LIVERMORE
CALIFORNIA

2025 SPECIAL EVENT PERMIT REQUIREMENTS

Thank you for your interest in planning an event in the City of Livermore. Events are a great way to build community and celebrate diversity, heritage and uniqueness.

Submit your completed 2025 application at least 60 days before your proposed event date with a check made payable to the City of Livermore. The non-refundable application fee is due and payable at the time of application submission (**For profit-$160; Nonprofit-$50; City Sponsored-no fee**)

- Nonprofit fee requires a nonprofit organization to be the applicant.

Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. The Special Event Coordinator (SEC) will evaluate it for the proposed special event's impact and distribute the application to other city departments for their review and input. The SEC will reserve the date(s), times and location requested with complete application and required payment. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

Depending on the impact on City services, size and type of event, a group meeting with you may be required.

Along with the application fee the first page of the application may be used as a 'Save-the-Date".

In planning your event within the City of Livermore, please consider the following:

Impact on fire, police and ambulance.

Interference with access to residential neighborhoods, airport, businesses, places of worship and public facilities.

Submit your completed application or "Save the Date" with the applicable fee to:

City Of Livermore
1052 S. Livermore Ave.
Livermore, CA 94550
925-960-4410

2025 Application Form

(This page may be used as a "Save the Date" form)

COMPLETE ALL HIGHLIGHTED AREAS OR APPLICATION WILL BE RETURNED.

Event Name _____

Event Date(s)_____ Start and Stop Time of Event_____

Describe event _____

Location (provide address) _____

Organization _____ ☐ For profit ☐ Nonprofit ☐ City Event

Nonprofit number _____

Contact _____ Phone_____

City _____ State _____ Zip _____

Email Address _____

Website _____

☐ New Event ☐ Recurring Event

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the special event under the Livermore Municipal Code, and that I understand that this application is made subject to rules and regulations established. I agree to comply with all permit conditions and with all other requirements of the City, County, State, and Federal governments and any other applicable entity that may pertain to the use of the event premises and the conduct of the event. I agree to abide by these rules and further certify that I, on behalf of the 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 Livermore.

Signature of Applicant _____

Date _____ Print Name _____

EVENT SPECIFICS

Expected number of attendees _____

Maximum number of attendees _____

Street Closures

- Does the event involve street closures? ☐ Yes ☐ No
  - If Yes – Indicate closure hours… Start: _____ *am/pm* End:_____ *am/pm*
  - Provide a map with street names of all closures.
  - Describe plan to notify residents, businesses etc. that will be impacted by this event: _____

    _____
  - Do you need "NO PARKING" signs? ☐ Yes ☐ No
    - Quantity _____ Start: _____ *am/pm* End: _____ *am/pm*

Event Map (Required)

- Provide a **detailed** diagram/map showing the overall event layout and vendor location(s). If the event involves a parade/run/bike route, please indicate the direction of travel on the map and provide a written narrative to explain the route.
  - Include the following items on the map/diagram:

▪ Event headquarters	▪ First aid, lost child
▪ Portable toilet areas	▪ Fencing, barriers
▪ Electricity sources	▪ Booths, tents, canopies
▪ Exhibits, displays, enclosures	▪ Stages, platforms
▪ Rides/amusements	▪ Vehicles, trailers
▪ Trash/recycle/waste liquid	▪ Food concessions
▪ Vehicle parking, handicap	

Safety and First Aid (Required)

- Is a private security company being hired to provide security during the event?

  ☐ Yes. Provide security company name and contact information.

  Company _____

  Address _____ Phone _____

  City _____ State _____ Zip_____

  On-site supervisor _____

  State License Number _____

  ☐ No. Describe your plan for both crowd control and internal security.

  _____

  _____

  _____

- Medical Services Provider: _____

- Contact name: _____ Cell # day of event: _____

Electricity Access Needed

- Does the event require access to City Electrical boxes? ☐ Yes ☐ No

  - In order to prevent loss of electrical power, it is necessary to know the maximum electrical needs for your event. Electricity for any special event is limited to 110 volts only. Power will be provided according to the request on your application. Please be as thorough and accurate as possible. NOTE: Electrical call-outs due to unauthorized use of electricity will be billed to the Event Coordinator and the user at a rate of $208 per hour with a two-hour minimum.

    Please complete the **Special Event Electrical Request**. Power will be provided according to the request.

- A licensed electrician must be used for ALL electrical work associated with the event.

  - Name of Electrician _____

  - License #_____ City Business License # _____

Food Sales

- Does the event involve the sale or giving away of food? ☐ Yes ☐ No
  - If food is to be prepared and/or cooked, how will the waste liquids like grey water and cooking oil be disposed? _____

    _____
- A health permit for "Sponsors of Temporary Events" is required by Alameda County Department of Environmental Health if food or beverages are sold or given away during the event. You can obtain information and forms regarding permits, procedures, and fees by going to their website – www.co.alameda.ca.us/aceh
- A copy of the permit is required to receive your Special Event Permit. Use of propane to heat or prepare food must be reviewed and approved by the Livermore/Pleasanton Fire Department.

