



# ONE-START OUTDOOR SPECIAL EVENT PERMIT APPLICATION

Thank you for selecting San José as the site for your special event. The information requested in this application will be used to determine your eligibility for a permit to conduct the proposed event. When you submit this application, it is considered a request for permit only; submission does not mean that the event has been approved. In order for an event to be approved, all required permits must be obtained and fees paid. Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the event permit and the canceling of the event.

Please answer all questions by using the application instructions as a guide. Attach the mandatory site diagram and/or route map. Your application will not be considered until all information and attachments are completed and received.

**A Special Event Application must be received a minimum of 45 days prior to event.**

Please sign and date all declarations by hand. Submit the application and all required attachments to:

Office of Cultural Affairs  
200 East Santa Clara St 12th Floor,  
San José CA 95113

Tel: (408) 793-4377  
Fax: (408) 971-2597

**Submit by email to:**  
**[OCAapplications@sanjoseca.gov](mailto:OCAapplications@sanjoseca.gov)**

## APPLICATION PROCESS

Event organizers must complete and submit an event application, with all required attachments to the Office of Cultural Affairs. This application will provide the city with basic information regarding the proposed event; any additional necessary information will be obtained from the event organizer subsequent to the application.

This application will be distributed to city departments that may be involved in permitting and/or supporting the event described in this application, which may include: Police, Fire, Parks, Recreation and Neighborhood Services, Transportation, Public Works, Planning, Building, Code Enforcement, Risk Management, Environmental Services, and County Health. The application will be reviewed by these departments in order to determine required conditions, the scope and estimated cost of city support services, and the permits that will be required (for example, park use or tow zone). As the applicant, you will be responsible for providing all required insurance certificates and prepayments for city services and city equipment prior to the event. After the event, you will be responsible for paying the city for the actual cost of city services and equipment provided to support your event. Cancellation charges may be applied. There are no refunds for inclement weather.

You may be requested to attend a pre-event meeting to discuss the proposed event with liaisons from city departments. Non-city permitting agencies (for example, County Environmental Health) and other stakeholders (neighborhood association, adjacent businesses, etc.) may also attend the meeting. City staff may also contact you to secure any additional information that might be required, and to keep you apprised of the status of your application.

**For complete information on conducting special events in San José, please refer to the:**  
**Special Event Guidelines**

The Special Event Guidelines are available from the Office of Cultural Affairs online at [www.sanjoseca.gov](http://www.sanjoseca.gov) or the Special Parks Use Office at 1300 Senter Road, San José, CA 95112. (408) 794-6500.

## INSTRUCTIONS: COMPLETING THE APPLICATION

If the application form does not provide adequate space for an answer, use a separate sheet and write, "see attached" on the application form. At the top of each additional sheet, write the event name and the type of information being provided (for example, "Children's Faire, Event Narrative").

### Application Page 5

**Applicant:** Enter the name of the organization, corporation, neighborhood group, etc. that is conducting the event. This is the entity that will be financially responsible. If the applicant contracts with a firm or agency to produce the event, the event producer may be listed as a primary or alternate event contact, but not as the applicant. Written documentation must be received from the organization, corporation, neighborhood group, etc. contracting with the event producer granting them permission to act on the organization's behalf.

#### **General Event Information:**

- The "Event Name" should be the name that is used to advertise the event.
- For "Event Type" list all of the event's components (for example, festival and parade).
- For "Location", indicate ALL venues you event will use.
- For "Setup", indicate the specific day and time that you want access to the event site for setup.
- For "Actual Event Day/Date(s)", indicate the day of the week as well as the date. For multiple day events, list each day on a separate line. Give the event start, end times, and attendance for each day,
- For "Cleanup", indicate the specific date and time that the event venue will be completely cleared of all event equipment and litter (within a 300' radius), with all power washing and street cleaning completed. The venue is considered fully cleaned up when it is fully returned to its normal use as a park, street, sidewalk, private parking lot, etc.

**Event Contacts:** Enter the name and contact information for the primary person who is to be contacted regarding the application, permits or the event, as well as an alternate contact. **It is important that permitting agencies have the ability to quickly communicate with an event contact.**

### Application Page 6

**Event Description:** Detailed event information is necessary to get a full understanding of your event's needs. Please fill out this section accurately. If your event was held last year, but not in San Jose, please indicate. Specific Event Information: This information will determine the permits, inspections, and city services that the event will require. If you answer NO to all questions in this section, complete Page 3 and submit the application. However, if you answer YES to any question in this section, you must complete the Additional Event Information.

**Additional Event Information:** If you answer YES to any question on Page 6, read the corresponding explanations below:

1. City staff will work with you to determine if your venue may be fenced. If you wish to charge admission, it may not exceed \$30 per person per day.
2. The Public Works Department can provide electrical power, if requested.
3. Floats require a Fire Department permit and inspection.
4. The Fire Department does not allow gas-powered generators, unless directly approved.
5. The Fire Department enforces the safety standards for outdoor heaters.
6. A covered stage over 700 square feet may require an inspection from the Fire Department.
7. A tent over 400 square feet or canopy over 700 square feet requires a Fire Department permit and inspection.
8. Park staff must approve amplified sound equipment in parks. City staff will work with you to reduce sound impact on neighboring residents and businesses.
9. This information will help staff from Parks and/or police monitor vendor ingress/egress; Fire and County Environmental Health schedule inspections; and Public Works department schedule electrical service.
10. For some city venues, the number of tables may define an event's category and requirements.
11. If the event is in a park, Park staff must approve alcohol. Alcohol at any event requires approval from the Police Department and a permit from the State Dept. of Alcoholic Beverage Control (ABC). Police officers may be required to enforce ABC regulations. Complete and attach the Letter of Approval for Temporary Beer/Wine License (Page 13 of this application).

