



CITY OF SAN RAMON

Parks & Community Services Department
12501 Alcosta Blvd.
San Ramon, CA 94583
(925) 973-3200

WEBSITE: www.SanRamon.ca.gov

Submit Application to: Jcurley@sanramon.ca.gov

Office Use:
Permit # _____
Approved By: _____

City of San Ramon Special Event Permit Application

***Type of Special event is at the discretion of the Parks and Community Services Department

APPLICANT INFORMATION:

Applicant Name (Or Sponsoring Organization): _____ Company/ Organization: _____
Address: _____ City: _____ Zip Code: _____
Primary Phone: _____ Secondary Phone: _____ Email: _____
Birthdate: _____ Pronoun: [He/His] [She/Her] [Them/They] Website: _____

PERSON IN CHARGE (EVENT DAY):

Event Day Contact Name: _____ Title/ Position: _____
Address: _____ City: _____ Zip Code: _____
Primary Phone: _____ Secondary Phone: _____ Email: _____

EVENT DETAILS:

Date(s) From: _____ To: _____
Event Set Up: Date _____ Time: _____ Event Take Down: Date _____ Time: _____
Event Starts: Date _____ Time: _____ Event Ends: Date _____ Time: _____
Location(s): _____ : _____ : _____
Estimated Number of Participants Attending Event: _____

EVENT TYPE & FEATURES:

Type of Event: _____ Religious Components: _____
Live Entertainment: _____ Food Booths: _____ Non-Food Vendors: _____
Carnival Games: _____ Run/Walk: _____ Other _____
Past Events (please provide a list of any past events and their locations) _____
Parks Hours: Dusk to Dawn (non-lit fields) & Dusk to 10:00pm (lit fields)
Facility Hours: 7:00am - 10:00pm (Monday - Thursday), 7:00am - 1:00am (Friday - Saturday), 7:00am - 11:00pm (Sunday)

Insurance Company: _____ Policy No: _____ Expiration Date: _____

Event Insurance is required for all Special Events. See Recreation Coordinator for insurance requirement details.

On a separate document, Please provide a description of the event including the following:
Date and Time of Activities, Location(s), and Description of the project. Map with Event Layout.

I have read, understand, and agree to comply with the Encroachments Ordinance Division C6, Chapter 1 and permit rules and regulations, as well as those stated on the reverse side of this permit application. I further agree to comply with the applicable state laws, rules of any governmental agency involved, City ordinances, special requirements, any standard details attached to this permit, including any approved plans and specifications. No changes of any nature in the work to be performed thereunder shall be made unless such change shall have first been approved in writing by the Director of Parks and Community Services and an amendment to this permit executed.

Signature of Applicant: _____

Print Name: _____ Date: _____