



Event Application and Permit

Permit Process

The Port of Redwood City (Port) permit process begins with your request for availability of the Port venue and completion of the Event Application and Permit. After you submit your request, you will be contacted by a Port staff member, who will request some basic information and if appropriate, reserve an agreed date(s) for your event. Please note that this reservation does not constitute approval of your request. A reservation may be made as early as 12 months in advance of your event date. The application and deposit must be received no later than 60 days prior to the event. If your application and deposit are not received by this deadline, the Port reserves the right to release the reservation. Full payment of all fees must be made no later than 60 days prior to your event date.

When Port staff has received all of your fees and has reviewed, approved, signed and returned your application to you, your signed application will serve as your permit to use the designated Port premises. NOTE: Please ensure that your permit application has been approved before promoting your event.

Please complete each item on the following pages, attaching additional sheets as necessary, and return to:

**Port of Redwood City
Attention: Event Permits
675 Seaport Blvd.
Redwood City, CA 94063
Tel: (650) 306-4150**



Event Application and Permit

Applicant Information		
Applicant Name:	Email Address:	
Main Phone:	Mailing Address (street, PO Box, city, state, zip code):	
Mobile Phone:		
Organization Name: _____		
Organization Type: <input type="checkbox"/> Private/Family <input type="checkbox"/> Charitable 501 <input type="checkbox"/> Corporate <input type="checkbox"/> School <input type="checkbox"/> Government <input type="checkbox"/> Other: _____		
Event Information		
Event Name:	Event Date(s):	
Event Hours:	Event Type: (Check all that apply) <input type="checkbox"/> Private Party <input type="checkbox"/> Fundraiser <input type="checkbox"/> Corporate Reception <input type="checkbox"/> Festival/Music Event <input type="checkbox"/> Car Show <input type="checkbox"/> Trade Show <input type="checkbox"/> Other: _____	
From: _____ To: _____		
Set-up/Assembly/Construction:		
Date: _____ Time: _____ AM/PM		
Dismantle/Completion:		
Date: _____ Time: _____ AM/PM		
Expected Attendance:		
_____	_____	_____
Set-up	Event	Dismantle
On-Site Contact Information		
A contact person representing the applicant must be immediately available, on-site during setup, event and dismantle. This person must have authority over all elements of the event.		
Name:	Email:	Mobile Phone:
Event Set-Up Information & Guidelines		
Site Plan (Foot Print) In addition to the descriptions requested below, please attach a site plan depicting all of the items used in support of your event including seating and tables, food preparation areas, portable restrooms, dumpsters, booths, exhibits, displays, attractions, stages, platforms, flooring, vehicles, generators, fencing, tents, canopies, shelters, etc.		



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Adjacent Property Coordination

Applicant shall contact adjacent properties to the premises and coordinate and communicate all operations, logistics and other items that may potentially impact nearby tenants.

Sidewalk Access

While the portion of permit area is to be used for the event and may be temporarily fenced, at no time will public access to public sidewalks be blocked before, during or after public events.

Entertainment or Services

List and describe all entertainment attractions and special services you intend to provide. These include games, clowns, face painting, play jumps, massage area/service, etc. **Note: Large or motorized rides or attractions such as Ferris wheels, climbing walls and throwing games, and animal entertainment are prohibited without prior written approval.**

Note: A certificate of Insurance (COI) is required of all businesses that provide services on site at your event. All COIs must be attached to your completed application or be submitted to the Port no later than 30 days prior to the event. The Port has the right to refuse attendance if the COIs are not provided or approved by the Port.

Accessibility

Applicant to ensure that all elements of the event are accessible to all, including persons with disabilities as required by law.

Waste Removal

All waste generated by your event must be removed from the premises area at conclusion of your event. "No leak" dumpsters are recommended. Dumpsters must be placed on a tarp or absorbent material to avoid leakage/spill onto the parking lot surfaces. Any dumpsters brought onsite must be removed as soon as possible following your event. Any delay must be pre-agreed upon with Port staff. The Port requires that you implement Best Management Practices to prevent pollutants from reaching storm drains or bay.

