



**City of East Palo Alto**  
**Facility Use/Special Event Permit Application**  
**FORM E – PARADE/EVENT STREET CLOSURE**  
 2415 University Avenue, Ste. 2 – East Palo Alto, CA 94303  
 TEL: 650.853.3100 • FAX: 650.853-3115

*No person shall hold, conduct, carry on or cause to be held, conducted or carried on any special event upon any public property within the city or use any city facility without first having obtained a permit to do so issue pursuant to the City of East Palo Alto’s Municipal Code as stated in codes 12.08.010, 12.08.020 and 12.08.050.*

**In the City of East Palo Alto’s Municipal Code, 12.08.010 a "festival" means a fair, exhibition, ceremony, art show, program, celebration or other public assemblage or gathering of people for the conduct of a festivity or similar event, involving the complete or partial use or closure of any public highway, street, alley, sidewalk or other public property in the city to normal vehicular or pedestrian traffic.**

❖ **APPLICATION TYPES**

- Form A – Small gatherings of less than 50 attendees
- Form B – Large gatherings of more than 50 attendees
- Form C – Block Party – closing a street
- Form D – Community Events – Large events open to the public
- Form E – Parade/Event Street Closure – Requiring street closures and public safety plan
- Form F – Sport/Team Practice and Game Use

❖ **SUBMISSION DEADLINES**

Recommend submitting any request as early as possible

Form	Due	Fee
A	At least three (3) working days prior to event date	
B	At least two (2) weeks prior to event date	\$40 – processing fee – may be additional fees and requirements based on size of gathering. Fee for event will be determined based on cost of city resources required to staff and manage the event. Upon submitting the attached application, a city staff member will work with the event organizer to determine the fees related to event.
C	At least two (2) weeks prior to event date	
D	At least thirty (30) working days prior to event date	
E	At least sixty (60) working days prior to event date	
F	At least two (2) weeks prior to needed date(s)	

❖ **DEFINITIONS**

- Small gatherings:** Birthday Party, Family Reunion, Meeting, Activity, etc.; to which the planner expects less than 50 people to attend – not open to the public – based on invitation.
- Large gatherings:** Birthday Party, Family Reunion, Meeting, Activity, etc.; to which the planner expects more than 50 people to attend – not open to the public – based on invitation.
- Block Party:** Block parties typically close no more than one block of a local service residential street, for small-scale parties such as neighborhood potluck dinners and barbecues, an assembly of neighbors. They are typically held on weekends or holidays and generally do not extend past 10:00 p.m. A permit to close the street can be obtained from the City of East Palo Alto, City Clerk’s, through the Special Event Permit process. **Block Party Street Closure Petition:** You must obtain a petition for 70% residents on the block must sign off to conduct the event.
- Community Event:** An event typically held at a community park. The event typically seeks to engage a broad spectrum of the community and is open to the public. Organizers often anticipate a large attendance, in excess of 100 people. Oftentimes there is a request for amplified sound, food vendors, activity booths, etc.. Occasionally there is a request for street closures. These events require collaboration between the organizer and city staff.

**Parade/Event Street Closure:** Parades/events requiring a street or lane closure will only be permitted to public agencies and /or non-profit organizations. Proof of non-profit status or affiliation with such an organization is required. Parades require collaboration between the organizer and city staff.

**Sport/Team Practice:** Sport/Team utilizing the fields or courts for practice and/or games.

❖ **FEES**

The Event Permit fee is determined by the fee schedule most recently adopted by the City Council. The fee will be calculated after approval of the application and the total is due at the time of issuance.

City Departments or staff does not have the authority to waive fees. All requests for any fee reductions or waivers require City Council approval prior to the issuance of the permit. (Check with staff for Council meeting dates if your application needs any Council approval.)

If you are a non-profit agency and requesting a reduction or waive of rental fees a letter of request along with your application and processing fee must be included. Applications will NOT BE processed until fees and/or waivers have been submitted.

❖ **INSURANCE**

For certain events, and those in the public right-of-way, the applicant is required to provide a 1 million dollar liability Certificate of Insurance naming the City of East Palo Alto as an additional insured.

