

EVENT APPLICATION INSTRUCTIONS

Permits are required for the safety of our citizens; to protect City property and to coordinate the provision of municipal services. Information requested in this application will assist in determining necessary City assistance and requirements or conditions to the permit.

1. Complete the attached application and submit to Vanisha Sapp, San Leandro Police Dept., 901 E. 14th Street, San Leandro providing a 14-day advance notice of proposed event. Submit by email to vsapp@sanleandro.org fax to 510-577-6071.
2. Submit a \$227.00 non-refundable application fee with submission of application.
3. Submit evidence of insurance by providing a business or homeowner's policy endorsement or
4. You may purchase liability insurance by calling Event Insurance Now (877) 305-5040 or online at [Special Event Insurance - Wedding Insurance - Event Liability Insurance](#)

The endorsement shall include liability coverage as follows:

- Comprehensive insurance covering General Liability
- General Liability equal to \$1,000,000.00 per event
- Any deductible or self-insured retention must be approved by the city prior to the event.
- The City of San Leandro, its officers, officials, employees, and volunteers are to be covered as "additional insured." Include the address of City of San Leandro, 835 E 14th Street, San Leandro CA.
- Insurance coverage shall be primary insurance.
- Insurance shall have a Bests' Rating of no less than A:VII.
- The date, location and description of the event shall be noted on the Certificate of Insurance.
- Any deductible shall not exceed \$500.00
- Standard form of cross liability shall be afforded
- An endorsement stating that the policy shall not be cancelled without providing a thirty (30) day notice to the City of San Leandro.



CITY of SAN LEANDRO

Civic Center

835 E. 14TH St., San Leandro, CA 94577

APPLICATION FOR SPECIAL EVENT

APPLICANT NAME:

ADDRESS:

TELEPHONE:

EMAIL ADDRESS:

ORGANIZATION NAME:

ADDRESS:

TELEPHONE:

EMAIL:

ACTIVITY TYPE:

ACTIVITY LOCATION:

ACTIVITY DATE(s):

ACTIVITY START/END TIME

ESTIMATED # OF GUESTS:

Check items provided by applicant:

(☐) Food

(☐) Portables

(☐) Stage

(☐) Live/Recorded Music

(☐) Trash Receptacles

(☐) Off Site Parking

(☐) Generators/Ext. Cords

(☐) Fencing/Security

(☐) Animals



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835 E. 14th St., San Leandro, CA

**HOLD HARMLESS AGREEMENT BETWEEN PROPERTY OWNER AND/OR
APPLICANT AND THE CITY OF SAN LEANDRO**

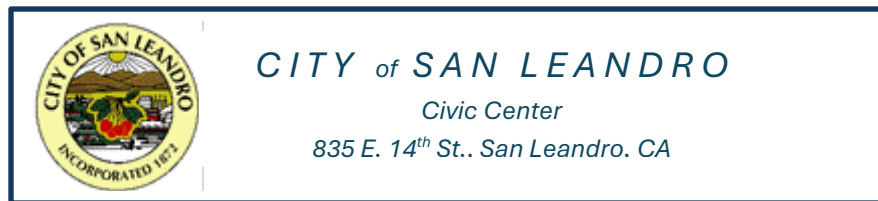
Permittee hereby agrees to, and shall hold the City of San Leandro, its elective and appointed boards, commissions, officers, agents, employees and volunteers harmless from any injury (including, but not limited to, personal injury, disability and death), illness (including, but not limited to, COVID -19), loss, liability, expense, claim, costs, suits and damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted. Permittee agrees to indemnify and hold harmless City of San Leandro and its agents and employees from and against any injury, damage, claims, actions or suits arising out of the:

including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of San Leandro, its elective and appointed boards, commissions, officers, agents, employees and volunteers from and against any injury, (including, but not limited to, personal injury, disability, and death), illness (including, but not limited to, COVID-19), damage, claims, actions or suits arising out of or connected with the above described event.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above HOLD HARMLESS AGREEMENT and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group that I represent.

Authorized Signature

Date



Temporary Signs & Tents

Number of Signs: Click or tap here to enter text. Dimensions: Click or tap here to enter text.

Number of Tents: Click or tap here to enter text. Dimensions: Click or tap here to enter text.

Contact the Fire Department at 510-577-3317 for tent permit if tents will be used.

Please be advised:

1. Applicants will be subject to denial of future permits if complaints are received of excessive noise or amplification of sound or complaints related to alcohol or estimated attendance.
2. Motion picture/commercial filming requires a separate permit and must be processed through the City Manager's Office. Please call 510-577-3358 for more information.
This application is not a permit until it is approved and signed by the City Manager or authorized representative. The permit, if approved, is subject to any conditions that may be listed separately. The City Manager (or designee) will approve or deny the application and written notice of the decision will be mailed at least seven (7) days before the proposed event date, if possible. The applicant has the right to appeal their denial of a permit to the City Council if a written notice of appeal is filed with the City Clerk within two (2) days after receipt of the notice of denial.
3. I understand I must keep the approved permit with me during the event.

Applicant Signature

Date