



SPECIAL EVENTS  
DANCES/CONCERTS/SHOWS  
PERMIT PREREQUISITES

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- 1. NOTIFICATION REQUIRED:** A minimum of 30 days' notice must be given to the Police Department prior to the event. Applications may be obtained in advance of the date of the event; however, the application process must commence no later than thirty (30) days prior to the event.

**NOTE: The permit process is NOT COMPLETE until all requirements have been met.**

- 2. INSURANCE COVERAGE REQUIRED:** The facility where the function is to be held must have a liability insurance policy in effect at the time of the event or both. A copy of the Certificate of Insurance must be provided with the completed application. Within the certificate, "THE CITY OF OAKLAND" shall be named as additionally insured.
- 3. TICKETS:** If tickets are to be sold for the event, a City of Oakland business license is required. Business licenses for the City of Oakland may be obtained at 250 Frank Ogawa Plaza, Suite 1320. Telephone: (510) 238-3704.
- 4. NONPROFIT ORGANIZATION:** If the function is being sponsored by a nonprofit organization, the Internal Revenue Service or State of California Nonprofit Exemption documentation must be provided with the completed application.
- 5. VENUES:** A completed contract with the venue where the event is to be held must be submitted with the application, although the contract may be tentative pending approval of the permit.
- 6. SECURITY:** A contract with a licensed and bonded company is necessary. Depending on the size of the event, and the type of event, security is required. In general, one security officer per fifty attendees (1/50) is required.
- 7. IDENTIFICATION:** Current and valid photo identification is required. It must be issued by a Municipal, State or Federal agency and have a photo of the person making the application for the permit. A PHYSICAL ADDRESS is required. POST OFFICE BOXES are not permitted.
- 8. BUILDING AND FIRE SERVICES' PLAN REVIEW AND INSPECTION REQUIREMENTS:** Non-conforming buildings (warehouses, factories, etc.) and other event locations used as public assemblies are subject to plan review by the Building Department and/or Fire Department. Please submit plans (three copies) for review to the Fire Department at 250 Frank H. Ogawa Plaza, Suite 3341.
- 9. ALCOHOL (ABC License):** If you will be serving and/or selling alcoholic beverages, then you need to obtain an Alcoholic Beverage Control license or provide documentation that the establishment hosting your event has a valid ABC license.

**The California Department of Alcoholic Beverage Control website  
(<http://www.abc.ca.gov/>) has more information.**

- 10. ALAMEDA COUNTY HEALTH DEPARTMENT:** Any event where food or drink will be either sold or given away will need a valid Alameda County Health Permit. Please call (510) 567-6700.
- 11. SOUND:** If you will be using any form of sound amplification outside (including but not limited to a microphone, amplifier or bull horn), you will need to obtain a sound permit from the City Manager's Office.

**12. ADVERTISEMENTS:** Copies of any and all promotional literature and announcement for an event must be provided with the completed application. Originals or a photocopy of the advertisement may be submitted for approval.

**13. STATE BOARD OF EQUALIZATION:** If tangible personal property will be sold at the event, each vendor must get a temporary **Seller's Permit** from the State Board of Equalization. If the vendor already has a Seller's Permit they must add the special event location as a sub-location on their existing Seller's Permit. The vendor may visit [boe.ca.gov](http://boe.ca.gov), call (510) 622-4102, or come to the nearest BOE office to obtain assistance with registration.

**PLEASE BE SURE THAT YOU HAVE READ COMPLETELY ALL INFORMATION IN THIS PACKET AND THAT YOU UNDERSTAND YOUR RESPONSIBILITIES FOR OBTAINING THIS PERMIT.**

If you have any questions, contact our office @ (510) 777-8525.