



# City of Fremont Special Event Application Information

## WELCOME

We are happy you have chosen to plan a special event within the City of Fremont. From community based festivals to parades and street fairs, the City of Fremont is proud to approve permits for a number of exciting special events each year.

The Special Event permit process is governed by Title 12, Chapter 25. of the Fremont Municipal Code, titled "Special Events and Parades." In general, any organized activity impacting city services, or having impact on public property, public facilities, sidewalks, medians, or street areas, or an activity that is not compatible with the intended use of a property requires a permit.

The following pages include the City of Fremont's **Special Events Permit Application** and accompanying instructions developed to guide you through the process.

## Timing

Events that require a only 1) a temporary ABC license, 2) a tent or banner permit, and 3) anticipated attendance of fewer than 500 people, must submit a completed permit application **no later than 30 calendar days before the actual event date.** Examples of these events include: Little League Parades\*, Crab Feeds, Block Parties, and events with fewer than 500 people.

Events that require a 1) road or sidewalk closure or 2) anticipated attendance of more than 500 people, or that take place must submit a completed permit application **no later than 90 calendar days before the actual event date.** Examples of these events include: Parades, Streets Festivals, events with more than 500 people.

**Applications for 1<sup>st</sup> time events should be submitted to the City at least 6 months before the event date. The City reserves the right to deny a 1<sup>st</sup> time application, if submitted after the 6-month deadline.**

To inquire if your event requires services from City staff the day of the event, please contact the Special Event Staff.

Please be advised that effective February 14, 2013, there is a \$5 -\$10 per business day late fee for late applications.

## \*Little League Parades

For Little League Parades that only require rotational road closures, no special event permits is required. Contact Traffic Lieutenant Ariel Quimson, directly at (510) 790-6779 or [NQuimson@fremont.gov](mailto:NQuimson@fremont.gov) to request assistance with road closures. Requests must be received 30 days in advance.

## **PLEASE SUBMIT ALL APPLICATIONS WITH PAYMENT TO:**

Plans and Permits Counter (1<sup>st</sup> Floor)  
39550 Liberty Street, Fremont, CA 94538

All checks should be made payable to **"City of Fremont"** for the amount of your special event permit (non-refundable processing fee).

## Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

Upon receipt of your application the City assigns a coordinator to help guide you through the permit process. This coordinator distributes copies of your application to all City departments affected by your application for review. During the review process you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents.

Delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event.

You may be contacted individually by these departments if they have specific questions or concerns about your event. Depending on the impact on City services, size and type of event, a group meeting with all affected departments, your coordinator, and you may be scheduled to clarify questions and concerns.

## Other Permits

While we have tried to make this process a "one-stop" process, however it is your responsibility to contact federal, state, or county agencies for other relevant permits. (see table below)

## Events in Parks

If you plan to hold your event in a City park (expect Bill Ball Plaza, Niles Plaza, Irvington Plaza, State Street Plaza, or Washington Historic Park), please contact Joe Benjamin at (510) 790-5546 in the City of Fremont's Community Services Department.

**City of Fremont Special Event Application (Class II, III, IV, and V)**

**Fees**

The City strives to keep fees as low as possible by charging only for the cost of processing the application and City services provided the day of the event. In addition to the cost of inspections and other City services (i.e. Police and Fire), other fees such as a building permit fee will apply for tents, stages, etc. Depending on the type of event, respective fees may vary. All costs of providing City services associated with a special event will require a deposit if the cost of City services exceeds \$5,000.00.

Estimated Cost of City Service	Percentage of Required Deposit
\$5,000 – 9,999	30%
\$10,000 – 14,9999	40%
\$15,000 – 19,9999	50%
\$20,000 or more	60%

You will receive an estimate for City services after submitting your application.