Recycling

The Port strongly encourages the recycling of all cans, bottles, and all other recyclable materials associated with events. The commercial providers of waste receptacles for your event have available receptacles that may be designated for recyclables at your event.

Restroom Facilities

Applicant must provide restroom facilities on site for the duration of the event.

Smoking Prohibited

Smoking and Vaping are prohibited on Port property.

Fireworks and Pyrotechnics Prohibited

Fireworks and all pyrotechnic devices are prohibited on Port property.

Site Walk

Unless otherwise determined, all events will require a site walk with Port staff.

Security Plan

You are responsible for providing a safe and secure environment for your event. The cost of security is **not** included in your permit fee. Depending on the nature of your event, you may be required to provide an event security plan and contract for event security at your expense. If you are hiring a professional security company to develop and manage your event's security plan, provide the following information. **Note: A specific on-site individual contact is required regardless of your event size.**

Using Port Security (Allied Universal)

Private Security Company: _____ Phone: _____

Private Security Operator License #: _____

Address: _____

(Street)

(City)

(State)

(Zip)

Attach a description, if applicable, of your security plan including provisions for crowd control and venue safety.



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Medical Services Plan

You are responsible for providing appropriate medical services for your event. Please provide the contact information below whether it is voluntary service or a hired professional emergency medical service provider to develop and manage your event's medical plan. **Note: A specific on-site individual contact is required regardless of event size.**

Medical Services Provider: _____

Phone: _____

Describe your medical plan including the types of resources that will be at your event and manner in which they will be managed and deployed. If necessary, please attach your plan to this application. All events must have a first aid kit on-site and event holders have knowledge of the nearest emergency facility.

Alcoholic Beverages

If you intend to distribute alcoholic beverages, or to sell tickets or request donations for admission to an event at which alcoholic beverages are served, an additional permit from the State Department of Alcoholic Beverage Control (ABC) is required. Please contact ABC at www.abc.ca.gov for more information.

For events greater than 200 in attendance, one licensed security staff person must be present for every 50 attendees.

All persons serving or otherwise dispensing alcoholic beverages must be at least 21 years of age.

ABC, any authorized representative of the Port, or Redwood City law enforcement may summarily revoke the permit if it is determined that the public welfare and morals are being impaired and/or a law enforcement problem arises.

Will alcoholic beverages be served at your event:

Yes

No

Insurance

Applicant assumes all legal liability and financial responsibility for the event for the duration of the event, and Applicant shall and will defend (by counsel selected by the Port in its sole discretion), indemnify and save harmless the Port and its Board and Board members, the City of Redwood City and its Council and Council members, and their respective commissioners, officers, agents, representatives and employees (collectively, "Indemnitees") from and against all claims, demands, losses, judgments, or liabilities, including attorneys' fees, expert fees and costs of investigation, suit and/or arbitration, of any kind or nature (excluding those arising from the active negligence, sole negligence or willful misconduct of the Indemnitees, or any one of them), which Indemnitees, or any one of them, may sustain or incur or which may be imposed upon them or any one of them for injury to or death of persons, or damage to or loss of use of property, caused by or alleged to have been caused by, in whole or in part, or as a result of, or arising out of Applicant's and/or Applicant's officers, agents, representatives, employees, volunteers, licensees, invitees or visitors' acts and/or omissions, performance or failure to perform obligations under this Application/Permit, or in connection therewith, or from the occupancy and/or use of the Permitted Area, or the occupancy and/or use of any part or portion of Port property or facilities whether described in this Application or not, whether by Applicant, its officers, agents, representatives, employees, volunteers, licensees, invitees, or visitors except for the active negligence, sole negligence or willful misconduct of the Port. The obligations of Applicant under this Paragraph shall survive the expiration or earlier termination of this Permit.

