



**CENTRAL RESERVATIONS**

666 Bellevue Avenue

Oakland, CA 94610

510-238-3420

**Please submit rental application via email to:**

[cru@oaklandca.gov](mailto:cru@oaklandca.gov)

**Date of Application:** \_\_\_\_\_

*\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED. \**

**Name of Business/Organization:** \_\_\_\_\_

**Business/Organization Address:** \_\_\_\_\_  
*Street Address City Zip Code*

**Applicant Name:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_  
*Street Address City Zip Code*

**Mobile or Home Number:** \_\_\_\_\_ **Work Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Facility/Park Name:** \_\_\_\_\_

Room(s)/Site(s) \_\_\_\_\_

**Event Information:** *Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission (PRAC) 60 days or more in advance of event date.*

**Date(s) of Event:** \_\_\_\_\_

**Time In/Prep** \_\_\_\_\_ **Actual Event Time** \_\_\_\_\_ **to** \_\_\_\_\_ **Cleanup/Time Out** \_\_\_\_\_  
*(Last hour of event is designated for cleanup)*

**Type of Event/Purpose:** *(be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitsvah/BatMitzvah, etc.)*

**General Public Allowed:**  Yes  No **Sound Amplification:**  Yes  No **Non-Amplified Sound:**  Yes  No

**Type of Sound Equipment to be used:** *(i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)*

**Serving Alcohol (21 & Over Events ONLY):**

Champagne, Beer, Wine  Yes  No | Distilled Spirits PLUS Champagne, Beer & Wine  Yes  No

**Number of Participants:** (Total) \_\_\_\_\_ Approximate # of Adults \_\_\_\_\_ # of Teens \_\_\_\_\_ # of Children/Infants \_\_\_\_\_

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

**Will you require a caterer for your event?**  Yes  No

*If yes, Name of Caterer:* \_\_\_\_\_

**OFFICE USE ONLY**

(1) _____ x _____ = _____ (Hourly Rate) (# of hours)	(7) Alcohol Beverage Fee = _____
(2) _____ x _____ = _____ (Hourly Rate) (# of hours)	(8) Administrative Service Fee = _____
(3) Permit Processing Fee = _____	(9) Sound Fee = _____
(4) Deposit = _____	(10) Sanitation Fee = _____
(5) Setup/Teardown = _____	(11) Special Event Fee = _____
(6) Kitchen = _____	(12) Other Fee(s) = _____
TOTAL: \$ _____ Less Advance Minimum Payment of \$ _____ ;	BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____

**CANCELLATION FEE:** 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee  
31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**A representative will respond via email within 48 hours with availability, cost and additional documents required**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



**City of Oakland  
Fire Prevention Bureau  
Special Events Application  
Fire Prevention Bureau**



(510) 238-3462  
TTY 510) 238-6884

EVENT INFORMATION			
Person(s) Requesting Event:		Phone #:	
Mailing Address:			
Company:			
Email Address:		Type of Event:	
Phone #:		Is business non-profit? <input type="checkbox"/> Yes – Provide a copy of 501 (c) (3) letter <input type="checkbox"/> No	
Name of Event:			
Event Street Address Location:			
Event Date: (An additional form is required for each day)		Event Time (Begins & Ends):	
Setup Site Completion: Date & Time: _____ AM/PM (Setup is required to be completed 1-hr before Inspector(s) arrive at event site).		On-Site Contact:	Phone #:
No. of Vendors: ____ If applicable, complete food vendor form (food truck, caterer, etc.) & indicate those “selling/cooking” & type of cooking equipment			
Expected amount of people:		Amount (#) of tents & sizes(s):	
Brief description of event:			
FOOD		CATERER (If caterer is being used, provide caterer information)	
WILL FOOD BE SERVED? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, will food be <input type="checkbox"/> HOT or <input type="checkbox"/> COLD (If serving HOT food describe cooking / heating source) Explain: _____ _____		Address:	Email:
Will there be any Open flame, Sterno, Liquid Propane Gas (LPG), etc.?		Contact Name:	Phone #:
PYRO/FIREWORK DISPLAY ONLY (See Section B for Fees)			
Pyro Demo/Pre-Inspection Date:		Time:	AM/PM
Pyro Company and Local Technician:		Phone:	

SECTION A: Type of Event Activity – Select from the following if applicable to either applicant or vendor	Yes	No	Fees	Measurement
Open Flame (Ceremonial/Assembly Area, Restaurant Candles, Sterno, Charcoal BBQ/Fireplace, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	\$242.00	Per Event
Christmas Tree Lots	<input type="checkbox"/>	<input type="checkbox"/>	\$242.00	Each
<b>PUBLIC ASSEMBLY:</b> Carnival / Street Fair / Festival / Circus / Block Party/ and/or 50+ individuals (If more than 5,000, an EMT is required on site for emergency services)	<input type="checkbox"/>	<input type="checkbox"/>	\$242.00	Per Event
Exhibits & Trade Show	<input type="checkbox"/>	<input type="checkbox"/>	\$242.00	Per Event
Liquid Propane Gas (LPG)	<input type="checkbox"/>	<input type="checkbox"/>	\$242.00	Per Event
Tents & Canopies (Excess of 400 sq. ft.) and/or Temporary Membrane Structures (no charge for 10x10 with no more than 4 attached)	<input type="checkbox"/>	<input type="checkbox"/>	\$242.00	Per Structure
SECTION B				
Food Truck	<input type="checkbox"/>	<input type="checkbox"/>	\$242.00	Per Truck
Pyrotechnic Special Effects Material (Public Display Concerts/Games)	<input type="checkbox"/>	<input type="checkbox"/>	\$242.00	Per Event
NON-PROFIT (EXEMPT FROM “SECTION A” FEES) (INSPECTION FEES MAY APPLY)				
Non-Profit Business – Provide a copy of 501 (c) (3) etc. letter	<input type="checkbox"/>	<input type="checkbox"/>	\$242.00	Per Event
INSPECTIONS				
Regular Inspection (during reg. workday, Mon. - Fri., 8:00 AM- 3:30 PM is the latest)	<input type="checkbox"/>	<input type="checkbox"/>	\$486.00	Per Hour
After Hour Inspection (Weekdays Before 8:00 AM and After 4:30 PM, including Weekends and Holidays – 2.5 hrs. Minimum = \$1,825)	<input type="checkbox"/>	<input type="checkbox"/>	\$1,825.00	\$730.00 P/H

**Note: FIRE EXTINGUISHERS: (2A 10BC) required for each booth; K-Type Fire Extinguishers for VENDORS USING DEEP FAT FRYING/ COOKING WITH OIL including outdoor cooking.**

- Sound amplification: Contact City Administrator (see below) to learn if the amplification equipment your event will use requires a sound permit. Nancy Marcus - 510-238-3294 - [nmarcus@oaklandca.gov](mailto:nmarcus@oaklandca.gov) or Jasmine Chan – 510-238-6914 - [jchan@oaklandca.gov](mailto:jchan@oaklandca.gov)  
\* Exception – Oakland Parks & Recreation (OPR) reservations, sound permit fees pay directly to OPR
- Please email your application, vendor list, floor plan, & site map (Include any Street Closures) to [FPEvents@oaklandca.gov](mailto:FPEvents@oaklandca.gov)

**NOTE: ALL APPLICATIONS MUST BE SUBMITTED MINIMUM 10 DAYS PRIOR TO EVENT DATE OR THE EVENT IS SUBJECT TO BEING DENIED** - Revised Sept 20, 2023