Permit Types	Fees
<b>Class I - Neighborhood Block Party</b>	<b>\$20</b>
<b>Class I</b> (2 consecutive days or less, fewer than 500 people, no City services)	<b>\$50</b>
<b>Class II</b> (2 consecutive days or less, fewer than 500 people, City services required)	<b>\$75</b>
<b>Class III</b> (2 consecutive days or less, 500 people or more, no City services)	<b>\$150</b>
<b>Class IV</b> (2 consecutive days or less, 500 people or more, City services required)	<b>\$200</b>
<b>Class V</b> (2 non-consecutive days or more and/or more than 1 time in a calendar year; series)	<b>\$200</b>

**Commitment to Customer Service**

As part of the City’s commitment to providing excellent customer service, a coordinator will help you navigate through the permitting process. Please contact a coordinator for assistance:

**Class I, III & V Permits (No City services or road closures), and Tent & Stage Permits**

Name: Barbara Yee-Charlson, Community Development Technician  
 Phone Number: (510) 494-4561  
 Email: byee-charlson@fremont.gov

**Class II, IV & V Permits (City services and/or road closures)**

Name: Amy Gee, Public Affairs Coordinator  
 Phone Number: (510) 790-6967  
 Email: agee@fremont.gov

On behalf of the City of Fremont, we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event.**

**Additional Documentation**

The following table is a guide to what important additional documentation you may need to ensure your application is processed quickly and accurately. **Please note that this table is only a guideline. Please read the entire application and fill out all questions pertaining to your event.**

Type of Event	Other Documentation Needed (Please fill out all that apply to your event)
Alcohol Involved	Alcohol Beverage Control (ABC) Application, Cover Page, and Instructions: <a href="http://www.fremont.gov/DocumentCenter/View/36556/Law-enforcement-approval-for-Daily-ABC">http://www.fremont.gov/DocumentCenter/View/36556/Law-enforcement-approval-for-Daily-ABC</a>
Bicycle Race	Attachments A and B
Block Party	List of Neighbor Signatures (Attachment A)
Carnival	Attachments A, B, C, D, “Tent and Structure Permit” – apply directly to Development Services Department, call 510-494-456
Concert	Attachments A, B, C, D , “Tent and Structure Permit”
Dance	Alcohol Beverage Control Application
Event w/Tent, Stage or Structure	“Tent & Stage Application and Questionnaire” is available at the City of Fremont’s Development Services Center, please call Barbara Yee-Charlson at 510-494-4561 for more information.
Food related	Alameda County Department of Environmental Health: <a href="http://www.acgov.org/aceh/food/temp.htm">http://www.acgov.org/aceh/food/temp.htm</a>
Parade	Attachments A and B
Political Activity	For information, contact Special Events Manager at 510-790-6800
Promotional or Sales Event	Attachments A, B, C, D , “Tent and Structure Permit”
Run/Walk	Attachments A and B
Street Closures	Attachments A and B
Street Fair	Attachments A, B, C, D , “Tent and Structure Permit”



# City of Fremont

## Class II, Class III, Class IV, & Class V

### Special Event Permit Application Form

**SECTION 1: PERMIT TYPE AND PAYMENT INFORMATION**

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Type of Event (Check all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> ABC Permit       | <input type="checkbox"/> Carnival/Carnival Rides | <input type="checkbox"/> Petting Zoo              |
| <input type="checkbox"/> Alcohol Involved | <input type="checkbox"/> Dance                   | <input type="checkbox"/> Political Activity       |
| <input type="checkbox"/> Banner           | <input type="checkbox"/> Food Truck Event        | <input type="checkbox"/> Run/Walk                 |
| <input type="checkbox"/> Bicycle Race     | <input type="checkbox"/> Music/Concert           | <input type="checkbox"/> Sales/Retail/Promotional |
| <input type="checkbox"/> Car Show         | <input type="checkbox"/> Parade                  | <input type="checkbox"/> Street Fair              |
| <input type="checkbox"/> Religious Event  | <input type="checkbox"/> Other (please specify)  |   |

**For Office Use Only**

Class II: (City Services) \$75

Class III (no City Services): \$150

Class IV: (City Services) \$200

Class V: \$200

**SECTION 2: CONTACT INFORMATION**

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Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Date Application Submitted: \_\_\_\_\_  
 (Must be the insurer)

**Application Contact**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Primary Phone No.: \_\_\_\_\_ Phone No. #2: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

