



SAN MATEO COUNTY HARBOR DISTRICT

504 Avenue Alhambra, Ste. 200

P.O. Box 1449

El Granada, CA 94018

Phone: (650) 583-4400

COMMERCIAL ACTIVITY PERMIT APPLICATION

The undersigned (hereinafter referred to as "Applicant") hereby applies for a permit to conduct a commercial activity, described below, at facilities owned or operated by the San Mateo County Harbor District, hereinafter referred to as "District," a political subdivision of the State of California.

PROPOSED COMMERCIAL ACTIVITY

1. **PURPOSE:** The purpose of the application is to describe the proposed commercial activity offering of sales or services to the general public:

Please describe in detail the proposed commercial activity. Include information regarding the nature of the activity, the purpose, hours of operation, any fees charged, estimated number of participants/customers, areas of Harbor to be used, Harbor facilities to be used. (use additional sheets of paper if needed.)
2. **RULES AND REGULATIONS:**
 - a) Applicant is required to comply with all Federal, State, Local and District laws and ordinances, and represents as part of this permit application process that he/she has reviewed the Ordinance Code of the San Mateo County Harbor District and is fully familiar with the restrictions and laws stated herein.
 - b) Applicant is required to submit with this application a valid copy of the Fictitious Business Name Statement from the County of San Mateo Treasurer's Office (required in all unincorporated areas of the County of San Mateo) or a City of South San Francisco Business License (if business is located in South San Francisco) and Seller's Permit issued from the California State Board of Equalization, which entitles Permittee to sell products. License shall be maintained in accordance with law and Permittee must be able to produce license when requested to do so by a representative of the District. Seller's Permit requirement only applies if applicable. The permits 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 Half Moon Bay, or a City of South San Francisco Permit or business license and does not obtain said permits or business licenses.
 - c) Sales and services under the permit applied for herein shall be permitted during prescribed hours only, within the operating hours of the specific facility involved, without advance written approval from the Harbormaster's office.

- d) All sales, work or other services shall be performed only in the areas designated by District staff as the space within the facility for said service, work or sale.
- e) Any permit authorized pursuant to this application shall be revoked immediately, and shall be null and void, if applicant is found in violation of any of the Terms and Conditions of this permit, or any provisions of law, including the San Mateo County Harbor District Ordinance Code.
- f) The permit issued pursuant to this application shall be valid from January 1 through December 31 of the permit calendar year.
- g) Commercial Activities are covered under Section 5 of the existing Ordinance Code.

3. **PERMIT FEE, PAYMENT AND ACCOUNTING:**

- a) FEES: The non-refundable administrative fee for the term of this permit shall be **Two hundred sixty-eight dollars (\$268.00)** per year plus \$100 per year to add an additional harbor/marina and shall be payable on approval of this application, before issuance of the Commercial Activity Permit. Additional fees may be required such as a percent-of-sales fee. (Contact the Director of Operations and General Manager for additional requirements).
- b) Permittee may be required to post a security deposit of \$500.00, which may be used by the District for payment of any moneys, rents, fees or other charges due and payable to the District, but in arrears for over ninety (90) days. Permittee shall be required to reinstate security deposit within 30 days, and to the satisfaction of the District if District is required to use said security deposit to satisfy Permittee's obligations under this lease.
- c) **PLACE OF FILING AND PAYMENT:** Fees required herein shall be paid to:

San Mateo County Harbor District
504 Avenue Alhambra, Ste. 200
PO Box 1449
El Granada, CA 94018

The fees may be paid with cash, check, or electronic payment made payable to the San Mateo County Harbor District. A thirty-three dollar (\$33.00) charge shall be assessed to proposed applicant for any and all returned checks. The permit is then null and void.

4. **LIABILITY OF PARTIES: INDEMNIFICATION: INSURANCE:**

Applicant shall indemnify, hold harmless and defend District for and against any and all injury to and deaths of persons, and injuries to property, and all claims, demands, losses, damages and liability, arising out of the applicant's activities under this permit and the use by applicant of District facilities.

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 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 \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate. Said policy shall be in favor of, and name applicant and District, its directors, officers, agents and employees as additional insured and shall be maintained in full force and effect during the term of the permit. Said policy shall state by its terms and by an endorsement that said policy shall not be canceled until District shall have had at least thirty (30) days written notice of such cancellation.

To operate a vessel under a Commercial Activity Permit, additional insurance is required in the form of Hull, Machinery, and P&I, including towing coverage.

Absence of insurance makes the Commercial Activity Permit null and void.

5. SIGNING OF APPLICATION

In signing this application, and accepting the permit issued thereby, the undersigned certifies under penalty of perjury that any and all work, services or sales will be made by the applicant personally, or by individuals in the applicant's employment, the names of whom must be provided in advance to the District on this application, or on any future amendment to the application, to enable the District to monitor the use of their facilities by outside business entities.

6. NON-TRANSFERABLE/ASSIGNABLE

Applicant understands that the permit so issued is non-transferable or assignable, and that any attempt to transfer, assign or otherwise encumber or hypothecate this permit shall result in the permit immediately becoming null and void, and all permit fees paid shall be forfeited.

In connection with the performance of this Permit, the Permittee may not discriminate against any customer, or against employee or applicant for employment because of race, color, religion, citizenship, political activity or affiliation, national origin, ancestry, physical or mental disability, marital status, age, medical condition (as defined under California law), veteran status, sexual orientation, gender identity, gender expression, sex or gender (which includes of pregnancy, childbirth, breastfeeding, or related medical conditions), taking or requesting statutorily protected leave, or any other characteristics protected under federal, state, or local laws. The Permittee must take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability, national origin, or any other characteristic protected under state, federal, or local laws. Such actions must include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.

I/we have read, understand and accept all of the terms and conditions of this permit application, and the information provided herein, and request that the San Mateo County Harbor District issue its permit to me/us to engage in the commercial activity described in Paragraph 1, and that said permit be issued in the name of:

_____ covering work by the following person(s):

Signature of Applicant

Date

Address of Applicant

Phone Number

Email Address

Are you Requesting a Waiver of Fees:

Yes

No

Non-Profit ID Number (if applicable)

TITLE [If a corporation, attach a corporate resolution authorizing the signatory to enter into this permit agreement]

Please supply the information requested below. Attach additional sheets if necessary, to provide required information. A non-refundable application fee of 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 named the San Mateo County Harbor District as also insured will be required.

Commercial Activity Permit		
Please check all apply:	<input type="checkbox"/> Sporting Event <input type="checkbox"/> Water Activity <input type="checkbox"/> Picnic/Wedding <input type="checkbox"/> Services <input type="checkbox"/> Other _____	
Have you ever applied for a CAP with San Mateo County Harbor District	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant Name:		
Organization Name:		
Address:		
City, State, Zip Code		
Telephone	Day	Cell
Alternate Contact Person (s) and Phone Number		
San Mateo County Resident:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non- Profit:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commercial:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of Event:		
Description of Proposed Activity:		

Number of Events per year/month/week:		
Event Hour:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Set up Time:		
Exit Time:		
Number of Participants/Guests:		
Maximum number of vehicles/parking requirements for the event: (provide parking plan)		
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 CAP 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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Reason for request of fee waiver:

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

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 Commercial Activity 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 return to the San Mateo County Harbor District prior to the event for final approval by the General Manager or his/her designee.