



## SPECIAL EVENT APPLICATION

1. This application, along with a non-refundable application fee must be mailed or submitted to the City of Santa Clara at least sixty (60) days prior to the day of the event. The fee is \$300 for individuals and organizations or \$25 for non-profit organizations. Applications will not be processed until they are fully completed with all required permit applications and the application fee is paid. Acceptance of application does not constitute approval of the event.
2. Please note that there may be other City permits, inspections, and associated fees required aside from the application and application fee that the event organizer is responsible for obtaining. Each section of this application provides the contact information for the department(s) responsible for issuing the required permits for your special event.
3. Any vendor providing a service for pay must have a current City of Santa Clara business license.
4. After your application has been received, you may be contacted for additional information about your event.
5. After a full review of your application, you will be issued conditional approval or denial for the event. The conditional approval will list the requirements for the event, such as permits, inspections, insurance, licenses and applicable fees. Your event, depending on its size and complexity, may require a pre-event meeting with City staff from affected departments as part of the approval process. Once these conditions are met, the event will be granted approval.

Name of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Day of Event Contact: \_\_\_\_\_ Day of Event Phone: \_\_\_\_\_

### **1. GENERAL INFORMATION**

Name of Event: \_\_\_\_\_

Type of Event (e.g. parade, fun run, festival, etc.): \_\_\_\_\_

Event Location or Address:  Civic Plaza  Triton Museum  Santa Clara Convention Center  
 Franklin Square  Other: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Set Up:           Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Actual Event:   Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Clean Up:        Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected # of Attendees: Total \_\_\_\_\_ Maximum # of Attendees Expected at Any Given Time: \_\_\_\_\_

Will this event be opened to the public? \_\_\_ Yes \_\_\_ No

Has this event been held before? \_\_\_ Yes \_\_\_ No

If yes, please describe previously held locations:

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Please attach map or diagram with application.

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## **2. STREET CLOSURE AND CITY-OWNED PROPERTY**

**Events on City-owned property, aside from public streets, require a Right of Entry License Agreement with the City Manager's Office. Please contact the City Manager's Office at [manager@santaclaraca.gov](mailto:manager@santaclaraca.gov) or (408) 615-2210 for more information.**

**Street closures require an encroachment permit and approval of your traffic control plan from the Traffic Engineering Division. Please note that the City of Santa Clara has approved two 5K run/race routes and a 10K run/race routes for organizations to use. Alternative routes may be considered, but organizer will be responsible for the cost of traffic and public safety review. Please see website to view approved routes. Please contact Traffic Engineering at [engineering@santaclaraca.gov](mailto:engineering@santaclaraca.gov) or (408) 615-3000.**

**In the case that your event requires traffic control services, your organization will be required to enter into a General Service Agreement with the Santa Clara Police Department for reimbursement of personnel costs. Police Department staff will reach out to you directly if your event requires this service.**

Is your event a fun run or a race? \_\_\_ Yes \_\_\_ No

Does your special event require street closure? \_\_\_ Yes \_\_\_ No

If yes, please name the streets that you are requesting to be closed and include a traffic control plan with your application:

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Provide the exact times that you are requesting the road(s) to be closed:

Road Closed:                      Date: \_\_\_\_\_ Time: \_\_\_\_\_

Road Re-Opened:                  Date: \_\_\_\_\_ Time: \_\_\_\_\_

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## **3. SPECIAL PERMIT**

**Please note that events held in a parking lot may require a Special Permit from the Planning Division and may require City Council approval. Please contact the Permit Center at [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov) or (408) 615-2420 for more information.**

Will any part of your event be held in a parking lot? \_\_\_ Yes \_\_\_ No

If yes, please provide a site plan with your application.

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#### **4.EVENT PARKING**

Provide a map that shows parking sites and describe where event attendees are expected to park their vehicles. If the event requires more parking than what is available, please describe your plan for overflow vehicles. Depending on event and location, the Planning Department may be able to provide City approved locations for on-site parking. Please contact the Permit Center at (408) 615-2420 or [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov) for more information.