12. Food preparation is inspected and monitored by County Environmental Health.
13. Cooking booths have specific requirements under the Fire Department and County Environmental Health. The cooking method will determine the extent of a Fire Department inspection and oversight.
14. The sale of any items will require coordination with the state board of equalization.
15. A Special Event Boundary may be established within events using certain downtown venues. This allows you to determine the products to be sold by mobile vendors that normally operate in the zone.
16. A tow zone permit application is included and may be obtained from the City Department of Transportation to enable parking meters and other curb areas within your event site to be "No Parking" zones during your event (page 15).
17. If your event requires traffic control to ensure vehicular and pedestrian safety, and/or to monitor closed streets, the Police Dept. will coordinate the number of required officers with you. Complete and attach the Secondary Employer Application, Indemnity and Conditions Agreement (Pages 8 - 11).
18. Closure of any public street (including a lane closure) requires a Police Department street closure permit (Page 12).
19. Amusement rides, circus and/or carnivals require a permit that is authorized by Police, Fire and other city departments as required. Complete and attach the [Regulatory Permit Application](#)
20. Fireworks/pyrotechnics of any type require Fire Department permit, inspection and fire watch.
21. The use of live animals in an event requires coordination with the Parks Department- Animal Services Division.
22. This impacts the number of trash containers you should have. The City Department of Transportation can provide cardboard trash boxes for a fee.
23. List any additional type of activity that you think might require special coordination.
24. The City Department of Environmental Services offers information on "greening" your event, check "yes" if you are interested in receiving information, check "no" if you are not.

## **INSTRUCTIONS: COMPLETING THE APPLICATION**

### **Application Page 7**

#### **Mandatory Attachments:**

**Event Narrative:** Every event application must have an event narrative. The event narrative should be a description of the event that will give the reader a clear idea of its purpose and main components, including (if applicable) the event theme and purpose, proposed street closure(s) and tow-zone(s), schedule of activities, vendor information, staging and entertainment, parking and transportation arrangement, portable toilets and waste management, first aid, security and insurance provider information, as well as a community outreach plan. Please see Page 17 of this application for required details.

**Event Diagram:** Every application must have a site map. Applicant-created diagrams are accepted if they are adequately descriptive and legible. Your diagram should be as close to scale as possible. Please review the list on page 17 of this application and include every applicable item on your event diagram.

**Route Map:** For parades, runs, walks, and races on public streets or sidewalks, a detailed route map is required. The route map must show the proposed route, start and finish points, direction of movement and proposed street closure(s), including the specific lane(s) requiring closure(s).

**Certificate of Insurance:** Except for events on private property, a certificate of insurance is required. Insurance must be submitted at least 14 days prior to the event. The "Insured" on the certificate of insurance must match the producing organization on page 5 of this application.

**Private Property Letter:** For events on private property, a letter from the property owner or property owners authorized agent must be included with the application. The letter should be on company letterhead acknowledging their approval of the event and knowledge of the date, time, and activities scheduled to take place. Contact information (address, email, and phone number) for this individual should be included in the letter. The Assessor's Parcel Number (APN) is also required.

**Declaration and Indemnification:** The authorized representative must sign, and clearly print his/ her name and title.

# INSTRUCTIONS: COMPLETING THE APPLICATION

## Application Pages 8 - 11

The Secondary Employer Application should be completed if you are closing streets, serving or selling alcohol, or require the services of police officers for your event. You may be required to hire off duty officers to provide traffic control, monitor compliance with ABC and city alcohol regulations, and otherwise provide for public safety. To confirm if the Secondary Employer Application is required for your event please read the Special Events Guidelines.

## Application Page 12

Events that involve the closure of streets must file the attached Street Closure / Parade Permit Application. In addition, the city develops plans to ensure public safety and to mitigate public inconvenience. The organizer must obtain all required permits for temporary street closures and parade closures no later than 10 days prior to event day. To confirm if the Street Closure / Parade Permit is required for your event please read the Special Events Guidelines page 20.

## Application Page 13

The One Day Liquor Application for Temporary Beer/Wine License should be completed and signed if alcohol will be served or sold at your event. You may be required to obtain a temporary beer/wine license, which is issued by the ABC. In order to obtain the ABC license, the City of San José Police Department must first review the One Day Liquor Application and complete the bottom section. This application should be submitted no later than 30 days prior to the event, along with the permit fee. You, the applicant, understands that all alcohol sales shall cease one half hour before the event ends. You will then need to take the completed One Day Liquor Application to the ABC to obtain your temporary beer/wine license. You may be required to participate in ABC L.E.A.D. training or other pre-approved certificate program. To confirm if the One Day Liquor Permit is required for your event please read the Special Events Guidelines pages 10 and 11.

Applicant must then contact City of San José Police Department Secondary Employment Unit at (408) 277-4980. The standard staffing for functions that have a One-Day Liquor Permit is a minimum of two officers. This staffing level may be increased or modified, depending on number of persons in attendance, by the Secondary Employment Unit Commander. A Secondary Employer Application; Indemnity and Conditions Agreement (Page 8 - 11) must also be completed for the staffing of police officers.

**Note** - Alcohol may not be permitted on some city property. Written approval from the Special Park Use Office of PRNS is required for temporary beer/wine license in a city park.

