



RECEIVED ON

City of Pittsburg Application for Special Event Permit or Temporary Activity Permit

Event Name: _____ Event Date(s): _____

Staff is available to help you with the application process and answer any questions you may have about the application form. Please call (925) 252-4920 for assistance.
Submittal of this application for is not a guarantee of permit approval.

Special Event or Temporary Activity permits are not required for the following types of events. If your event falls into one of the categories 1 through 6 listed below, you do not need to complete this application packet:

1. **Authorized events held on a school campus or other property owned by the Pittsburg Unified School District, Mt. Diablo Unified School District, or Los Medanos College.**
2. **Events occurring on City-owned property and conducted by a certified nonprofit organization, if the organization has an executed use agreement for use of City of Pittsburg parks or other facilities, and the event is consistent with the provisions of that agreement.**
3. **Reservations made through the City of Pittsburg Recreation Department, for facilities and designated picnic areas at Buchanan Park, Central Park, City Park, Highlands Ranch Park or John Henry Johnson Park, provided that the event is contained within the reserved area.**
4. **Funeral processions by a licensed mortuary.**
5. **Up to three garage sales on a single private property in a 12-month period.**
6. **Temporary retail inside a building, such as a holiday boutique or costume store.**

Type of Permit Requested (select one)	
<p><input type="checkbox"/> Special Event Permit</p> <p><i>Required for the following types of events occurring on City property or a public street or sidewalk (check the box that best describes your event):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Block party requiring a street closure, or a parade or procession on a city street, alley, sidewalk or other public road or right-of-way <input type="checkbox"/> Public gathering or assembly that includes placement of a tent or other temporary structure requiring a permit from the Contra Costa Fire Protection District <input type="checkbox"/> Any event for which expected attendance is 100 or more people 	<p><input type="checkbox"/> Temporary Activity Permit</p> <p><i>Required for the following types of events occurring on privately-owned property (check the box that best describes your event):</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Temporary storage, display or sale of goods; examples include Christmas tree lots, flower stands, farmers' markets and trade fairs <input type="checkbox"/> Entertainment event, including carnival, circus or other animal exhibit, concert (outside of a permanent entertainment venue), and motion picture filming <input type="checkbox"/> Event conducted by a religious or nonprofit organization, including religious assembly (outside of a permitted church building) and rummage sale

FEES AND COSTS

- a. **Application Fee:** Permit application filing fees are as follows. **Applications will be rejected if they are submitted 7 calendar days of the first day of the event:**

Type of Permit	Application Fee
Special Event Permit	\$50.00 if application is submitted 16+ weeks in advance of the event
	\$100.00 if application is submitted 12-15 weeks in advance of the event
	\$200.00 if application is submitted 4-11 weeks in advance of the event
Temporary Activity Permit	\$200.00

- b. **Clean-Up and Damage Deposit (Special Event Permits Only):** Depending on the size of the event and whether food and drink will be served at the event, permittees are required to provide the City with a clean-up or damage deposit. Those fees are:

Number of People	Without Food or Drink	With Food or Drink
100 – 500	\$0	\$500
500 – 1,000	\$500	\$1,000
1,000 or more	\$1,000	\$1,500

- c. **Encroachment Permit Fee (Special Event Permits Only):** If the event is a parade or other procession that would require closure or partial blockage of a public street or sidewalk, the applicant must complete the Encroachment Permit Application form at the end of this packet and pay the **\$497.00 Encroachment Permit Application fee and \$400.00 Traffic Control Equipment Installation and Removal fee** concurrently with submittal of this application.
- d. **Additional Event Fees:** Please be advised that, through the application review process, City staff may charge additional fees for City services deemed necessary for the event. The applicant must pay those additional fees before the permit is issued.

