



How to Obtain an “Annual Vehicle Access Permit”

You are invited to purchase an East Bay Regional Park District annual Vehicle Access Permit (VAP)! The annual VAP gives you vehicle access to twenty-six of the Park District’s most popular picnic areas located in eleven different parks in Alameda and Contra Costa Counties. More information is available at <http://www.ebparks.org/activities/permits#caterer>.

The annual VAP offers you three major benefits:

1. **MARKETING:** Your Company will be added to our list of caterers approved for Vehicle Access. This list is used by our Reservations staff when a customer booking a picnic reservation asks for a caterer recommendation.
2. **SAVE MONEY:** If you cater more than two events in these sites annually, you will save money by paying \$150 compared to the \$75 daily fee. You will also avoid the \$25 late fee if you are arranging vehicle access less than 15 days in advance.
3. **SAVE TIME:** You, or your clients, will not have to waste time getting a daily permit.

How to get a permit:

Step 1 – Request Permit

First time applicants: Email your request to me and include your business name, contact person name, phone number, mailing address and email address.

Renewals: Email your renewal request to me along with any changes in contact information.

Step 2- Once I receive your request, I will email you a tentative permit. Read, sign and return the permit

Step 3- Payment: Checks payable to EBRPD or call to pay by Visa or MasterCard

Step 4 – Insurance: Send me an insurance certificate showing proof of current Auto Liability Insurance in the amount of \$1 million per occurrence naming the East Bay Regional Park District as additional insured. Certificate holder address is EBRPD, Attn: Reservations Supervisor, 2950 Peralta Oaks Court, Oakland, CA 94546. Events at Quarry Lakes Regional Park must also name “Alameda County Water District” as additional Insured. Certificate holder address is ACWD 43885 South Grimmer Blvd., Fremont, CA 94538.

When these steps are completed, I will sign the permit and return it to you. You or your representative can then work directly with the park supervisors to arrange vehicle access. If you have any questions, please feel free to contact me.

Happy Picnicking!

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