



San Mateo County Harbor District

504 Avenue Alhambra, Ste. 200
 PO Box 1449
 E Granada, CA 94018
 (650) 583-4400 T
 www.smharbor.com

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 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 also insured will be required. See Event Policy 5.4.1, Event Fee Schedule and Category Definitions.

APPLICATION FORM – Special Event Application		
Applicant Name:		
Organization Name:		
Address:		
City, State, Zip Code		
Telephone	Day	Cell Fax
Alternate Contact Person (s) and Phone Number		
Email Address		
San Mateo County Resident:	Yes	No
Non- Profit:	Yes	No
Commercial:	Yes	No
Type of Event:		
Description of Proposed Activity:		
Event Date (s)		
Number of Events per year:		
Event Hour:	Start	End
Set up Time:		
Exit Time:		
Number of Participants/Guests:		
Maximum number of vehicles/parking requirements for the event: (provide parking plan)		



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Equipment to be used: (Chairs, tables, tents, microphones, speakers)	
Individual in charge on event day (include name, address and contact number on the day of the event)	

Information will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee based on the Permit Fee Schedule. The District may require additional information.

Request for fee waiver:	Yes	No
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Reason for request of fee waiver:

Are you familiar with/have you visited the requested area?	Yes	No
Do you plan to advertise or issue a press release before the event?	Yes	No
Is there any reason to believe there will be attempts to disrupt, protect or prevent your event? (If yes, please explain on a separate page.)	Yes	No
Do you intend to solicit donations or offer items for sale?	Yes	No



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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 a 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 _____

Note: This is an application only and does not serve as 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 returned to the San Mateo County Harbor District prior to the event for final approval by the General Manager or his/her designee.