



Special Event Permit Information

The City of Brentwood enjoys many varied special events throughout the year. These events are an important part of our community and add significantly to the quality of life for our residents and visitors. The City's intent is to encourage high-quality events that align with the City's economic, civic, and community development goals and to better serve and to continuously improve the quality of life for the residents of the Brentwood Community. We have put together this document to assist you in planning a successful event.

In the City of Brentwood, "Special Event" is an which is scheduled to take place, in whole, or in part, on City property, including events which will be conducted on a City street, sidewalk, alley or other right of way, or other public areas.

Some events may include street closures, amplified music, admission charges, alcohol consumption, 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.

Application Process

When turning in your application, you must:

- Complete the application. Incomplete applications will not be accepted and will delay processing, which may affect the availability of your preferred event date and/or location.
- Special Event Applications accepted a **minimum of 60 days** prior to the event and no more than eighteen (18) months in advance of the event date. Reservations for a special event may be made by contacting the Parks and Recreation Department to schedule a special event appointment. At the special event appointment, a completed special event application must be submitted, along with a payment for a non-refundable application fee. The fee is currently **\$54**, and may be subject to change.
- The City accepts the following forms of payment: check, money order, MasterCard, Visa, Discover, and cash. Payments for non-profit organizations or public agencies must be drawn on the organization or agency account.
- Upon completion of the special event appointment, your application will initiate the review process for final approval of your request. A team comprised of representatives from City departments and divisions will meet to review your application. You may be asked to submit additional supporting documentation to your application due to unique or changing circumstance related to the event.
- After the review process and your event is approved you will be issued a Conditions of Approval for your event. The Conditions of Approval issued by the City of Brentwood is valid only for the venue area(s) and event activities including set-up and teardown, depicted on your site plan described in your Special Event Application.
- Failure to comply with the Conditions of Approval may result in the immediate cancellation of the event or denial of future Special Event Applications.



Parks and Recreation Office
 (925) 516-5444
 35 Oak Street, Brentwood, CA 94513
 brentwoodca.gov

Special Event Application

Applicant Information

First Name	Last Name	Date of Birth	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Address	City	State	Zip Code
Primary Phone Number	Secondary Phone Number	Email Address	
Emergency Contact Name	Emergency Contact Relation	Emergency Contact Phone Number	

Organization Information (if applicable)

Organization Name	Organization Phone Number	Organization Website	
Organization Address	City	State	Zip Code
Organization Email Address	Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 501(c)(3) Documentation Provided	

Type of Event (check all that apply)

<input type="checkbox"/> Arts/Crafts Fair	<input type="checkbox"/> Concert	<input type="checkbox"/> Park Festival
<input type="checkbox"/> Block Party	<input type="checkbox"/> Egg Hunt	<input type="checkbox"/> Parking Lot Sales
<input type="checkbox"/> Business/Safety Fair	<input type="checkbox"/> Filming	<input type="checkbox"/> Protest/Rally/Demonstrations
<input type="checkbox"/> Car Show	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Race/5K/Marathon/Run
<input type="checkbox"/> Carnival/Circus	<input type="checkbox"/> Movie in the Park	<input type="checkbox"/> Street Festival
<input type="checkbox"/> Certified Farmers Market	<input type="checkbox"/> Outdoor Retail Sales	<input type="checkbox"/> Walk-A-Thon
<input type="checkbox"/> Clothing/Food Giveaway	<input type="checkbox"/> Parade/Procession	Estimated Attendance: _____

Name of Event:	Park/Facility Requested:
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Date(s) Requested
 Day of the week: Sun Mon Tue Wed Thu Fri Sat Sun Month/Day/Year: _____

Set Up Start Time: (event preparation)	Event Start Time: (guests arrive)	Event End Time: (guests leave)	Event Clean Up End Time: (event teardown)
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Check all applicable items:

