



## APPLICATION FOR OUTDOOR SPECIAL EVENT PERMIT

### 1. SUBMITTAL DATE

**TODAY'S DATE:** \_\_\_\_\_

Applications should be submitted 90 days in advance. Incomplete applications and/or applications without application fee will not be approved. Applications submitted less than 90 days in advance will only be considered if staff time allows; additional fees may apply.

### 2. EVENT INFORMATION

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

Location of the Event: \_\_\_\_\_

Single Event Date: \_\_\_\_\_

Multi-day Event Dates: \_\_\_\_\_

Type of Event/Event Includes (*check all that apply*):

☐ Run/Walk

☐ Protest/Rally/Demonstration

☐ Festival

☐ Fundraiser

☐ Certified Farmers Market

☐ Fireworks/Pyrotechnics

☐ Live Entertainment/Concert

☐ Filming/Photography

☐ Food Vendors ☐ Product Vendors

☐ Open to the Public

☐ Parade/Procession

☐ Private Event (not open to the public)

☐ Other \_\_\_\_\_

Set-up Time Begins at: \_\_\_\_\_

Event Time Starts at: \_\_\_\_\_

Tear-down Completed at: \_\_\_\_\_

Event Time Ends at: \_\_\_\_\_

Set-up Date (if different than Event date): \_\_\_\_\_

Tear-down Date (if different than Event date): \_\_\_\_\_

Step-off Time (applicable only for events with a route):

Start Location: \_\_\_\_\_

Finish Location: \_\_\_\_\_

Number of Participants (bands, volunteers, units, and floats for parades): \_\_\_\_\_

Number of Spectators: \_\_\_\_\_

Total Anticipated Attendance: \_\_\_\_\_

Has this event been produced before? ☐ No ☐ Yes

Is this an annual event? ☐ No ☐ Yes

Previous name(s), date(s) and location(s) of event: \_\_\_\_\_

Will there be an admission or entry fee? ☐ No ☐ Yes

If yes, provide fee: \_\_\_\_\_

Fee per adult: \$ \_\_\_\_\_

Fee per child: \$ \_\_\_\_\_

**OUTDOOR SPECIAL EVENT PERMIT APPLICATION**

All fields must be completed or marked as "N/A" if not applicable. Initial sections where indicated. Completed/initialed checklist, event description, map, and application fee must be included at time of submittal.

**3. APPLICANT / CONTACT INFORMATION****Name of Applicant/Event Planner:**

Street Address:

Apt/Unit/Suite:

City:

State:

Zip Code:

Email Address:

Cell Phone:

Other Phone:

*NOTE: This is the person the City will be working with on coordinating this event. Applicant/Event Planner is responsible for all aspects of this event, including obtaining insurance and other required permits.*

**Name of Sponsoring Organization/Company:**

Nonprofit Tax ID Number \_\_\_\_\_ \*Attach Letter from IRS stating exempt status

Street Address:

Apt/Unit/Suite:

City:

State:

Zip Code:

Email Address:

Main Phone:

Fax #:

Website

**Event Contact Name for Public Information** (if different from Applicant):

Email Address:

Phone 1:

Phone 2:

Website:

**On-Site Contact Name(s) for Day of Event:**

Name:

Cell Phone:

Name:

Cell Phone:

*NOTE: On-site contact(s) must be on-site during event hours including set-up and tear-down.*

## 4. EVENT REQUIREMENTS

**INITIAL**

**EVENT PLANNER MUST PROVIDE THE FOLLOWING ITEMS:**

- a. **Describe the event in full detail.** In the section below, outline all aspects of the event. Include if food will be provided and/or sold as well as any entertainment features you plan on including. Also identify how you will provide electricity and purpose of electricity. If electric generators are being used, identify where they will be placed and include load capacity. **City of Antioch does NOT provide access to power.**
- b. **Attach a map** of the event area using a mapping program, such as Google Maps, that includes features and street names. On the map, **include a diagram** identifying the location of items such as: tents and tent sizes; seating/spectator area; stage; portable toilets and wash stations; restrooms; trash receptacles; generators, and the location of all event activities such as rides, vendors, food preparation, and information tables. Also include which Public Parking Lots will be used and if they need to be closed to public, as well as marking any street closures.

