



City of Emeryville
CALIFORNIA

COMMUNITY EVENTS PERMIT GUIDE AND APPLICATION

Application and other materials can be submitted by email, mail or dropped off in person:

CITY OF EMERYVILLE
Community Services Department
4727 San Pablo Ave. Building B
Emeryville, CA 94608
510-596-4395
rentals@emeryville.org

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Section 1: INTRODUCTION

Thank you for your interest in holding a Community Event in the City of Emeryville!

The information included in this guide will help clarify the Community Event Permit Application process and any additional permits, fees, and licenses that may be required. Please read in full before completing the Community Event Permit Application.

To ease the review and approval process for your permit, the City has created a Community Events Committee which includes representatives from the City Manager's Office, Police, Fire, Community Services, Public Works, and Community Development departments. This one stop review process provides applicants with comments and explanation on how to best facilitate their event.

The goal of this guide is to provide you, the applicant, with the needed assistance to ensure that your event runs smoothly, and the participants, spectators and neighbors alike enjoy a safe and pleasurable experience.

For more detailed information regarding the Municipal Code please visit <https://www.codepublishing.com/CA/Emeryville/> Title V, Chapter 23, Community Events.

For more information, please email rentals@emeryville.org or call 510-596-4395.

Section 2. GETTING STARTED

2.1 DOES MY EVENT REQUIRE A PERMIT?

A Community Event Permit will be required for any event impacting City services or involving use of or impact on public property, public facilities, sidewalks, or street areas. This includes City parks, streets, sidewalks, City buildings, public parking lots, or other City facilities.

A Community Event is any planned gathering on public property consisting of 50 or more people or any sized event which blocks/reserves access to public property / right of way. Examples of these events include but are not limited to Pre-planned Marches or Demonstrations, Parades, Weddings, Block Parties, Concerts in the Park, Fairs or Festivals, ticketed events, and any other activity or event on public property which requires the placement of a tent, canopy, or other temporary structure if that placement requires a permit from the City's Fire Department or Building Division.

If an event is being held on private property, even if a Community Event Application is not needed, you may be required to obtain a Temporary Use Permit (TUP) from the Planning Division. For more information regarding Temporary Use Permits, please contact Analisa Garcia, Assistant Planner at planning_division@emeryville.org or (510) 596-4362.

The following activities are exempt from the Community Events Permit process but remain subject to all other applicable City regulations:

- Events on school grounds and other property owned by the Emery Unified School District.
- Spontaneous events in front of City Hall which are occasioned by news or events coming into public knowledge less than forty-eight (48) hours prior to such event. If practicable, the organizers should give notice to the City Public Works and/or the Police Department at least four (4) hours prior to the event informing the City of the date and time of the event and providing an estimate of the approximate number of persons who will be participating.

If you still are unsure if your event requires a Community Event Permit, please email rentals@emeryville.org or call 510-596-4395.

2.2 COMMUNITY EVENTS COMMITTEE

The city has created a Community Events Committee which includes representatives from the City Manager's Office, Police, Fire, Community Services, Public Works, and Community Development departments. When applicable, applicant may be invited by the committee to answer questions and clarify their event's goals and details.

The community events committee shall have the power to:

- Represent the City, under the authority of the City Manager, in discussions and in establishing agreements with the person(s) who represent the proposed event.
- Coordinate with City departments and with other governmental agencies for the provision of governmental services for such community events.
- Establish the terms and conditions, appropriate fees, and the time(s), place, and manner of the proposed event consistent with any implementing regulations/guidelines, and other provisions of the Emeryville Municipal Code applicable to the proposed event.

2.3 APPLICATION PROCESS

Applications can be submitted up to a year in advance but must be submitted **no later than 30 days before an event.**

The permit application begins when the Event Organizer submits a completed **Community Event Permit Application (Attachment 1)** and the Non-Refundable Permit Fee (see Section 3). Please keep in mind that acceptance of your application does not mean the event has been or will be approved.

Your completed application must be submitted via email to rentals@emeryville.org or in person at the Community Services Department, 4727 San Pablo Avenue, Building B. Delays in providing documents often delay the Committee's ability to finish the review and approval of your application in a timely manner.

