



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

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 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 15 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 17).
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 - 12).
18. Closure of any public street (including a lane closure) requires a Police Department street closure permit (Pages 13-14).
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.
23. List any additional type of activity that you think might require special coordination.
24. The City Department of Environmental Services offers a free dumpster for qualifying events over 2,000 attendees.

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 19 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 19 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 - 12

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 Pages 13-14

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 15

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 16

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 17

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 18

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 19

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) **COORDINATOR** _____ (SPU USE ONLY)

ORGANIZATION: _____ WEBSITE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TEL: _____ FAX: _____ EMAIL: _____

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	
		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			Time	<input type="radio"/> AM <input type="radio"/> PM

If the event lasts longer than 3 days, please enter the Actual Event Date info. 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: _____

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

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Yes	No	EVENT DESCRIPTION	(Please complete ALL applicable boxes)
<input type="checkbox"/>	<input type="checkbox"/>	Was this event held last year?	Where? <input style="width: 300px;" type="text"/> Attendance: <input style="width: 100px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Is this a charitable fundraiser?	For what cause? <input style="width: 300px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Is there an attendance fee?	Fee per person? <input style="width: 100px;" type="text"/> Fee collected in advance? <input type="checkbox"/> At event? <input type="checkbox"/> Both? <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Is this event open to public?	

Yes	No	SPECIFIC EVENT INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	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.)
<input type="checkbox"/>	<input type="checkbox"/>	Will the event require closure of any public street or traffic lane?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any food and/ or beverage prepared, sold, or served at the event?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any activity connected to the event? (Examples: live animal display, parachute jump, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Do you require any city service? (Examples: traffic control, tow zone, street barricades, electrical power, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	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 question in this section, please complete the Additional Event Information Section Below

	Yes	No	ADDITIONAL EVENT INFORMATION	(Please complete ALL applicable boxes)
Equipment / Source of	1	<input type="checkbox"/>	<input type="checkbox"/>	Will the event be fenced? Do you want the city to provide fencing? Yes <input type="checkbox"/> No <input type="checkbox"/>
	2	<input type="checkbox"/>	<input type="checkbox"/>	Will electrical power be used? Do you want the city to provide electrical power? Yes <input type="checkbox"/> No <input type="checkbox"/>
	3	<input type="checkbox"/>	<input type="checkbox"/>	Will there be parade float(s)?
	4	<input type="checkbox"/>	<input type="checkbox"/>	Will amplified sound equipment be used?
	5	<input type="checkbox"/>	<input type="checkbox"/>	Will a generator be used? (Please indicate placement of generator(s) on Event Site Diagram) (Diesel Generator only)
	6	<input type="checkbox"/>	<input type="checkbox"/>	Will heaters be used? If yes, please indicate heater type: <input style="width: 200px;" type="text"/>
	7	<input type="checkbox"/>	<input type="checkbox"/>	Will there be a stage? Describe Stage(s) Details: Please indicate the size (W x L x H), number of each, and if each of them has a cover
	8	<input type="checkbox"/>	<input type="checkbox"/>	Will there be a tent / canopy? Size 1 <input style="width: 50px;" type="text"/> # of Size 1 <input style="width: 50px;" type="text"/> Size 2 <input style="width: 50px;" type="text"/> # of Size 2 <input style="width: 50px;" type="text"/>
	9	<input type="checkbox"/>	<input type="checkbox"/>	Will there be booths? # of non-sales booths <input style="width: 50px;" type="text"/> # of sales booths <input style="width: 50px;" type="text"/> Total Booths: <input style="width: 50px;" type="text"/>
	10	<input type="checkbox"/>	<input type="checkbox"/>	Will there be tables set up outside the booths? # of tables: <input style="width: 50px;" type="text"/>
Food and Beverage	11	<input type="checkbox"/>	<input type="checkbox"/>	Will alcohol be sold or served? Beer? <input type="checkbox"/> Wine? <input type="checkbox"/> Both? <input type="checkbox"/>
	12	<input type="checkbox"/>	<input type="checkbox"/>	Will there be food preparation? Liquid Fuel Device? <input type="checkbox"/> Wood/ Charcoal BBQ? <input type="checkbox"/>
	13	<input type="checkbox"/>	<input type="checkbox"/>	Will there be cooking booths/food trucks? How many? <input style="width: 50px;" type="text"/> Deep Fryer? <input type="checkbox"/>
Sale	14	<input type="checkbox"/>	<input type="checkbox"/>	Will any items be sold?
	15	<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting a Special Event Boundary? Applicable to Downtown events only - this controls vendor carts around your event.
Traffic Control	16	<input type="checkbox"/>	<input type="checkbox"/>	Will you require a "No Parking" zone?
	17	<input type="checkbox"/>	<input type="checkbox"/>	Will you require traffic control officers?
	18	<input type="checkbox"/>	<input type="checkbox"/>	Are you requesting that any public street or traffic lane be closed for your event?
Miscellaneous	19	<input type="checkbox"/>	<input type="checkbox"/>	Will there be a circus or carnival? (Regulatory Permit from Finance Dept Required)
	20	<input type="checkbox"/>	<input type="checkbox"/>	Will there be fireworks or pyrotechnics?
	21	<input type="checkbox"/>	<input type="checkbox"/>	Will there be live animals?
	22	<input type="checkbox"/>	<input type="checkbox"/>	Will there be items that produce extra trash/ litter? (examples: flyers, box lunches, etc) Describe <input style="width: 200px;" type="text"/>
	23	<input type="checkbox"/>	<input type="checkbox"/>	Will there be any other type of activity not listed here? Describe <input style="width: 200px;" type="text"/>
	24	<input type="checkbox"/>	<input type="checkbox"/>	Will you need a dumpster to collect trash and recycling?
	25	<input type="checkbox"/>	<input type="checkbox"/>	Additional information describing above responses: (Hit Enter for New line) <input style="width: 400px;" type="text"/>