Inflatable Jumpers:

- Are allowed at designated picnic areas only, and require a 1 million liability Certificate of Insurance naming the City of East Palo Alto as additionally insured.
- Are allowed for approved Block Parties, however, a 1 million liability insurance rider naming the City of East Palo Alto as additionally insured if the Jumper is located on public property.
- In addition, inflatable jumpers placed on the street must leave space and room for emergency vehicles throughout the duration of the event.

❖ **GENERAL**

A permit application may be denied, or partially approved, because of staffing or facility constraints, availability, and/or conflicts with other events taking place, either at the location requested or as determined by the City. Incomplete applications will be returned to applicant.

Most events require staffing and work performed by the Community Development's Maintenance Division and/or Police Department. Before the permit is issued the application must be reviewed and approved by each City Department applicable and may include the City Attorney.

All fees are due at the time the permit is ready to be issued. The permit will only be issued to the applicant shown on the application and proper identification may be required.

Permits are valid only with proper signatures and must be kept on site during the entire event by the designated permit holder as shown on the issued permit. Throughout the event the designated permit holder shall agree to post permit copies, and/or produce the permit when requested by the City staff or Police. Failure to post or produce the permit may result in the permit being revoked and the event terminated at the sole discretion of the City staff and /or Police.

I have read and understand the facility rules and instructions and I (or organization represented) will abide by any conditions set forth therein. I also agree to hold the City of East Palo Alto, its Council, Boards, and Commissions, officers, agents and employees, free and harmless from any loss, damage, cost of expense that may arise during or caused in any way by such use or occupancy of City facilities. Applicant certifies that facilities, furniture and equipment through occupancy or use of said facility by the applicant. Any lost equipment or damages sustained shall be compensated within seven days.

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Signature of Applicant

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Date

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Name of Organization Representing



**CITY OF EAST PALO ALTO  
 FACILITY USE/SPECIAL EVENT/ PERMIT APPLICATION  
 FORM E – Parade/Event Street Closure**

Application Submitted (Date): \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

❖ **APPLICATION INFORMATION**

Contact Name: \_\_\_\_\_ Best # to contact \_\_\_\_\_

Group Name/Affiliation: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Describe Event's Purpose: \_\_\_\_\_  
 Day of Week/Date/Year

The event is (check all that apply): Parade Demonstration Walk Race  
Competitive Non-Competitive Fundraiser

The Event will organize beginning at: \_\_\_\_\_(Time) at \_\_\_\_\_(Location)

The Event will start at: \_\_\_\_\_(Time) at \_\_\_\_\_(Street Name)

And the nearest cross street is: \_\_\_\_\_

The Event will end at: \_\_\_\_\_(Time) at \_\_\_\_\_(Street Name)

And the nearest cross street is: \_\_\_\_\_

List street(s) to be closed: \_\_\_\_\_

Will Bus Routes be affected? Yes No If yes, bus route number(s): \_\_\_\_\_

Which direction will traffic be stopped? Both directions, all lanes closed or One direction

Check all that will be in, or part of, the event: Live Animals Marching Units Vehicles

Live Music/Bands Fire Torches Lighted Candles Equestrian Units

Animal Drawn Vehicles Prizes handed out Floats Special or Antique Vehicles

Flyers handed out Donations accepted First Aid Stations Water/Food Stations

Portable Toilets



**CITY OF EAST PALO ALTO  
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FORM E – Parade/Event Street Closure (continued)**

The site of the event will be inspected within 24 hours after event ends. Any clean up that is performed by the City will be charged at the current hourly rate accrued by the Maintenance Department.

I certify that I am an authorized representative of the organization \_\_\_\_\_  
Applying for this permit, and have been given the power to execute this application for the above named organization.  
Under penalty of perjury, I declare all information provided above is true and correct to the best of my knowledge. I understand that, as required by EPA Municipal Code 12.08.080-090, my organization is required to provide proof of insurance and a cleaning deposit determined by the scope of the event.

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Signature

Date



**CITY OF EAST PALO ALTO  
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FORM E – Parade/Event Street Closure (continued)**

Please provide an event/parade route map (which includes: staging location, event route with arrows indicating direction, location of any stations along route, disbursement routes, etc.):