



Please supply the information requested below. Please remit this application at least 21 days prior to your event. Attach additional sheets if necessary, to provide required information. A non-refundable application fee of \$150.00 should accompany this application. You will be notified of the disposition of the application and the necessary steps to secure your final permit. A permit fee, signed permit agreeing to reimburse District for any costs incurred by damages, and proof of liability insurance naming the San Mateo County Harbor District as additional insured will be required. See Event Policy.

APPLICATION FORM - WEDDING EVENT (INDIVIDUAL)

Name of Bride and Groom	Bride	Groom
Name of Applicant		
Address		
City, State, Zip		
Telephone	Day	Evening Cell
Email		
Alternate Contract Person(s) and Phone Number(s)		
San Mateo County Resident		
Type of Event	Wedding Only	Reception Only Both
Ceremony Location		
Event Date		
Event Hours	Start	End
Set Up Time		
Exit Time		
Number of Participants and Guests		
Maximum number of vehicles/parking requirements for the event		
Equipment to be used: (Chairs, tables, tents, microphones, speakers, etc.) (attach additional pages, if necessary)		
Individual in charge on day of the event (Include name, address and contact number for the day of the event.		
Description of proposed activity (attach diagram, attach additional pages, if necessary):		
Request for fee waiver	Yes	No
Reason for request of fee waiver:		

Note: This is an application only, and does not serve as a permit to conduct any use of the Harbor or Marina. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and return to the San Mateo County Harbor District prior to the event for final approval by the General Manager or his designee.



San Mateo County Harbor District

Applicant is required to comply with all Federal, State, Local and District laws and ordinances, and represents as part of this permit application that he/she reviewed the Ordinance Code of the San Mateo County Harbor District and is fully familiar with the restrictions and laws stated therein.

Applicant is required to submit with this application any permit or license if required by the governing local jurisdiction (e.g. San Mateo County, City of South San Francisco, or City of Half Moon Bay wherein the event or activity will take place.) The Event Permit issued by the San Mateo County Harbor District will be null and void if applicant is required to have San Mateo County, City of South San Francisco, or City of Half Moon Bay permit or license and does not obtain said permits or license.

Prior to commencing any activities hereunder, applicant shall furnish to District satisfactory evidence of insurance written upon a form and by a company acceptable to the District, insuring District, its directors, officers, agents and employees against any losses or liabilities which may arise out of applicant's use of the facilities, including all costs of defending any action. Said insurance shall consist of a Comprehensive General Liability policy with a Broad Form Endorsement that provides coverage for bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 in aggregate. Said policy shall be in favor of, and name applicant and District, its directors, officers, agents and employees as additionally insured and shall be maintained in full force and effect during the term of the permit.

Absence of insurance makes the Event Permit null and void.

In signing this application, and accepting the permit issued thereby, the undersigned certifies under penalty of perjury that any and all events or activities will be attended by the applicant personally or by individuals known to the applicant, the names of whom must be provided in advance to the District on this application, or on any future amendment to this application, to enable the District to monitor the use of their facilities.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

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