**4a. EVENT DESCRIPTION**  
(Attach additional page(s), if needed.)

[illegible]

**4b. INSERT EVENT DIAGRAM AND STREET/PARKING MAP**

## 4c. EVENT INSURANCE REQUIRED

INITIAL  

## EVENT PLANNER SHALL PROVIDE INSURANCE AS FOLLOWS:

Certificate of Liability Insurance with the **Certificate Holder** as "City of Antioch, 200 H Street, Antioch, CA 94509," location of event listed in Description of Operations/Locations, and with coverage limits as described below. An **Additional Insured Endorsement** and a **Waiver of Subrogation Endorsement** must also be provided, specifically naming "The City of Antioch, its officers, officials, employees, and volunteers" on the endorsements.

Typically, the City of Antioch receives and accepts Acord 25 as standard practice. The following are Insurance Requirements for Rental of Facilities from our liability claim manager:

**Minimum Scope and Limit of Insurance** - *Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000\* per occurrence.*

**Additional Insured Status** - *The City of Antioch, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility/location.*

**Waiver of Subrogation Endorsement** – *the City of Antioch, its officers, officials, employees and volunteers are to be listed on a Waiver of Subrogation Endorsement.*

*\*A \$2,000,000 policy may be required based on event details or features. It is at the City's discretion when this is required.*

The City of Antioch offers the option to purchase insurance through an event insurance provider. Fees dependent upon event details and not all types of events may be covered.

## 4d. OTHER REQUIREMENTS

INITIAL  

- e. Event planner will be required to contact Contra Costa Health Services for food preparation, food handling, and food distribution permits. Visit their website at: <https://www.cchealth.org/health-and-safety-information/restaurant-inspections/food-safety>.
- f. Event planner will be required to contact Contra Costa County Fire Protection District for tents, BBQ, and other structural permits. Refer to Section 13 for more details.
- g. All vendors – commercial, nonprofit, individual – must have a City of Antioch Business License. Event planner should be prepared to submit copies.

**5. STREET CLOSURE INFORMATION**

INITIAL

There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures (AKA Intermittent Traffic Control), and 3) lane closures. If your event includes a street or lane closure, you may be required to submit a Traffic Control Plan (TCP). For any street closures, an unobstructed width of not less than 20 feet must be maintained for emergency vehicles.

**Event Planner 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.**

Antioch Police may be required to facilitate the street closure. The number of officers will depend on the location, type, and nature of the closure. Applicant is responsible for paying the costs associated with hiring officers. Applicant must provide adult volunteers to be stationed at each closure point for the duration of the street closure (including set-up and tear down times). Use of staff/volunteers will be determined by the Antioch Police Dept.

5a. Event will occupy:	5b. Closure type:
<input type="checkbox"/> one lane <input type="checkbox"/> two lanes <input type="checkbox"/> half of street <input type="checkbox"/> full street	<input type="checkbox"/> Rolling street closure (defined as: street opens to normal traffic after participants pass)  <input type="checkbox"/> Hard street closure (defined as: street closed for an extended period of time and/or event equipment will be placed in street for the duration of the event)
5c. Name of Street(s) to be closed:	
(Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate <b>"see route"</b> and attach a map.)	
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 _____	
Street Name _____ between _____ and _____ start time _____ end time _____	

## 6. PARKING PLAN / PARKING LOT CLOSURES

When planning your event, it is important to consider the impact your event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will be required to identify City owned or private parking lots that can be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions, and/or special parking requests. The City of Antioch has a number of public parking facilities.

**Parking Management Plan:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 6a. Name and Location of Parking Lot(s) to be Closed:

1. \_\_\_\_\_
2. \_\_\_\_\_

## 7. ACCESSIBILITY

INITIAL  

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area.

You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, phones, transportation, and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](http://www.ada.gov).

## 8. SECURITY PLAN

INITIAL 

You may be required to hire Antioch Police Department officers, a professional security company, or a combination of both in order to obtain your permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures, and the amount and type of advertising used to promote your event. If you are required to hire Antioch Police Officers, the Antioch Police Department will issue you a contract for their services. You will be responsible for reimbursing Antioch Police Department for staff time.