<input type="checkbox"/> Alcohol to be sold/given way <input type="checkbox"/> Beer/wine <input type="checkbox"/> Hard Liquor	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Medical Service Vehicles	<input type="checkbox"/> Private Event
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Electrical Power Sources	<input type="checkbox"/> Open to Public	<input type="checkbox"/> Recycling/Garbage Carts
<input type="checkbox"/> Animals (Rides, petting zoos, etc..)	<input type="checkbox"/> Food to be sold/given way	<input type="checkbox"/> Portable Bathrooms	<input type="checkbox"/> Rides/Amusement Rides
<input type="checkbox"/> Comfort Stations	<input type="checkbox"/> Free Admission	<input type="checkbox"/> Portable Bleachers	<input type="checkbox"/> Security Guards
<input type="checkbox"/> Electric Generators	<input type="checkbox"/> Garbage Removal	<input type="checkbox"/> Portable Fencing	<input type="checkbox"/> Tents
	<input type="checkbox"/> Jump/Bounce Houses	<input type="checkbox"/> Portable Lights	<input type="checkbox"/> Tickets to be sold for entry
	<input type="checkbox"/> Live Music	<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Vendor Booths

Are there any other items associated with this event that should be brought to the attention of the City to evaluate this application?



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Special Event Application

Please include a complete description of your event including the purpose, setup, clean up, event details, volunteers and any additional information that can assist the Special Events Review Team in reviewing your event. Incomplete applications will not be accepted.

Please include a complete description of your crowd control plan including command post location, emergency exits and evacuation routes in the event of an emergency. Incomplete applications will not be accepted.

Please attach a detailed event map (including any street closures) including the locations of vendors (food or alcohol, sales etc.)

Special Event Related Permits /Additional Equipment

_____Initial

There are a number of different special event related permits that may be issued independent of a [City of Brentwood](#) Special Event Permit or may be required in conjunction with a [City of Brentwood](#) Special Event Permit. The proposed venue, activities, components, attendance, food, alcohol, and unique circumstances of the event are contributing factors to the final determination of the required permit types. Following is a summary of the most common types of permits you maybe required to obtain if you are planning a special event or an activity associated with a special event, but there may be other permits required for your event.

- **ABC Permit:** If you plan to have alcohol at your event, you must receive authorization from the Police Department and the State of California Department of Alcohol Beverage Control. Police Department authorization is typically granted through the Citywide Process. If the proposed event will take place on public parkland, within a city-owned facility, or other city-managed property, you will also be required to provide a letter of authorization to serve alcohol from an authorized representative of the managing city department. Both the Police Department and managing city department may place restrictions on the way in which alcohol is managed at your proposed event.
- **Banner Sign Permit:** If you plan on hanging a banner to advertise your event within City limits. It must be reviewed by the Community Development Department to determine conformance with the City's sign regulations and/or approved Master Sign Programs. There is no fee associated with a banner sign permit.
- **Contra Costa County Fire Protection District:** If the special event will be conducted within a "public right of way," which is public property (such as a park, roadways, driveways, sidewalks, curbs, and gutters). Examples of these events: Parades, marathons, street fairs, etc. A copy of a Contra Costa County Fire Protection District approved site plan must be provided to the Parks and Recreation Department.
- **Food Permit:** If you intend to sell, give away, or sample food or consumable products, including water or other beverages, you must obtain a Temporary Food Facility permit for each food vendor at your event. Different permits, policies, and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing stations. The Contra Costa County Department of Environmental Health issues food permits.
- **Portable Sanitary Facilities:** If you plan on having an event outdoors, provide proof of contract for portable toilet facilities or a written agreement with a business owner occupying space fronting the event area allowing patrons the use of restroom facilities. Prior to installation of any portable restroom facilities, the applicant shall submit a site plan showing the proposed restroom locations for the review and approval of the Parks and Recreation Department.
- **Reservation Permit:** If you plan to hold your event at City Park, City Facilities, or any other park it is your responsibility to contact the appropriate division or facility manager within the Parks and Recreation Department in order to secure the use of the proposed venue. Special rules, regulations, and restrictions unique to each site or facility may apply. Most park areas by the general public must be available at all times. A copy of your Reservation Permit must be included as part of your Special Event Permit Application. Your Special Event Application is not complete without authorization from the Parks and Recreation Department to use the requested venue.
 - If any private property is to be used for the event, the event organizer will provide written authorization from the property owner of the property to be used, with dates and times from the beginning of the event to the end.
- **Special Event Umbrella Business License:** If you plan to have multiple vendors you shall act as the coordinator with the vendors to provide to the City a list of the vendors that will participate in the event. A City of Brentwood, Special Event Umbrella Business Licenses, is required, shall be submitted to the Parks and Recreation Department.
- **Food and Vendor Permits:** All event hosts are required to provide event maps upon submittal. Event host acknowledges that they will not place any vendors in front of "like" brick and mortar stores at any time during their event. For example, a pizza truck would not be placed in front or near a pizza/Italian restaurant.