## Application Page 14

The Fire Safety/Special Events application should be completed if your event will have a tent or temporary membrane structure having an area in excess of 400 square feet, or any canopy in excess of 700 square feet. The permit is issued by the Fire Department. To confirm if the Fire Safety/Special Events Permit is required for your event please read the Special Events Guidelines.

## Application Page 15

The Tow Away Permit application should be completed if your event will have a tow zone to hold parking spaces for event related vehicles, or to clear the street. The permit is issued by the Department of Transportation. For more information, please read the Special Events Guidelines.

## Application Page 16

If your event requires city electrical services, the organizer or the vendor must complete an electrical services worksheet for each booth, bandstand, truck or special item that requires electrical power. Please assign a number to each location requiring electricity. For more information please refer to the Special Events Guidelines.

## Application Page 17

This page provides guidelines for the applicant to complete the event narrative and event site map (mandatory attachments). Include all details listed on this page. If a specific section of the narrative does not apply to your event place an n/a in that section of the narrative.

# OUTDOOR SPECIAL EVENT PERMIT APPLICATION - CITY OF SAN JOSE

**APPLICANT** (Organization Conducting Event) SPU COORDINATOR \_\_\_\_\_

ORGANIZATION:  WEBSITE:

ADDRESS:  CITY:  STATE:  ZIP:

NAME:  TEL:  EMAIL:

(Authorized Representative)

Is this a non-profit organization? If yes, Provide Tax ID#:  Can the general public join this organization?

**GENERAL EVENT INFORMATION** Yes, this event was held last year

EVENT NAME:  EVENT TYPE:

**LOCATION:** Check and complete ALL applicable boxes

On the Downtown Parade Route (Santa Clara and Market St.)

In a City Park/Trail..... Name of Park(s)/Trail(s):

In a Paseo/Plaza..... Name of Paseo(s)/Plaza(s):

In a City Street..... Event Location Address:

On Private Property..... Event Location Address:

On Church or School Private Property

Private Property Letter Attached Assessor's Parcel Number(s) of Event Location:

BEGIN SETUP <small>(do not include event start)</small>		EVENT DATE(S) <small>(do not include setup dates)</small>		START AND END TIME <small>(do not include setup and cleanup times)</small>				ATTENDANCE <small>(include staff, vols, etc.)</small>		FINISH CLEANUP <small>(do not include event end)</small>	
Day		DATE 1		START	<input type="radio"/> AM <input type="radio"/> PM	END	<input type="radio"/> AM <input type="radio"/> PM			Day	
Time	<input type="radio"/> AM <input type="radio"/> PM	DATE 2		START	<input type="radio"/> AM <input type="radio"/> PM	END	<input type="radio"/> AM <input type="radio"/> PM			Time	<input type="radio"/> AM <input type="radio"/> PM
		DATE 3		START	<input type="radio"/> AM <input type="radio"/> PM	END	<input type="radio"/> AM <input type="radio"/> PM				

If the event lasts longer than 3 days, please enter the Actual Event Date information here:

Number of attendees by age: Youth (<18):  Adult:  Total Attendance:

Number of attendees present during the most crowded period of event:

**EVENT CONTACT** (Organizer Conducting Event)

PRIMARY'S NAME:   M  F (Gender) EMAIL:

ADDRESS:  CITY:  STATE:  ZIP:

TEL:  CELL PHONE:  FAX:

SECONDARY'S NAME:   M  F (Gender) EMAIL:

ADDRESS:  CITY:  STATE:  ZIP:

TEL:  CELL PHONE:  FAX:

<b>Administrative Use Only</b>	<b>Application:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Event Addendum Attached	By: _____	Date: _____
	Application Fee: \$ _____	Receipt#: _____	Date: _____
	Permit Fee: \$ _____	Receipt#: _____	Date: _____
	C/D Deposit: \$ _____	Receipt#: _____	Date: _____
	Set-up Fee: \$ _____	Receipt#: _____	Date: _____
	Take-down Fee: \$ _____	Receipt#: _____	Date: _____
Estimated Park Staff Fee: \$ _____			
C/D Deposit Refund: \$ _____		Clerk: _____	Date: _____

# OUTDOOR SPECIAL EVENT PERMIT APPLICATION - CITY OF SAN JOSE

**Yes No** **EVENT DESCRIPTION** (Please complete ALL applicable boxes)

	Was this event held last year?	Where?	Attendance:
	Is this a charitable fundraiser?	For what cause?	
	Is there an attendance fee?	Fee per person?	Fee collected in advance?
			At event? Both?
	Is this event open to public?		

**Yes No** **SPECIFIC EVENT INFORMATION**

	Will any equipment be used on the event site? (Examples: fence, tent, canopy, table, chair, stage, trash container, dumpster, booth, amplified sound system, musical instrument, carnival ride, parade float, portable toilet, etc.)
	Will the event require closure of any public street or traffic lane?
	Will there be any food and/ or beverage prepared, sold, or served at the event?
	Will there be any activity connected to the event? (Examples: live animal display, parachute jump, etc.)
	Do you require any city service? (Examples: traffic control, tow zone, street barricades, electrical power, etc.)
	Will there be sales of any kind?