FOR CITY STAFF USE:	
Receipt No.: _____	Date Received: _____ By: _____
Special Event Permit Application Fee	\$ _____
OR	
Temporary Activity Permit Application Fee	\$ _____
Clean-up and Damage Deposit (if required for certain Special Events; see b above)	\$ _____
Encroachment Permit Application and Traffic Control Fees (if required for certain Special Events; see c above)	\$ _____
City Distribution of Notice to Neighbors - \$200 (if required for certain Special Events; see page 14)	\$ _____
Total Fees Paid at Time of Application Submittal	\$ _____

APPLICANT INFORMATION

Applicant's name: _____

Organization represented: _____

Is the above a nonprofit organization with 501(3) status? Yes No

Address: _____

Phone No.: _____ Fax No.: _____

E-mail Address: _____

Promoter or Event Planner Information:

Will a promoter/event planner be hired for this event? Yes No

Promoter's Name: _____

Address: _____

Phone No.: _____ Fax No.: _____

NOTE: Promoter or Event Planner must have or must obtain a City of Pittsburg Business License.

Property Owner Acknowledgement:

For events occurring wholly or partially on private property, complete this section and obtain the notarized signature of the owner or agent for the owner of the property on which the event would occur.

Property Manager: _____ Phone No.: _____

Address: _____

Property Owner(s): _____ Phone No.: _____

Address: _____

Notarized Signature of Property Owner or Property Manager/Agent for Property Owner:

_____ Date Signed: _____

EVENT DETAILS

Event Name: _____

Event Location: _____

Event Date(s): _____

Set up starts (date/dime): _____ a.m./p.m.

Event hours – Start time: _____ a.m./p.m. End Time: _____ a.m./p.m.

Strike down (date/time): _____ a.m./p.m.

Strike down completed by (date/time): _____ a.m./p.m.

Describe your proposed event below, or include a description on an attached page.

Attach a site plan for your proposed event.

A site plan is a birds-eye view of the property on which you would like to have your event. The site plan should show the property boundaries and dimensions of any structures (for example, a temporary stage) that you would like to place on the site. In addition, it should show parking areas, the location of activities as well as the paths of travel to and from those areas and activities, generators, speakers, trash cans and any other items utilized specifically for the event.

You may submit an aerial photo from Google Earth or other mapping programs and draw the pertinent information on the photograph.

If it is deemed necessary or essential to understand the proposed event, City staff may require that the site plan is drawn to scale in order to verify the appropriateness of the site for the proposed activity.

Provide estimates of anticipated daily attendance in the table below. Attach additional pages as necessary.

Event Date	Open to the Public?	Number of Participants	Number of Spectators	Admission Fee

On this and the following pages 5 through 13, please read the explanatory information and then respond to the specified questions about your proposed event.

I. Food Service: If you plan to serve or sell food or beverages to the public, you **must** obtain all required permits including a Temporary Health Permit from the Contra Costa Environmental Health Department (CCEHD) **at least two (2) weeks in advance** of your scheduled event. CCEHD offices are located at 2120 Diamond Boulevard in Concord, and their staff can be reached by telephone at (925) 646-5225. **Include a copy of your CCEHD permit with this application submittal to the City.**

All supply and service providers (e.g., caterers) will be required to obtain a City of Pittsburg business license. Retail vendors and exhibitors at permitted events are also required to obtain a City of Pittsburg business license.

Except for City-produced events, outdoor cooking is only permitted in parks where there are City installed barbecue grills.

1. Will food or beverages be served at this event? **Yes** **No**

If you answered yes to question 1:

a. will food be served to the general public? **Yes** **No**

b. will food for the event be cooked on-site? **Yes** **No**

c. will food for the event be cooked off-site by a caterer? **Yes** **No**

If the event will not be professionally catered, describe in the space below food handling, preparation, distribution and clean-up procedures. If the event will be catered, use the space below to provide the name, address and phone number of your caterer:

II. Alcoholic Beverage Service: Alcoholic beverages may not be sold or consumed in City parks or on public streets without approval of a permit from the Chief of Police or Director of Recreation Services (Pittsburg Municipal Code chapter 9.28). The Special Event or Temporary Activity permit, if approved, constitutes this approval from the City. **Requests for the City to allow consumption of alcoholic beverages must be submitted at least 14 calendar days before the start of the event, or the request will automatically be denied.**

In addition to permit approval from the City, you must obtain a temporary alcohol license from the California Department of Alcoholic Beverage Control (ABC), for your event. Local ABC offices are located at 1515 Clay Street, Suite 2208, in Oakland, and their office can be reached by telephone at (510) 622-4970.