Alcohol Sales

- Does the event involve the sale or use of alcoholic beverages? ☐ Yes ☐ No
  - If alcohol is to be sold, how will the alcohol sales be regulated? _____

    _____
  - Provide a copy of your ABC Permit. You can obtain information and forms by going to their website – www.abc.ca.gov/licensing/license-forms/

Vendors

- Will products or services be sold at the event? ☐ Yes ☐ No
  - Number of vendors participating: _____
  - The City of Livermore requires each vendor to have a Business License to sell within the City, which must be displayed at all times during the event. If a vendor does not have a Business License, please direct them to the City of Livermore Business Support Center for assistance, 925-215-4906
  - Please attach a list of all vendors including name, Business License number, address, phone number, and type of merchandise.

Tents and Canopies

- The use of canopies, tents, umbrellas, etc. must be cleared with the Livermore/Pleasanton Fire Department through the issuance of a tent permit at (925) 454-2330.

Trash and Recycling

- Indicate the number of receptacles for the following:

  *Compostable require whenever there is food. *

  - Trash: _____
  - Recycling: _____
  - Compostable: _____
- Describe your plan for clean-up and removal of waste and garbage during and after the event _____

  _____
- It is the event organizer's responsibility to dispose of garbage daily throughout the term of the event. Immediately upon conclusion of the event, the venue must be returned to a clean condition. Temporary receptacles must be removed from the area by the 9:00 a.m. the next business day following the event.
- To secure proper trash and recycling receptacles, please contact Livermore Sanitation at (925) 449-7300.

Toilet Facilities

- Number of permanent toilets available: _____
- Number of portable toilets to be provided: _____
- Request restrooms open at Bankhead Theater plaza? ☐ Yes ☐ No

  Unlock: _____ *am/pm* Lock: _____ *am/pm*
- At least one accessible portable toilet must be provided in each bank of toilets.
- Unless applicant can substantiate the availability of both accessible and non-accessible toilet facilities in the immediate area of the site, portable toilets will be required.
- Portable toilet facilities must be cleaned and sanitized daily during the event and must be removed by 9:00 a.m. the next business day following the event.
- Location sites must be approved prior to installation.

Noise

- Is there any musical entertainment related to your event? ☐ Yes ☐ No
- Sound Amplification? ☐ Yes ☐ No
  - Date _____ From: _____ *am/pm* To: _____ *am/pm*
  - Date _____ From: _____ *am/pm* To: _____ *am/pm*
- For all musical entertainers, please provide contact name, telephone number, and address for each and attach to this application.
- Will aerial fireworks, theatrical pyrotechnics be used? ☐ Yes ☐ No
  - If YES, please describe: _____

    _____
  - Name of pyrotechnic company: _____

    Company contact_____ Title _____

    Phone # _____ License No _____

Event Promotion

All publicity that includes the name and/or address of the City of Livermore must clearly indicate that the event is not sponsored or endorsed by the City of Livermore.

- Will any signs, banners, decorations, or special lighting be used? ☐ Yes ☐ No
  - If YES, please describe: _____

    _____

Insurance Limit	$1M	$2M	$3M	$5M	Liquor Liability

Event Parameters	Minimum Required	Street closure, minor Less than 2 blocks Less than 5,000 attendees	Street closure, major More than 2 blocks More than 5,000 attendees	Pyrotechnic displays Parade or show with large animals	Any event where alcohol is sold or served

Instructions for submitting insurance information and documents will be sent via e-mail. Submission, approval, and retention are a fully electronic process. Provide contact information so requirements can be sent along with submittal information.

- Name _____Phone Number_____
- Email _____

Indemnification

Indemnity and Defense: To the fullest extent permitted by law, Applicant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with the Permit, except such Liability caused by the sole negligence or willful misconduct of City.
This obligation is independent of, and shall not in any way be limited by, the insurance obligations for the encroachment permit. The Permittee's obligation to defend and indemnify shall not be excused because of the Applicant's inability to evaluate Liability or because the Applicant evaluates Liability and determines that the Applicant is not liable to the claimant. The Applicant must respond within 30 days to the tender of any claim for defense and indemnity by the City. These obligations shall survive the completion or termination of the encroachment permit for all activities that arise out of or in connection with the Permit.
I have read and understand the requirements above and agree to be bound by them.

Signature _____ Date _____

Print Name _____ Title

Terms and Conditions

As the applicant, I understand that by submitting this application, I have read the supplemental "2025 Special Events Information Packet" and that the proposed Special Event meets all requirements set forth by the City of Livermore. By submitting this application, this is not a guarantee of the date, location, or an approval of the event. As the event organizer, I must complete the application requirements entirely before the City will issue a conditional approval. Conditional approval will be made after the event organizer submits the application and it is initially reviewed by City representatives. The final Special Event Permit will not be issued until the final week of the event.

Signature _____ Date_____