*If you answered **NO** to **ALL** of the questions in this section, you have completed this application. Please sign the declaration on next page and attach the Mandatory Attachments; If you answered **YES** to **ANY** of the questions above, please complete the Additional Event Information section below.*

**Yes No** **ADDITIONAL EVENT INFORMATION** (Please complete ALL applicable boxes)

<b>Equipment / Source of</b>	1	Will the event be gated?	Describe the type and height of fence:			
	2	Will electrical power be used?	Do you want the city to provide electrical power?		Yes	No
	3	Will there be parade float(s)?				
	4	Will amplified sound equipment be used?				
	5	Will a generator be used? (Please indicate placement of generator(s) on Event Site Diagram) <b>(Diesel Generator only)</b>				
	6	Will heaters be used?	If yes, please indicate heater type:			
	7	Will there be a stage? Please indicate the size (W x L x H), number of each, and if each of them has a cover)	<b>Describe Stage(s) Details:</b>			
	8	Will there be a tent / canopy?	Size of largest tent / canopy?			
	9	Will there be booths?	# of non-sales booths	# of sales booths	Total Booths:	
	10	Will there be tables set up outside the booths?	# of tables:			
<b>Food and Beverage</b>	11	Will alcohol be sold or served?	Beer?	Wine?	Both?	
	12	Will there be food preparation?	Food Truck How many?	Food Booth How many?		
<b>Sale</b>	13	Will any items be sold?				
	14	Are you requesting a Special Event Boundary? <small>Applicable to Downtown events only - this controls vendor carts around your event. (Request must be made no less than 90 days prior to event)</small>				
<b>Traffic Control</b>	15	Will you require a "No Parking" zone?				
	16	Will you require traffic control officers?				
	17	Are you requesting that any public street or traffic lane be closed for your event?				
<b>Miscellaneous</b>	18	Will there be amusement rides, circus, or carnival? (Regulatory Permit Required. Allow 6 weeks for review)				
	19	Will there be fireworks or pyrotechnics?				
	20	Will there be live animals?				
	21	Will there be items that produce extra trash/litter? (examples: flyers, box lunches, etc)	<b>Describe</b>			
	22	Will there be any other type of activity not listed here?	<b>Describe</b>			
	23	Will you need a dumpster to collect trash and recycling? If so, visit <a href="#">Waste Management for Your Event</a> for instructions.				
	24	Additional information describing above responses: (Hit Enter for New line)				

# OUTDOOR SPECIAL EVENT PERMIT APPLICATION - CITY OF SAN JOSE

**MANDATORY ATTACHMENTS:** Required to be submitted with every application. Reference page II for instruction

<p><b>EVENT NARRATIVE</b> Please provide a description of the event theme, purpose, schedule of activities, entertainment, food, beverages (including alcohol), cleanup plan, etc. Please refer to page 17 of this application.</p>
<p><b>EVENT SITE DIAGRAM</b> For activities on public and private property: a detailed drawing depicting the proposed layout, including the location of booths, tables, stages, fences, dumpsters, signage, portable toilets and all other event equipment. For any activity on Private property: diagram must also show all marked parking spaces, adjacent streets, residential units, and indicate the linear feet from the event boundary to streets and residences. Please refer to page 17 of this application.</p>
<p><b>ROUTE MAP</b> For parades, runs/walks, on streets or sidewalks: A map of the route, start and finish points, direction of movement and street closures including the specific lane(s) requiring closure. Please refer to page 17 of the Special Event Guidelines.</p>
<p><b>CERTIFICATE OF INSURANCE</b> Except for events on private property, a certificate of insurance for any public event is required and must be submitted a minimum of 14 days prior to the event start day. Please refer to page 14 of the Special Event Guidelines.</p>
<p><b>PRIVATE PROPERTY LETTER</b> For private property event, a letter from the property owner (or an agent authorized by the owner) must be included with this application. The letter should be on company letterhead acknowledging their approval of the event, knowledge of the date, time, and activities scheduled to take place. Contact information (address, email, and phone) for this individual should be included in the letter.</p>
<p><b>EMERGENCY MANAGEMENT PLAN</b> For events where more than 1,000 persons congregate, please submit a <a href="#">Public Safety Plan</a></p>

**DECLARATION**

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 has received and understands the information contained in the Special Events Guidelines and will adhere to required arrangements listed within these Guidelines.
- 4 Applicant will pay for actual costs of any City services provided for your event within 30 days from receipt of City invoice.
- 5 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.
- 6 Applicant agrees to follow the city's waste management requirements, pending your event meets the free dumpster qualifications and receive in-kind dumpster from the Environmental Services Department (ESD) if the following conditions are met: 1) the event occurs on a city street or on a city-owned site, facility or public park and has an average daily attendance of at least 2,000 persons; 2) event organizers will follow the ESD food and beverage service-ware guidelines 3) use the city's contract hauler for dumpster service (if not sponsored) and; 4) announce the three messages provided by ESD during each event day. [www.sjenvironment.org/events](http://www.sjenvironment.org/events).

SIGNATURE: <input style="width: 90%; height: 25px;" type="text"/>	DATE: <input style="width: 90%; height: 25px;" type="text"/>
PRINT NAME: <input style="width: 90%; height: 25px;" type="text"/>	TITLE: <input style="width: 90%; height: 25px;" type="text"/>
BUSINESS NAME: <input style="width: 90%; height: 25px;" type="text"/>	TEL: <input style="width: 90%; height: 25px;" type="text"/>
EMAIL: <input style="width: 90%; height: 25px;" type="text"/>	FAX: <input style="width: 90%; height: 25px;" type="text"/>

The attached Secondary Employer Application is for your review.

