



City of Belvedere

450 San Rafael Avenue • Belvedere, California 94920

Phone (415) 435-3838 • www.cityofbelvedere.org

SPECIAL EVENT PERMIT

The purpose of the Special Event Permit is to ensure that groups and individuals planning an event that will be held on or pass through public land or streets have public liability insurance and any other permits and licenses that may be required.

This permit does not serve as a reservation for use of Belvedere's Community Park. Groups and individuals may use Community Park on a first come, first served basis provided the park is not in use for City of Belvedere or Recreation Department sponsored events and camps.

Location: Community Park: 450 San Rafael Avenue and Community Road (adjacent to Belvedere City Hall) or any other specified public area that may be requested.

Hours: The City of Belvedere park facilities are open daily to the general public from sunrise to sunset.

WHO MUST APPLY

- 1) Any group or individual organizing an event that is **open to the public** that will be held on or pass through public land or streets. Types of events may include but are not limited to fairs, house tours, block parties, and parades. An encroachment permit may be required if streets or areas are to be encroached upon.
- 2) Any group or individual organizing an event regardless of whether it is public or private where **equipment will be used or services will be rendered** on public land. Equipment and services to be used may include but are not limited to tents, pony rides, educational animal programs, music, food carts, barbeques, or other forms of entertainment.

RESTRICTIONS

- 1) Public land and parks cannot be used for private gain.
- 2) Bounce machines, generators and amplified music are not permitted.
- 3) Pony rides on turf areas are not allowed.



INSURANCE REQUIREMENT

Special Event Permit applicants agree to provide public liability insurance in the amount of \$500,000, with the City of Belvedere and its agents named as additional insured to protect the applicant and government entity from loss, claim, liabilities, or damages and/or injuries to property or persons attending the event. Proof of insurance must be submitted in order for the Special Event permit to be issued.

How to obtain proof of insurance –

Contacting your homeowner's insurance and requesting an "additional insured special event endorsement" may meet this requirement. A certificate showing only that you have homeowner's insurance is not sufficient.

VENDORS

Vendors who provide services at events (entertainers, caterers, etc.) must possess a City of Belvedere Business License. Refer vendors to the City of Belvedere at (415) 435-8908 or www.cityofbelvedere.org if they do not have a business license.

USE OF BELVEDERE COMMUNITY PARK

BBQ's: When barbecuing at the park, the used coals must be completely extinguished and then removed entirely from the park, to be disposed of in a manner that ensures the safety of the area. Charcoal is not to be disposed of in the park's trash containers or in the City dumpster.

Pets/Animals: Currently there is no leash law for the Park. However, pets must be under the immediate control of their owners at all times. Owners are responsible for cleaning up after their animals. Any animal included in activities, i.e., a pony, must be cleaned up after.

City of Belvedere

Special Event Permit Application Process

For questions pertaining to the permit process, contact the City of Belvedere at (415) 435-8908.

1) Email your completed form to:

ccook@cityofbelvedere.org
acarranza@cityofbelvedere.org
aboyn@cityofbelvedere.org

- 2) The Public Works Superintendent reviews the permit.
- 3) The Public Works Superintendent issues an encroachment permit, if required.
- 4) It is confirmed that vendors/service providers (if any) have a City of Belvedere Business License.
- 5) The applicant secures special event insurance.

OR

Proof of acceptable private policy insurance is submitted by the applicant.

6) Public Works Superintendent issues Special Event Permit.

Date of Event: _____ Time: Start _____ End _____

Address of Event: _____

Type of Event: _____

Name of Individual or Sponsoring Organization: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Fax Number: _____ E-Mail: _____

Number of people anticipated: Minimum _____ Maximum _____

Please answer the following questions relating to your event:

Are you representing a non-profit organization? Yes ___ No ___

If so, what is the non-profit number? _____

Is the event open to the public or private? Public _____ Private _____

Will admission be charged or fees be collected in advance? Yes ___ No ___

Will alcoholic beverages be served? Yes ___ No ___

Will alcoholic beverages be sold? Yes ___ No ___

Is so, please provide the ABC permit # _____

Please describe your plan for the following: (Attach separate sheets if necessary)

Equipment (including BBQ's, tables, chairs):

Parking:

Street Blockage or Closure:

Clean-up:

Recycling (Required by the City of Belvedere):

First Aid:

List Vendors / Service Providers – Name, Address, Phone, and current year Belvedere Business License Number (required):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

INDEMNIFICATION

Permittee shall indemnify, release, defend and hold harmless the City, its officers, agents, employees and volunteers against any and all claims, demands, suits, losses, liabilities or expenses of any kind, including attorney's fees and administrative costs to the extent caused, arising out of or resulting in any way, or in part, from the negligent acts or omissions or willful misconduct of Permittee, its officers, agents, employees, or contractors, in connection with the Permittee's duties or obligations under this Permit, or the Permittee's use of the City's property or right-of-way, excluding any such liability caused by the sole active negligence or willful misconduct by the City. This indemnification shall survive any termination of this Permit. Permittee shall defend, indemnify, release and hold harmless the City, its officers, agents, employees, and volunteers, from any loss, liability or damage arising from any claim, action or proceeding seeking to attack, set aside, void or annul the City's approval of the Permittee's use of the City's property or right- of-way pursuant to this permit.

MANDATORY ARBITRATION OF CLAIMS AGAINST CITY

It is hereby expressly understood that any claim asserted against the City by the undersigned participant, either on behalf of him/herself or on behalf of another person, on account of bodily injury, mental disturbance, death or property damage, sustained as a result of, or for any reason connected with the use of the City property, facilities, or programs pursuant to this rental contract will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court proceedings. **The City and the undersigned by execution of this contract are giving up their constitutional right to have any dispute decided in a court of law before a jury and instead are accepting the use of arbitration.**

Applicant's Printed Name & Signature _____
Date _____

For office use only:

Approval Process

Date Application Received _____	Date Insurance Verified _____
Encroachment Permit Issued _____	Date _____
Police Notified _____	Date _____

Public Works Approval _____
Signature _____ Date _____