereby, on behalf of my heirs, executors, administrators and assigns, waive, Release and hold harmless the City of San Ramon, their directors, managers, Officers, employees, representatives and agents from any and all claims for damages and or injuries arising from or out of my participation in and travel to and from the (insert name of event)."*
7. **Route Map:** Detail of route for walks, runs, parades or bike rides. Use red highlight pen to mark the route or area the event will involve on maps you provide. Indicate location of rest stops, water stations, portable toilets, etc.
8. **Site Map:** Must include specific location of;
  - \_\_\_\_\_ First Aid station
  - \_\_\_\_\_ Restrooms
  - \_\_\_\_\_ Emergency Exits
  - \_\_\_\_\_ Closed Roads
  - \_\_\_\_\_ Closed and blocked driveways
  - \_\_\_\_\_ Start/Finish diagram (for races)
  - \_\_\_\_\_ Parking locations for participants
  - \_\_\_\_\_ Location of registration/vendor tables
  - \_\_\_\_\_ Other: \_\_\_\_\_

- 9. **Volunteer Plan:** Description of how many volunteers you are planning on having and what their assignments will be; City may require specific numbers of volunteers based on size and scope of event.
- 10. **Publicity Plan:** Where and how are you planning to advertise; how will you notify affected residents or businesses of your event (i.e. those who live in proximity to event who will be affected in some way).
- 11. **Communication Plan:** Description of how communication will be handled at event: method by which emergency services will be notified in the event of an emergency (i.e., mobile phone #, amateur radio contact, etc.); method event staff and volunteers will use to communicate with each other.
- 12. **Written Permission:** Property owner must give written permission for use of property if event is taking place on property not owned by either the applicant or person in charge; written permission from all property owners are required for block parties where streets will be blocked or closed.
- 13. **Clean-Up Plan:** Description of how and when clean-up will take place.
- 14. **Crowd Control Plan:** May be required after permit application has been approved.
- 15. **Command Post:** Location of command post and/or person in charge on day of event;

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Phone Number where Contact can be reached on day of event: \_\_\_\_\_

- 16. **Temporary Advertising/Promotional Signs** intended to advertise or promote a tenant “grand opening,” relocation, “going out of business,” etc. or a special event within and sponsored by a shopping center/area such as a “sidewalk” sale or special seasonal sales event such as a “back to school” sale. Such signs are limited to one per tenant and a maximum of two commercial center- sponsored signs per commercial center or area. The following information is required:

- \_\_\_\_\_ Description of flags, banners, pennants, etc. and other similar devices without advertising copy other than the tenant and/or center name, and the announcement of the aforementioned permitted events (must be professionally designed and fabricated from durable and weatherproof materials). Note: *tethered balloons and inflatable signs are prohibited.*
- \_\_\_\_\_ Site plan depicting location of temporary signs, flags, banners, etc. (must be placed on a building exterior and secured to or suspended from a building wall or flagpole. Signs, banners, etc. shall not be affixed to a tree, roof, or fence, and are limited to twelve feet in height above ground level). Temporary signs, flags, etc. must be located so as to not create safety hazards, block required pedestrian and/or vehicle access ways, and/or obstruct signs identifying adjoining establishments.
- \_\_\_\_\_ Temporary signs, banners, pennants, etc. shall be in place from \_\_\_\_\_ to \_\_\_\_\_ (Limited to a 14- calendar day installation period per event).

- 17. **Noise Ordinance Criteria** – include schedule of any music or entertainment proposed to occur during event. Please note that the volume of sound (including amplifying equipment) is required to be controlled so that it is not unreasonably loud, raucous, or disturbing to a reasonable person. Additionally, operation or amplifying equipment is restricted to the hours of 8:00 a.m. - 10:00 p.m.

- 18. Requests for other **services or equipment** to be provided by City staff or the San Ramon Valley Fire Protection District.