Once your application is submitted, you will be contacted by a representative of the Community Events Committee for any additional information. During the initial application screening process, you will be allowed time to provide all other pending documents (e.g. Liability Insurance, County Health Permits, ABC license, Business License, or deposits).

Residency/Non-Profit Guidelines

Residents: rate for private personal use only. Proof of residency (i.e.: utility bill, CA ID/driver's license, lease agreement, etc.) will need to be provided and verified with the City's approved address list.

Non-Profits: the organization must submit a copy of a letter from the IRS identifying the renter as a non-profit organization, including their non-profit ID number.

Criteria for Approval of Community Events Permit:

- The proposed use of the property is not governed by or subject to any other permit procedures provided elsewhere in the Emeryville Municipal Code or other applicable laws, rules, or regulations.
- Timely submission of a complete Community Events Permit application.
- The preparation for or the conduct of the proposed use, event or activity will not

unreasonably or unfeasibly burden City resources necessary to preserve the public's use of the street in the area contiguous to the street or other public property and will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the permit area or adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the permit area.

- The proposed use, event, or activity does not otherwise present a substantial or unwarranted safety, noise, or traffic hazard as may be prohibited by other provisions of the Emeryville Municipal Code.
- The proposed event will be of a nature and size appropriate to the proposed venue, location, or site; will occur during a time approved for that venue onsite.
- The proposed use, event, or activity will not include live animals in parks, except if the animals are leashed or otherwise controlled.
- The applicant has not conducted similar events in the city or other jurisdictions which endangered public safety.
- The proposed event will not cause other adverse impacts on health or safety to surrounding residential or commercial uses, which cannot be effectively mitigated. A distinction may be made between one time and recurring events.
- A waste retrieval and/or recycling plan has been approved for the proposed use, event, or activity by the Community Events Committee to the extent such a plan is required by administrative regulations.

Section 3. APPLICATION FEES

Application fees are due at the time your application is submitted. The application fee is nonrefundable and can be paid:

1. Online at Emeryville.org/register
 - a. Log into your account or create a new account
 - b. Click on Rental Application Fees tab and select Community Event Application Fee
2. In person at Community Services Department, Building B, 4727 San Pablo Avenue, Emeryville, 94608, Monday-Friday, 9:00am-6:00pm.
3. By calling the Community Services Department at 510-596-4395, Monday-Friday, 9:00am-6:00pm.

No communication will begin without the application fee submitted.

	RESIDENT	NON-PROFIT	NON-RESIDENT / BUSINESS
PERMIT APPLICATION FEES	\$54	\$83	\$139

Residents: rate for private personal use only. Proof of residency (i.e.: utility bill, CA ID/driver's license, lease agreement, etc.) will need to be provided and verified with the [City's approved address list](#). Please submit proof of residency along with your rental application.

Non-Profits: the organization must submit a copy of a letter from the IRS identifying the renter as a non-profit organization, including their non-profit ID number. Please submit the letter along with your rental application.

Disclaimer: Non-profits will pay the non-resident application fee and adjustments will be made once the non-profit status has been confirmed.

Non-Residents/Businesses: those that are not listed on the [City's approved address list](#), including businesses in Emeryville.

Section 4. FEES FOR CITY SERVICES

Besides the application permit fee in Section 3, there are other costs to be aware of when hosting an event. Depending on the nature of the event, costs for city services such as Police, Fire, Public Works, etc. that are needed to directly support the event will be billed to the applicant.

Applicable fees may include some of the following:

- Park Rental fees
- Community Event (Non-Park Rental) fees
- Police services for crowd/traffic control
- Tent/canopy permits
- Fire Department permits
- Building permit
- Production of Community Notification List by Planning Department
- Business licenses
- Clean-up/damage fees
- Insurance
- Overtime rates for City Personnel not regularly on duty who are required to work the event
- Other direct City services to the extent such services are utilized and required due to the event.

