

BLOCK PARTY 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 \$125.00 non-refundable application fee with submission of application.
3. Barricades and all traffic control devices shall be supplied by the applicant. Barricades may be rented from NTS Traffic Solutions at 564 143rd Ave, San Leandro, CA 94578, Phone: (855) 351-1114.
4. Provide a map/diagram of the event area and indicate where you intend to place barricades.



CITY of SAN LEANDRO

Civic Center

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

APPLICATION for BLOCK PARTY

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

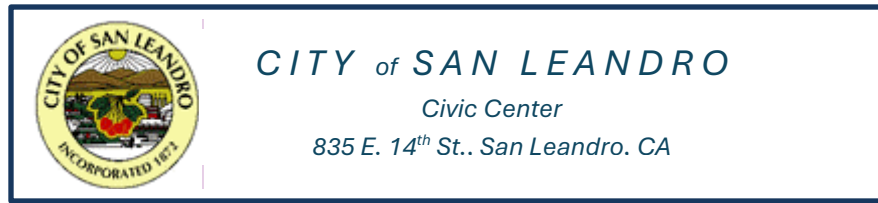
Permittee hereby agrees to, and shall hold the City of San Leandro, its elective and appointed boards, commissions, officers, agents, employees and volunteers harmless from any injury (including, but not limited to, personal injury, disability and death), illness (including, but not limited to, COVID -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:

Dimensions:

Number of Tents:

Dimensions:

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

[illegible]