



Class II, III, IV, and Class V Special Event Permit Application Information

Welcome

We are happy you have chosen to plan a special event in 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 instructions developed to guide you through the process.

Special Event Permit Process

1. Submit special event permit application and fee
2. City staff screens initial application
3. For high impact events, event organizer meets with City of Fremont’s Special Event Committee to determine staffing needs, detailed arrangements, missing documentation, and other necessary steps needed for planning of the event
4. City issues conditions for event and requests additional documentation from event organizer
5. Event organizer agrees with conditions, submits any additionally required documents, and takes all other necessary actions as required by the City
6. City issues special event permit
7. Event occurs
8. City issues invoice for event-related staffing costs, if applicable
9. Event organizer pays final invoice, if applicable

Note: Submission of a special event permit application does not guarantee approval of event or issuance of permit. The City reserves the right to reject special events requests due to space availability, staffing capacity, limited resources, impact to community, and/or other reasons.

Submit complete application with payment to:

Plans and Permits Counter (1st 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).

Event Type	Application Deadline
Low impact events that involve: <ul style="list-style-type: none"> A temporary ABC license Tent, stage, or banner permit Anticipated less than 500 people Example: Little League Parades**, Crab Feeds, & Block parties	30 calendar days before the actual event date
High impact events that involve: <ul style="list-style-type: none"> Road or side walk closure Anticipated more than 500 people Example: Parades & Festivals	90 calendar days* before the actual event date
New Events that have never taken place in the City of Fremont in the past, regardless of impact and service needs. The City reserves the right to deny a first time application, if submitted after the 6-month deadline.	6 months* before the actual event date
** For events applying to City of Fremont’s Special Event Sponsorship Program, the special event permit application deadline is same as the sponsorship application deadline, which occurs in early Spring. Refer to https://www.fremont.gov/permits/special-event-permit	Refer to Website

Application Fees and City Services Costs

Special Event Permit Types & Application Fees	
Class I - Neighborhood Block Party	\$20
Class I (2 consecutive days or less, fewer than 500 people, no City services)	\$50
Class II (2 consecutive days or less, fewer than 500 people, City services required)	\$75
Class III (2 consecutive days or less, 500 people or more, no City services)	\$150
Class IV (2 consecutive days or less, 500 people or more, City services required)	\$200
Class V (2 non-consecutive days or more and/or more than 1 time in a calendar year; series)	\$200
Late fees accessible \$5 - \$10 per business day	
• Low impact events with no City services	\$5
• High impact events requiring City services	\$10

Service Cost (Hourly)	Effective 7/1/2024
Street Maintenance	\$69.43
Fire	-
Fire - Medic	\$86.78
Fire - Inspection	\$97.50
Police Officers & Sergeants	\$118.40
Police Other- CSO/Reserve	\$66.55
Police Other- Dispatch	\$88.06

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

All City services associated with the day(s) of the event will require a deposit if the estimate exceeds \$5,000. In addition to City service costs, other fees such as building permit (e.g. tents & stages) or costs from Alameda County Sherriff’s Office (e.g. bomb sniffing) may apply.

For inquiries use the web contact form located towards the bottom of the special event permit page:
<https://www.fremont.gov/permits/special-event-permit>

Additional Permits and Documentation

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. These may include health, alcohol beverage control, carnival ride permits, etc.

Please note that the table below 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: https://www.fremontpolice.gov/i-want-to/get-a-permit-or-license/daily-alcoholic-beverage-control-abc-license-approval
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 State of California Ride permits: https://www.dir.ca.gov/dosh/AROffices.htm
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: http://www.acgov.org/aceh/food/temp.htm
Parade	Attachments A and B
Political Activity	Contact Fremont Police Watch Commanders, (510) 790-6800, option 3
Promotion or Sales	Attachments A, B, C, D , "Tent and Structure Permit"
Run/Walk	Attachments A and B
Street Closures	Attachments A and B
Fair	Attachments A, B, C, D , "Tent and Structure Permit"



City of Fremont

Class II, III, IV, and V

Special Event Permit Application Form

SECTION 1: PERMIT TYPE AND PAYMENT INFORMATION

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 | <input type="checkbox"/> |
| Class III (no City Services): \$150 | <input type="checkbox"/> |
| Class IV: (City Services) \$200 | <input type="checkbox"/> |
| Class V: \$200 | <input type="checkbox"/> |

SECTION 2: CONTACT INFORMATION

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

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

Will there be an admission fee? YES NO

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)

Event Location: _____

Event Description

SECTION 4: SPONSORING ORGANIZATION INFORMATION

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)? YES NO
Please provide BTL No.: _____

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

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/structures? 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 additional tent & stage permit(s) for:

- Stages, grandstands, bleachers and/or folding or telescoping seating
- Enclosed tents greater than 400 square feet
- Open tents greater than 700 square feet
- Other tents and stages setup depending on type

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 at:

<https://www.fremontpolice.gov/i-want-to/get-a-permit-or-license/daily-alcoholic-beverage-control-abc-license-approval>

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, what types of food are expected to be served? _____

I understand certain events are required to donate surplus edible food; I have read and acknowledge the rules at the following website:

www.StopWaste.org/Rules-Food-Recovery

★ STYROFOAM PROHIBITED

Vendors are prohibited from using disposable food service ware made from expanded polystyrene, commonly referred to as Styrofoam. Vendors MUST 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 Environmental Health Department 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 \$34 registration/business tax fee. Non-profits must register for exempt status.

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 15: 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 16: ENVIRONMENTAL: GARBAGE, RECYCLING, AND COMPOST SERVICES AND STORMWATER

1. How will the garbage, recycling, and compost be handled at the event? _____

Applicant must contact Republic Services for all garbage, recycling and compost services at 510-657-3500.

2. Please specify the number and size of containers below: *(All three container types— Garbage, Recycle, and Compost — are required in all container locations that guests will use)*

*Please identify locations of all garbage, recycling, and compost containers on **SITE PLAN** (Attachment A). One garbage, recycling and compost container must be placed together at each location.*

	<u>Garbage</u>	<u>Size(s)</u>	<u>Recycling</u>	<u>Size(s)</u>	<u>Compost</u>	<u>Size(s)</u>
Number of carts, containers/receptacles						
Smaller Dumpsters with lids (1-4 cubic yd)						
Roll off Dumpster (14, 20, 30 or 40 cubic yd)						
Roll off Dumpster 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)* _____

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

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

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?

★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.

SECTION 17: 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 storm drain inlets and storm catch basins to be covered/protected during the event.
- Location (s) of spill kits. Spill kits must be within 15ft of all food, beverage vendors and portable rest rooms.
- 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

❖ **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.

❖ **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

