

EBRPD Reservation Services Department
2950 Peralta Oaks Court • Oakland, CA 94605

1-888-EBPARKS (1-888-327-2757, option 2)

TDD: (510) 633-0460

Reservations FAX (510) 635-5502

Online Registration and Reservations: www.ebparks.org/registration



Application Packet for a “Special Event Permit”

Dear Applicant,

Thank you for your interest in booking your special event at East Bay Regional Park District. Please read the enclosed application materials carefully as some of our policies and procedures have changed. 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 or start advertising your dates until you have a signed permit from me. I will not process application forms that are not filled out completely, or that do not have an event plan and map attached. Your permit application will need to be signed by the Park Supervisor and at least three other District managers, including myself. 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 walkathons, organized trainings, 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. 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.

The permit process has six steps: (1) Make a tentative booking and pay a deposit; (2) submit a completed application packet to park supervisor for approval; (3) meet with the park supervisor; (4) provide adequate proof of insurance; (5) pay the balance of fees; and (6) sign and return your firm permit. Your permit will be issued when all parts of the process are complete. You will have separate contracts for picnic or camping rentals, sanitation trailers or other permits.

Important deadlines

1 st Monday in November	The Reservations Department starts booking for the following year the first Monday in November. You may submit a 2009 Reservation Request Form at any time and we will put it in a lottery for the first Monday in November. A \$100 deposit will be due within 14 days of receiving your tentative contract.
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	LATE FEES!! A \$100 late fee will apply if your application is not completed 60 days prior to the event. The late fee will apply if we have not received your certificate of insurance, signed permit or fees have not been paid. No exceptions.
30 days prior	No new permit applications will be accepted whatsoever.

15 days prior	Your event will be cancelled if your application is not complete, or we have not received adequate proof of insurance, payment of fees, or a firm permit signed by you.
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Application Process

Step 1 – **TENTATIVE BOOKING AND DEPOSIT:**

- Contact the Reservations Supervisor to see if the date and park you would like to book for your event is available and make a tentative booking.
- Within 14 days of receiving the tentative contract, pay the deposit (\$100 for standard special events; \$50 for other types of events; see Page 8). The deposit is a non-refundable/non-transferable administrative fee applicable even if the event is not approved by District staff or event is cancelled by applicant. The deposit will be applied to monies due if the event is approved. **Note:** The tentative contract is not for signature. A firm contract will be sent to you at a later date.

Step 2 – **APPLICATION REQUIREMENTS:**

Give the completed application packet to the Park Supervisor involved, not to me. Sending it to me will significantly delay the approval of your event.

- Complete all fields on the application form
- A park map with diagrams showing important event features such as start & finish areas, trails to be used, course monitors and aid station. Maps can be found at www.ebparks.org.
- Depending on your type of event, additional information may be required. Please see relevant guidelines.
- An Event Plan which describes in detail the time schedule and types of activities.
- Sign your application

Step 3 - **MANDATORY PARK SUPERVISOR MEETING:** Arrange a face-to-face meeting with the appropriate Park Supervisor (see enclosed list). First-time, large, or complex events may require the attendance of Park Police and the Reservations Supervisor.

In your meeting, you will discuss:

- Your application packet (application form, map & event plan),
- Course or area to be used,
- Fees for park entry, staff overtime, vendors or other services,
- Support you may need from park rangers, lifeguards or police,
- Additional requests such as extra garbage cans,
- Any other issues or concerns.

Step 4 - **INSURANCE:** Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. The following two items are **required** and must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:

- a. *List as Certificate Holder:*

East Bay Regional Park District,
Attn: Reservations Supervisor
P.O. Box 5381
Oakland, CA 94605-0381

b. *Additional Insured Endorsement which contains the following language:*

“The East Bay Regional Park District, its officers employees, and agents are named as an additional insured with respect to liability arising out of (name of event) to be held on (dates). This insurance shall be the primary coverage for this event.”

