

# Special Event Permit Application Process Overview, Deadlines, and Additional Information



As the event organizer, it is your responsibility to know the EBRPD guidelines and requirements for your type of event and make sure the application is completed.

**Do not assume your event is approved nor start advertising your dates until you have a final permit signed by the Reservations Supervisor.** Your application will be rejected if the form is not complete, or map(s) are not attached. Your permit application needs to be signed by the Park Supervisor and at least three other District Managers, so it is extremely important that you plan ahead.

**When do I need a Special Event Permit?** Special event permits are required for events such as organized trainings, walk-a-thons, athletic competitions, festivals, or other activities which go beyond the scope of normal park use, or which require partial or exclusive use of a park or area within a park. A permit is also required if you advertise the event or if there is a participation fee. A permit is also required if events are held in the public right of way (i.e. public street, sidewalk, alley, etc.) and impacts access to District properties.

Non-Park District agencies or individuals sponsoring smaller, on-going recreation classes or programs that utilize District parkland or trail systems are also required to obtain a permit. For more information, please visit [Special Event Permits | East Bay Parks \(ebparks.org\)](https://www.ebparks.org/special-event-permits)

**NOTE: You may need to obtain additional permits from outside agencies if your event expands outside Park District property. We do not facilitate this or collect the permits.**

**The permit process has multiple steps:**

**(1)** New event requests must be submitted **at least 90 days prior** to the event date; repeat event requests must be submitted **at least 60 days prior**. No requests accepted under 60 days.

To start the process, submit the online inquiry form found under Step 1 here: [Special Event Permits | East Bay Parks \(ebparks.org\)](https://www.ebparks.org/special-event-permits). This information is sent to the Park Supervisor(s) to tentatively approve. If tentatively approved to start the process and the dates/locations are available, a special event permit reservation and any associated picnic or camping site reservations will be made and emailed to you along with an application and next steps.

**(2)** Submit a completed application packet to the Reservations Supervisor for approval. If complete, it will be routed to the Park Supervisor(s). At that time, you will be provided contact information.

**(3)** Meet with the Park Supervisor to discuss the event plans.

**(4)** Provide adequate proof of insurance.

**(5)** Pay the balance of fees, including any additional fees added by the Park Supervisor.

**(6)** Once all steps are complete, and the application has been signed off by all parties, you will be sent an APPROVED copy of your reservations to sign in Adobe Sign. Those will route back to the Reservations Supervisor and/or Authorized Reservations Department Staff to countersign. At that time, the process will be complete, and you will receive an email with approved documents.

## Important Deadlines

These deadlines are outlined in your Next Steps email. It is the permittee's responsibility to ensure items are submitted on or before the deadlines to avoid late fees and/or cancelation. District staff is NOT responsible for sending reminders.

- **1 Year Prior** - Special Events may be booked up to one year in advance. It is strongly encouraged to start the application process as early as possible to confirm date(s), location, and approvals. A non-refundable initial payment of \$50 is due at the time of booking to hold your date.
- **90 Days Prior** - New events or especially complicated events require a minimum of 90 days. Some events will need approval from the Board of Directors. This can take 90 days or longer.
- **60 Days Prior** - Last day we will accept and process/make a tentative booking for event requests
- **60 Days Prior** - Last day we will accept the application packet for **NEW EVENTS**. Applications must be complete and submitted to the Reservations Supervisor by this date.
- **60 Days Prior** - **\$100 late fee will apply if certificate of insurance and all fees have not been submitted to the Reservations Supervisor; this applies to NEW and REPEAT events. Please note that a separate \$100 late fee is applied for EACH of the late submissions (application, insurance, payment).**
- **45 Days Prior** - Last day we will accept the application packet for **REPEAT EVENTS**. Applications must be complete and submitted to the Reservations Supervisor by this date. Late fees apply. \$100 for application; \$100 for insurance; \$100 for non-payment of balance.
- **44 Days Prior** – Events will be canceled if application packet, insurance, and payment have not been received.
- **15 Days Prior** – At this time, it is expected that ALL steps in the process have been completed and the approved permit has been issued. Events will be canceled if the application packet is not complete in any way, including adequate proof of insurance, payment of fees, or an approved permit signed by you.

