



**SPECIAL EVENT APPLICATION FORM**

SPONSORING ORGANIZATION INFORMATION

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nonprofit 501(c)3 tax exempt organization or community group? Please circle: Yes No

If 501(c)3, please include tax ID number: \_\_\_\_\_

Business or for-profit organization? Please circle: Yes No

If yes, please provide Hayward Business License No.: \_\_\_\_\_

Are you sampling/distributing/ selling any food or beverage? (please circle) Yes No

Are you a Veteran with honorable discharge? (please circle) Yes or No

EVENT INFORMATION

Name of Event: \_\_\_\_\_

Type of Event (i.e., parade, street party, etc.): \_\_\_\_\_

Event Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Hours: \_\_\_\_\_

On which dates and at what times are you requesting permission to setup and cleanup?

Setup: \_\_\_\_\_ Cleanup: \_\_\_\_\_  
Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Please describe the event, its purpose, and the activities that will take place: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



USE OF PUBLIC PROPERTY OR PUBLIC RIGHT OF WAY

Please attach a SITE PLAN to this application that shows the following:

- Location(s) of all uses of public property and public right of way
- Locations(s) and dimensions of any structures to be used for the event, including buildings and climbing structures
- Location(s) and dimensions of any tents or canopies
- Location(s) and dimensions of any grandstands, bleachers, or folding or telescoping seating
- Locations(s) and type of cooking equipment, cooking areas, and food booths
- Location(s) of sound equipment, temporary heating system, or other electrical equipment
- Location(s) of decoration, banners, or other advertisement at the event site
- Location(s) of all trash and recycling receptacles
- Location(s) of any signs to be placed, both directional and advertising the event
- Location(s) of all street closures, including location and number of barricades and signs
- Location(s) of all display areas, play areas, judging areas, staging areas, and seating areas
- Location(s) of any portable toilets and/or hand-washing sinks
- Location(s) of any storm drains and vendors

Requesting that this event take place on City of Hayward property (e.g., City Hall Plaza)?

Please circle:    YES    NO                      Other: \_\_\_\_\_

Will any part of this event take place on a sidewalk, street, median, or other Public Right of Way?

Please circle:    YES    NO

Please list location(s): \_\_\_\_\_

Will any part of this event take place on public property in Hayward that is not owned by the City of Hayward (i.e., property owned by Hayward Unified School District or Hayward Area Recreation and Park District)?

Please circle:    YES    NO

Please list location(s): \_\_\_\_\_



PARKING PLAN

Please attach a PARKING PLAN to this application that includes the following information:

- Plans to notify adjacent property owners about the event
- Plans to notify residents and/or businesses impacted by this event
- Information on parking lots you would like to use, including whether they are public or private and how many spaces each include
- Adequate disabled parking
- Adequate publicity and signage to direct event attendees to available parking
- Other efforts to provide shuttle services to and from the event site, and/or to provide information on alternative transportation such as carpooling, BART, and AC Transit

TRAFFIC CONTROL/DETOUR PLAN

Please attach a TRAFFIC CONTROL/DETOUR to this application that includes the following:

- All streets (including cross streets) which will be closed or otherwise impacted
- Location of traffic routing and control devices (barricades, cones, etc.)
- Directional arrows showing the detour route around the event
- Location(s) of signs directing detoured traffic

If a parade is involved, please also include:

- Staging area
- Judging area
- Ending area
- Location of bleachers, grandstands, or related structures
- Directional arrows showing the exact route of the parade

Do you wish to close any streets or sidewalks for this event?

Please circle: YES NO

If yes, please list all streets and sidewalks that you would like closed: \_\_\_\_\_

\_\_\_\_\_

Period of time these streets would be closed:

From (Start of set up): \_\_\_\_\_ To (End of clean up): \_\_\_\_\_

Do you anticipate towing any cars or equipment before, during, or after this event?

Please circle: YES NO



Who will be setting up the traffic routing/controlling devices? \_\_\_\_\_

Does this event involve a moving route of any kind along streets or sidewalks (e.g., parade)?

Please circle: YES NO

USE OF ANIMALS

Will animals be a part of this event? Please circle: YES NO

If yes, what type(s) of animals? \_\_\_\_\_

What is the purpose of the animals (petting zoo, part of parade, etc.)? \_\_\_\_\_

\_\_\_\_\_

TENTS, CANOPIES, STAGES, BLEACHERS, AND OTHER STRUCTURES

Are you installing any structures or tents/canopies? Please circle: YES NO

If yes, describe type, size, and number of structures here (use additional sheets, if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ENTERTAINMENT & SOUND

Do you plan to have any sound amplification? Please circle: YES NO

If yes, what for? \_\_\_\_\_

If yes, please note dates and time: \_\_\_\_\_

\_\_\_\_\_

Is electrical power required (for sound amplification, lighting, etc.)? Please circle: YES NO