2. Will alcoholic beverages be served at this event? Yes No
- a. If you answered yes to question 2, have you already applied for or obtained a temporary alcohol license from ABC? Yes No

If you answered yes to question 2, describe the alcohol service area and security measures planned to ensure consumption of alcohol by persons only 21 years or older:

III. Event Security: The City may require that security personnel be present at your event. If you have no plans to hire security, and City staff believes that security is necessary, you may be required to hire security and/or pay the applicable rate for City Police Department officer(s) to attend your event.

3. Will you be hiring a private security company? Yes No

If you answered yes to question 3:

- a. how many security personnel would be present for the duration of the event? _____
- b. how many, if any, security personnel would be armed? _____

If you answered yes to question 3, use the space below to write the name, address and phone number of your hired security company:

IV. Entertainment and Amplified Sound: If you are proposing to have amplified sound (such as a live band or disc jockey) at your event, then you must use silent generators and limit sound check and/or practice to no more than two (2) hours before the earliest permitted event start time.

When amplified sound is utilized at public areas and other facilities adjacent to the George Lowy Marina and the Marina Promenade, the speakers must be oriented toward the river and away from residences. Amplified noise at City parks is restricted to the hours between 9:00 a.m. and 10:00 p.m.

The City may impose additional restrictions through the special event or temporary activity permit, depending on the specific circumstances of your event.

4. Will there be amplified music or sound at this event? **Yes** **No**

a. If you answered yes to question 4, will the amplified music or sound be inside of a building or tent? **Yes** **No**

If you answered yes to question 4, use the space below to describe the nature and duration of the amplified sound (e.g., disc jockey, orchestra or live band, event announcer), and list the names of any entertainers who have been scheduled to perform at the event. Attach additional sheets as necessary:

Type(s) of music: _____

Hours of amplified sound: Start: _____ a.m./p.m. End: _____ a.m./p.m.

Number of stages: _____ Number of bands: _____

V. Accessibility

5. All indoor and outdoor sites, activities and programs must be accessibility to persons with disabilities, and it is the applicant’s responsibility to comply with all city, county, state and federal disability access requirements applicable to the event. Describe your accessibility plan below:

VI. Street Closures: If the event requires the closure or partial blockage of a public street or sidewalk, you must request an encroachment permit from the City Engineering Department. The City Engineering Department will prepare a traffic control plan that advises drivers of street closures and detours routes. The City Public Works Department will install any necessary “detour” and “no parking signage” in accordance with the traffic control plan, before the start of the event. The applicant is responsible for providing the required fees (see page 2) to the City, at the time of submittal of this application, to cover public expenses related to the street closure and implementation of the traffic control plan.

In addition to the encroachment permit referenced above, you must petition and collect signatures of at least one-half (1/2) of the residents and businesses on both sides of the street(s) to be closed, all applicable fees must be paid, and the City must receive the valid petition and fee at least ten (10) days prior to the event.

Be advised that the City will reject your special event permit application if the application, fees for encroachment permit and traffic control plan implementation, and petition are submitted fewer than 14 calendar days before the event, or if the City Engineer determines that the street closure would significantly impact traffic on the street or create an unsafe condition.

6. Does your event include a partial or full closure of a public street or sidewalk? **Yes** **No**

If you answered yes to question 6:

- a. have you completed and attached the encroachment permit application (see page 16 of this application)? **Yes** **No**
- b. have you attached signatures of at least 50 percent of the residents and/or property owners along the segment of road that you propose to fully or partially close? **Yes** **No**
- c. will bus rerouting be necessary to accommodate your event? **Yes** **No**
- d. will access to any public parking stalls be affected by the street or sidewalk closure? **Yes** **No**

If you answered yes to question 6, use the space below to describe the location and day(s) and time of the closure, including public parking stalls potentially affected, or attach a separate map or diagram depicting this information:

VII. Temporary Structures and Other Facilities: Please provide the following information about structures and other facilities that will be incorporated into your event.