## 9. ALCOHOL MANAGEMENT PLAN

INITIAL 

Alcohol service and consumption on public property must be approved by the City of Antioch. If you are interested in serving or selling alcohol at your event, you will need to obtain an appropriate license from the California Department of Alcoholic Beverage Control (ABC) and abide by the following rules:

- All alcohol must be sold and consumed within a fenced venue (ABC license type will dictate the size and type of fencing).
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband. All attendees must present their wristband to be served or consume alcohol.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.
- Attendees may be served no more than two (2) standard drinks at a time. The City defines one (1) standard drink size as:
  - 12 oz beer
  - 5 (five) oz wine
  - 1 (one) oz distilled spirit/hard alcohol in a mixed drink
- Shots are not permitted.
- Alcohol cups must be paper or plastic and be distinguishable from soda cups.
- Service may begin at 9am and must conclude by 10pm on Sunday through Thursday and by 11pm on Friday, Saturday and the day prior to a Federal, State or City designated holiday.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water, and food must be available at the event.

**Additional Permits Required:** To qualify for a Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC at (925) 655-6314 or email at [Concord@abc.ca.gov](mailto:Concord@abc.ca.gov) for permit information. Antioch Police Department approval is also required to obtain an ABC License.

*Alcohol Management Plan continued on next page.*



**9. ALCOHOL MANAGEMENT PLAN - CONTINUED**

Are you requesting permission to serve alcohol at your event? ☐ No ☐ Yes

Will alcohol be sold to the attendees? (this includes pre-sale tickets) ☐ No ☐ Yes

If yes, type of alcohol (check all that apply): ☐ Beer ☐ Wine ☐ Distilled Spirits

a) Explain your sales plan (ticket system, cash at service area, etc.): \_\_\_\_\_

\_\_\_\_\_

b) Explain your method(s) of serving: \_\_\_\_\_

\_\_\_\_\_

c) Explain who will serve the alcohol (professional bartenders, volunteers, etc.): \_\_\_\_\_

\_\_\_\_\_

d) How many alcohol service locations will you have and where will they be located?

(include on site map): \_\_\_\_\_

\_\_\_\_\_

e) Is the event open to all ages? ☐ No ☐ Yes

Explain how IDs will be checked, wrist bands applied and how you will monitor any underage drinking: \_\_\_\_\_

\_\_\_\_\_

f) Do you have an alcohol sponsor? ☐ No ☐ Yes If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**10. MEDICAL PLAN**

Have you made provisions for on-site medical services? ☐ No ☐ Yes

If yes, please describe your medical plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 11. AMPLIFIED SOUND

The City of Antioch defines “amplified sound” as speech, music, or other sound projected or transmitted by electronic equipment including amplifiers, loudspeakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery, or generators and which are intended to increase the volume, range, distance or intensity of speech, music or other sound. The City may restrict the use of amplified sound depending on the impact. Distribution of notices to residents and businesses may be required.

a) Will this event include amplified sound? ☐ No ☐ Yes

b) What times are you requesting amplified sound? This includes set-up, sound checks, and clean up. Start: \_\_\_\_\_ End: \_\_\_\_\_

c) Describe the sound equipment that will be used at the event: \_\_\_\_\_

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## 12. ENTERTAINMENT / VENDOR RELATED ACTIVITIES

Additional permits, restrictions, or fees may apply.

Will this event include any of the following?

a) Stage? ☐ No ☐ Yes If yes, what type? \_\_\_\_\_

Requesting use of the City’s mobile stage? ☐ No ☐ Yes - Extra fees apply

b) Inflatables/Bounce Houses? ☐ No ☐ Yes - Extra fee applies & insurance required

c) Is food/beverage being served and/or sold? ☐ No ☐ Yes

If yes, explain: \_\_\_\_\_

d) Vendors? ☐ No ☐ Yes-Food ☐ Yes-Product ☐ Yes-Services

If yes, how many? \_\_\_\_\_ Type (truck, bus, booth, table)? \_\_\_\_\_

e) Carnival rides? ☐ No ☐ Yes – Applicant shall ensure rides have current, valid inspections

f) Animals (petting zoo, pony rides, parades, etc.)? ☐ No ☐ Yes

g) Vehicles (car show, displays, etc.)? ☐ No ☐ Yes

h) Fireworks, rockets, lasers, or other pyrotechnics? ☐ No ☐ Yes

If yes to any of the above, explain in detail: \_\_\_\_\_

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### 13. EVENT FEATURES / OTHER REQUIREMENTS

INITIAL  

Fairs, festivals, temporary tent structures, and pyrotechnic events all require operational permits from the Contra Costa County Fire Protection District's Code Enforcement Unit.