Any additional costs for City Services will be invoiced to the applicant no later than 10 working days after the expiration date of the permit. Fees are payable within 30 days of invoice.

Section 5. OTHER PERMITS AND LICENSES

Some events will require permits and licenses from other departments in the City of Emeryville as well as County or California State Agencies. Fees associated with securing permits from other agencies are not included in the Community Event Permit Application fee. A representative from the Community Events Committee can provide additional guidance on needed permits and licenses based on your completed Community Events Application.

5.1 ALCOHOL

Alcohol at an event requires approval from the Community Event Committee and a license from the California Department of Alcoholic Beverage Control (ABC). This process can take a minimum of 60 days.

The applicant is responsible for making sure that alcohol use and consumption is limited to the date, hours and location(s) approved. The Emeryville Police Department has the right to stop any alcohol sales or use not in compliance with the Permit.

City of Emeryville Community Events Committee Approval

- Please indicate by checking the Serving/Selling Alcoholic Beverages section on the Community Event Permit Application.

California State License

- Visit the [California Department of Alcoholic Beverage Control](http://www.abc.ca.gov/Forms/PDFSpC.html) website at <http://www.abc.ca.gov/Forms/PDFSpC.html> for information and permit applications for serving alcoholic beverages at event. You will need to provide the number of the Alcoholic Beverage Control (ABC) License to the Community Events Committee.

5.2 BUILDING AND SAFETY PERMITS

Building Permits

Building permits for temporary structures or buildings may be required, as determined by the Chief Building Official or his/her designee. Building Permits may be required for reviewing stands, platforms, fences, canopies, tents, and other similar miscellaneous structures. One building permit will be issued for each event, if required, covering all aspects of the event that require building approval. Specific criteria for permits are available through the Building Division.

Plan Requirements

Applications for events that will use reviewing stands, tents, or platforms may require plans for review by the Building Division. Plans must contain a simple site plan that shows general location and positions of the structures.

Accessibility Requirements

Temporary structures are subject to the accessibility provisions of the California Building Code.

Vending

Vending includes the sale of food, beverages, merchandise, services, and admission tickets. Product sampling is also considered to be a form of vending. Vending is permitted only as a condition of an approved Community Events Permit and provided that all other required approvals, including County Health Department permits, are obtained and all regulations and conditions of approval are followed.

5.3 BUSINESS LICENSES

All supply/service providers (caterer, promoter, security, rental companies, etc.) will be required to obtain an Emeryville Business License through the City of Emeryville Finance Department. Retail vendors are exempt from having to obtain a business license. Questions regarding Business Licenses can be answered at 510- 596-4325 or finance@emeryville.org.

5.4 CABARET PERMIT

Your event may require a Cabaret Permit. According to the [Cabarets and Dances ordinance](#), a “cabaret” refers to “any event or place where live entertainment is provided by or for any patron or guest, including but not limited to: singing, playing music, dancing, acting, holding a fashion show, performing pantomime, performing comedy or other act or performance and to which admission may be gained by the public with or without admission. For more information, see the [ordinance](#) language. For more information regarding Cabaret Permits, please visit Emeryville.org/1302.

5.5 ENCROACHMENT PERMITS

The City of Emeryville owns or holds an interest in various properties throughout the community,

including roads, sidewalks, and easements granted for utility lines, public access, and open space. An encroachment permit is required to do work in these areas. The City frequently receives requests from homeowners, businesses, and public utilities to install improvements on city rights of way and easements. Requests for encroachments range from long-term improvements, such as fences, driveways, and utility lines, to short-term encroachments, such as the storage of dumpsters or building materials. Short-term encroachments are often proposed as part of the construction phase of new development. It should be noted that when the city does grant an Encroachment Permit, it does not give up its interest in the property. For more information regarding Encroachment Permits, please visit Emeryville.org/328.

5.6 FILMING

Community Events Applications are required for a production (film) shooting being held City property for commercial or non-commercial purpose. City property includes sidewalks, parks, roads, etc. If you plan on filming or taping your event you must disclose for what purpose. Filming must be coordinated with Police Department.