7. Will you have tents or canopies at the event? **Yes** **No**

If you answered yes to question 7, use the space below to describe the location, number and dimensions of the tents or canopies:

8. Will you have stages built or placed for the event? **Yes** **No**

If you answered yes to question 8, use the space below to describe the location, number and dimensions (including height) of any temporary stages:

9. Will you have bleachers installed for the event? **Yes** **No**

If you answered yes to question 9, use the space below to describe the location, number and dimensions (including height) of any temporary bleachers or assembly seating:

10. Will you have generators at the event? **Yes** **No**

If you answered yes to question 10, use the space below to describe the location and number of generators:

11. Will you have open flame cooking at the event? **Yes** **No**

If you answered yes to question 11, use the space below to describe the location and number of open flame cooking facilities:

12. Will you have signage promoting the event? **Yes** **No**

If you answered yes to question 12, use the space below to describe the location and dimensions of signage:

13. Will you have first aid available to event attendees? **Yes** **No**

If you answered yes to question 13, use the space below to describe the location and staffing of first aid facilities or stations:

14. Will the event attendees have access to restrooms? **Yes** **No**

If you answered yes to question 14, use the space below to describe the location of existing permanent or proposed portable restroom facilities:

15. Describe any other special effects, facilities or structures not described above, that are proposed to be used with the event:

16. Describe your plans for collection of trash and recyclable materials. Include descriptions, number and locations of containers for trash and recyclables:

VIII. Media Services and Event Promotion: If you would like to have your event listed on the City of Pittsburg website’s calendar of events (www.ci.pittsburg.ca.us), then please provide the following information to Haidi Muro, by e-mail to hmuro@ci.pittsburg.ca.us:

- Event Name
- Event date(s), with start time and ending time
- Entrance fee, if any
- A brief description of the event
- If there is a promotional event flyer, a digital (.jpg preferred) copy of the flyer

17. Do you plan to advertise or promote the event? **Yes** **No**

If you answered yes to question 17, will event advertisement include:

- a. Personal invitation only? **Yes** **No**
- b. Newspaper print? (If yes, attach a copy of the advertisement.) **Yes** **No**
- c. Radio advertisement? (If yes, attach the script.) **Yes** **No**
- d. Television? (If yes, attach the script.) **Yes** **No**
- e. Online promotion? (If yes, attach copy of websites.) **Yes** **No**

18. Will the event be filmed? **Yes** **No**

If you answered yes to question 18, use the space below to explain for what purpose the event will be filmed:

19. Will there be live media coverage during the event? **Yes** **No**

If you answered yes to question 19, use the space below to explain the media coverage:

IX. Vending and/or Product Giveaways: Please provide the following information about any concession sales or product giveaways planned to occur at the event:

20. Will your event include:

- | | | |
|--|------------------------------|-----------------------------|
| a. Auction of goods? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Sale of goods by concessionaires? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Other retail sale of goods? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Solicitation of donations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Other sales or product giveaways? If yes, describe below. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you plan to offer sale or giveaway of any products or services, describe below the types of goods or services:

How many concessionaires or vendors (if applicable) do you plan to have? _____

Use the space below to list the names of each of your concessionaires or vendors. Attach additional pages if needed:

X. Business Licensing: All supply/service providers (including but not limited to caterers; promoters; and security, valet and equipment rental companies) must obtain a City of Pittsburg business license. All retail vendors or exhibitors also must obtain a City of Pittsburg Business License (PMC 5.04.050). Certain charitable or nonprofit organizations may be exempted from this requirement (PMC 5.04.080).

21. Do all of your supply and service providers have a Pittsburg business license? **Yes** **No**

Do all of your vendors or exhibitors have a Pittsburg business license? **Yes** **No**

XI. Parking: Please describe your plans for accommodating event parking or transportation of event attendees, including the location of designated parking spaces for event staff or attendees. If shuttle or valet services will be offered to attendees, provide the name of the valet or shuttle company, and describe the location(s) of pick-up and drop-off points:

NOTIFICATION TO NEIGHBORS

The event organizer will be required to provide advanced notification to residents and businesses within five hundred (500) feet of an event site if the event is to be held outdoors, in a tent, or in other temporary structures; if the event will feature live and/or amplified music; and/or if the event will require a Transportation and Parking Management Plan.