The following operational permits are required within the Contra Costa County Fire Protection District (abbreviated list; visit [www.cccfpd.org/code-enforcement-and-inspections](http://www.cccfpd.org/code-enforcement-and-inspections) for full list):

- |                                     |   |
|-------------------------------------|---|
| • Amusement buildings               | • Open flames and torches                 |
| • Carnivals and fairs               | • Open flames and candles                 |
| • Christmas tree sales              | • Generators                              |
| • Compressed gases                  | • Places of assembly                      |
| • Exhibits and trade shows          | • Pyrotechnic special effects material    |
| • Firework aerial display           | • Temporary membrane structures and tents |
| • Flammable and combustible liquids | • Additional permits:                     |
| • Hazardous materials               | ○ Production facilities                   |
| • Model rockets                     | ○ Pyrotechnics and special effects        |
| • Open burning                      | ○ Live audiences                          |

**Applicant is required to review the full operational permits list and contact the Contra Costa County Fire Protection District if this event includes any of the listed features.**

**If any of the listed features apply to this event, explain in detail:** \_\_\_\_\_

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### 14. ADVERTISEMENT / PROMOTION

**Applicant is required to submit a copy/copies of promotional materials advertising this event. If materials have not been developed at the time of this application submission, then Applicant must submit copies when they are created.**

**How and where do you plan on promoting your event?** Please explain all forms of promotion materials being used and where they will be posted/displayed/distributed (e.g. Instagram, Nextdoor, website, banner, flyers). Include website/social media links if available.

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## 15. TRASH, ORGANICS, AND RECYCLING REQUIREMENTS

The State of California, Contra Costa County, and the City of Antioch require successful waste recovery for all events and programs. Event organizers must be prepared to remove all waste and coordinate diversion of materials before, during, and after all events.

***This includes: (initial each item below)***

- \_\_\_\_\_ Placement of 3-sort (trash, organics, and recyclable materials) receptacles together at all waste stations.
- \_\_\_\_\_ Educate staff/volunteers and vendors on the 3-sort program.
- \_\_\_\_\_ All waste stations need to be adequately signed or staffed so it is clear what materials should be placed in each container.
- \_\_\_\_\_ All vendors and event staff are required to correctly use the 3-sort program and not put items that can be placed in the Recycling and Organics containers into the Trash containers.
- \_\_\_\_\_ Require Food Recovery agreements/programs for qualifying generators (Required for all events with food in 2024, optional until then).

**Applicant must call the Environmental Resources Division at (925) 779-7097 to develop and implement the waste diversion plan for this event. Environmental Resources offers two (2) hours of technical assistance to Applicant at no charge. Additional time and resources are available, fees may apply.**

## 16. FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing or existing fencing/borders.

- In addition to the main entrance, two (2) exits shall be provided when the venue accommodates fewer than 1,000 attendees; three (3) exits for 1,000 to 3,000 attendees; and four (4) exits when the venue accommodates more than 3,000 attendees.
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a security guard or volunteer assigned to it.
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18 x 24 inches; sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel.
- In some cases, a Fire Department inspection may be required (for a fee) to set the occupancy load and check access and exits.

**Will your event include the installation of fencing?**    ☐ No    ☐ Yes

**If yes, indicate on the site map and explain further in the Event Description.**

## 17. APPLICANT CHECKLIST

**Applicant must initial or mark N/A on each item listed below.** City will review completed applications only, including: all questions answered, even if the answer is N/A; initials placed where indicated; all application fees paid; and application checklist completed.

