



SPECIAL EVENTS INFORMATION

The City of Brentwood would like to encourage event promoters in their efforts to develop activities in the City of Brentwood that may be of interest to visitors as well as residents. We have put this document together to assist you in planning a successful event.

In the City of Brentwood, "Special Event" shall mean any event which is scheduled to take place within the City of Brentwood, including events which will be conducted on or contiguous to a City street, sidewalk, alley or other right-of-way, or other public areas, (or events on private property which are likely to obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic). Or which may require special accommodations, regulation, or waiver of the usual traffic laws or controls, or is likely to generate a crowd of spectators sufficient in size to restrict access to parks, recreation areas or other public areas, or any event which is likely to result in the need, for public safety reasons, for Police regulation, monitoring and control.

Some events may include street closures, amplified music, admission charges, sales of goods or services, unusually large numbers of people, or the use of City property and City personnel. These requirements each have separate permit costs, related fees and various departmental approval requirements. See Page 2 of this packet to determine the classification of your event.

Once your completed application is received, we will coordinate obtaining input from other City departments. Once all information/conditions have been received from all necessary departments, we will then advise you, in writing, of the status of your request. Dates will be held only with receipt of a \$500 refundable deposit. The permit is not valid until verification that all conditions have been met, fees paid, and has been signed by both parties.

When turning in your application, you must:

- Thoroughly complete all applicable forms.
- Submit completed application a minimum of 60 days prior to the event for Class 1 or 2 events.
- Submit completed application a minimum of 14 days prior to the event for Class 3 or 4 events.
- Pay a \$111.78 non-refundable application fee when applying for a Class 1 or 2 events.
- Pay a \$33.37 non-refundable application fee when applying for a Class 3 event.
- Pay a \$67.55 non-refundable application fee when applying for a Class 4 event.
- Pay a \$500 refundable deposit to hold your date for a Class 1 or 2 events.
- Pay the appropriate \$125/\$250/\$500 deposit (see Facility Rental Fees) for a Class 3 event.

It is hoped that this information assists you in planning your event and will help answer many of your questions. For further information, please call the Parks and Recreation Department at (925) 516-5444.



SPECIAL EVENT PERMIT APPLICATION

Name of Event: _____ Date of Event: _____

Location: _____ Today's Date: _____

Contact Name: _____ Contact Phone: _____

Organization: _____ Cell Phone: _____

Email Address: _____

All requests for Class 1 or 2 events require a minimum of 60 calendar days to review. Class 3 and 4 events require a minimum of 14 calendar days. See next page to determine the class of your event.

- 1. This application is made according to rules set forth in the Brentwood Municipal Code ("BMC") Section 7.02.020, regarding Special Event Permits.
2. If the Applicant has any questions regarding the requirements of the Special Event Permit, or this application, a request for clarification should be made to the Parks and Recreation Department at (925) 516-5444. However, no clarification made by the City is binding unless incorporated into the terms of the Special Event Permit.
3. Please provide the information requested in items "A1" through "A5" below. If any portion of the requested information does not apply to this application, please indicate "N/A" for that item.

A. The name, address, and daytime telephone number of each of the following:

A1. The person filing the application (also include cell phone number).

Name: _____ Phone #: _____

Address: _____ Cell #: _____

City: _____ State: _____ Zip: _____

A2. An alternate person to contact if an emergency arises (someone other than a City employee) and the applicant is unavailable (also include cell phone number).

Name: _____ Phone #: _____

Address: _____ Cell #: _____

City: _____ State: _____ Zip: _____

A3. The name of the organization sponsoring this event. (The "Applicant")

Name: _____ Phone #: _____

Address: _____ Cell #: _____

City: _____ State: _____ Zip: _____

A4. The president, chair, leader or other head of the organization.

Name: _____ Title: _____

A5. The person who will be present and in charge of the event on the day of the event.

Name: _____ Phone #: _____

Address: _____ Cell #: _____

City: _____ State: _____ Zip: _____

4. Please check the type of Special Event you will be having and then complete the indicated section for your event type.

CLASS 1	CLASS 2	CLASS 3	CLASS 4
Car Shows	Arts/Crafts/Safety Fairs	Art Show Receptions	Block Parties
Carnivals/Circuses	Business/Health Fairs	Athletic Field Rentals	
Concerts	Clothing/Food Giveaways	City Building Rentals	
Egg Hunts		City Gazebo Rentals	
Festivals/Fairs		Community Meetings	
Movies in the Park		Entire Facility/Complex Rentals	
Outdoor Retail Sales		▪ Brentwood Family Aquatics Complex	
Parades/Processions		▪ City Park	
Parking Lot Sales		▪ Sunset Park Athletic Complex	
Pyrotechnics		Park Dedications	
Races/Rallies/Runs/Marathons		School Gymnasiums & MP Rooms	
		Sports Tournaments/Contests	
		Walk-A-Thons	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ See Special Event Application – Class 1	→ See Special Event Application – Class 2	→ See Special Event Application – Class 3	→ See Special Event Application – Class 4

With the exception of block parties, an event is automatically classified as Class 1 if it involves a street closure.