To employ off-duty police officers, your business must become an approved Secondary Employer. The application must be fully completed and an authorized individual representing your business must sign the agreement to terms and conditions. An annual processing fee of \$244 for businesses must be paid before the application can be approved. If the event or project last five (5) consecutive days or less, the fee is \$244.00. City owned centers shall be exempt from the processing fee. The annual processing fee for schools and public entities is \$35.00. (Make checks payable to the City of San José). If you are a law enforcement or security related business, the Secondary Employment Unit must have a copy of your current Private Patrol Operator license. **If you are contracted by the City of San José, you must provide a copy of the contract or permit.**

A copy of the Indemnity Agreement is included and must be signed as a requirement for your business to qualify for the Police Department's Secondary Employer Program. As a participant in the program, your organization will be included as an additional insured under a Law Enforcement Professional Liability Insurance Policy that covers the police officers and you.

The minimum hourly rate for outside uniform employment is \$55.00 per hour with a minimum of \$165.00 per assignment. The minimum officer hourly rate for Traffic Control is \$55.00 with a minimum of \$165.00 per assignment. Time and one-half will be charged on any assignment exceeding eight (8) hours. Double time will be charged on the following holidays only:

New Year's Eve from 1200 - 2400  
Thanksgiving Day  
Christmas Day

New Year's Day  
Christmas Eve from 1200 - 2400

Please return the completed and signed Secondary Employer Application, Indemnity Agreement and Conditions Agreement to:

San Jose Police Department (SEU)  
201 West Mission Street  
San José, CA 95110

Please contact the **Secondary Employment Unit** at (408) 277-4980 to schedule an appointment to process your permit or if you have any questions. If you choose to fax the above documents to (408) 297-5981, please be aware that we cannot process your request until payment is received.



## Secondary Employment Unit

San Jose Police Department  
 201 W. Mission Street  
 San Jose CA 95110  
 408 277-4980 FAX 408 297-5981

Date:	<input type="text"/>
Annual	<input type="checkbox"/>
Event	<input type="checkbox"/>
Exempt	<input type="checkbox"/>
Fees \$	<input type="text"/>

R/M	<input type="checkbox"/>	Log	<input type="checkbox"/>
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For internal use only

### Annual Employment of Officers

Company Name or School District:					
Address, City, State, & Zip:					
Phone:		Business Owner:		Phone:	
Company Contact:		Title:		Phone:	
Company Contact Email Address:					
Job Site Address:				Fax:	
Contact Person at Job Site:				Phone:	
Coordinating SJPD Officer's Name:		Officer's Intended Duties:		Estimated Hrs. Required Weekly	

### One Time Event / Project

Applicant:		Phone:		Cell:	
Applicant's Address:		City:		State:	
Event Name:			Event Type:		
Location for the Event:					
Date of Event:		Time Event Starts:		Time Event Ends:	
On-Site Coordinator Name: (Responsible to pay officers):			Cell Phone:		
Event Coordinator or Sponsor:					
Address, City, State, & Zip:					
Phone:		Cell		Email:	
<input type="checkbox"/>	Was this event held last year?	Where?		Attendance:	
<input type="checkbox"/>	Will Alcohol be served?	Appointment Date:		(2 officers minimum on all events where alcohol is served)	

### **Staffing of Event**

How Many Uniformed Officers Are You Requesting?		Start Time:		End Time:	
<b>Officer's Duties :</b> ( Attach Map for Traffic Assignments)					

**Officer Security Rate - \$55.00/hr**

**Officer Traffic Control Rate - \$55.00/hr**

Due to collective bargaining, these rates are subject to change. Payment is due directly to the individual officer at the time of the event unless prior arrangements were made through the Secondary Employment Unit. Cancellations must be made 48 hours prior to the scheduled event or a 3 hr. min. will apply

Time and one half overtime rate will be charge on all shifts exceeding 8 hours. Officers receive a 3 hour minimum for all assignments. Double time will be charged on the following holidays: New Year's Eve 12:00pm - 12:00am, New Year's Day, Thanksgiving Day, Christmas Eve 12:00pm - 12:00am, and Christmas Day.

**SECONDARY EMPLOYER INDEMNITY  
AGREEMENT**

WHEREAS, the SECONDARY EMPLOYER desires to employ off-duty San Jose Peace Officers (including San Jose Police Officers who are full-time employees of CITY and San Jose Police Reserve Officers) for private security services; and

WHEREAS, prior to the use of any off-duty San Jose Police Officers or San Jose Reserve Police Officers, San Jose Municipal Code Section 8.16.070 requires the SECONDARY EMPLOYER to meet certain indemnification requirements;

NOW THEREFORE, for and in consideration of the CITY's consent to all the SECONDARY EMPLOYER to employ off-duty San Jose Officer for private security services and, when required, under San Jose Municipal Code Section 8.16.090, in consideration of the SECONDARY EMPLOYER'S payment of the SECONDARY EMPLOYER APPROVAL FEE, the SECONDARY EMPLOYER agrees as follows:

**IDEMENIFICATION**

- A. The SECONDARY EMPLOYER shall indemnify and hold harmless the CITY, its officers and employees, from any and all damages, costs, attorney's fees, expenses, losses or liabilities, arising out of the private security services performed by off-duty San Jose Police Officers or San Jose Reserve Police Officers for the SECONDARY EMPLOYER.
- B. The indemnity shall commence either on July 1, 1998 or, at the time and on the date the part-time employment of the off-duty San Jose Police Officers or the San Jose Reserve Police Officers by the SECONDARY EMPLOYER begins if employment commences after July 1, 1998, and shall extend for the actual times and dates of such employment. Contract between the SECONDARY EMPLOYER and the off-duty San Jose Police Officers or the San Jose Reserve Officers, written or oral, of all durations are covered under this indemnification to the extent the private security services are provided by the off-duty San Jose Police Officers or San Jose Reserve Police Officers for the SECONDARY EMPLOYER.
- C. For purpose of this section, the term "private security services" includes any of the following services provided in plainclothes or in San Jose Police Department uniform as part of an off-duty, part-time engagement with a private person or public agency; private security guard, patrolperson, private investigation or surveillance, traffic control, bodyguard or other security or law enforcement related services.

