



SPECIAL EVENT CHECKLIST

Please utilize the below checklist to ensure your special event permit application is on track to be approved and that the event itself is a success.

Pre-Event Requirements

1. Insurance

- ☐ City of Oakland must be listed as both an Additional Insured and Certificate Holder.
- ☐ Additional insured endorsement must include the following language:
"The City of Oakland, its Councilmembers, directors, officers, agents, employees, and volunteers."
or it must be a blanket endorsement.
- ☐ Insurance Amount is Sufficient
 - Tiers 1-2: General Liability is \$1 million per occurrence, \$2 million aggregate
 - Tiers 3-4: General Liability is \$2 million per occurrence, \$4 million aggregate
([see sample insurance here](#))

2. Site Map

- ☐ Indoor events:
 - Can be a simple diagram showing event/room set up.
- ☐ Outdoor events and Street Closures – Submit a clear site map that includes:
 - Event name, date, and time
 - Street closure start and end times
 - Entrances/exits and street closures (with names)
 - Fire lanes and hydrants
 - Fence lines, stages (with setup/breakdown times)
 - First aid, restrooms, security
 - Vendor booths and generators
([see sample site map](#))

3. Waste management

- ☐ Complete a [Waste Reduction Plan](#) and upload into your special event application.
([see event waste requirements here](#))

4. Security

- ☐ Contract in place with state licensed and bonded security company that requires them onsite during event set up and break down.

5. Fire Review

- ☐ Events requiring fire permits (e.g. cooking with open flame, Liquid Propane Gas, tents over 400 sq ft, large generators) must be inspected the same day of the event at least one hour prior to the start of the event. Applications needing Fire review must be submitted at least 10 days before the event or they may be denied. Fire inspection and permit fees are separate from the Special Event Permit fee.

6. If an Event Has a Street Closure

- ☐ Complete the [Petition Form](#) to show a majority of neighbors support the closure.
- ☐ Notify [AC Transit](#) of any special events that might require street or bus stop closures, or that could cause any service disruptions.
- ☐ Include broad overview map showing surrounding streets so that first responders may navigate around the event or utilize designated fire lanes.
- ☐ Post "No Parking" Notices 72 hours in advance of event.

Report any concerning debris, encampments or abandoned cars to 311

For outdoor events, including those in parks or involving street closures, please submit your 311 request at least 30 days before your event. This includes requests for cleanup of encampments, debris, or abandoned vehicles. While removal is not guaranteed, early reporting increases the likelihood of it being addressed.

<https://www.oaklandca.gov/service/s/oak311>

Event in Frank Ogawa Plaza?

The plaza has limited electrical access. Please ensure generators are available for any additional stages, points of sale, bars, or other electricity-dependent needs.

Need ClearStream systems?

The City of Oakland has a limited number of ClearStream recycling systems available for borrowing. If you're interested, please contact the Recycling Hotline at recycling@oaklandca.gov or call 510-238-7283.

7. Vending

- Obtain Alameda County Event Sponsorship Permit for events with food.
- Ensure individual food vendors have Alameda County temporary food facility permits and City of Oakland business tax certificates.
- Food trucks must have current Permit from the Oakland Fire Department – Fire Prevention Mobile Food application
- Merchandise vendors are required to have a City of Oakland Business License and an Alameda County Sellers Permit.

During the Event Considerations

1. Fire Safety

- Ensure fire lane access for emergency vehicles and that staff is assigned to monitor the street closure throughout the event and be available to coordinate with police and fire departments if they need to access the emergency vehicle access lane.
- Fire Extinguisher Requirements
 - A 2A:10BC fire extinguisher is required for each booth.
 - Vendors using deep fat frying or cooking with oil, including those cooking outdoors, must have a K-Type fire extinguisher.

2. Waste Management

- Verify three-stream waste receptacles are in place and being used correctly.
- Ensure porta-potties are onsite and unlocked.

3. End on Schedule

- Please end your event at the time stated on your Special Event Permit.

Post-Event Actions

1. Waste Management

- Remove all debris from the event, separate and deposit at debris boxes or have waste taken offsite by company providing clean up service.
- For events with more than 2,000 attendees:
 - Ensure excess edible food is taken by staff or volunteers, or donated to a food recovery organization following Alameda County Environmental Health food safety guidelines.
 - Submit weight tags or photos of sorted trash, recycle, and compost from your event.

2. Remove All No Parking Signs

3. Safely Re-Open Any Street Closures

- Utilize a team to safely clear obstructions and re-open roads to vehicular traffic.

4. Security

- Maintain onsite security until all vendors and staff leave.

Serving or Selling Alcohol?

Please submit your application with sufficient time for processing. Your special event application must include a completed ABC form, excluding the law enforcement signature.

OPD is part of the Special Event review team. Once your application is approved and payment is received, we will obtain OPD's signature on your ABC form and return it to you. You can then submit it to the ABC district office for final approval.

Event Producer Responsibilities

Submit a complete and accurate application, disclosing all event details and ensuring all information is true and correct.

Comply with all federal, state, county, and local laws and obtain any required permits.

Fulfill all commitments made in the special event permit application.

Ensure public safety, including implementing necessary safety measures and following all permit conditions.

Communicate any changes to the City promptly.

Minimize community impacts and clean up the event area after use.

HAVE QUESTIONS?

Contact us: Email: specialeventsinfo@oaklandca.gov
Phone: (510)238-4734