**SECTION 3: EVENT INFORMATION**

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Expected attendance per day: \_\_\_\_\_ (If fewer than 500, then use Low Impact Permit Application, unless this is a recurring event)

Setup:            Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Starts:    Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Ends:     Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Dismantle:      Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

**SECTION 3: EVENT INFORMATION (continued)**

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

**Event Description**

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

**SECTION 4: SPONSORING ORGANIZATION INFORMATION**

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**1. Is the sponsoring organization a non-profit organization?** YES  NO

*If yes, please include tax ID number:* \_\_\_\_\_

**2. Is the sponsoring organization a community group without non-profit status?** YES  NO

*If you checked "Yes" to either question #1 or #2, have you filed an Affidavit of Business Tax Exemption with the City of Fremont Revenue Division (510) 494-4791?* YES  NO

**3. Is the sponsoring organization a business or for-profit organization?** YES  NO

*If you checked "Yes" to question #3, do you have a Fremont Business Tax License (BTL)? Please provide BTL No.:* YES  NO   
\_\_\_\_\_

**SECTION 5: USE OF PUBLIC PROPERTY OR PUBLIC RIGHT OF WAY**

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**1. Will any part of this event take place in a City of Fremont Park or Plaza?** YES  NO

*If yes, name of park/plaza where event will take place:*

\_\_\_\_\_

**2. Will any part of this event take place on a sidewalk, street, median, or other Public Right of Way?** YES  NO

*Location(s):* \_\_\_\_\_

**3. Will any part of this event/activity take place on a City parking lot, City-owned land, or other City property? Include all uses of public property and public right of way on *SITE PLAN* (Attachment A).** YES  NO

*Location(s):* \_\_\_\_\_

4. Will this event take place on public property in Fremont that is not owned by the City of Fremont (Alameda County, East Bay Regional Park District, Fremont Unified School District, etc.)? *Include documentation authorizing use of public property not owned by the City of Fremont.* YES  NO

Location(s): \_\_\_\_\_

Have you received approval for the use of the property? *Include documentation authorizing use of public property not owned by the City of Fremont.* YES  NO

If "yes" to #4: Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**SECTION 6: PARKING PLAN**

✓ *Include event parking, disabled parking, and emergency vehicle access on PARKING PLAN (Attachment C)*

1. Please provide a description of your parking plans (i.e., where event attendees will park): \_\_\_\_\_

2. Please list addresses of parking lots to be used for event parking. Include type and number of spaces available. *Please include letter(s) authorizing use of privately owned parking lots*

Address/location	Public	Private	No. of spaces	No. of spaces for disabled
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

(Use additional sheets, if necessary)

3. Please describe your plans for disabled parking: \_\_\_\_\_

4. Please describe your plans to notify residents and/or businesses impacted by this event: *Include notice to residents and/or businesses impacted by this event.*

**SECTION 7: TRAFFIC & PARADE INFORMATION**

**\*\*\*NOTE:** Street/road closures require use of Police and Maintenance services on the day of the event.

✓ Include **TRAFFIC CONTROL/DETOUR PLAN** (Attachment B). If parade involved, please include the parade route. Please identify all streets impacted by event on **TRAFFIC CONTROL/DETOUR PLAN** (Attachment B).

1. Do you request closure of any streets or sidewalks for this event? YES  NO

If yes, please list all streets and sidewalks to be closed: \_\_\_\_\_

\_\_\_\_\_

Streets closed for what period of time?

From Set Up: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

2. Do you anticipate needing to tow any cars or equipment before, during or after this event? YES  NO

★To close roads, you must provide an approved Traffic Control Plan AND pay for "72-hour tow away" sign posting.