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#### **5.AMPLIFIED SOUND**

Amplified sound at your event requires a permit from the Santa Clara Police Department. This permit is processed at the Business Tax and License Unit. Please contact the Business Tax and License Unit at [businesslicense@santaclaraca.gov](mailto:businesslicense@santaclaraca.gov) or (408) 615-2310 for more information.

Will you be using amplified sound during your event? \_\_\_ Yes \_\_\_ No

Address where amplified sound will be used: \_\_\_\_\_

Location of amplified sound at the address (e.g. Backyard, garage, street, etc.):

Request time period for amplified sound: Start: \_\_\_\_\_ End: \_\_\_\_\_

\*Please note that amplified sound outside of 9:00am to 10:00pm requires City Council approval.

Number of Speakers to be Used: \_\_\_\_\_

Number of Amplifiers to be Used: \_\_\_\_\_

Type of speaker(s) to be used: \_\_\_\_\_

Aggregate wattage of all amplifiers: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Signature of property owner: \_\_\_\_\_

Amplified sound contractor:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License No. \_\_\_\_\_

## 6. TEMPORARY STRUCTURES

The Santa Clara Fire Department requires organizers to obtain operational fire permits for temporary events such as festivals, carnivals, fairs, farmers markets, mobile food truck gatherings, haunted houses, ghost walks, and similar outdoor public assemblages. These events may include ingress and egress controls, stage shows, tents/structures, pyrotechnics, temporary electrical equipment, food booths, fuel burning appliances, amusement devices, etc.

Please visit their website at <http://www.santaclaraca.gov/government/departments/fire/fire-permits-guidelines> or contact the Fire Prevention and Hazardous Materials Division at (408) 615-4970 to find out more information about what type of events require a permit and how to apply.

Large tents, canopies, stages and other temporary structures require building permits from the Building Division. Please note that stakes are not permitted on City grounds. Please contact the Permit Center at [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov) or (408) 615-2420 for more information.

Will you be using any tents that are larger than 2,000 square feet?  Yes  No

If yes, please list how many, their dimensions (length, width, and height), arrangement of the tents including separation distances, and what you plan to do inside the tent(s). Arrangement of the tents must be shown on a site plan.

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Will you be using any tents that are smaller than 2,000 square feet?  Yes  No

If yes, please list how many, their dimensions (length, width, and height), arrangement of the tents including separation distances, and what you plan to do inside the tent(s). Arrangement of the tents must be shown on a site plan.

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Tent contractor:

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

City of Santa Clara Business License No. \_\_\_\_\_

The tents will be placed over:  Grass  Landscape  Parking Lot

The tents will be secured with:  Water Barrels  Other: \_\_\_\_\_

Will you be using a stage?  Yes  No

If yes, please provide the length: \_\_\_\_\_ width: \_\_\_\_\_ height: \_\_\_\_\_

Stage contractor:

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

City of Santa Clara Business License No. \_\_\_\_\_

Will you be using a dancefloor?  Yes  No

If yes, please provide the length: \_\_\_\_\_ width: \_\_\_\_\_

Dancefloor contractor:

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

City of Santa Clara Business License No. \_\_\_\_\_

\*Please provide scale drawing, site map of locations of all tents and/or temporary structures

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## **7. ELECTRICAL AND LIGHTING**

**Generators and extension cords will require electrical permits from the Building Division. Please contact the Permit Center at [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov) or (408) 615-2420 for more information.**

Will you be using one or more portable generators?  Yes  No

If yes, please state the NO: \_\_\_\_\_ HP: \_\_\_\_\_ KVA: \_\_\_\_\_

Generator contractor:

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

City of Santa Clara Business License No. \_\_\_\_\_

Will you be using any lighting?  Yes  No

If yes, please describe:

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Will you be using any extension cords?  Yes  No If yes, please detail in site map.

Please describe the method of protection from trip hazard:

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## **8.FOOD**

The Santa Clara County Department of Environmental Health requires organizers of temporary events where food will be given away or sold to the general public to obtain a permit. Please visit <https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx> to find out more information about how to submit and obtain the required permit.

