



Office of Parks and Recreation  
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612  
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**\*\*\*ATTENTION\*\*\***  
**FACILITY RENTAL AND PARK RENTAL**  
**RESERVATIONS CUSTOMERS**

**GROUPS with 50 OR MORE Participants:** The Office of Parks and Recreation **will not** issue a Facility Permit or Park Permit without an approved Special Events Permit (or waiver) issued by the Oakland Police Department (OPD).

SPECIAL EVENT APPLICATIONS MUST BE SUBMITTED **AT LEAST 30 DAYS PRIOR** TO THE EVENT

1. The permit process begins by obtaining a Special Event Application:

- **In Person** - Visit the [Eastmont Substation](#) at 2651 73rd Avenue, Oakland, CA Tuesday – Thursday, 11 am to 3 pm to obtain an application.
- **By Telephone** - Contact the Special Events Unit at (510) 777-8525 and ask for help.
- **By email** - You can request an application by emailing [pespinoza@oaklandnet.com](mailto:pespinoza@oaklandnet.com) or [jcabral@oaklandnet.com](mailto:jcabral@oaklandnet.com).
- **On-line** – Download and complete the Special Events Permit Application. <http://www2.oaklandnet.com/Government/o/OPD/s/sefags/index.htm>

2. If your event requires a short term encroachment permit, obtain the [encroachment petition](#) and complete the required canvass.
3. Submit the Special Events permit application to the Special Events coordinator at the Eastmont substation:

**Eastmont Substation**  
2651 73rd Avenue  
Oakland, CA 94601 (at the **Eastmont Town Center**)  
phone: (510) 777-8500

4. Meet with the Special Event Coordinator to determine if additional permits and/or documents are required to complete the permit application packet
5. The Special Events Coordinator will make a decision to approve, conditionally approve, or deny the application.

**Notes:**

- Acceptance of your application is not to be construed as approval of your request
- The completed Special Events Application, along with all the necessary supporting documents, must be made to the Oakland Police Department, **at least 30 days in advance of the special event.**