This notification requirement may be satisfied in one of two ways. The Development Services Department will generate a list of mailing addresses for owners of property within five hundred (500) feet of the event site. At the direction of the Recreation Department, the applicant will be responsible for completing one of the following:

1. Mailing our notification including, but not limited to, the event location, date, times, road closures or other transportation management solutions, and description of the proposed activity to the property owners, residents and businesses on the list provided by the Development Services Department. The applicant will be required to provide confirmation of mailing, including a copy of the notice, to the Recreation Department a minimum of ten (10) days prior to the first date of the event date.
2. Provide notification including, but not limited to, the event location, times, road closures or other transportation management solutions, and description of the proposed activities to the Development Services Department. The applicant will also be responsible for providing the specified number of stamps and envelopes based on the address list generated by the Development Services Department, who will mail out the notices a minimum of ten (10) days prior to the event date. The fee for the Development Services Department to mail out the notice is \$200.

INSURANCE

A certificate of insurance for a minimum of \$1,000,000 (one million dollars) general liability per occurrence naming the City of Pittsburg as additional insured may be required. Some events may require auto, liquor, participant, or garagekeeper's liability and may involve higher limits. Please contact your insurance agent or broker (business and/or homeowner's) for additional information on a certificate of insurance naming the City of Pittsburg as additional insured.

The City of Pittsburg works with HUB International Insurance Services (doing business as Diversified Risk Insurance Broker). This insurance company does provide special event liability insurance and an insurance event application is available from the City Manager's Office. The insurance event application must be submitted to the City Manager's Office at least 7 calendar days prior to the first day of the event. Additional information is available at (925) 252-4191.

APPEAL PROCESS

If your Event Permit application is denied, you may submit a written appeal to the Chairperson of the Special Event Committee within 5 business days of the decision. A written decision will be rendered within 3 business days.

APPLICATION SUBMITTAL CHECKLIST

- 1. Will food be served to the public? Yes No
- 2. If YES, is the County health permit attached? Yes No
- 3. Will alcoholic beverages be served/sold on site? Yes No
- 4. If YES, is a copy of the Alcoholic Beverage Control (ABC) license or license application attached? Yes No
- 5. Is general liability insurance required? Yes No
- 6. If YES, is certificate naming Pittsburg as additional insured attached? Yes No

INDEMNIFICATION, HOLD HARMLESS AND SIGNATURE

I certify that I will fully comply with the City of Pittsburg Municipal Code and all specific conditions of the applicable Special Event Permit or Temporary Activity Permit.

I declare under penalty of perjury that the information I have provided in the foregoing application is true and correct to the best of my knowledge.

I hereby agree to save, indemnify and keep harmless the City of Pittsburg, its officers, employees and agents against all claims, causes of action, liability, judgments, costs and expenses including attorneys' fees that may in any manner accrue in consequence of the granting of this permit, and will in all things comply strictly with the conditions of this permit.

I agree to abide by all rules and regulations set forth by the City of Pittsburg, to adhere to the activities as stated on this application, to be responsible for the location during hours of use, and also agree that the City of Pittsburg has the sole right to make decisions affecting the event(s) described in this permit application.

I certify that I shall be personally responsible on behalf of my organization for any damage or theft sustained by the City because of the occupancy of said use by my organization.

Submitted by: _____ Title: _____
(Please print name)

Signature: _____ Date: _____

SPECIAL EVENT PERMIT APPLICANTS ONLY: I have read Pittsburg Municipal Code 9.94 (Special Events) section 9.94.180 (Penalty for Violation) which reads in full, "Any person violating any provision of this Chapter or conditions of a permit issued pursuant to this Chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment in the county jail for a period not to exceed six months, or by both such fine and imprisonment. Violators may also be subject to any other penalty authorized by law."

