



### **2024 SPECIAL EVENT PERMIT CHECKLIST**

- ☐ Civic Rec Special Event Application – online registration and prompts completed and submitted to Recreation Division.
- ☐ ABC License – Submit if serving/selling alcohol. \*Must submit proof of application submission and list date license will be submitted\*
- ☐ Copy of Health Department Notification – if providing food concessions include copy of Health Department and Contra Costa Fire Protection receipts submitted at least 30 days prior to event.
- ☐ Sanitation (Restrooms)– contacted and secured if event requires use of restrooms.
- ☐ Waste Management (Refuse & Recycling)– contacted and secured if event requires outside waste management service.
- ☐ Letter of Notification of Street Closures - include a copy of letter of notification to all businesses and residents that will be affected by street closures. This letter must be sent to the community at least two weeks prior to the event date.
- ☐ Location Map & Site Plan – include as separate sheet indicating the event location, adjacent streets, street closures, placement of necessary barricades/crowd control fencing, first aid, parking, vendor placement, entrance/exits, generators, stages, sanitation, garbage/recycling, etc.
- ☐ Insurance – Certificate of liability
- ☐ Insurance – Additional Endorsement using a CG 20 12 Series Form
- ☐ Hold Harmless Agreement – completed, signed and initialed.
- ☐ Large Event & Venue Recycling Plan – Completed and signed (for over 2,000+ attendees/day only)