Additional endorsements may also be required if the event involves the use of vehicles driven on internal park roads, if food is sold or served at the event, or if alcoholic beverages are served or sold at the event. Events at Quarry Lakes Regional Park must also name “Alameda County Water District” as additional insured.

Step 5 - **FEES:** Balance of fees is due no later than 15 days prior to your event and must be paid prior to the issuance of the permit. Vendor fees, per participant fees or percentages of program revenue are due within 30 days after your event. Additional fees may include charges for picnic sites, camp sites, facility rental fees, staffing fees and other fees. We accept Visa, MasterCard or a check. Please reference your contract number or event date on your check.

Step 6 - **PERMIT:** Your firm permit will be issued for your signature when we have received the completed special event permit application packet with necessary approvals, all fees are paid, and adequate proof of insurance provided. Return the signed permit to the Reservations Department. I will then sign the permit and send you a completed copy for your files.

Please contact me if you have any questions.

Sincerely,



Tiffany Margulici
Reservation Services Supervisor
(510) 544-2540 phone
(510) 639-4757 fax
tmargulici@ebparks.org



Park Supervisor Phone, Email & Fax List

Tiffany Margulici, Reservations Supervisor

Phone: 510-544-2540, Fax: 510-635-5502, Email: TMargulici@ebparks.org

PARK	SUPERVISOR	PHONE	EMAIL	FAX
Alameda Creek	Gordon Willey	510-790-2612	gwilley@ebparks.org	510-790-3411
Anthony Chabot	Janet Gomes	510-639-4751	ygomes@ebparks.org	510-636-0751
Ardenwood	Yvonne Provaznik	510-544-3281	yprovaznik@ebparks.org	510-796-0231
Black Diamond/MT	Rex Caufield	510-544-2756	rcaufield@ebparks.org	925-757-0335
Briones	Denise Defreese	925-370-3020	ddefreese@ebparks.org	925-229-9734
Co Co Trails	Louie Guzman	925-687-3419	lguzman@ebparks.org	925-687-8795
Contra Loma	Victor Reyes	925-757-0404	vreyes@ebparks.org	925-753-5231
Coyote Hills	Mark Pearson	510-795-9385	mpearson@ebparks.org	510-795-8012
Crown Beach	Michael Avalos	510-544-3171	mavalos@ebparks.org	510-337-0373
Cull Canyon	Dania Stoneham	510-537-2240	dstoneham@ebparks.org	510-537-7803
Del Valle	Shelly Miller	925-373-9398	mmiller@ebparks.org	925-606-8349
Diablo Foothills/Castle Rock	Sharon Saffas	925-945-8244	ssaffas@ebparks.org	925-945-8206
Don Castro	James Sillman	510-538-1148	jsillman@ebparks.org	510-690-0344
East Contra Costa Trails/ Vasco/ Big Break/ Antioch-Oakley Shoreline	Sergio Huerta	925-625-5479	shuerta@ebparks.org	925-625-8620
Garin	Ron Mueller	510-582-2206	rmueller@ebparks.org	510-537-2286
Hayward Shoreline	Mark Taylor	510-783-1066	mtaylor@ebparks.org	510-782-3341
Kennedy Grove	Jerry Richardson	510-223-7840	jrichardson@ebparks.org	510-223-8451
Lake Chabot	Joe Britton	510-690-6690	jbritton@ebparks.org	510-881-1544
Las Trampas	Jim Wolf	510-544-3275	ewolf@ebparks.org	925-837-7365
MLK, Jr.	Ralph Trujillo	510-562-1373	rtrujillo@ebparks.org	510-382-0803
Martinez Shoreline	Bill Nichols	925-228-0112	bnichols@ebparks.org	925-228-5926
Middle Harbor	Nigel Harold	510-272-4810	nharold@ebparks.org	510-268-1960
Miller/Knox/ Pt Isabel/Eastshore	Kevin Takei	510-235-1631	ktakei@ebparks.org	510-412-4437
Pleasanton Ridge	Steve Quick	925-862-2963	squick@ebparks.org	925-862-2610
Point Pinole/San Pablo Bay	John Hitchen	510-237-6896	jhitchen@ebparks.org	510-237-5553
Quarry Lakes	Elias Hernandez	510-795-4889	ehernandez@ebparks.org	510-795-4887
Redwood	Di Rosario	510-482-6024	drosario@ebparks.org	510-482-0182
Roberts	Jeff Crowle	510-482-6028	jcrowle@ebparks.org	510-531-3959
Shadow Cliffs	Tamie Andrews	510-544-3235	tandrews@ebparks.org	925-462-7762
Sibley	Ed Leong	510-644-0436	eleong@ebparks.org	510-843-2608
Sunol/Ohlone/Mission Peak	Kelly Barrington	510-544-3246	kbarrington@ebparks.org	925-862-0810
Temescal	Dan Cuning	510-652-1155	dcuning@ebparks.org	510-596-9945
Tilden	Davio Santos	510-843-2137	dsantos@ebparks.org	510-843-2608
Wildcat Canyon	Alison Rein	510-236-1262	arein@ebparks.org	510-620-0331

