

## **Event Bike Parking Requirements, Guidelines and Resources**

*To address traffic impacts and encourage non-motorized transportation, Special Events occurring between the months of April and October that expect 5,000 or more attendees shall be required to provide attended bike parking for event attendees at no charge. Regulatory authority for this requirement is in the Oakland Municipal Code 9.52.080, Special Event Permits. Enforcement of this requirement is at the discretion of the OPD Special Event Permit officer.*



### **REQUIREMENTS**

#### **Space**

A space that is enclosed and secured on three sides (“corral”) shall be provided. The corral can be indoors or may consist of metal barricades. One side of the corral shall consist of tables for checking in bicycles. (See Guidelines/Resources on page 2 for suggested space and configuration of the corral.)

#### **Placement**

The corral shall be placed:

- at an easily accessible and visible location, preferably at the entrance gate to the event, or another location determined by the permitting officer;
- within a one-block radius maximum of the event
- on the street, or in a parking lot, garage, or schoolyard with permission of the property owner.

#### **Hours**

Hours of operation of the secured attended bicycle parking must be at least the same hours as the event. The bike parking service provider must have access to the parking location at least one hour prior to the event and one hour after the event for set up and break down.

#### **Advance Promotion**

The availability of the bike parking service shall be noticed on all event promotion including poster/postcards (if possible) and website. Notice shall consist of the phrase: “Free attended bicycle parking.” Bicycle parking information must be provided whenever any kind of transportation or directional information is advertised for the event, in the same format and with equal amount of space. All events must indicate the location of the secured attended parking facilities and all event personnel must be aware of this location.

#### **Handling/Care of Bicycles**

The event promoter or sponsor must ensure that the bike parking be monitored at all times. Valet parkers must handle the parking and return of bicycles. Bicycles should be returned upon receiving a claim check to ensure the same bicycles are returned that were left. A sufficient number of staff needs to be provided and that number will vary depending on whether attendees arrive all at one time, or throughout the day. Valet parkers should record the number of bicycles parked at the event and provide that number to the event sponsor in order to estimate the amount of space needed for the following year's event.

#### **Insurance**

The valet bike parking service provider shall have insurance. Should the promoter provide the bike parking service, the bicycles checked in shall be insured against theft.

## GUIDELINES & RESOURCES

### Corral Configuration Recommendations

The minimum number of spaces required is 1% of the expected attendees. Following are guidelines for the suggested space required for a bike parking corral based on the number of bicycles expected.

# event attendees	# bikes	Square feet needed	Dimensions
5,000	50	450	15' x 30'
10,000	100	900	30' x 30' OR 15' x 60'
15,000	150	1,350	30' x 45' OR 15' x 90'
20,000	200	1,800	30' x 60' OR 40' x 45'
30,000	300	2,700	30' x 90' OR 45' x 60'

### Valet Bike Parking Service Providers

You may wish to contact the bike parking service providers listed below for assistance in planning corral location, configuration, and size.

East Bay Bicycle Coalition

<http://ebbc.org/?q=valet>

[valet@ebbc.org](mailto:valet@ebbc.org)

(510) 845-RIDE (7433)

BikeAlameda

<http://www.bikealameda.org/about/?Mailbox=valet>

(510) 595-4690

San Francisco Bicycle Coalition

<http://www.sfbike.org/?valetform>

[bikevalets@sfbike.org](mailto:bikevalets@sfbike.org)

(415) 431-2453 (BIKE) x315

### Notes:

Please arrange for bike parking service as far in advance of your event as possible.

Above service providers may be able to offer bag check or coordinate bike repair services for event.

### Where to get barricades:

City of Oakland, Public Works Agency

Keep Oakland Clean and Beautiful

(510) 434-5130

*See attached for pricing (2012-13).*

Bay Area Barricade Service

<http://www.babsinc.com>

[BayAreaBarricade@yahoo.com](mailto:BayAreaBarricade@yahoo.com)

(925) 686-1089

yellow pages: "rentals"



**Event:**  
**Date:**  
**Prepared by:**

<b>Staff</b>	<b>Number Required</b>	<b>Hours</b>	<b>Rate</b>	<b>Total Cost</b>
Supervisor II			\$103.07	\$0.00
Supervisor I			\$84.44	\$0.00
Leader			\$73.05	\$0.00
Street Sweeper Operator			\$66.99	\$0.00
Maintenance Worker			\$57.18	\$0.00
<b>Equipment</b>	<b>Number Required</b>	<b>Hours</b>	<b>Rate</b>	<b>Total Cost</b>
Sweeper			\$125.00	\$0.00
Flat Bed			\$12.00	\$0.00
Pick Up			\$7.00	\$0.00
<b>Other Charges</b>	<b>Number Required</b>	<b>Rate</b>	<b>Total Cost</b>	
Cones		\$1.00 ea/day	\$0.00	
Barricade (plastic)		\$2.25 ea/day	\$0.00	
Barricade Delivery (plastic)		\$88.80 ea/day	\$0.00	
Crowd Control Barriers		\$7.75 ea/day	\$0.00	
Crowd Control Barrier Delivery		\$325.00 ea/day	\$0.00	
Posting No Parking Signs		\$49.50 block	\$0.00	
Posting with meters		\$11.00 per meter (plus \$47.00 hr for posting)	\$0.00	
Paper No Parking Signs		\$0.25 each	\$0.00	
Litter Container Service		\$49.50 block	\$0.00	
Barricade Replacement		\$92.00 each	\$0.00	
Barrier Replacement		\$185.00 each	\$0.00	
Cone Replacement		\$5.00 each	\$0.00	
<b>TOTAL</b>				<b>\$0.00</b>

**Make check out to**

City of Oakland

**Please send remittance to:**

PWA / KOCB  
 City of Oakland  
 750 - 50th Avenue  
 Oakland, CA 94601