OUTDOOR SPECIAL EVENT PERMIT APPLICATION - CITY OF SAN JOSE

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

<p>EVENT NARRATIVE 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>EVENT SITE DIAGRAM 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>ROUTE MAP 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>CERTIFICATE OF INSURANCE 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>PRIVATE PROPERTY LETTER 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>EMERGENCY MANAGEMENT PLAN For events where more than 1,000 persons congregate, please submit a Public Safety Plan</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.

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"/>



**INSTRUCTIONS FOR SECONDARY EMPLOYMENT APPROVAL APPLICATION
FOR PRIVATE BUSINESSES AND PUBLIC AGENCIES
AND FOR SPECIAL EVENTS**

In order for San Jose police officers or reserve officers to be eligible work for your business or public agency while off-duty in any uniformed or non-uniformed security, patrol, private investigation or surveillance, traffic control, bodyguard, or other law enforcement or security related service capacity, your business or public agency must become an approved Secondary Employer pursuant to San Jose Municipal Code Chapter 8.16. The purpose of the Secondary Employment Approval is to regulate businesses and public agencies that are eligible to contract with off-duty officers in order prevent officers from engaging in any off-duty work or occupation that may be detrimental to the officer's service to the City, that prevents or impedes the efficient performance of the officer's duties in his City employment, or that in any way is in conflict with the officer's employment by the City.

Completion of the following application, including execution of the Acknowledgment of Terms and Conditions of Secondary Employment Approval ("Acknowledgment"), and the approval of your application by the Chief of Police, does not constitute an agreement by the City of San Jose to supply your business or public agency with off-duty officers. Your business must contract with each officer individually. It is up to the individual officer to decide whether he/she wishes to work for your business or public agency. The Secondary Employment Approval application must be fully completed and an authorized individual representing your business must sign the Acknowledgement.

A copy of the Acknowledgement is included and must be signed as a requirement for your business to qualify for the Police Department's Secondary Employer Program. The agreement to indemnify the City contained in the Acknowledgement is a term and condition of the Secondary Employment Approval, SJMC Section 8.16.070(C). 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 City, the off-duty police officers and you.