If you plan to sell alcoholic beverages at your event, you are required to obtain licenses from the State's Department of Alcoholic Beverage Control (ABC) and the Santa Clara Police Department. Your licenses will have to be displayed on site at the event. If alcohol is being provided by a caterer, caterer must have an ABC permit. Please contact the Santa Clara Police Department's Permit Unit at [rthomas@santaclaraca.gov](mailto:rthomas@santaclaraca.gov).

Please note there is a list of food trucks that are approved to operate in the City of Santa Clara. Food trucks that are not on the list cannot operate in the City of Santa Clara. Visit the City's website to view list of approved food trucks.

Will you provide food at your event?  Yes  No

If yes, please describe:

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Will food be prepared or cooked at the event?  Yes  No

Will food be sold at the event?  Yes  No

Specify cooking method:  Gas  Electric  Charcoal  Other: \_\_\_\_\_

Will food trucks be at your event?  Yes  No

Will alcohol be served at your event?  Yes  No

Will alcohol be sold at your event?  Yes  No

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## **9.SANITATION**

Please note that you may be required to provide portable restrooms and hand washing stations by the Department of Public Works and/or County of Santa Clara Department of Environmental Health. If required, Department of Public Work staff will reach out to you directly to provide the exact number of portable restrooms and hand washing stations to order based on the information you provide in this application. Please refer to Special Events webpage to see chart for restroom/wash station requirements.

Describe the number of restrooms available at the event site and whether you plan on providing portable restrooms and hand washing stations, and if so, how many:

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### **Waste Management Plan (events with attendance over 200)**

As part of your event management duties, you are responsible for keeping the event site tidy at all times and for the clean-up and disposal of all trash and recycling generated at your event. All events are required to submit a special event waste management plan or a signed contract with an approved zero waste special event service provider.

Do you plan to manage the event waste on your own?  Yes  No

Please describe how you plan to manage and dispose of all recycling and event waste during and after your event. Please also include what trash and recycling containers will be used and where you will dispose of the waste during (should the containers become full) and after the event.

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Do you plan to hire an approved zero waste special event service provider to manage the event waste?  
\_\_ Yes \_\_ No

Below are the City approved zero waste service providers. Please contact them directly for more information on the services available to best meet your event waste reduction and recycling needs.

1.Green Mary

[www.greenmary.com](http://www.greenmary.com)

Mary Munat: [mary@green-mary.com](mailto:mary@green-mary.com), 707-548-7582

2.Nothing Wasted Consulting

Melissa Baxter: [Melissa@nothingwastedconsulting.com](mailto:Melissa@nothingwastedconsulting.com), 858-837-2178

3.San Jose Conservation Corp

[www.sjcccs.org](http://www.sjcccs.org) (click on Programs, then Recycling)

Alan Ha: [alanh@sccccharter.org](mailto:alanh@sccccharter.org), 408-459-6404

Melissa Avalos: [mavalos@sjcccharterschool.org](mailto:mavalos@sjcccharterschool.org), (office) 408-459-6483, cell 408-595-3388

Mission Trail Waste Systems is the only authorized provider of debris bins within the Exclusive Franchise Areas of the City. Debris bins can be ordered from Mission Trail Waste Systems through the City of Santa Clara Utility Customer Service by calling (408) 615-2300 (additional fees will apply).

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## **10.SECURITY PLAN**

**Certain components of a special event or number of attendees may require a security plan. If your special event requires one, Police Department staff will contact you directly.**

Are you planning to hire a licensed professional security company to develop a security plan? \_\_ Yes \_\_ No

Security contractor:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License No. \_\_\_\_\_

**STAFF USE ONLY**

**APPLICATION REVIEW BY CITY OF SANTA CLARA STAFF**

Date Application Was Received: \_\_\_\_\_

By (Name): \_\_\_\_\_ Department: \_\_\_\_\_

Application Review Required By:

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Planning     | <input type="checkbox"/> Building Inspection      | <input type="checkbox"/> Traffic Engineering          |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> Public Works             | <input type="checkbox"/> Building Maintenance         |
| <input type="checkbox"/> Police       | <input type="checkbox"/> Parks & Recreation       | <input type="checkbox"/> Other, Please specify: _____ |
| <input type="checkbox"/> Fire         | <input type="checkbox"/> Finance/Business License |   |

Conditional Approval:  Deny:

City Manager's Approval:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_