5.7 FIRE DEPARTMENT

Fire Department Permits may be required for tents, canopies, open flame/candles, cooking, liquid petroleum gas, and pyrotechnics. Additional monitoring may be required for events that could impact fire and life safety. The event location, size of attendance, and potential hazards are evaluated for each event. Fireworks are not permitted as part of an event.

5.8 FOOD VENDORS, FOOD TRUCKS, AND EVENT OPERATORS

If you plan to serve food to the public, you must obtain all required permits including a Health Permit from the Alameda County Health Department. All supply and service providers (caterer, etc.) will be required to obtain an Emeryville Business License. Retail vendors and exhibitors at permitted events are exempt from having to obtain an Emeryville Business License.

5.9 STREET CLOSURE OR INTERMITTENT TRAFFIC DELAYS

A street closure is when no vehicle traffic is permitted in the event perimeter and no access by a vehicle to residences or businesses. Intermittent traffic delays are when vehicle traffic is stopped for any period because of the event.

If the event requires street closure:

- Submit a Site Plan and Route Map (Section 7) and Traffic Control Plan (TCP) per [California Manual of Uniform Traffic Control Devices](#) (CMUTCD) standards located at <http://www.dot.ca.gov/trafficops/camutcd/>.
- Route maps and traffic plans are reviewed by an Engineer.
- The Alameda County Fire Department always requires a minimum twenty (20) feet wide access lane during street closures.
- Temporary No Parking signs must be posted at parking spaces 72 hours prior to the event.
- Temporary No Parking signs must be purchased from the Community Services Department.
- Notify AC Transit and Emery Go-Round of possible impact to routes (if applicable)
- Must provide signs announcing the street closure(s) which shall be posted at least 48 hours in advance of the event.

Section 6. ADDITIONAL INFORMATION

This section lists additional documentation and other information that may be required. If applicable to your event, the following information will be required on the Community Event Permit Application.

6.1 BLOCK PARTIES

Requests for a permit to utilize a street for a block party or other similar neighborhood event shall be made by filing an application with the community events committee. The application must include a petition in favor of the event signed by two-thirds of residents and businesses on both sides of the street to be closed. Only a street classified by the City as a local street may be utilized for a block party or other similar neighborhood event. The application will be subject to such additional rules and regulations adopted by City staff to ensure that the street closure will not be detrimental to the public health, safety, or welfare.

6.2 DISPLAY OF COMMUNITY EVENTS PERMIT

A copy of the Community Events Permit must be available at the Community Event site and must be exhibited upon the demand of any City official.

6.3 LIVE ANIMALS

The proposed use, event, or activity will not include live animals in parks, except if the animals are leashed or otherwise controlled.

6.4 MANAGING IMPACTS OF EVENTS ON NEIGHBORS

The general approach to managing impacts on neighbors is to limit the time periods (by season, days of the week, and times of day) during which events may occur and the frequency of events during those periods so that they are predictable, are limited in number, and avoid conflicts with one another and with other activities within the city.

NOISE

1. Permitted Community Events are subject to the provisions of the City Noise Ordinance (EMC Ch 5-13). In addition, the following measures will be required to reduce noise impacts on surrounding neighbors.
2. Events that include live music, amplified sound or other sound that may disrupt the quiet enjoyment of neighbors will be directed to sites where impacts can be managed.
3. Time periods and length of time will be limited for live musical performances, amplified sound, or other sound generators that are audible beyond the geographic boundaries of the event.
4. Sound-check time during which sound amplification is used and practice time for live music will be limited to a cumulative total of two hours between the earliest permitted event start time for each event site and the start of the event or events that are held outdoors or in a tent or temporary structure.
5. Events at City parks must otherwise comply with the provisions of EMC Chapter 5-24.

TRANSPORTATION AND PARKING MANAGEMENT

1. The Community Events Committee may require submission of a Transportation and Parking Management Plan.
2. Events will be limited to a size that can be accommodated by the amount of event parking available, including adjacent off-street parking and excluding parking required to accommodate the public, based on experience.