3. Does this event involve a moving route of any kind along streets or sidewalks? YES  NO

**SECTION 8: USE OF ANIMALS**

1. Are animals a part of the event? YES  NO

If yes, what type(s) of animals will be used in the event? \_\_\_\_\_

\_\_\_\_\_

What is the purpose of the animals (petting zoo, part of parade, etc.)? \_\_\_\_\_

\_\_\_\_\_

**SECTION 9: TENTS, CANOPIES, STAGES, BLEACHERS, AND OTHER STRUCTURES**

1. Are you installing any structures or tents/canopies/stuctures? If yes, please show locations and dimensions on the **SITE PLAN** (Attachment "A"). YES  NO

- Stages
- Tents and/or canopies
- Grandstands, bleachers, or folding or telescoping seating
- Other \_\_\_\_\_

Please describe type, size and number of structures. (Plans may be required for review.) \_\_\_\_\_

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

(Use additional sheets, if necessary)

**2. Please add the contact information of service provider(s) responsible for installing the tent, structures, etc. to the VENDOR LIST (Attachment D).**

**★You may be required to complete an additional tent & stage permit if the following apply:**

- Stages, grandstands, bleachers and/or folding or telescoping seating greater than 30" above grade.
- Enclosed tents greater than 400 square feet
- Open tents greater than 700 square feet

The "Tent & Stage Application and Questionnaire" is available at the City of Fremont's Development Service Center, please call Barbara Yee-Charlson at 510-494-4561 for more information.

**SECTION 10: ENTERTAINMENT & SOUND**

**1. Do you plan to have any sound amplification? YES  NO**

Music       Other, please describe: \_\_\_\_\_

If yes, please note the dates and times: \_\_\_\_\_

\_\_\_\_\_

**2. Is electrical power required (for sound amplification, lighting, etc.)? YES  NO**

If yes, please provide type:

Portable generator       PGE temporary power service       Other, please describe: \_\_\_\_\_

**3. Will there be carnival rides and game booths? YES  NO**

If yes, describe activities: \_\_\_\_\_

**4. Will there be any car shows or go-karting events? YES  NO**

If yes, describe activities: \_\_\_\_\_

**5. Please add the contact information of service provider(s) responsible for installing carnival rides, game booths, structures, etc. to the VENDOR LIST (Attachment D)**

**SECTION 11: ALCOHOL, FOOD, AND MERCHANDISE INFORMATION**

1. Will alcohol be served or sold?

SERVED  SOLD

**★ TEMPORARY ALCOHOL PERMIT**

If alcohol is being served or sold, include a completed application from the Dept. of Alcoholic Beverage Control for Daily License (form ABC-221) signed by the property owner (or include a separate letter stating that the property owner authorizes the sale of alcoholic beverages on the date of the requested permit) . For information, contact the State Dept. of Alcoholic Beverage Control at: (510) 622-4970. Instructions, cover page, and application for the ABC Daily License can be found here:

<http://www.fremont.gov/DocumentCenter/View/36556/Law-enforcement-approval-for-Daily-ABC>

What kind of alcohol will be served? \_\_\_\_\_

Between what hours will alcohol be served?

From : \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

3. Will food be served at this event?

YES  NO

If yes, please describe how food will be served and/or prepared: \_\_\_\_\_

**★ STYROFOAM PROHIBITED**

Vendors are prohibited from using disposable food service ware made from expanded polystyrene, commonly referred to as Styrofoam. Vendors use a compostable or recyclable alternative.

3. What kind of cooking equipment is included?

None  Charcoal  Gas  Electric

Other, please describe: \_\_\_\_\_

4. Will a temporary food heating system be used?

YES  NO

**★ HEALTH PERMIT**

A Health Permit is likely required for any event with food. For information, please contact the Alameda County Department of Health at (510) 567-6700

5. Will food, goods or other services be sold at your event? If yes, please add vendors to **VENDOR LIST** (Attachment D) YES  NO

6. What is the total anticipated number of vendors? \_\_\_\_\_



**★FREMONT BUSINESS TAX LICENSE**

Vendors Business License: The City of Fremont requires that special event vendors, not-based, in Fremont pay a \$5.00 temporary registration/business tax fee, which is good only for one day.

Applicant, Service Provider(s), and Fremont Based Business Tax License: All businesses that operate in the City register and pay a \$31 registration/business tax fee. Non-profits must register for exempt status.

For more information, contact Kristi Bartelmie, City of Fremont Revenue Division, Finance Department, 510-494-4797.