Special Event Permit Fees

Tiffany Margulici, Reservations Supervisor

Phone: 510-544-2540, Fax: 510-635-5502, Email: TMargulici@ebparks.org

- Special Event Permit Application Fee: \$250 if complete application packet is submitted 60 or more days prior to event (includes \$100 non-refundable/non-transferable administrative fee applicable even if event is not approved by District staff or event is cancelled by applicant; administrative fee is \$50 for other permits listed below)
- Late Fee: \$100 if complete application packet is submitted less than 60 days prior to event (not applicable to weekday Cross Country Meets or Non-District fee-based programs)
- Application Fee for Non-District fee-based programs that utilize District parkland and trail systems:
 - Non-profit (501-3C) Organization: \$50/course, OR 10% of gross revenue, whichever is greater
 - Public Agencies: \$50/course, OR 10% of gross revenue, whichever is greater
 - Individual & For-profit Businesses: \$50/course, OR 20% of gross revenue, whichever is greater
- Low Impact Event Permit Fee: \$50/event (events using less than 1 mile of District property, having 'low impact as determined by District staff, or events that do not start or finish on District property)
- Weekday School-Sponsored Cross Country Meet: \$50/day (normal fees apply for weekend events). Busload and athlete vehicle entry fees will not be charged for school weekday and weekend cross country meets with a special event permit.
- Vendor Permit: \$50/event or 10% of gross sales (t-shirts, food, drinks, etc...), whichever is greater
- Lifeguard: \$25/hour
- Public Safety Officers: \$85/hour
- Staff Time (ie park staff, firefighters): \$50/hour
- Staffing fees for Mountain Bike, Swim, Duathlon, or Triathlon events will be either 'a' or 'b', whichever is greater:
 - a) The sum of all staffing fees (ie. lifeguards, rangers, public safety officers, etc...), OR
 - b) Total fee based per participant as follows. Report on event attendance required after event. Applicant will be billed for any additional staffing fees above those already paid.
 - \$2/person for mountain bike events
 - \$4/person for swim or duathlon events
 - \$6/person for triathlon events
- Standard District Sanitation Trailer Rental (includes 2 toilets w/100 gal. of non-potable water). Three available for rent at \$132/day or \$182/weekend.
- Deluxe District Sanitation Trailer Rental (includes hand washing sinks, mirrors and inside lights in both toilets). One available for rent at \$182/day or \$257/weekend.
- Picnic/Camping Fees: Variable depending on sites, please check on-line or call Reservations at (888)327-2757.
- Caterer or Vehicle Access Permit: \$75/day plus \$25 surcharge if less than 15 days notice; \$150/annual permit (must provide certificate of insurance)
- Amplified Sound Permit Security Deposit is ten (10) times the reservation site with a \$1,000 minimum. This may be waived after three years of successful events.
- Other fees may apply