

SJ PLACES PROGRAM PERMIT APPLICATION

As part of the City of San José’s efforts to facilitate the creation of a more vibrant Downtown with local event organizers, the City has launched a one-year pilot program, removing permitting costs for organizers of small-scale outdoor events in Downtown along with an expedited application process and a reduced approval timeline of 21 days. The pilot programs will run through October 2024.

- This initiative would allow up to 500 people to gather at the free use locations listed above for a 4-hour small scale event, that is free, and open to the public between the hours of 8:00AM – 10PM.
- Event applications must be received no less than 21 days from event date.
- Examples of qualifying events include, but are not limited to, live music events, movie nights, health and wellness activities, community events, and celebrations.

Free Use locations include:

Arena Green East
St. James Park

City Hall Plaza West
Theater Plaza

Fountain Alley
Parque de los Pobladores

SJ PLACES PERMIT APPLICATION CONDITIONS:

Qualifications - To qualify for this opportunity, event element must meet the criteria in the description listed above and not require additional permits or services from City or County departments. This initiative does not allow the ability to include alcohol, food booths, beverage booths or street closures, but may include the following elements:

- one cooking food truck and/or one non-cooking food truck;
- the placement of equipment and up to seven 10’ x 10’ canopies;
- generator and power cables (cable coverings required);
- sale of commercial merchandise;
- and amplified sound.

Requirements - The Organizer must obtain and maintain event insurance as determined by the City of San José Office of Risk Management Division. Before any event, a copy of the **Certificate of Insurance** must be submitted no later than 14 days before the event or risk cancellation of the event. Organizers are encouraged to take advantage of the City of San José’s *Special Events Liability Insurance Program (SELIP)*. SELIP can assist you in meeting the City of San Jose’s liability insurance requirements if you cannot otherwise do so with your current insurance provider. For more information on this opportunity, please contact sjplaces@sanjoseca.gov.

TO SUBMIT YOUR APPLICATION, PLEASE FOLLOW THESE STEPS:

1. Complete the permit application below to clearly describe your event.
2. Create and attach an Event Layout Map and Event Narrative (mandatory).
3. Please sign and date the permit application and email all documents to sjplaces@sanjoseca.gov.

Please note: Submission of this application does not guarantee that your event will be approved.

If you have additional questions, please contact us at sjplaces@sanjoseca.gov.

APPLICANT INFORMATION

APPLICANT NAME: _____
ORGANIZATION NAME: _____ ARE YOU A NON-PROFIT: YES NO
ADDRESS: _____
CITY: _____ STATE: _____
TEL: _____ EMAIL: _____

EVENT INFORMATION

EVENT NAME: _____
EVENT TYPE: _____
EVENT LOCATION: _____ EVENT DATE: _____
EVENT TIME: _____ EVENT LOAD-IN TIME: _____ EVENT LOAD OUT TIME: _____
ESTIMATED ATTENDANCE (MAXIMUM OF 500): _____

Please check the **YES** or **NO** boxes below:

YES | NO

- WILL YOUR EVENT INCLUDE 10' X 10' CANOPIES? IF YES, HOW MANY? (MAXIMUM OF 7) _____
- WILL YOUR EVENT INCLUDE OTHER EQUIPMENT?
IF YES, WHAT TYPE? _____
- WILL YOUR EVENT INCLUDE AMPLIFIED SOUND OR LIVE MUSIC?
- WILL YOUR EVENT INCLUDE FOOD TRUCKS? (UP TO ONE (1) COOKING AND ONE (1) NON-COOKING ALLOWED. FOOD TRUCK MUST BE PERMITTED TO OPERATE IN SANTA CLARA COUNTY)
- WILL YOUR EVENT INCLUDE A GENERATOR?
- WILL ANY ITEMS BE SOLD, OTHER THAN FOOD TRUCK SALES?
([ALL SELLERS MUST HAVE A SELLERS PERMIT](#). PERMIT MUST LIST CITY HALL FOR EVENTS IN THE CITY HALL PLAZA)
- WILL YOU NEED TWO (2) PARKING SPACES FOR A FOOD TRUCK OR LOAD-IN/LOAD-OUT?
- HAVE YOU COMPLETED THE EVENT NARRATIVE AND EVENT LAYOUT MAP?
- HAVE YOU COMPLETED THE EVENT NARRATIVE AND EVENT LAYOUT MAP?
- HAVE YOU REVIEWED THE [WASTE MANAGEMENT PLAN REQUIREMENTS GUIDELINES](#)?

DECLARATIONS

As the authorized representative of the applicant, I hereby declare that:

1. The information contained in this application and attachment(s) is true, complete, and correct to the best of my knowledge.
2. Applicant agrees to defend, indemnify and hold harmless City, its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by City, its officers, agents, or employees, arising from Applicant's acts or omissions under this Agreement or any act of omission of Applicant's permission or invitation of Applicant, except as may arise from the negligence or willful misconduct of City, its officers, agents, contractors, or employees. In any action or claim against City in which Applicant is defending City, City shall have the right to approve legal counsel providing City's defense and such approval shall not be unreasonably withheld.
3. Applicant understands the information included within the Downtown Vibrancy Permit Pilot and will adhere to required arrangements listed within these Guidelines.
4. No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise in connection with any use of City property, unless the Applicant shall have first obtained all approvals and paid any license fee or other fee required by the copyright owner. Without limitation of any other provision, Applicant's indemnification of City as set forth in a permit or authorization to conduct an event, shall include indemnifying and saving City harmless from and against any and all liability or responsibility whatsoever for any infringement of an/or other violation of the right of any such copyright owner under any copyright law.
5. Applicant agrees to follow the city's waste management requirements, removing all trash or recyclables associated with their event.

SIGNATURE:

PRINT NAME: _____ **DATE:** _____

QUICK POLL QUESTIONS

To aid us in assessing the success of this initiative for the purpose of evaluating future programs, please complete a few poll questions. Please note, personal information will remain confidential.

1. How did you learn about this program?
2. How large is your organization?
3. What communities (regionally, culturally/ethnicity, age groups) does your organization serve?
4. Have you held a permitted outdoor special event in the city before?
5. How was your experience filling out this application?