Event Set-up and Teardown

_____Initial

- Paint or other permanent types of markings shall not be used on any City streets, sidewalks, or on surfaces within the Civic Center Complex. Any temporary markings shall be removed at the end of the event.
- No stage, vendor's tent, or similar structure used for or during this event shall be placed on public sidewalks. The use of any type of adhesive tape or similar products to fasten any electrical wires, cables, or ropes to the public sidewalks, walkways, and pavers or other fixtures within the Civic Center shall be prohibited.
- Tents and canopies shall be anchored with sand or water barrels or by a similar method and shall not be attached to turf or paving with stakes or any other mechanism.
- An electrical contractor shall obtain any temporary electrical permits from the Brentwood Building Division prior to the beginning of the event if temporary power is to be provided on-site.

Brentwood Police Department / Other Hired Security Personnel

_____Initial

- Brentwood Police Officers or other security guards may be required to be on duty during the event. The Police Department will determine which are necessary and the number required at the event. Some examples of criteria reviewed in the decision are number of event attendees, road closures, if alcohol is present etc. The renter is responsible to pay for those services. The Police Officers or security guards must be present at the times stated on the Conditions of Approval.
- If Security is required, Security guard companies must be registered and approved by the Police Department and must have a valid City of Brentwood business license. City will provide you a list of approved companies and the renter can select and reserve a company from the list.
- The Event Organizer has direction over security guard duties. In the event that Brentwood Police are required for the event, they will operate in a manner to uphold public safety and will not be under direction of event host.

Alcoholic Beverages

_____Initial

If your event is open to the public or is a private event in a venue location where alcohol consumption is prohibited except with a Special Event Permit.

- All beverages, including alcoholic beverages shall be poured in a clear plastic cup and/or collectible glassware from the event.
- All patrons buying or/receiving alcoholic beverages are 21 years of age or older.
- Event staff will check identification and issue a wristband to those wishing to purchase or receive an alcoholic beverage.
- No alcoholic beverage will be sold or given to those without a wristband. (Wristband colors should change for multiple day events)
- No outside alcohol is allowed to be brought into the event.
- Any alcohol related disturbances and/or criminal activity must be reported to the Police Department.
- Fencing is required to be installed around the perimeter of the event where alcohol will be served and consumed.
- "No alcohol beyond this point" signs must be posted and visible at all exits points and volunteers must be posted at each of the locations. Failure to do so may result in the event being cancelled or future events being denied.