If your event is not listed above, the Director of Parks and Recreation or his designee will determine the classification. Classifications of events are subject to change based on the specific parameters of the event.

5. Assure the following documents are attached:

- A. Map as described in supplemental section. Attached
- B. Flyers describing event. Attached
- C. Insurance coverage documentation.* Attached
- D. Written document of the authority of the applicant (3.A.1.) being authorized to sign this application on behalf of the organization (3.A.3). Attached
- E. If private property is to be used for the event, applicant will provide written authorization from the property owner of the property to be used, with dates and time from beginning to end. Attached
 N/A
- F. Fire Department approval/proof of permit if temporary structures are involved. Attached
- G. Proof of County Health Department permit if food is being served. Attached
- H. City of Brentwood Business License No. _____ Attached
- I. Seller's Permit No. _____ Attached
- J. Proof of non-profit status (if applicable). Attached

*** A CERTIFICATE OF INSURANCE SHOWING VALID LIABILITY COVERAGE IN THE AMOUNT OF \$1,000,000 MUST BE SUBMITTED PRIOR TO ISSUANCE OF PERMIT. A SEPARATE ADDITIONAL INSURED ENDORSEMENT MUST BE SUBMITTED NAMING "CITY OF BRENTWOOD, ITS OFFICERS, OFFICIALS, EMPLOYEES, AND VOLUNTEERS". THE CITY CAN PROVIDE YOU WITH THIS INSURANCE THROUGH INSURANCE BROKERS. IF YOU WISH TO APPLY FOR THIS INSURANCE, PLEASE CONTACT THE PARKS AND RECREATION DEPARTMENT AT 925-516-5444 A MINIMUM OF 14 DAYS PRIOR TO THE EVENT.**

6. By submitting this application, the Applicant understands that the City shall review the application under the procedures set forth in the Special Event section of the Brentwood Municipal Code (B.M.C.). If the City approves the application, the Permit shall be sent to the Applicant for signature. Pursuant to B.M.C. Section 7.02.020, the Permit shall not be effective until signed by both the Applicant and the City.

7. I, as an official representative of the organization and/or event identified with this application, and whose name appears on this application as the contact for said event am authorized to sign this application and agree to its conditions. By signing below, I further verify that the information contained in this application is true and accurate to the best of my knowledge.

Applicant Signature

Applicant Name (Printed)

Date

SPECIAL EVENT APPLICATION – CLASS 3

Name of Event: _____

Estimated # of Participants: _____

Location: _____

PLEASE COMPLETE THE FOLLOWING:

1. **Check all included items:**

<input type="checkbox"/> Decorations	➔	Describe: _____
<input type="checkbox"/> Tables	➔	How many required? _____
<input type="checkbox"/> Chairs	➔	How many required? _____
<input type="checkbox"/> Music	➔	<input type="checkbox"/> Disc Jockey <input type="checkbox"/> Live Band <input type="checkbox"/> Other: _____
<input type="checkbox"/> P.A. system		
<input type="checkbox"/> Food	➔	
<input type="checkbox"/> Catered Food	➔	Company Name and Phone: _____
<input type="checkbox"/> To be Sold	➔	Contact Contra Costa County Health Dept. for more information
<input type="checkbox"/> To be Given Away		
<input type="checkbox"/> Alcohol to be Given Away	➔	<input type="checkbox"/> Beer/Wine <input type="checkbox"/> Hard Liquor
<input type="checkbox"/> Alcohol to be Sold	➔	<input type="checkbox"/> Beer/Wine <input type="checkbox"/> Hard Liquor
<input type="checkbox"/> Open Admission		
<input type="checkbox"/> Entry by Invitation Only		
<input type="checkbox"/> Tickets to be Sold for Entry		
<input type="checkbox"/> Jump House	➔	Separate permit required
<input type="checkbox"/> Other (<i>describe in detail</i>)		

- **CONTRA COSTA COUNTY HEALTH DEPT. CAN BE REACHED AT (925) 646-5225 OR VISIT WWW.COCOEH.ORG.**
- **IF ALCOHOL WILL BE SOLD, IT WILL BE NECESSARY TO OBTAIN A PERMIT FROM ALCOHOLIC BEVERAGE CONTROL (A.B.C). A.B.C. CAN BE REACHED AT (800) 398-2282. CONTACT THE POLICE DEPARTMENT AT (925) 634-6911 FOR MORE INFORMATION.**
- **ALCOHOL IS NOT PERMITTED TO BE SERVED AFTER 11:00 P.M.**
- **ALCOHOL MUST BE REMOVED FROM THE PROPERTY BEFORE 12 MIDNIGHT.**
- **A CERTIFICATE OF INSURANCE SHOWING VALID LIABILITY COVERAGE IN THE AMOUNT OF \$1,000,000 MUST BE SUBMITTED PRIOR TO ISSUANCE OF PERMIT. A SEPARATE ADDITIONAL INSURED ENDORSEMENT MUST BE SUBMITTED NAMING THE "CITY OF BRENTWOOD, ITS OFFICERS, OFFICIALS, EMPLOYEES, AND VOLUNTEERS". THE CITY CAN PROVIDE YOU WITH THIS INSURANCE THROUGH OUR INSURANCE BROKERS. IF YOU WISH TO APPLY FOR THIS INSURANCE, PLEASE CONTACT THE PARKS AND RECREATION DEPARTMENT AT (925) 516-5444 A MINIMUM OF 14 DAYS PRIOR TO THE EVENT.**