NEIGHBOR NOTIFICATION

1. Residents and businesses within five hundred feet (500') of an event must be notified in writing at least seven (7) days prior to an event held outdoors or in a tent or temporary structure if there will be amplified sound or live music or if the event requires a Transportation and Parking Management Plan.
2. Range and notification time may be modified as necessary depending on the type of event and impact to the community.

6.5 MARKETING AND ADVERTISING

The city does not advise marketing and advertising the event until the Community Event Permit Application has been approved.

6.6 RESTROOMS

You may be required to provide portable toilets for events with an expected attendance of 100 people or more, depending on the length of the event. Please be advised that your organization is responsible for contacting a portable restroom service provider to arrange for these facilities. Although restroom facilities are available in community parks, you may be required to provide additional portable restrooms and hand washing stations depending upon the nature of your event.

6.7 SECURITY INFORMATION

The city may require that security personnel be present at events serving alcohol. This will be determined by the Emeryville Police Department with the Community Events Committee.

Paid security can be provided by the Emeryville Police Department, dependent on staff availability, or by a private security firm, at the applicant's expense. Appropriate levels of staffing are subject to review or discussion with the Emeryville Police Department. If event uses a private security firm, the contract must be provided to the City no later than 45 days before the event.

Please contact Sergeant Pablo Rojas at 510-596-3700 or projas@emeryville.org for questions regarding police and event security.

6.8 TEMPORARY SIGNAGE

Temporary or nonpermanent sign(s) identifying or pertaining to the community event may be installed by the permit holder, or his/her designee, within the event site as defined in the community event permit. The logo of a commercial sponsor may be included on a small area of the temporary sign, not to exceed one (1) square foot or five (5) percent of the banner area, whichever is smaller, provided said sign(s) are internally oriented. However, the logos of tobacco or alcohol sponsors shall be prohibited.

Directional signs for walks and races may be installed by the permit holder, or his/her designee; provided, that each sign is less than two (2) square feet in size, attached to a street light or other utility pole at a height of between five and six feet (5' and 6') without damaging the finish of the pole, and installed less than two (2) hours prior to the start of the event and removed within one (1) hour of the completion of the event. A plan showing the type and location of the proposed directional signs must be submitted as part of the community event permit application and be approved by the city. The City may remove signs that do not meet installation and removal requirements of this section and shall charge the permittee for the cost of this removal.

6.9 WASTE MANAGEMENT AND RECYCLING

Event organizers will be required to provide a clean-up and waste disposal plan, including recycling and waste reduction plan for approval. For larger events with 100 people or more, you may be required to provide garbage, recycling, and compost collections containers.

Emeryville requires that all waste is separated into waste, compost, and recycling receptacles, and that all food ware products (forks, plates, cups etc.) be reusable or compostable. One time use products are not allowed. A refundable clean-up or damage deposit may be required.

For more information regarding these topics, please contact zerowaste@emeryville.org or call 510-596-3795.

Section 7. SITE PLAN AND ROUTE MAP

When submitting the Community Event Application, a complete site plan and route map (if applicable) are required with your application. A site plan is a top-down view of the property on which you would like to have your event. The site plan should show the property boundaries, relevant features, and dimensions of any structures that you would like to place on the site. This site plan may be hand drawn but must be neat, accurate and legible.

The Site Plan should include and clearly identify any of the following:

- Perimeter of the entire event venue, including the name of adjacent streets.
- Route of the event (such as a parade), including the direction and time of travel.
- Use of streets, parking spaces, or public sidewalks (i.e., street closures, blocking off parking spaces, tables on sidewalks, electric cords crossing a sidewalk, etc.).
- Temporary structures (i.e. stages, bleachers, other seating areas, tables, canopies, tents, portable toilets, vendor information and/or activity booths, cooking/food service areas, trash and recycling containers, etc.)
- Power source (i.e., generator, electrical plug, etc.)
- Entertainment (i.e., bands, performers, etc.)
- Vehicles and trailers
- Entrances/Exits for outdoor fenced events or within tents or temporary structure
- Fire Access Lane – a minimum of 20 feet wide
- Temporary No Parking Space Closures

City staff will review site plan. If potential hazards with traffic and/or pedestrian safety are found, modifications to the Site plan, Route Map, and Traffic Control Plan may be required.