## **Additional Information for ALL events:**

- Requests are processed in the order received. Early submission is highly encouraged (up to 1 year to the date).
- **ONLY ONE** event per day at any location. **NO** double-bookings permitted. Back-to-back (example: one event Saturday, and a different event Sunday) events are not permitted.
- Staff reserves the right to tentatively approve or deny events based on size, duration, scope, and operational or public impact. All portions of the permit process are subject to review and approval.
- Events cannot use sites/locations that are closed for the season.
- Events must reserve any picnic and/or group campsites that will be utilized or that cannot be utilized by the general public during their event.
- District curfew 10 pm-5 am. No events during this time. Events starting earlier or going later than normal staff hours will incur staff time fees (charged at top step + benefits).
- Parking fees apply at locations where charged.
- No spray paint/flour/chalk/dolomite. Use flagging time, cones, or free-standing signs to mark courses.
- Use of bootleg trails is not permitted.
- Bike races are not permitted.
- All walks/runs must have aid stations, route monitors, and a trail sweeper. Staggered starts may be necessary.
- If the Special Event route will cross trail traffic or leave and re-enter the trail system, the event organizer may be asked to change the route to make right turns and not cross existing trail traffic.
- Out and backs are typically not permitted on the trails.
- A comprehensive Emergency Action Plan is required for **ALL** events.
- Additional sanitation trailers may be required. At most locations, events of 1000+ will require additional toilets to be rented from the District or outside source. At some locations, lower attendance will trigger the additional toilet requirement.
- Additional dumpster/garbage services may be required. At most locations, events with 500+ will require additional dumpster/garbage services.
- Permittee must provide event signage to the Park Supervisor 2 weeks prior to event. Signage will be posted at kiosk, trail, parking lot, or other impacted locations.
- Permittee is responsible for obtaining event permits from other organizations/jurisdictions.

## **Additional Park/Location Specific Information:**

### **Anthony Chabot**

- Group Camps cannot be reserved for Day Use; they must be camping
- Must use approved trails.
- Trail closure conditions cancel events, no last-minute changes
- No amplified sound, generators or EBRPD sanitation trailers
- Aid stations must be self-sufficient
- Anthony Chabot often booked with Lake Chabot.

### **Coyote Hills**

- All cross-country meets must reserve Dairy Glen with the special event permit. Dairy Glen is generally required to be reserved for the weekend of the event to prevent impact on a public reservation.
- All events with more than 50 participants must also reserve Dumbarton Quarry
- Events with 100 or more must reserve chemical toilets. For every 100, 1 set of chemical toilets required.
- Coyote Hills only has 160 total parking spaces in the interior, so events are limited due to this.

- Cross-country events must be limited to no more than 2 high schools. Larger events should go to Quarry Lakes.

### **Crown Beach**

- No out and backs for --- too much trail congestion with trail turn arounds.
- Events with 100 or more must reserve chemical toilets. For every 100, 1 set of chemical toilets required.

### **Del Valle**

- No triathlons that leave the park are permitted. Mountain bike events only. This is due to restrictions from the County and neighbors for the use of Mines Road.

### **Garin**

- No events over 350
- Parking lot will be closed if capacity is reached

### **Quarry Lakes**

- Only 2 large scale (1000+) events per month
- Events with 1000 or more must reserve chemical toilets. Smaller events may also be required to reserve depending on scope of event.
- Events with 500+ may be required to provide additional dumpster/garbage services.

### **Redwood**

- Events starting/ending in Redwood Park must be 150 people or less. Larger events may opt to start/end at Chabot Space and Science Center.
- Events at Redwood must use the Wayside staging area and not the Canyon Meadow.
- Redwood is often booked with Roberts Park.

### **Tilden**

- No special event permits Memorial Day through Labor Day
- No special events in the Tilden Nature Area or the Botanic Garden.
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### **Regional Trails**

- No out and backs routes including no U-turns on paved Regional Trails, except for events with less than 100 participants
- No motorized vehicles
- Route monitors needed to keep people to one side
- No spray paint/flour/chalk/dolomite
- No timed races
- No organized bike rides
- No repeat events with greater than 500 participants per year or within 6 months of previous event.
- Special Events may be required to do staggered starts that is approved by the park supervisor.
- If the Special Event route will cross trail traffic or leave and re-enter the trail system, the event organizer may be asked to change the route to make right turns and not cross existing trail traffic.

\*Information provided above is not comprehensive and subject to change without notice. All aspects of the permit process are subject to review, and District staff may require additional components (staff time, sanitation, garbage, etc). to ensure the event is safe and successful. Factors such as location, operational need, public impact, and total attendance are all taken into consideration.