



BURLINGAME POLICE DEPARTMENT

Mike Matteucci, Chief Of Police



SPECIAL EVENT APPLICATION

Company's Name: _____ Daytime Phone: _____

Contact Person: _____ Email: _____

Address: _____

EVENT INFORMATION

Date(s): _____ Staging Time: _____ Starting Time: _____

Ending Time: _____ De-Staging Time: _____

Location Of Event: _____

Event Purpose: _____

Number of Participants: _____ Type (Crew, Actors, Public): _____

Amount of Equipment: _____

Equipment Type: _____

Parking Permit Requested: Yes No Location: _____

ATTACHMENTS REQUIRED UPON SUBMISSION OF APPLICATION:

Letter of intent (detailed description of event), map of streets/area to be closed, petition of property owner(s) affected by event (80% of neighboring signatures), certificate of insurance.

I agree to hold harmless the City of Burlingame, its officers and employees, whether elected or appointed, from any and all liability arising from the event planned and described above. Further, I understand that prior to the issuance of any permit as described above, I shall file a certificate of insurance to the City Manager naming the City, its officers and employees, whether elected or appointed, as additional insured, and that I must pay all City costs prior to the issuance of the permit.

Applicant Signature: _____ Date: _____