**INSTRUCTIONS FOR SECONDARY EMPLOYMENT APPROVAL APPLICATION
FOR PRIVATE EMPLOYERS AND PUBLIC AGENCIES
AND FOR SPECIAL EVENTS (CONTINUED)**

The standard hourly rate for all off-duty uniformed employment is \$70.00 per hour with a minimum of 3 hours or \$210.00 per assignment. The standard hourly rate for supervisors working in a supervisory capacity for these jobs will be \$80.00 per hour with a minimum of 3 hours or \$240.00 per assignment. In special circumstances where a Lieutenant position is required, the standard hourly rate will be \$92.00 per hour with a minimum of 3 hours or \$276.00 per assignment.

Secondary Employers will pay time and one-half on any assignment exceeding eight (8) hours. Officers will be paid double time on the following holidays only:

- New Year's Eve from 12pm – 12am
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Christmas Eve 12pm-12am

Payment is due directly to the individual officer. Cancellations must be made 48 hours prior to the scheduled event or a 3 hr. minimum will apply to each affected officer.


You must do the following at the time of application:

1. Visit us on the web for updated fees:
http://www.sjpd.org/Records/Fees_Public_Safety_Permits.asp
2. Return the completed and signed Secondary Employer Approval Application and Acknowledgement by:
 - a) Email (seu_requests@sanjoseca.gov) and make credit card payment over the phone **or**
 - b) Make a check payable to the **City of San Jose** and mail application to:

San Jose Police Department
Secondary Employment Unit
201 West Mission Street
San Jose, CA 95110

Contact the **Secondary Employment Unit** at (408) 277-4980 if you have any questions. Please be aware that we cannot process your request until payment is received.

APPLICATION

	SAN JOSE POLICE DEPARTMENT SECONDARY EMPLOYMENT UNIT 201 W. Mission Street San Jose, CA 95110 (408) 277- 4980	OFFICE USE ONLY Date: _____ Annual <input type="checkbox"/> Event <input type="checkbox"/> Exempt <input type="checkbox"/> Log <input type="checkbox"/> Approved <input type="checkbox"/> Disapprove <input type="checkbox"/> Signature: _____
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Employer: School/Public Entity <input type="checkbox"/> One-Time Event <input type="checkbox"/> Annual Employer <input type="checkbox"/>		
Form of Payment (Select “ Exempt ” if Applicable): Exempt <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Credit Card <input type="checkbox"/>		Amount Due (Enter “ 0 ” if Exempt):
Company Name:		Company Phone:
Company Business Address:		
Company Mailing Address:		
Company Contact:	Title/Position:	Company Contact Phone:
Contact Email Address:		

FILL OUT INFORMATION BELOW IF APPLYING AS AN ANNUAL EMPLOYER

Job Site Address:	
Coordinating Officer’s Name:	Officer’s Duties:

FILL OUT INFORMATION BELOW IF APPLYING FOR A ONE-TIME EVENT

Name of Event:	
Location and Address of Event:	

WILL ALCOHOL BE SERVED? YES NO

Schedule Information:

Event Date(s):	Event Start Time:	Event End Time:	Est. Daily Attendance:
	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	
	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	
	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	

Request for Officer(s) Information:

Officer Duties: _____

Date:	Officer Start Time:	Officer End Time:	Total Hrs:	Number of Officers:
	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>		
	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>		
	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>		

ACKNOWLEDGMENT OF 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 the following terms and conditions:

1. The Secondary Employer shall 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. The Secondary Employer authorizes the Chief of Police and representatives of the San Jose Police Department to inspect the Secondary Employer's 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 Secondary Employer shall 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."
4. The Secondary Employer shall comply with the requirements of San Jose Police Department policy governing secondary employment in the San Jose Police Department Duty Manual Policy C 1500, Standards of Conduct – Secondary Employment.
5. **Pursuant to the terms of the indemnification requirements set out in Subsection C of SJMC Section 8.16.070 Secondary Employer acknowledges and agrees that in consideration of the CITY'S consent to allow the Secondary Employer to contract with off-duty San Jose Peace Officers for private security services and, when required, in consideration of the Secondary Employer's payment of the Secondary Employer Approval Fee, 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.**

- a. This 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. Contracts 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 indemnity 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.
- b. For purpose of this indemnity, 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.