PARKING LOTS ADJACENT TO THE BRENTWOOD COMMUNITY CENTER ARE FOR PUBLIC USE AND ARE NOT UNDER THE JURISDICTION OF THE CENTER. THEREFORE, AVAILABILITY CANNOT BE GUARANTEED.

2. **RENTAL TIME:** Proposed date(s) of the event: _____
 Set-up time: _____ AM/PM to _____ AM/PM
 Actual event time: _____ AM/PM to _____ AM/PM
 Take down/Clean-up: _____ AM/PM to _____ AM/PM
Set-up, event and closure must be scheduled for consecutive hours.

3. Will you be bringing in any additional equipment? If yes, please describe the equipment, who will bring it in, and when it will be brought in: _____ N/A

4. If City personnel, services, or equipment are requested for this event, an additional fee may be assessed by City Council resolution. Some of these City personnel, services, and equipment include, but are not limited to: Police personnel, maintenance personnel, trash and/or recycling receptacles, inspections, etc. Please list any needs for City personnel, services, or equipment. _____ N/A

5. Are there any unusual activities associated with this event that should be brought to the attention of the City of Brentwood to evaluate this application? If yes, describe below:

I hereby certify that I shall be responsible on behalf of my organization for damage sustained or cost incurred by the City of Brentwood because of occupancy of said premises by myself or my organization. I have read and received all the Rules and Regulations for use of the facility and agree to abide by them.

I also agree to hold the City of Brentwood and its employees; the individual members thereof agents, and employees free and harmless from any damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of the Brentwood Community Center or other City of Brentwood facilities.

6. For rental of the **Brentwood Family Aquatics Complex** only:

Check Facilities Needed:	Check Equipment Needed:
<input type="checkbox"/> Competition Pool <input type="checkbox"/> # of Lanes needed (up to 10 in the Comp. Pool) _____ <input type="checkbox"/> Diving Boards <input type="checkbox"/> Slide Pool <input type="checkbox"/> Double Loop Water Slide <input type="checkbox"/> Triple Loop Water Slide <input type="checkbox"/> Recreation Pool <input type="checkbox"/> # of Lanes needed (up to 3 in the Recreation Pool) _____ <input type="checkbox"/> Special Instructions/Other (<i>describe in detail</i>) _____ _____ _____	<input type="checkbox"/> Chairs _____ needed <input type="checkbox"/> Folding Tables: _____ needed <input type="checkbox"/> Public Address System <input type="checkbox"/> Bleachers <input type="checkbox"/> 25 Meter Lane Lines (up to 8) <input type="checkbox"/> 25 Yard Lane Lines (up to 10) <input type="checkbox"/> Water Polo Cages (Floating) <input type="checkbox"/> Water Polo Cages (Wall)

Upon request, renter may be required to submit information about their organization, what percent of the members of the organization are Brentwood residents, etc. The City may request a membership list with names addresses as proof of residency.

_____ **INITIAL**

Jeff Ellis & Associates Inc. is the City of Brentwood Family Aquatics Complex risk management authority and as such, all water-related activity requires a licensed Jeff Ellis & Associates Inc. lifeguard to be on duty at all times, which may require an additional charge.

_____ **INITIAL**

Fees/Cancellation Guidelines

- A personal check for user fees cannot be accepted for events sponsored by a non-profit or public agency. Checks must be drawn on the organization or agency account.
- There is a one-hour minimum charge for non-profit events and a two-hour minimum charge for private and commercial events.
- A minimum of one-hour clean-up time must be scheduled after the actual event for the Renter to do their part of the clean up and for all equipment to be removed. A minimum of ½ hour required for meetings only, if no food is served.
- Group shall enter and vacate the Facility at the time specified on the application. Charges will be assessed for all use outside of these times. There will be no refunds on events that end before their scheduled time.
- Full deposits will only be granted if cancellation request is received at least 14 days prior to scheduled event.
- The City of Brentwood reserves the right to reschedule or cancel any event at its sole discretion without liability, but subject to refunding all money deposited by the Renter/Applicant.
- A \$26.50 Cancellation Fee will be assessed on all rentals, if less than a 14 day cancellation notice is provided.

_____ **INITIAL**

Applicant Signature

Date

Recreation Manager/Supervisor Approved

Date

FOR POLICE DEPARTMENT OFFICE USE ONLY

	Day	#	From:	To:
Security Required:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Person in charge of event advised: _____

Name of security company hired: _____

Phone Number: _____ Confirmed: _____ Business License

Comments: _____