Applicant must provide certificate of insurance and relevant endorsement (COI) coverage naming "Port of Redwood City" as an additional insured and also be listed in the certificate holder box. Insurance coverage must be in force for the duration of the event, including setup through takedown days. The Port requires a minimum of \$1,000,000 per occurrence, \$2,000,000 general aggregate Comprehensive General Liability for personal, bodily injury and property damage, and a minimum of \$1,000,000 coverage for automobile liability for small private events of 500 participants or less. For events over 500 participants the minimum Comprehensive General Liability limit is increased to \$2,000,000 per occurrence with a \$4,000,000 general aggregate. Insurance coverage must be in force for the duration of the event, including setup through takedown days. The same organization named as the insured on the certificate of insurance should also be listed in the applicant blank on this permit application.

All service providers are required to provide a "Certificate of Insurance" or the applicant can choose to cover all sub-contractors.



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Site Cleanup and Repair

You are responsible for leaving the premises and its contents in the exact condition in which you found them. To this end, please be aware of the following:

Construction material cleanup: All materials from the construction of your event venue must be picked up and disposed of. This includes all nails, screws and other hardware. When left in the premises, these items in particular constitute a hazard to public safety as well as to grounds maintenance equipment. It is your responsibility to inform all staff and subcontractors of this requirement.

Inadequate cleanup or damage to Port property: You are responsible for reimbursing the Port for any additional cleanup that must be performed and for any damage to the premises or its contents and facilities as a result of your event.

Rental Equipment: You are responsible for the removal of all rental equipment associated with your event. There should be no rental equipment left on the premises area after your dismantle time period.

Deposit and Fee Information

Deposit

The Port of Redwood City requires a damage deposit for use of the premises. This amount ranges from \$100 to \$10,000, depending on the potential impact of the proposed event.

The deposit for your proposed event is \$_____

Fee

The fee for your proposed event is \$_____

If you cancel this event within 60 (sixty) days of the event date, the Port will charge a cancellation fee of \$500. Applicant and Port each agrees that that the amount to be retained by the Port in the event of a cancellation within 60 days of the event date is reasonable and that the amount of actual damage that would be sustained by the Port as a result of the Applicant's cancellation within the above referred time frame would be impracticable or extremely difficult to fix or determine.

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Terms and Conditions for Permit Applicants

Use of Port property is subject to the following terms and conditions:

1. Applicant shall comply with all applicable laws, rules, regulations and requirements of the Port and other governmental entities.
2. All or any portion of the refundable security deposit (if applicable) shall be available unconditionally to the Port for the purpose of cleaning or repairing damages to the premises post the permitted event. The refund process may take up to 30 days.
3. Either party may cancel this permit by giving twenty-four (24) hours notice to the other party. In the event of an emergency, such cancellation shall be without liability of any nature. Applicant is subject to a cancellation fee of \$500 if applicant provides less than sixty (60) days written notice to the Port of cancellation of a scheduled event.
4. This permit shall not be transferred or assigned.
5. Applicant must comply with the Insurance Requirements as provided in the application.
6. Applicant shall not engage in any activity on Port premises other than the activity for which this permit is expressly issued.
7. In the event of failure of the Applicant to comply with any provision of this permit, the permit may, at the discretion of the Port or its authorized representatives, be terminated immediately.

Attachments provided (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Insurance Certificates (COI) |
| <input type="checkbox"/> Security Deposit | <input type="checkbox"/> Security Plan |
| <input type="checkbox"/> Fees | <input type="checkbox"/> Medical Service Plan |

I certify that the information contained in this permit application is true and correct to the best of my knowledge. I understand and agree to abide by the rules and regulations governing the proposed event under the Port of Redwood City.

Applicant Name (PRINT)

Applicant Signature

Date

Submit Application, attachments and fees to: Port of Redwood City, 675 Seaport Blvd., Redwood City, CA 94063

Port of Redwood City Approval

Port Approval Signature

Date