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- 19. **Other:**

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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 in order to review and approve all plans for events which will affect public facilities or the public right of way.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



City of San Ramon  
12501 Alcosta Blvd.  
San Ramon, CA 94583  
(925) 973-3200

_____
Date Received

## SPECIAL EVENT PERMIT APPLICATION

### APPLICATION (Sponsoring Organization)

_____		_____	
Name of Sponsor		Non Profit ID Number	
_____		_____	
Address		City	Zip
_____		_____	
Business Phone #	Fax Number		

### PERSON IN CHARGE OF ACTIVITY

_____		
Name		
_____		
Address	City	Zip
_____	_____	_____
Business Phone #	Home Phone #	Email Address

### EVENT- Type of event (run, etc.) and location of event

_____
_____
_____

Estimated # of Participants: \_\_\_\_\_

Dates: From \_\_\_\_\_ To: \_\_\_\_\_

#### Hours of Operation:

Set-Up: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Event: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Clean-Up: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Once your completed application packet is submitted, including the documents listed on the Special Event Permit Requirements checklist, signed approvals will be obtained from the following departments. The Facilities Supervisor will handle this signature process.

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**DEPARTMENTS ARE TO DENOTE ANY SPECIAL CONDITIONS OR CIRCUMSTANCES FOR APPROVAL ON THIS FORM.**

➤ TRANSPORTATION SERVICES:

**City of San Ramon Transportation Services, 2401 Crow Canyon Road, San Ramon**

For road closure and traffic re-routing.

\_\_\_\_\_  
Signature of Authorization                      \_\_\_\_\_ Title                      \_\_\_\_\_ Date

**SPECIAL CONDITIONS:**

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

➤ PUBLIC SERVICES:

**City of San Ramon Public Services Department, 5000 Crow Canyon Road, San Ramon**

For events involving public right of way, use of city equipment, road closures, use of parks or city facilities.

\_\_\_\_\_  
Signature of Authorization                      \_\_\_\_\_ Title                      \_\_\_\_\_ Date

**SPECIAL CONDITIONS:**

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

➤ ADMINISTRATIVE SERVICES:

**City of San Ramon Administrative Services Department, 2222 Camino Ramon, San Ramon**

For applications which require a business license. If event will require sale(s) of any type or entry fee, business license may be required.

\_\_\_\_\_  
Signature of Authorization                      \_\_\_\_\_ Title                      \_\_\_\_\_ Date

**SPECIAL CONDITIONS:**

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

➤ PARKS AND COMMUNITY SERVICES:

San Ramon Community Center, 12501 Alcosta Blvd., San Ramon

\_\_\_\_\_  
Signature of Authorization                      \_\_\_\_\_ Title                      \_\_\_\_\_ Date

**SPECIAL CONDITIONS:**

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

➤ FIRE DEPARTMENT

San Ramon Valley Fire Department, 1500 Bollinger Canyon Road, San Ramon

\_\_\_\_\_  
Signature of Authorization                      \_\_\_\_\_ Title                      \_\_\_\_\_ Date

**SPECIAL CONDITIONS:**

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

➤ POLICE DEPARTMENT:

San Ramon Police Department, 2401 Crow Canyon Road, San Ramon

\_\_\_\_\_  
Signature of Authorization                      \_\_\_\_\_ Title                      \_\_\_\_\_ Date

**SPECIAL CONDITIONS:**

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

➤ PLANNING DIVISION:

City of San Ramon Planning/Community Development Department, 2401 Crow Canyon Road, San Ramon

\_\_\_\_\_  
Signature of Authorization                      \_\_\_\_\_ Title                      \_\_\_\_\_ Date

**SPECIAL CONDITIONS:**

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

➤ ENGINEERING SERVICES:

City of San Ramon Engineering Services Department, 2401 Crow Canyon Road, San Ramon

**Traffic**

Is a Traffic Control Plan Required

_____	_____
Yes	No

**Development**

Review and approval of date and location use

**CIP & GIS/Special District**

Review and approval of date and location use

\_\_\_\_\_  
Signature of Authorization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**SPECIAL CONDITIONS:**

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