



**SPECIAL EVENTS PERMIT  
QUESTIONNAIRE**

**Instructions:**

You are required by Oakland Municipal Code 9-52.030 to obtain a special event or dance permit before holding or assisting in the conducting or carrying on of a special event or dance in any public place in the City of Oakland.

Upon approval, your application will serve as your permit. Unless you can provide documentation confirming that you are a charitable institution, you must have a business license to conduct a special event and if you intend to sell or furnish alcoholic beverages, you must obtain a one-day liquor license from the California Alcohol Beverage Control Board.

Please complete this form and return it with copies of any required documents for further processing.

**NOTE: UNTRUTHFULNESS IN COMPLETING THIS FORM WILL RESULT IN DENIAL OF THE APPLICATION.**

**OAKLAND PARKS & RECREATION DEPARTMENT MAY REQUIRE SOME EVENTS TO HAVE SECURITY AND/OR POLICE SERVICES.**

**DANCING IS NOT PERMITTED BETWEEN 1:00 AM and 9:00 AM.**

**PLEASE PRINT – ILLEGIBLE INFORMATION WILL DELAY APPROVAL**

Applicant's Name			Date of Birth
Address	City <input type="checkbox"/> Oakland	State/Zip	Home Phone (    ) Bus. Phone (    )
Person in Charge/Present and Available for Police Contact on the Date/Time of Event			Date of Birth
Business, Organization or Club Hosting/Sponsoring Event			
Address	City <input type="checkbox"/> Oakland	State/Zip	Phone No. (    )
Date of Event	Day of Week	Starting Time	Ending Time
Name of Facility or Club			
Address	City <input type="checkbox"/> Oakland	State/Zip	Maximum Occupancy of Facility
Does Facility Have Off-Street Parking? <input type="checkbox"/> No <input type="checkbox"/> Yes – How Many Spaces			
Contract with the Owner/Manager/Agent of the Event Facility <input type="checkbox"/> Yes – Attach Copy			
No – Explain _____ .			

Two (2) References from Previous Events Starting with the Most Recent

Date	Location	City <input type="checkbox"/> Oakland	State/Zip
Contact Person			Phone No. (    )
Date	Location	City <input type="checkbox"/> Oakland	State/Zip
Contact Person			Phone No. (    )
How Many Tickets will be Sold		Ticket Price	
Ticket Sale <input type="checkbox"/> Door <input type="checkbox"/> In Advance <input type="checkbox"/> None		How Many are Expected to Attend	
Target Age Group	Under 18 Allowed <input type="checkbox"/> Yes <input type="checkbox"/> No	General Public Allowed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Advertisement <input type="checkbox"/> None <input type="checkbox"/> Flyers <input type="checkbox"/> Radio/TV <input type="checkbox"/> Other (explain) _____ .			
Music/Entertainment Live/Recorded? <input type="checkbox"/> No <input type="checkbox"/> Yes – Name of Group/Organization/Individual			
Security Officers <input type="checkbox"/> No <input type="checkbox"/> Yes – Name of Company			Security Officer(s) <input type="checkbox"/> Armed <input type="checkbox"/> Unarmed
In Addition to Security Officers, How Many Adult Chaperons for Events Under 18 Years of Age			

**ATTACH COPY OF SECURITY CONTRACT/AGREEMENT WITH SECURITY COMPANY SHOWING THE NUMBER OF GUARDS WITH THEIR ARRIVAL AND DEPARTURE TIMES.** It must be at least 30 minutes before and after the event. A ratio of 1 security person per 50 anticipated attendee will be required. The contract should provide a contingency plan for additional security in the event the expected attendance exceeds the expectations.

**NOTE: THE SECURITY COMPANY MUST BE LICENSED TO DO BUSINESS IN OAKLAND.**

Alcoholic Beverages Furnished or Sold     Yes     No

Have You Ever Applied /Received a Special Events Permit in the City of Oakland     Yes     No

Have You Ever Been Denied a Special Events Permit in the City of Oakland     No     Yes –

Explain \_\_\_\_\_ .

**I have read all requirements and information on this form and have completed the form as accurately as possible. I understand that this is NOT a permit, but an application pending approval of the Oakland Police Department. Incomplete, illegible or missing documentation may delay the permit process. I also understand untruthfulness will result in denial of my permit.**

\_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Signature