Company Name

Street City

State Zip Code
()

Telephone

Owner or Authorized Agent (print name)

Signature

Date



**SAN JOSE POLICE
DEPARTMENT**
PERMITS UNIT/SECONDARY
EMPLOYMENT UNIT



SPECIAL EVENTS INFO SHEET

Customer Information

Current Fee Schedule: http://www.sjpd.org/PDF_Forms/Permit_Fees.pdf

- Special events coordinated through the Office of Cultural Affairs (OCA) applicants must provide copies of their permits to their OCA Coordinator no later than five (5) days prior to their event. Street closures and parades needing officers must be approved by Secondary Employment Unit.

SAN JOSE POLICE PERMITS UNIT

201 West Mission Street
San Jose CA 95110
(408) 277-4452

SECONDARY EMPLOYMENT UNIT

201 West Mission Street
San Jose CA 95110
(408) 277-4980

- Applicants must file with the Police Permits Unit not less than fifteen (15) days before the scheduled event and/or use (San Jose Municipal Code (SJMC) Sections 13.16.030 Street Closures and 13.12.050 Parades). **Please call SJPD Secondary Employment Unit (408) 277-4980 if you have any questions or need to schedule an appointment to process your permit.**
- A detailed, accurate and complete diagram of the proposed use (i.e., street names, areas to be closed off, route of event, etc.,) will accompany the application when submitted.
- The appropriate cost recovery fee set forth in the schedule of fees established by resolution of Council (SJMC 13.16.075) will accompany the application when submitted.
- After the permits are filed, the Police Permits Unit has five (5) days in which to approve or deny the application.
- If an application is denied by the Police Permits Unit, the decision may be appealed to the City Council by filing a written notice of appeal with the City Clerk within five (5) days of the date of denial (SJMC 13.12.080 and 13.16.060).
- All Street Closure and Parade permits are contingent on having proper insurance, barricades, and police officers for traffic control as may be required (SJMC 13.16.070). Failure to abide by these requirements will result in immediate revocation of the permit.

FOR ADDITIONAL INFORMATION ON SPECIAL EVENT PERMITS CONTACT:

Office of Cultural Affairs (408) 793-4344 FAX (408) 971-2597



SAN JOSE POLICE DEPARTMENT
PERMITS UNIT/SECONDARY
EMPLOYMENT UNIT



STREET CLOSURE/PARADE APPLICATION

IMPORTANT! READ FIRST BEFORE YOU PROCEED. FAILURE TO SATISFY THIS REQUIREMENT WILL RESULT IN A DELAY OR A DENIAL OF YOUR PERMIT APPLICATION. FEES ARE NOT REFUNDABLE.

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. 408-535-7061. 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.

NAME OF EVENT: _____

APPLICANT'S NAME: _____

WK PH: _____ ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____ FAX: _____

NAME OF THE ORGANIZATION/ BUSINESS: _____

NAME OF CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____ FAX: _____

STREET CLOSURE:

DATE: _____ LOCATION: _____

TIME _____ TO: _____

DATE: _____ LOCATION: _____

TIME: _____ TO: _____

PARADE:

DATE: _____ LOCATION: _____

TIME: _____ TO: _____

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: _____

DO NOT COMPLETE THE SECTION BELOW - FOR SJPD VERIFICATION USE ONLY

ACC'T NO. _____ ST CLOS \$ _____ INSURANCE ON FILE WITH RISK MGMT/SEU? [] YES [] NO

SEU REQUIRED? [] YES [] NO IF SO, HOW MANY OFFICERS? _____

PARADE: \$ _____

TOTAL: \$ _____

Who will be coordinating the officers? _____

POLICE APPROVED: [] YES [] NO

SIGNATURE: _____ DATE: _____

SJPD SECONDARY EMPLOYMENT UNIT 408-277-4980 FAX 408-297-5981



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

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

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

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)