

FY 2020-2021 City of Fremont Special Event Sponsorship Program (SESP) Application Checklist

Items 1-4 are related to the sponsorship application, and items 5 – 15 are related to the event permit application. For consideration of event sponsorship, all required documents for sponsorship and permit are due together by March 6, 2020 at 12:00 p.m. to the City of Fremont Development Services Center. Incomplete application packets will not be accepted.

- 1. **Special Event Sponsorship Program (SESP) Application**
- 2. **Event Organizer Financial Statement for prior two (2) years**
- 3. **Copy of currently valid 501c(3) or 501c(6) registration from the IRS**
- 4. Copy of valid **City of Fremont business tax certificate for 501c(6)** organizations, or confirmation of **Fremont business tax exemption for 501c(3)** organizations from the City’s Finance Department
 - It is the applicant’s responsibility to obtain tax exemption confirmation from the Finance Department (email confirmation is acceptable.)
- 5. **Special Event Permit Application for High Impact Events**
 - All sections must be completed; answers such as “same as last year” is not acceptable.
- 6. **Event Program** to include times, list of activities, and name of anticipated special VIPs or guests.
- 7. **Event Venue Contract/Permission**, if applicable, indicating property usage permission.
- 8.1. **Event Site Plan** (Special Event Permit Application Attachment A) that clearly indicates set up of event, stages, bleachers, tents, canopies, booths, rides, portable toilets, location of storm drains, trash/recycling/compost receptables, and other equipment or set up.
 - 8.2. **Tent & Stage Application and Questionnaire** required for stages, grandstands, bleachers, special seating, enclosed tents > 400 ft, or open tents > 700 feet.
 - 8.3. **Engineer Approved/Stamped Plan** (drawing with specifications and measurements) for the event with pertinent information on tents/stages/bleachers, etc., including details on connecting ramps, rotary devices, and/or lifts.
- 9. **Traffic Plan/Road Detour Plan** (Special Event Permit Application Attachment B), if applicable, must indicate road closures, location of cones/barricades, available entry points, and flow of traffic. If shuttles are used, the traffic plan must also indicate type, route, frequency, and drop-off location(s).
- 10.1. **Parking Plan** (Special Event Permit Application Attachment C) that indicates parking availability, location of emergency vehicle access, disabled parking, and any available bicycle parking or ride drop-off designated area.
 - 10.2. If private parking lots are used, written permission from the parking lot operator is required.
- 11. **Vendor Information** (Special Event Permit Application Attachment D) must include all anticipated major vendors, particularly those serving the event, such as those for stages, security, portable toilets, etc. Business vendors participating at the event can be added two weeks prior to the event.

- 12. **Public Safety and Crowd Management Plan**, required for 1,000+ attendance.
 - 13. **Private Security Plan**, if private security firm will be hired for the event.
 - 14. **Daily ABC License Application** required if alcohol is served.
 - 15. **Special Event Permit Application Fee of \$200**
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The following materials can be submitted at time of application submission, or if pending, they can be submitted prior to the event date. Applicants will be notified of the submission deadline as the City issues the conditions for the event.

- 16. **Finalized Event Program including confirmed VIP Guests**
- 17.1 **Certificate of Insurance** for the event with at least \$1 million liability insurance.
 - 17.2 **Additional Insured Endorsement** for the event explicitly listing the City of Fremont as additional insured.
 - 17.3 **Certificate(s) of Insurance** for each carnival ride vendor, if applicable, with at least \$1 million liability insurance and all rides explicitly listed.
 - 17.4 **Additional Insured Endorsement** from carnival ride insurance explicitly listing the event organizer and the City of Fremont as additional insured.
- 18. **Alameda County Health Permit** required if food is served.
- 19. **Approved Daily ABC License** required if alcohol is served.
- 20. **Written Notification** to nearby businesses and residents regarding impact of event, road closures, and/or parking.
- 21. **Vendor Contract(s)** for major services, such as stages, security, portable toilets, trash, etc.
- 22.1. **Vendors List** including information on all participating vendors.
 - 22.2. **Temporary tax license fee(s)** for applicable vendors.
- 23. **Personnel List**, if applicable, listing those operating carnival rides or managing kids activities.
- 24. **Event Deposit**, if applicable.
- 25. **Other information** or materials as determined necessary by the City.