

Middle Harbor Shoreline Park (“MHSP”)

PUBLIC & SPECIAL EVENT PROCEDURES

Event Guidelines and Procedures Process

The event must be in compliance with the mission of the Port of Oakland. Use of the common area, must also comply with the following categories:

- a) Present family oriented entertainment
- b) Create positive media exposure of MHSP
- c) Increase awareness of MHSP
- d) Managed by an experienced event manager with approved references
- e) Compatible with schedule of terminal operations and other MHSP events

It shall be the responsibility of the applicant to assure compliance with all applicable laws and regulations; including but not limited to:

- a) Health and safety codes
- b) Fire codes and regulations
- c) Securing all required permits and approvals including; liquor license for beverage sales, health permits for all food vendors or caterers, resale permits for all food and merchandise vendors, workman’s compensation insurance for all employees of the applicant, and hold harmless agreements for all of the above, as well as all entertainment.
- d) Special Event Permit granted from the Oakland Police Department for events held for over 200 people or more.
- e) All vendors participating in the event must provide insurance with additional insureds along with a letter of endorsement.

Follow these steps to complete an event/picnic application:

1. Complete the Agreement statement form and return to the park email address or fax listed on the web page. Include a page description of your event and purpose.
2. Include a map depicting your event setup.
3. Conduct a site visit with Park Manager or Port Designee.
4. Review the related documents. i.e. Temporary Rental Agreement (TRA), OPD Permit, etc.
5. Submit all pertinent information listed below to finalize an event contract with the Port.
6. Sign contract and pay all necessary fees no later than 30 days prior to event date.

Staking into any of the grass/lawn areas is prohibited due to sprinkler lines beneath the surface becoming damaged. All tents on the grass/lawn must use water weights to hold them in place.

Fees for Services

Any fees for services required of any group using MHSP will be the responsibility of the applicant and all payments must be made in advance of the event date.

Checks can be mailed to: Port of Oakland
 530 Water Street
 Oakland, CA 94607

Attention: MHSP Park Manager

Make checks payable to: Port of Oakland

Please Reference MHSP, 522160

Fees are determined according to the amount of space needed for event and are currently based on the Port's Tariff 2A, Section X – B, Space Assignments:

Fees may be imposed for the following services:

- 1) Custodial clean up and trash removal
- 2) Park Manager's overtime for day(s) of events
- 3) Any engineering services provided
- 4) On-site security
- 5) Any and all applicable union labor fees
- 6) Any and all damages to Port property (see contract)

Taxes and Fees

Any and all taxes, fees and assessments, including but not limited to license fees, fees for permits, profits, sales or use taxes, personal property taxes, or any other taxes which may be levied or assessed are the responsibility of the applicant.

Music Use Fees

BMI and ASCAP Fees are the responsibility of the applicant.

Parking Policy

Public parking is available, on first-come, first-serve basis, in the designated surface streets west and south along Middle Harbor Road with advance notification. For large events with 500 or more attendees, you must submit a parking plan and it must be approved by the Port of Oakland.

Deliveries

The Park Manager must be informed of all deliveries. Deliveries must be handled in the designated delivery zones. Special arrangement can be made with a 48-hour advanced approval.

Food Preparation

All cooking and food operations must be in compliance with the County Health Department and permits must be obtained. Any cooking activity will be permitted by the Port of Oakland on a case by case basis. All such activity must provide for the protection of pavers and planted areas, e.g. use of ground covering to prevent grease or other stains from falling onto pavers.

Decorations

The City of Oakland Fire Marshall requires that all decorations be non-flammable or of fire resistant materials acceptable to the Fire Marshall. The Fire Marshall will require certification documentation as to the acceptability of the materials used for decorations.

Liquor Sales or Service

The Oakland Police Department and the Port of Oakland requires a permit to service or sell alcoholic beverages. Alcohol must be restricted to an enclosed and secure area. Identification must be checked for compliance with the legal drinking age of 21.

Electrical Requirements

The Port does not supply any electrical support. Electrical Requirements must be established in advance of the event. It will be the organizer's responsibility to comply with all related codes.

Set-up, Clean-up and Janitorial

A sight map indicating the layout of the event that includes vendors, sponsors, tents, food, table exhibits and attractions must be approved by the Port of Oakland no less than 30 days prior to the event. Set-up must be done on the day of the event only unless prior arrangements have been made with the Park Manager. All clean-up must be completed prior to leaving the area. The facility must be left in the same condition as it was delivered to the applicant or arranged through the Port of Oakland for an additional fee.

Trash

The organizer should arrange for trash containers to be delivered to the site for use during the event. The supplier of the containers must remove waste receptacles no later than 10:00 a.m. the next day. The organizer is responsible for confirming that pick up was performed.

Public Restrooms

Public restrooms may be available for use, however, should event crowd exceed 500 people, the event applicant is requested to rent one porta-pottie per 500 people. Porta potties must be removed by the day following the event. Please note that the park restrooms remain locked during large events.

Vendors

Vendors including sponsors, food, and merchandise are subject to the approval of the Port of Oakland. All vendors must provide insurance certificates and additional insured endorsements at a minimum of 2 weeks prior to the date of the event.

Oakland Police Department (OPD)

Event organizer is responsible for contacting the OPD and working with their Events Department to comply with all City requirements to secure a permit for your event.

Oakland Fire Department (OFD)

Event organizer must contact OFD with a finalized map of their event setup. OFD will send a Fire Marshal on the morning of your event to approve all tents, stages, food vendor setups, etc. for compliance. The OFD has the authority to cancel your event if you do not meet the necessary requirements. The Event Organizer is solely responsible for any non-compliance identified by OFD that leads to the cancellation of your event.

Agreement Statement

I have received all the Middle Harbor Shoreline Park's Public & Special Event Procedures & Policies information which includes: General Rules and Regulations, Temporary Rental Agreement and OPD Permit Form.

By signing this document, I have read and understood all the information provided and will adhere to all special event procedures and policies if my proposed event is approved by the Port of Oakland.

Proposed Event _____

Event Date _____

Signature _____

Date _____