**SECONDARY EMPLOYER**

\_\_\_\_\_  
**Signature of Business Owner or Authorized Agent**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address, City, State, & Zip:**

\_\_\_\_\_  
**Date:**

**ACKNOWLEDGMENT AND AGREEMENT TO  
TERMS AND CONDITIONS OF  
SECONDARY EMPLOYER  
APPROVAL BY CHIEF OF POLICE**

Approval by the Chief of Police of Secondary Employment of off-duty San Jose Police Officers and Reserve Officers by the Secondary Employer for law enforcement or security related services is subject to the terms and conditions specified below pursuant to SJMC Section 8.16.070. The Secondary Employer hereby acknowledges these terms and conditions agree to:

1. Maintain records of each officer's hours of work in a format approved by the Chief of Police and make those records available for review by representatives of the San Jose Police Department during business hours.
2. Authorize inspection of the business premises during business hours, or when the officer is actually working at the work site, including but not limited to inspection of the premises of the business and the work site of the off-duty officer or reserve officer for the purpose of assuring that the premises and the business are in compliance with the terms and conditions of the Approval and with the requirements of applicable provisions of the San Jose Municipal Code and any other applicable local, state, or federal law or regulations.
3. The terms of the indemnification requirements set out in SJMC Section 8.16.070 (C).
4. **Be responsible for payment of officer's wages due directly to the officer the day of the event. If post event billing is agreed upon with Secondary Employment, California Labor Code requires payment of the officer's invoice within 14 days of receipt. Failure to pay may result in non issuance of required police permits for the future event** \_\_\_\_\_  
*(Please Initial).*
5. Operate the Secondary Employer business in compliance with the requirements of applicable provisions of the San Jose Municipal Code and any other applicable local, State, or federal law or regulation.
6. Comply with the requirements of San Jose Police Department policy governing Secondary Employment as set out in the attached copy of San Jose Police Department Duty Manual Policy C1500, Standards of Conduct - Secondary Employment.
7. Ensure that San Jose Police Officers and Reserve Officers engaged in secondary employment with the Secondary Employer shall not work fixed post assignments in front of, inside, or near any business or establishment that the Officer or Reserve Officer is prohibited from working for under San Jose Police Department policy governing Secondary Employment, including, but not limited to any business or establishment that acts a bar, nightclub, liquor store, or other business or establishment whose major business is the sale and / or service of alcoholic beverages.
8. Obtain a written confirmation letter or other written notification from the Secondary Employment Unit of the San Jose Police Department that the officer the Secondary Employer wishes to hire as security coordinator for other off-duty San Jose Police Officers or Reserve Officers is authorized to act as security coordinator for the Secondary Employer prior to the officer commencing Secondary Employment as the security coordinator.

**SECONDARY EMPLOYER**

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name & Title of Business Owner or Authorized Agent

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature of Business Owner or Authorized Agent

\_\_\_\_\_  
Date



**SAN JOSE POLICE  
DEPARTMENT**  
(408) 277-4980  
FAX (408) 297-5981  
HOURS OF OPERATION  
TUE - FRI 8:30 am - 4:00 pm



**STREET CLOSURE/PARADE APPLICATION**

For this permit to be issued, the following requirement MUST be satisfied. GENERAL LIABILITY INSURANCE covering the event and including the City of San Jose, its employees, officers, agents, and contractors as additional insured must be presented to and approved by Risk management at 200 E. Santa Clara St., San Jose CA 95113, (408) 286-6492 MINIMUM AMOUNT OF LIABILITY COVERAGE MUST BE: \$1,000,000.00 and if pyrotechnics are to be used the minimum is \$2,000,000.00

EVENT NAME:

APPLICANT'S NAME:

CELL PHONE NO:  WORK PHONE:

PHONE:  FAX:  EMAIL:

NAME OF THE ORGANIZATION/ BUSINESS:

NAME OF CONTACT PERSON:

PHONE:  FAX:  EMAIL:

ADDRESS:  CITY:  STATE:  ZIP:

**STREET CLOSURE(S):**

DATE:  START TIME:  END TIME:

LOCATION:

DATE:  START TIME:  END TIME:

LOCATION:

**PARADE:**

DATE:  START TIME:  END TIME:

LOCATION:

DATE:  START TIME:  END TIME:

LOCATION:

Permit must be in possession during the event and available for inspection by city officials and may be revoked for cause by the on scene supervisor.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

[This section for office use only]	ST CLOSE \$ _____	Is insurance on file with Risk Management?	YES	NO
ACCT NO. _____	PARADE \$ _____	* Route insurance copy to SEU?	YES	NO
	TOTAL \$ _____	SEU Required?	YES	NO
Police Approved: YES	NO	If so, how many officers?	_____	
Signature: _____	Date: _____	Who will be coordinating the officers?	_____	



**SAN JOSE POLICE DEPARTMENT**  
**PERMITS UNIT**  
**HOURS OF OPERATION:**  
**TUE - FRI 8:30 am - 4:00 pm**



**APPROVED ONE DAY LIQUOR APPLICATION**

Today's Date:

Name of Church or Non-Profit Organization:

Non-Profit #:

Event Type:  (Custom Text Entry Allowed)

Name of Hall:  Address:

Date of Event:  Start:  End:  No. of People:

Permit Obtained by:  Daytime Phone:

Address:  City:  State:  Zip:

**THE PERSON RESPONSIBLE FOR THE SALE OF ALCOHOLIC BEVERAGES DURING THE EVENT WILL BE:**

Name:  Address:  Daytime phone:

Name:  Address:  Daytime phone:

I am responsible of the organization and operation of this event and will be in attendance throughout the entire event.

