

## Special Event Permit Instructions

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Stockton Metropolitan Airport offers Special Event Permits to those wishing to hold an event on the property. It is a requirement of San Joaquin County that the Permit be accompanied by an insurance policy provided by the organization holding the event. Also, keep in mind that some events may require review and approval of security measures by the Transportation Security Administration, which has a lead time of 30 days. It is at the discretion of the Airport Director to charge a fee for the event.

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1. Complete the attached form to request a Special Permit for your event.  
(Document is editable in Adobe)
  - Each field is required to be filled out by the main person requesting the permit.
  - SPECIAL REQUIREMENTS – List the services that you will need Airport Staff to assist with.  
Early notification will allow us to prepare and have everything available for the event.
2. Attach a flyer, brochure, or agenda of your event to the request form, if available.
3. Email completed form to [hkeifer@sjgov.org](mailto:hkeifer@sjgov.org) or mail to:  

Stockton Metropolitan Airport  
5000 S. Airport Way, #202  
Stockton, CA 95206
4. Airport Administration will review the request and, if accepted, will send a Special Event Permit Agreement to Requestor for review and signature.
5. Requestor sends back to the Airport Administration, the Agreement and Proof of Insurance.  
Permits will not be issued without proof of insurance. NO EXCEPTIONS.

Please feel free to contact Airport Administration at 209-468-4700 for questions about this Permit.

## Special Event Permit

Contact Name

Today's Date

Contact Address

Contact

Phone #

Requestor Email

Name of Special  
Event

Date(s) of Event

Start Time

End Time

Organization

Expected  
Attendance

Location of Event  
on property

Brief description of events activities planned

Special Requirments needed (e.g., electrical set-up, escort onto AOA, after hours support)