**SECTION 12: ADVERTISING AND DECORATION INFORMATION**

**1. Do you plan to place any signs, decoration, banners, or other advertisement?** YES  NO

- At event site
- On private property other than the event site
- On public property or right-of-way such as light poles, fences, etc.

*If yes, provide the following:*

*Sign/banner detail:* \_\_\_\_\_

*Dimensions:* \_\_\_\_\_

*Method of attachment or support:* \_\_\_\_\_

*Display time period: from \_\_\_\_\_ to \_\_\_\_\_*

**2. Person responsible for installation and removal of items in #1 above:**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Primary Phone No.:** \_\_\_\_\_ **Phone No. #2:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

(Use additional sheets, if necessary)

**SECTION 13: SECURITY**

1. Do you plan to hire a Private Security Company as security or crowd control for this event? If yes, please add vendor to **VENDOR LIST** (Attachment D) YES  NO

The Fremont Police Department may require the use of police and/or private security.

**★ PRIVATE SECURITY PLAN**

If using a Private Security Company, a "Private Security Plan" must be attached. It should explain how many people will be working, what they will wear to distinguish themselves from Fremont Police Personnel, what hours they will work, and a primary contact person.

**★ PUBLIC SAFETY AND CROWD MANAGEMENT PLAN**

A public safety plan which includes measures for maintaining access to building, structures, fire hydrants, fire department appliances (Post Indicator Valves, Fire Department Connections) fire protection equipment (Sprinkler Risers, Fire Alarm Panels), and utilities.

Trained crowd managers are required for facilities or events where more than 1000 persons congregate. The crowd managers shall be trained on how to evacuate the venue in the event of an emergency, how to activate 911, how to clear access and guide emergency responder to the scene of an emergency. Crowd managers shall be easily identifiable, have a means to communicate with the public (above ambient noise levels) and be in communication with each other and the event organizer.

**SECTION 14: PROFESSIONAL EVENT ORGANIZER (Required for some events)**

1. Will you hire a professional event organizer to coordinate all or part of this event? If yes, please add vendor to **VENDOR LIST** (Attachment D) YES  NO

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

Primary Phone No.: \_\_\_\_\_ Phone No. #2: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**SECTION 16: PORTABLE TOILETS AND HAND-WASHING SINKS**

1. Do you plan to provide portable toilets and/or hand-washing sinks at your event? If yes, please show location on **SITE PLAN** (Attachment A) YES  NO

If yes, please provide numbers below:

\_\_\_\_\_ Number of regular toilets                      \_\_\_\_\_ Number of ADA approved toilets

\_\_\_\_\_ Number of hand-washing sinks (Required if food is being served)

Please provide name of service provider on the *VENDOR LIST* (Attachment D) and below:

Name of portable toilet company: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Equipment Set-Up Date: \_\_\_\_\_ Equipment Pick-Up Date: \_\_\_\_\_

2. If you will not be providing portable toilet facilities, please provide information as to the availability of restroom facilities in the immediate area of the event site that will be available to the public during the event (include ADA accessible and non-ADA accessible facilities).

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

★NOTE: Portable toilets and hand-washing sinks shall be at least 15 feet from any storm drain or impervious surface area, such as sidewalks, streets and gutters.

**SECTION 17: ENVIRONMENTAL, GARBAGE, AND RECYCLING SERVICES**

1. How will the garbage and recycling waste be handled at the event? \_\_\_\_\_

\_\_\_\_\_

Please list the company(ies) providing garbage and recycling services:

- Company Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_
- Company Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

2. Please specify below with the number and size of containers: (Typically, an equal number of Garbage and Recycling containers are required)

Please identify locations of all garbage and recycling containers on your site plan on **SITE PLAN** (Attachment A).