**I UNDERSTAND THAT ALL ALCOHOL DISTRIBUTION SHALL CEASE ONE HALF HOUR BEFORE EVENT CLOSURE**

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

[This section for office use only]

- We have no objections to the issuance of the temporary beer/wine license and waive the Alcohol Control Zone.
- We have no objections to the issuance of the temporary beer/wine license with Alcohol Control Zone as specified in attached special conditions.
- Recommend applicant participate in ABC L.E.A.D. (Licensee Education Alcohol and Drugs) training.
- Require applicant to participate in ABC L.E.A.D training.

APPROVED BY: \_\_\_\_\_ BADGE #: \_\_\_\_\_

\*\*\*Take this letter to: Department of Alcoholic Beverage Control (A.B.C)  
 100 Paseo de San Antonio  
 San Jose, California Phone: (408) 277-1200

Vax Acct: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt: \_\_\_\_\_

\_\_\_\_\_ **FAXED TO ABC (408) 971-9421** Distribution: ABC VICE PERMITS SEU



# FIRE SAFETY SPECIAL EVENTS PERMIT APPLICATION



**Please select:**

- |  |  |
|--|--|
| <input type="checkbox"/> Festivals/Carnivals                         | <input type="checkbox"/> Candle/Open Flames Assembly Area* |
| <input type="checkbox"/> Tents, Canopies & Temp. Membrane Structures | <input type="checkbox"/> Special Assembly                  |
| <input type="checkbox"/> Pyrotechnic/Special Effects*                | <input type="checkbox"/> Parade Floats                     |
| <input type="checkbox"/> Fire Watch*                                 | <input type="checkbox"/> Other                             |
| <input type="checkbox"/> Bon Fire/Open Burn                          | *Supplemental form must be attached.                       |

**Please provide the following information**

Address of Event		
Day of the Event Contact	Day of the Event Contact's Phone No.:	
Business/Contact Address & Phone No.		
Date of event	Time of event	Type of event
Number of people anticipated	Date tent being erected (if applicable)	Size of tent (if applicable)
Cooking (what method? Bbq, propane..)	Food Trucks / How many?	Source of power?
Ground cover?	Entertainment (what type?) ☎	Will there be liquor served? ☎ Yes <input type="checkbox"/> No <input type="checkbox"/>

☎ = Call Police Department for License/Permits (408) 277-4452  
 Call Office of Cultural Affairs if outdoor event of 3 days or less (408) 793-4345

**IMPORTANT, Please Submit**

*A site plan indicating the tent and/or canopy dimensions, and distances from other tents and/or canopies, buildings, vehicle parking areas, and roadways shall be provided.*

*A plot plan, indicating seating, table, storage arrangements, seat spacing, aisle locations and widths, exit width/locations and exit sign locations shall be provided on a floor plan.*

Applicant Signature	Date
Receiving Signature	Date
Plans Reviewed by Inspector Name/Signature	Date

For Office Use Only: <input type="checkbox"/>	No Fee	Comment:
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DEPARTMENT OF TRANSPORTATION

**Section A: Tow Away Permit Applicant ("PERMITTEE")**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization/Company: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**\* (Note: The person posting the signs must include his/her name and contact information on the posting log)**

**Section B: Work Activity Information**

**1. Describe the specific work activity(s) to be performed within the street right-of-way:**

- Construction/Maintenance       Event(s)       Other

Project Details: \_\_\_\_\_

**2. City-issued temporary tow-away signs will be posted at the following location(s):**

Street 1: \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Street 2: \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

If work will be performed at multiple locations, check the box & attach a list of street locations.

**Meter Pole Number example: "ABC123" (this number is on the meter pole / head facing the street)**

Total Number of Parking Metered Spaces (if any): \_\_\_\_\_ Meter Pole Number: \_\_\_\_\_

Meter Pole Number (cont.): \_\_\_\_\_

**3. The effective days, dates, and times to be shown on the face of tow-away signs are:**

Effective Days:     Mon.     Tues.     Wed.     Thurs.     Fri.     Sat.     Sun.

Effective Date(s):      From: \_\_\_\_\_ To: \_\_\_\_\_

Effective Hour(s):      From: \_\_\_\_\_ To: \_\_\_\_\_

**4. City Job No. and City Inspector Name/No. :** \_\_\_\_\_

**Section C: Tow Away Permit Fee (\$50 permit fee, \$.55/sign plus tax, \$8/day Smart Meter\* lost revenue fee, \$4/day all other meters lost revenue fee if applicable). \*A Smart Meter is a meter that accepts credit cards.**

Total amount due:    \$ \_\_\_\_\_      Total # of signs: \_\_\_\_\_

**Section D: Permittee's Statement of Understanding**

I have read, understand, and agree to follow the attached instruction sheet entitled "TOW AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS". This Tow-Away permit is issued with the understanding that a fee covering lost revenue on metered spaces will be charged if meters are affected by the tow away zone. Additional fees for the removal and replacement of meter heads and poles may also be charged under separate cover if applicable. **A copy of this permit must be displayed on all work vehicles parked within the tow-away zone.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section E: Department of Transportation Authorization**

The City's Department of Transportation hereby grants permission to the applicant to post temporary Tow-Away/No Stopping signs for the dates, times, and locations indicated above in accordance with the "TOW AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS".