Please keep in mind that for all indoor and outdoor sites, activities and programs must be accessible 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.

Section 8. INSURANCE REQUIREMENTS

All Community Events must provide a \$1,000,000 Certificate of Event Liability Insurance naming the "City of Emeryville, its officials, employees, agents and authorized volunteers", 1333 Park Avenue, Emeryville CA 94608 as additional insured.

The certificate **AND** endorsement page will both be needed.

Event Liability Insurance is offered through HUB International for those renters unable/unwilling to obtain their own Certificate of Insurance:

Visit www.eventinsure.com to get an online quote from HUB International. For questions regarding insurance, please email rentals@emeryville.org or call 510-596-4395.

Insurance MUST name the City of Emeryville as an additional insured using the following wording EXACTLY, and insurance certificate MUST show:

“City of Emeryville, its officials, employees, agents and authorized volunteers”

Section 9. SUBMISSION

Please note - Applications can be submitted up to a year in advance but must be submitted **no later than 30 days before an event**.

When submitting your initial application please provide the following:

- Fully completed Community Event Permit Application (Attachment 1)
- Application Fee
- Site Plan diagram of event
- Route Map (if applicable)
- Traffic Control Plan (TCP) (if applicable)

After initial review, the Community Events Committee may request additional submittal materials, depending on the event:

- General Liability Insurance Certificate with required endorsements (submit at least 14 working days prior to the day of the event)
- Proof of City of Emeryville Business License for vendors
- Copy of County Health Permit(s) for events offering food
- Completion of Fire Permit Application
- State of California Alcohol Beverage Control (ABC) Permit for events offering alcohol
- Any additional deposits (determined by the Community Events Committee)
- Letter of notice to surrounding residents/businesses

Application and other materials can be submitted by email, mail or dropped off in person:

CITY OF EMERYVILLE

Community Services Department

4727 San Pablo Ave. Building B

Emeryville, CA 94608

510-596-4395

rentals@emeryville.org

Section 10: PERMIT APPROVAL, REVOCATION OR DENIAL

The Community Events Committee will make a decision once the completed application, along with any additional information, is submitted. The Committee will also set any conditions, additional requirements and/or fees. Once approved, a permit will be issued, and the applicant will be notified in writing.

An application can be denied if it is determined that:

- the applicant provided false or misleading information.
- the event conflicts with other planned events in the area.
- the applicant or organization had previous permit violations.
- and/or the applicant is unable to meet the conditions of approval as outlined in the application.

An approved permit can be revoked if it is determined that the applicant:

- knowingly provided false or misleading information.
- failed to pay required fees.
- failed to provide proof of insurance.
- failed to agree to the indemnification agreement; or
- provides new information that materially changes the event.

The decision to deny or revoke a permit shall be in writing.

If the City determines that an application should be denied for one or more reasons, the City shall work with the applicant to revise the application so that the event will occur on a date and time in a manner, location, or over a route different than that originally proposed by the applicant. This alternate permit shall, to the extent practicable, authorize an event that will have comparable public visibility and a similar route, location, manner, and date to that of the proposed event.

Section 11: CONTACTS

Community Events Committee Chair	Rebecca Sermeno, Recreation Supervisor	rebecca.sermeno@emeryville.org	510-596-4314
Rentals	Ellen Han, Recreation Assistant	ehan@emeryville.org	510-596-4353
Emeryville Business License		finance@emeryville.org	510-596-4325
Emeryville Police Department -Cabaret Permits	Sergeant Pablo Rojas	projas@emeryville.org	510-596-3700
Fire Marshal	Cesar Avila, Deputy Fire Marshal	Cesar.Avila@acgov.org	510-596-3759
Food Truck Permits	Nate Calvin	ncalvin@emeryville.org	510-596-3731
Recycling Waste Management	Environmental Services	zerowaste@emeryville.org	510-596-3795
Building Permits		building_division@emeryville.org	510-596-4310