

THE PROCESS

The applicant may contact the San Pablo Police Support Services Division Supervisor during regular business hours for preliminary approval of the date and location of the event and request a Special Event Permit Application.

Upon submission of the application, with filing fee, staff will formally reserve the date requested, subject to the applicant receiving all other necessary approvals and review of the application for conformity with Chapter 9.24 of the San Pablo Municipal Code that governs special events.

Once the application has been reviewed, the applicant will be notified of any additional requirements to be met and/or fees to be paid prior to final authorization by the Chief of Police.

Issuance or denial of a Special Event Permit will generally be completed within 15 business days after a completed application is submitted.

WASTE REDUCTION AND RECYCLING

Waste reduction and recycling is encouraged at all special events and required for large events of 2,000 or more people. Recycling corrugated cardboard, paper and beverage containers is easy, and effectively done, by providing separate distinctively marked containers for recyclables placed side-by-side with trash containers.



SAN PABLO

Police Department

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SPECIAL EVENTS

Permit Information

HOW TO GET STARTED ON...

Arts and Cultural Events

Community Festivals and Fairs

Concerts

Farmers Markets

Outreach and Promotional Events

Races, Runs and Walks



CITY OF SAN PABLO
City of New Directions



The City recognizes the substantial community benefits that may result from community events that provide cultural enrichment, promote economic vitality and enhance community identity. Events may also provide funding opportunities for service organizations. Cooperation among the City, event organizers and sponsors, and the community is vital to successful events.

Recognizing that community events are an integral part of community life and identity, the City encourages and facilitates events that are appropriate in size to the sites in which they are located and have manageable impacts on the surrounding community.



SAN PABLO SPECIAL EVENTS



REQUIRED PERMITS



Permits are required for any organized formation, parade, procession, demonstration or assembly which will travel upon the street, sidewalk, or any other public right of way owned or controlled by the city which does not comply with traffic laws; or, any organized assembly with 75 or more persons, under the control of a person for a common or collective use, who will require additional public safety or services and/or which will interfere with the use of public property or right of way. Examples include parades, concerts, community events, sporting events and/or block parties.

Applications may be submitted:

- up to 9 months in advance, but
- no later than 45 days prior to the planned event.

FEES

Special event permit applications require a non-refundable fee of \$150.00, due at time of submission. Non-profit organizations are only required to pay \$100.00.

If a permittee is required to pay Departmental Service Charges, those charges shall be calculated at the rates established in the City's Master Fee Schedule in effect at the time the special event application is received.

In addition to the non-refundable permit application fee, a permittee shall pay the City for all reasonable departmental service charges incurred due to the permittee's activities.

These charges may include, but are not limited to:

- Police services for crowd/traffic control
- Building/use permits
- Business licenses
- Clean up/damage fees
- Insurance
- Other direct City services to the extent such services are utilized and required due to the event