Street Closures and Mobile Vehicle Barricades

_____ Initial

- If your proposed event will take place on a street or in an area where vehicles park, you will be required by the City of Brentwood to post “No Parking Signs” along your proposed closure at least 72 hours before your event begins. The event organizer is responsible for making sure all the “No Parking Signs” posted are removed at the end of the event. You must verify that all no parking signs are placed in the correct location(s) a minimum of twelve (12) hours prior to your event start time. The Parks and Recreation Department will provide these signs to the event host, available to pick up at the Brentwood Community Center.
- Mobile Vehicle Barricades may be required to be in place during the event by the Police Department. These barriers will be in place prior to the event starting and will be taken down at the end of the event. The Police Department will install and remove the Mobile Vehicle Barricades.
- The City may deny or modify any proposed street closure if it is deemed necessary in the interest of public safety.
- Event Organizer is responsible for notifying impacted parties in advance of all street closures and must provide verification to the City that all parties have been informed at least two weeks prior to the event.
- Name of proposed street(s) to be closed:
 - Street name _____ between _____ and _____ start time: _____ end time: _____
 - Street name _____ between _____ and _____ start time: _____ end time: _____
 - Street name _____ between _____ and _____ start time: _____ end time: _____
 - Street name _____ between _____ and _____ start time: _____ end time: _____
- Attach a map and if needed additional pages for moving events such as a parade or run, etc.
- The Public Works Department will facilitate the street closure.
- Only sworn or trained employees of the Police Department have the legal right to remove a vehicle from a city street or authorize a tow in the public right of way. As an event organizer, you must coordinate with the Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.
- Street Closures may begin earlier than the event set up time.

Waste Management

_____ Initial

- All trash generated by the use shall be picked up, both on and off site. In addition, sufficient garbage and recycling containers shall be provided at multiple locations, and service on said containers must be provided to ensure that they do not overflow at any time. California Legislature passed AB 2176, a law that requires operators and organizers of large events and venues to develop and implement waste reduction plans that include recycling strategies, and to report on the results of their efforts to the _____ designated local agency/City.
- Bin Service Agreement: ~~You may be required to have additional carts or bins at your event to manage trash from your event.~~ Waste bins are required for all events and the amount of bins required will be based upon the size and scope of your event. It is your responsibility to arrange for those carts/bins with the Public Works Department by submitting a Bin Use Agreement form. You will need to coordinate with Public Works Department when and where those carts/bins can be picked up and dropped off. A copy of your bin service agreement shall be submitted to the Park and Recreation Department.

Insurance Requirements:

_____ Initial

A Certificate of Insurance showing valid liability coverage in the amount of \$2,000,000 must be submitted prior to the issuance of a permit. A separate Additional Insured Endorsement must be submitted naming "City of Brentwood, its officers, officials, employees, and volunteers".

Common Grounds for Denial:

_____ Initial

- Application is submitted less than 60 days prior to scheduled event start date
- Application is found to be incomplete or contain any falsehoods or misrepresentations
- Inadequate insurance coverage
- Requested venue has already been reserved on the same date and time for another event
- City staff cannot provide necessary services to ensure public safety or prepare/maintain venue
- Event organizer has violated the terms of previous event permits or damaged City property
- Event organizer has unpaid debts resulting from previous events
- Event is determined to not comply with state or local recycling mandates
- Event is in conflict with adopted rules or use or proposed facility
- Event is determined to be unsafe for the community
- Appeal Process: If your Special Event Permit application is rejected or denied, or if you object to a Condition of Approval, a request for review may be submitted in writing to the City Manager or designee within 10 (ten) working days of notification of denial pursuant to BMC. 7.02.020.

Applicant Disclaimer

The City reserves the right to reject or deny any application for an event that it determines to be inappropriate for the proposed location or neighborhood, unsafe or otherwise incompatible with the surrounding community. Appeal Process: If your Special Event application is rejected or denied, or if you object to a Condition of Approval, a request for review may be submitted in writing to the City Manager or designee within 10 (ten) days of notification of denial pursuant to BMC 7.02.020.

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

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.

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.

Applicant Signature

Date

Printed Name

Special Event Checklist

Initial each item:

_____ I have had the opportunity to read the Rules and Regulations and received a copy.

_____ I will be in attendance throughout the event and I am responsible for the conduct and control of those attending.

_____ Insurance criteria reviewed.

_____ Full event description and Event Map submitted with application

_____ Proof of ABC permit must be submitted 14 days prior to the event date (If applicable).

_____ Proof of Banner Sign permit must be submitted 14 days prior to the event date (If applicable).

_____ Proof of East Contra Costa Fire Protection District approved site plan must be submitted 14 days prior to the event date (If applicable).