Staff Confirmation: No Conflict

By:            On behalf of John Ristow, Acting Director  
 Department of Transportation  
 Date: \_\_\_\_\_  
 Staff: \_\_\_\_\_  
 Date: \_\_\_\_\_



# PUBLIC WORKS ELECTRICAL LOAD WORK SHEET

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**Note: Submit One Work Sheet for EACH Location Requiring Electric Power**

Event Name:

Event Date(s):

Event Location:

**Indicate the person to contact regarding the information on this worksheet**

Contact Person:

Phone:  Cell:  Email:

**List the Following Information:**

- A. Quantity of the same type of appliance
- B. Type of appliance (amplifier, coffee pot, microwave, blender, refrigerator, etc)
- C. Voltage, watts or amps, horse power. (this information can be found on the manufactures name plate mounted on the appliance)

Quantity	Appliances	Voltage	Watts	OR	Amps	Horse Power
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

**Notes:**

- 1. Multi-booth vendors submit a separate worksheet for each booth requiring electrical power.
- 2. Plug in only the listed appliances - no extra appliances may be used at your location.
- 3. Personal extension cords may be used inside booths only.
- 4. If the plug will not fit in a standard house hold receptacle, please make special note and contact Public Works to make special arrangements.

**A fully completed Load Sheet and Payment to Public Works MUST be received no later than 2 weeks before your event.**

**City of San Jose  
 Department of Public  
 Works Electrical Shop  
 Attention: Frank Crusco  
 1661 Senter Road 2nd Floor  
 San Jose, CA 95112**

**Tel: (408) 975-7277  
 Fax: (408) 277-5541  
 Email: Frank.crusco@sanjoseca.gov**

Equipment/Booth  
 Location Number



## Event Narrative Guidelines

Applicant should create a detailed Event Narrative for applicant's best knowledge as a detailed Event Narrative will ease the coordination between event organizer and City departments involved. Please complete your Event Narrative including, but not limited to, all of the following (if applicable):

1. Event Theme and Purpose
2. Proposed Street Closure(s) and Tow Zone(s)
3. Schedule of Activities
  - E.g. Begin Set Up Date and Time
  - Vendors Arrival Date and Time
  - Setup Completion Time
  - Clean-up Start and Finish Time
4. Types of Vendor and Related Information
  - E.g. Food vendors (cooking and non-cooking),
  - Art & Crafts vendors,
  - Beer & Wine Vendors,
  - Exhibit Vendors,
  - Others
5. Staging and Entertainment
6. Parking and Transportation
7. Portable Toilets and Waste Management
8. First Aid, Security, and Insurance Certificate
9. Community Outreach Plan

## Event Site Diagram/Route Map Guidelines

Applicant should create a detailed Event Site Map for applicant's best knowledge as it will equip City departments to better assist and manage the event site on the date of event. Please complete your Event Narrative including, but not limited to, all of the followings (if applicable):

Please check **ALL** applicable boxes and indicate each of the checked item(s) on Event Site Map

<input type="checkbox"/> Parade Staging Area(s) <i>if on multiple locations and streets</i>	
<input type="checkbox"/> Parade Egress Route <i>if parade floats and parade attendees use different exists</i>	
<input type="checkbox"/> Festival Site <i>festival site must be kept separate from Parade Route and Staging Area(s)</i>	
<input type="checkbox"/> Fenced Area (if gated event, include 20 feet wide Fire access point)	
<input type="checkbox"/> Stage Placement(s) with Correct Measurement(s)	
<input type="checkbox"/> Tent and/ or Canopy Placement(s) with Correct Measurement(s)	
<input type="checkbox"/> Water Station Placement(s) for Walk / Run Event	
<input type="checkbox"/> Suggested Public Parking Area(s)/ Lot(s)	
<input type="checkbox"/> Permitted Vendor and Performer Parking Area(s)	
<input type="checkbox"/> On Site Security Placement(s)	
<input type="checkbox"/> Vendor Load-in Route	<input type="checkbox"/> Vendor Load-out Route
<input type="checkbox"/> Grey Water Waste Placement(s)	<input type="checkbox"/> Garbage Bin Placement(s)
<input type="checkbox"/> Regular Restroom Placement(s)	<input type="checkbox"/> ADA Restroom Placement(s)
<input type="checkbox"/> ATM Placement(s)	<input type="checkbox"/> VIP Area Placement(s)
<input type="checkbox"/> Dumpster Location(s)	<input type="checkbox"/> Food Truck Placement(s)
<input type="checkbox"/> Ticket Booth Placement(s)	<input type="checkbox"/> Display Vehicle Placement(s)

<input type="checkbox"/> Parade Route
<input type="checkbox"/> Parade Start and Finish Point
<input type="checkbox"/> Proposed Street Closure(s)
<input type="checkbox"/> Proposed Tow-zone(s)
<input type="checkbox"/> Event Entrance(s) and Exit(s)
<input type="checkbox"/> Generator Placement(s)
<input type="checkbox"/> Outdoor Heater Placement(s)
<input type="checkbox"/> Cooking Booth Placement(s)
<input type="checkbox"/> Wine Booth Placement(s)
<input type="checkbox"/> Beer Booth Placement(s)
<input type="checkbox"/> Table and Chair Placement(s)
<input type="checkbox"/> Recycle Bin Placement(s)
<input type="checkbox"/> First Aid Station Placement(s)
<input type="checkbox"/> Back Stage Area Placement(s)
<input type="checkbox"/> Children Activities Area(s)