Will there be carnival rides and game booths? Please circle: YES NO

If yes, please describe activities: \_\_\_\_\_

\_\_\_\_\_

Will there be any car shows or go-karting events? Please circle: YES NO



If yes, please describe activities: \_\_\_\_\_  
\_\_\_\_\_

ALCOHOL, FOOD, AND MERCHANDISE INFORMATION

Will alcohol be sold or distributed? Please circle: YES NO

If yes, what kinds of alcohol? \_\_\_\_\_

Between what hours will alcohol be served? From: \_\_\_\_\_ To: \_\_\_\_\_

Will food be prepared or served at this event? Please circle: YES NO

If yes, please describe how food will be served and/or prepared: \_\_\_\_\_

What kind of cooking equipment will be used (i.e., charcoal, gas, electric)? \_\_\_\_\_  
\_\_\_\_\_

Is a temporary heating system included? Please circle: YES NO

Will food, goods, or services be sold at your event? Please circle: YES NO

If yes, please attach a VENDOR LIST to this application that includes the following information for each vendor:

- Name
- Hayward Business License No.
- Address
- Telephone
- Food, goods, and services to be sold

ADVERTISING AND DECORATION INFORMATION

Do you plan to place any signs, decoration, banners or other advertisement? Please circle: YES NO

At the event site? Please circle: YES NO

On private property other than the event site? Please circle: YES NO

On public property or right-of-way such as light poles, fences, etc.? Please circle: YES NO

If yes, please provide the following:

Sign/banner detail: \_\_\_\_\_



Dimensions: \_\_\_\_\_

Method of attachment or support: \_\_\_\_\_

Display time period: From: \_\_\_\_\_ To: \_\_\_\_\_

SECURITY

Do you plan to hire a private security company as security or crowd control for this event?

Please circle: YES NO

If yes, please attach a PRIVATE SECURITY PLAN to this application that explains:

- The name and contact information of the company you will contract
- Primary contact person at company
- How many people will be working
- What they will wear to distinguish themselves from Hayward Police personnel
- What hours they will work

PORTABLE TOILETS AND HAND-WASHING SINKS

Do you plan to provide portable toilets and/or hand-washing sinks at your event?

Please circle: YES NO

If yes, please provide numbers below:

\_\_\_\_ Number of regular toilets      \_\_\_\_\_ Number of ADA approved toilets

\_\_\_\_ Number of hand-washing sinks

If you will not be providing portable toilet facilities, please provide information as to the availability of restroom facilities in the immediate area of the event site that will be available to the public during the event (include ADA accessible and non-ADA accessible facilities).

ENVIRONMENTAL, GARBAGE, AND RECYCLING SERVICES

Will all vendors be informed of that the City prohibits the use of Styrofoam and commit to using compostable and recyclable alternatives? Please circle: YES NO

How will garbage and recycling waste be handled at the event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



How will the event site be cleaned during and after the event? \_\_\_\_\_

\_\_\_\_\_

How will the food and beverage vendors handle and dispose of their wastewater, such as soapy water, rinse water, cooking oil, syrups, water from ice chest(s), etc.? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will each food and beverage vendor be notified as to the proper disposal of wastewater?

\_\_\_\_\_

How will vendors, owners or responsible parties handle animal waste? \_\_\_\_\_

\_\_\_\_\_

How will vendors prevent the disposal, spill, or deposit of food, automotive fluids, hydraulic fluids, grease and other materials from any storm drain or impervious surface area, such as sidewalks, streets, and gutters? \_\_\_\_\_

\_\_\_\_\_

#### WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

In consideration of participation in this program and the use of the City's facilities and premises, and to the maximum extent permitted by law, THE UNDERSIGNED SHALL, at his/her own expense, indemnify and defend, and hold harmless the City of Hayward and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, fines, expenses and costs (including, without limitation, claims expenses, attorney's fees, costs and fees of litigation) of every nature, whether actual, alleged or threatened, arising out of or in connection with the participation of the undersigned and the undersigned employees, in the program. In addition, the undersigned RELEASES, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE THE CITY OF HAYWARD, its officers, employees and agents ("the City") for any loss or damage, and any claim or demands therefore arising out of or in connection with the participation of the undersigned and the undersigned's employees, in the program, whether caused by the negligence of the City or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein.

I have read and voluntarily sign this release and waiver of liability and indemnity agreement.

Name of Applicant/Host Organization: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_



Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Contact (phone, email): \_\_\_\_\_

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the rule and regulations governing the proposed special event. I understand that this application is made subject to the roles and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, and Federal Governments, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Hayward.

Name of Applicant/Host Organization: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please deliver completed applications to [INSERT TITLE, DEPARTMENT, ADDRESS, CONTACT INFORMATION].

Please note that applications must be submitted at least [INSERT NUMBER] of days prior to the event, but not more than [INSERT NUMBER] months prior to the event. Incomplete applications or requests made within less than [INSERT NUMBER] days of an event will not be considered.