Signature: _____ Date: _____



**CITY OF PITTSBURG
ENGINEERING DEPARTMENT
CONSTRUCTION PERMIT APPLICATION**

APPLICATION FOR: ENCROACHMENT PERMIT GRADING PERMIT
 SINGLE PARCEL DEVELOPMENT SUBDIVISION IMPROVEMENTS

JOB ADDRESS (STREET AND NAME)		DATE		
PERMITTEE NAME		PERMITEE TELEPHONE		
MAILING ADDRESS	CITY	ZIP	CONTRACTOR TELEPHONE	
CONTRACTOR NAME		STATE CONTRACTOR'S LICENSE #		
ADDRESS	CITY	ZIP	CITY CONTRACT #	
APPROX. STARTING DATE	APPROX. COMPLETION DATE			
DESCRIPTION OF WORK	CU. YDS OF EXCAVATION			
	CU. YDS. OF FILL			
	ITEM	EACH	QUANTITY	TOTAL
	DRIVEWAY APPROACH	\$497.00		
	SIDEWALK/CURB/GUTTER	\$497.00		
	DRAINAGE/CONCRETE WORK ON PRIVATE PROPERTY	\$408.00		
	NEW PATIO PAD	\$408.00		
	SWIMMING POOLS	\$408.00		
	GRADING	\$408 MIN / 5.5% OF ENGINEERS ESTIMATE OR BY CUBIC YARDS - SEE FEE TABLE		
	ENCROACHMENT MINIMUM	\$497 MIN./ 5% OF ENGINEERS ESTIMATE		
	ENCROACHMENT ENGINEER'S ESTIMATE	8% OF ENGINEERS ESTIMATE		
	RETAINING WALLS	\$408 MIN./ 5.5% OF ENGINEERS ESTIMATE		
DATE:	APPROVED BY:	PERMIT NUMBER:		

❖ This permit allows the applicant to perform such work as described herein and in accompanying plans at the location described above. All work shall be in accordance with the PITTSBURG MUNICIPAL CODE, STANDARD SPECIFICATIONS and STANDARD DETAILS and applicable codes. All plans shall be under the direction of and signed by a Registered Civil Engineer (unless otherwise directed) and approved by the City Engineer. The issuance of this permit is in accordance with the City of Pittsburgh Municipal Code.

SIGNATURE OF PERMITTEE OR PERSON AUTHORIZED TO SIGN FOR PERMITTEE	DATE
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City of Pittsburg

Community Development Department – Planning Division

65 Civic Avenue, Pittsburg, CA 94565 | Tel: (925) 252-4920 | Fax: (925) 252-4814

CHECKLIST for SPECIAL EVENTS

EVENT NAME:

EVENT DATE:

- Special Event Permit Application
- Special Event Permit Application Fee (\$50, \$100, or \$200)
- Site Plan
 - Bird's-eye view of property
 - Property boundaries
 - Dimensions of structures, and placement
 - Parking areas
 - Location of activities
 - Path of travel to and from activities
 - Generators
 - Speakers
 - Trash & Recycle
 - Signage
 - Restrooms
 - Other items utilized for event:

- Clean-up and Damage Deposit (\$0, \$500, \$1,000, or \$1,500)
- City Distribution to Neighbors Fee (\$200+cost of postage)
 - OR**, if to be mailed by applicant:
 - Confirmation of mailing
 - Copy of notice
- Business License for Promoter/Event Planner
- Business License for Supply and Service Providers (ie. caterers, retail vendors, security, valet, equipment rental...)
- Temporary Health Permit from Contra Costa Environmental Health Department (due to CCCEHD 2 weeks prior to event)
2120 Diamond Boulevard in Concord
925.692.2500
- Temporary Alcohol license from the California Department of Alcoholic Beverage Control
1515 Clay Street, Suite 2208 in Oakland
510.622.4970
- Insurance (minimum of \$1,000,000 naming the City of Pittsburg as additional insured)
- Encroachment Permit Application
- Traffic Control Plan
- Encroachment Permit Fee (\$497)
- Traffic Control Equipment Installation and Removal fee (\$400)
- Signed petition of ½ the residents and businesses on both sides of the street to be closed (at least 10 days prior to event)