	Recycling	Size(s)	Garbage	Size(s)
Number of containers/receptacles				
Number of roll-off bins				
Dumpsters with lids				

3. How will the event site be cleaned during and after the event? \_\_\_\_\_

\_\_\_\_\_

4. How will the food and beverage vendors handle their wastewater\*, such as soapy water, rinse water, cooking oil, syrups, water from ice chest(s), etc.? *please provide a detailed description of how the wastewater will be disposed of (if needed, please attach additional sheet containing the details)* \_\_\_\_\_

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5. How will you notify each food and beverage vendor as to the proper disposal of wastewater?

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6. How will vendors, owners, or responsible parties handle animal waste? \_\_\_\_\_

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7. How will vendors prevent the disposal, spill or deposit of food, automotive fluids, hydraulic fluids, grease and other materials from any storm drain or impervious surface area, such as sidewalks, streets and gutters? \_\_\_\_\_

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★NOTES:

**Pollution** includes wastewater, animal waste, chemical waste, solid waste, sewage, garbage, biological materials, wrecked or discarded equipment, rock, sand, dirt or soil, agricultural waste, discharge into water, storm drain or any surface area such as sidewalks, streets, and gutters. *Please identify the locations of all storm drains and vendors on **SITE PLAN** (Attachment A).*

**Wastewater** is liquid waste discharged by residences, businesses, and/or agricultures and can encompass a mixing of contaminants and water. Wastewater can include wash water (aka greywater), water from ice chest, soapy water, water containing grease or oil and any source of water as a potential contaminant.

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**SECTION 15: INSURANCE INFORMATION**

1. Do you have at least \$1,000,000 in general liability insurance naming the City of Fremont as an additional insured (Required for events on public property)? YES  NO  N/A

*I certify that the information contained in this proposal is true and correct to the best of my knowledge.*

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**★INSURANCE DOCUMENTATION**

Please attach a copy of the insurance certificate and separate additional insured endorsement to the end of the application.

**AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rule and regulations governing the proposed Special Event under the Fremont Municipal Code 3-7100 to 3-7112. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State and, Federal Governments, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Fremont.

**Print Name of Applicant/Host Organization** \_\_\_\_\_

**Title:** Applicant

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

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

**Title:** Chief Financial Officer or Treasurer

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

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

**HOLD HARMLESS AGREEMENT**

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

*Sponsoring Organization: (Must be the insurer)* \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

**HOLD HARMLESS STATEMENT**

The special event/parade applicant or president or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Fremont (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employees, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met.

**Signature of Permittee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Officer of Sponsoring Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

I declare under penalty of perjury that the information provided in this application is true and correct.

**Signature of Permittee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

❖ **ATTACHMENT "A": SITE PLAN**

*Please include a site complete plan of your event, including:*

- Location(s) of all uses of public property and public right of way
- Location(s) and dimensions of any structures, including buildings, climbing structures
- Location(s) and dimensions of any tents or canopies
- Location(s) and dimensions of any grandstands, bleachers, or folding or telescoping seating
- Location(s) and type of cooking equipment, cooking areas, and food booths
- Location(s) of temporary heating system
- Location(s) of decoration, banners, or other advertisement at the event site
- Location(s) Location of all trash and recycling receptacles
- Location(s) of any signs to be placed, both directional and advertising the event
- Location(s) of all street closures, including location and number of barricades and signs
- Location(s) of all display areas, play areas, judging areas, staging areas and seating areas

**If a Parade is involved, please also include:**

- Staging area
- Judging area
- Start and ending area
- Location of bleachers, grandstands, or related structures
- Directional arrows showing the exact route of the parade

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❖ **ATTACHMENT "B": TRAFFIC CONTROL/DETOUR PLAN**

If your event intends to close the street, you may be required to obtain a certified traffic control plan drafted by a transportation or traffic engineer. Please refer to our [website](#) to obtain an informational list of traffic control vendors.

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❖ **ATTACHMENT "C": PARKING PLAN**

*Please provide the following information:*

- Proof that adjacent property owners were notified of event
- Proof that adjacent property owners granted permission for event attendees to park on the adjacent property proposed for event parking
- Adequate disabled parking
- Adequate publicity and signage to direct event attendees to available parking
- Other efforts to provide shuttle services to and from the event site, and/or to provide information on alternative transportation such as carpooling, BART, and AC Transit