- \_\_\_\_\_ I have reviewed the City of Antioch's Special Event Policy.  
<https://www.antiochca.gov/fc/recreation/Special-Event-Policy.pdf>
- \_\_\_\_\_ I have completed all sections of this Outdoor Special Event Permit Application.
- \_\_\_\_\_ I have submitted the Application Fee.
- \_\_\_\_\_ I have included a detailed Event Description that explains all aspects of the event, including if food will be provided and/or sold, any entertainment features, and how event organizers will provide security for the event to ensure participant and community safety.
- \_\_\_\_\_ I have included a detailed map of the event; handwritten maps not accepted.
- \_\_\_\_\_ Submit current Certificate of Insurance (COI) 30 Days in advance; COI MUST include Additional Insured and Waiver of Subrogation Endorsements as described in section 4c. of this application.
- \_\_\_\_\_ Submit copies of marketing/promotion materials to Antioch Recreation Department
- \_\_\_\_\_ Serving or Selling Food? – Must obtain a CCHS Temporary Food Event Permit. Submit evidence of CCHS Temporary Food Event Permit Application; 14 Days in Advance
- \_\_\_\_\_ Serving or Selling Alcohol? – Must obtain a State of CA Temporary ABC License. Submit ABC Permit Application to Recreation Department for signature 45 Days in Advance and to Antioch Police Department 40 Days in Advance. Submit ABC License Approval to Recreation Department 14 Days in Advance.
- \_\_\_\_\_ I will make sure all Vendors have a valid City of Antioch Business License
- \_\_\_\_\_ I understand that amplified sound must comply with City of Antioch Noise Ordinances and Regulations; complaints may result in termination of event.
- \_\_\_\_\_ I understand that walkways and pathways must remain clear at all times for ADA and pedestrian access. No tables, tents or other equipment allowed on walkways.
- \_\_\_\_\_ Public Works Department may place cones and barricades in the area of the event. Applicant understands that they are responsible for securing the final location of all cones and barricades as well as removing them and placing them in a central location for pick up.
- \_\_\_\_\_ Paint and permanent marking material may not be used at any time; Applicant understands that all marking must be temporary and immediately washable.
- \_\_\_\_\_ Tents and canopies shall be anchored with sand or water barrels only; unless another method is approved in writing by the City of Antioch.
- \_\_\_\_\_ Applicant must arrange pick-up of all waste generated by the event (on and off site), contact Environmental Resources Division, and submit a waste diversion plan. See Section 15.
- \_\_\_\_\_ Applicant must provide sufficient 3-sort waste containers to service the event at multiple locations and indicate the locations on event map.
- \_\_\_\_\_ Applicant may be required to provide portable toilet facilities for their event and shall provide a contract with a company that provides the service or provide a written agreement with an adjacent business that restrooms are available. Contracts or agreements must be submitted 14 days in advance.

I have reviewed this checklist and understand the requirements necessary to host my community event.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**18. EVENT SUBMITTAL SIGNATURES**

By signing this Outdoor Special Event Permit Application form, I certify that all information provided is true and correct, and that I have provided all details relating to the proposed event. I am confirming that I have read all the instructions for event planning and understand the timeline needed for review and approval, and the requirements necessary for planning the event. I understand that if my organization and/or event planner fails to meet the planning requirements or if the event poses a risk to public safety, the City of Antioch will terminate the event.

Applicant:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

Submit by mail to:

City of Antioch  
Attn: Parks & Recreation Director  
4703 Lone Tree Way  
Antioch, CA 94531

**OR**

Submit during business hours to:

Antioch Community Center  
Attn: Parks & Recreation Director  
4703 Lone Tree Way  
Antioch, CA 94531

A Permit Application Fee is due at time of application submittal and is non-refundable. Payment may be made by cash, check, or credit card (checks payable to the City of Antioch). For completed applications submitted more than 30 days in advance of the event date, the fee is \$150.00; within 30 days, the fee is \$225.00; and less than 14 days, the fee is \$300.00.

Paid By: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant will be notified via email correspondence regarding the outcome of this application.  
Additional fees, such as field use fees, may apply dependent upon event location and details.  
Inquiries may be directed to (925) 776-3051 or [recreation@antiochca.gov](mailto:recreation@antiochca.gov).**