_____ Proof of Food permit must be submitted 14 days prior to the event date (If applicable).

_____ Proof of contract for portable toilet services must be submitted 14 days prior to the event date (If applicable).

_____ Proof of Reservation permit or written authorization from the property owner of the property to be used must be submitted 14 days prior to the event date (If applicable).

_____ Proof of Special Event Umbrella Business License must be submitted 14 days prior to the event date (If applicable).

_____ I have reviewed the rules about event set-up and teardown and alcoholic beverages.

_____ **I have reviewed the rules about the Brentwood Police Department and security guards and understand they may be required to be at my event at the cost of my organization.**

_____ I have reviewed the rules about street closures and mobile vehicle barricades and understand the request for a street closure may be denied or modify if it is deemed necessary in the interest of public safety. I understand that if my street closure request is approved that mobile vehicle barricades may be required to be in place at my event.

_____ I have reviewed the rules about waste management and proof of bin service agreement must be submitted 14 days prior to the event date (If applicable).

_____ All paperwork, fees and insurance are due on _____.

Signature: _____ Printed Name: _____ Date: _____

Instructions for Completing Certificate of Insurance for Special Event Permits

Please send this list to your insurance company or broker:

Items below MUST be included on your Certificate of Insurance:

- General Liability Insurance Coverage
- The name of the insured must match the name and address of the applicant on the Special Event Application
- Event/Special Event Date
- Full name of company(s) affording coverage on the Certificate of Insurance
- Authorized Representative's original signature

Separate endorsement form for General Liability must contain the following:

- The City of Brentwood, its officers, agents, volunteers and employees must be named as an additional insured with respect to liability arising out of activities performed by or on behalf of the Named Insured.
- Coverage under this policy shall be primary insurance as respects the City of Brentwood, its officers, agents, volunteers, and employees.
- All rights of subrogation are waived as respects all additional insured hereunder.

Please mail the Certificate of Insurance, with endorsements to:

City of Brentwood, Parks and Recreation Department, 150 City Park Way, Brentwood, CA 94513

Additional Insured Endorsement MUST read:

City of Brentwood, its officers, agents, volunteers, and employees

150 City Park Way

Brentwood, CA 94513



Special Event Fee Information

City of Brentwood Parks and Recreation

Special Event Fees (effective October 1, 2023) _____ Initial

The application fee is non-refundable and due at time of submission. Fees are subject to change.

PROCESSING FEES

\$54.00 Non-refundable Application Fee

Part Time Staff Fee (per hour)

Hourly Rate plus Benefits

City Park (Grass and staging area)

Resident	\$92.00/hr or \$470.00/day
Non-Resident	\$101.00/hr or \$517.00/day
Commercial	\$119.00/hr or \$611.00/day
Non-Profit	\$64.00/hr or \$329.00/day

NOTE: Additional staff fees may apply.

City Park Gazebo

Resident	\$42.25/hr or \$283.00/day
Non-Resident	\$46.50/hr or \$312.00/day
Commercial	\$55.00/hr or \$368.00/day
Non-Profit	\$29.50/hr or \$198.00/day

City Park Group Picnic Shelter A w/island

Resident	\$15.25/hr or \$93.00/day
Non-Resident	\$19.75/hr or \$121.00/day
Commercial	\$19.75/hr or \$121.00/day
Non-Profit	\$10.50/hr or \$65.00/day

City Park Group Picnic Shelter B

Resident	\$10.25hr or \$63.00/day
Non-Resident	\$13.25/hr or \$82.00/day
Commercial	\$13.25/hr or \$82.00/day
Non-Profit	\$7.25/hr or \$44.00/day

Skate Park (4-hour minimum)

Resident	\$352.00/4hr
Non-Resident	\$387.00/4hr
Commercial	\$457.00/4hr
Non-Profit	\$246.00/4hr
Each Additional Hour	\$84.75/hr