

LIMITED ACTIVITY PERMIT APPLICATION IN SAN JOSE PARKS

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

Please answer all questions contained within this application and attach the narrative and site diagram. Your application will not be considered complete until all information and attachments are received.

A LIMITED ACTIVITY Application must be received a minimum of 7 days prior to event.

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

Special Park Use Office
City Hall
200 East Santa Clara Street, 9th Floor
San José, CA 95113

Tel: (408) 794-6500

Complete applications can be submitted by email to: SPUApplications@sanjoseca.gov

APPLICATION PROCESS

Organizers must submit a complete application, with all required attachments to the Parks, Recreation and Neighborhood Services' Special Park Use Office. This application will provide the City with basic information regarding the proposed activity. If any additional information is required, a Special Park Use Coordinator will contact the organizer.

This application will be used for a Limited Activity in a City of San José Park. The permit will allow an expected attendance of up to 100 people, two (2) tables, four (4) chairs and an activity time of two (2) hours or less, excluding set-up, take down and clean-up.

A Limited Activity Permit Application can be submitted for either a single day activity/event or a series of up to 4 activities/events with the same footprint for each activity/event.

Below is a breakdown of the costs for a Limited Activity Permit:

Single Activity: \$50.00* **Series Activity (maximum of 4):** \$120.00*

Refundable Cleaning & Damage Deposit: \$250.00

Cancellation fees may apply.

There are no refunds for inclement weather.

* Fees subject to change.

Organizations looking to host an event larger than the small feeding and/or clothing distribution activity as defined above, would need to submit a complete Outdoor Special Event Permit Application to the Parks, Recreation and Neighborhood Services' Special Park Use Office. Additional services and/or permits may be required for this request.

For complete information on conducting a Special Event in a City of San Jose Park, please refer to the Special Event Guidelines on the Office of Cultural Affairs website: www.sanjoseculture.org or contact the Special Park Use Unit at (408) 794-6500 for further information.

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 Limited Activity name and the type of information being provided (for example, "Feeding and Clothing Activity").

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

General Activity Information:

- The "Limited Activity Name" should be the name that is used to advertise the Limited Activity.
- For "Location", indicate ALL venues your Limited Activity will use.
- For "Individual Limited Activity", indicate if a one-time activity only.
- For "Series", indicate up to 4 (four) repetitive short term activities within a three-month period in the same location, on the same day of the week with the same event set-up comprising the same activity.
- For "Setup", indicate the specific day and time that you want to access to the park for setup of the Limited Activity.
- For "Actual Activity Day/Date(s)", indicate the day of the week as well as the date. For multiple day activities, list each day on a separate line. Give the Limited Activity start, end times, and attendance for each day.
- For "Cleanup", indicate the specific date and time that the Limited Activity venue will be completely cleared of all Limited Activity equipment and litter (within a 300' radius). The venue is considered cleaned up when it is fully returned to its normal use as a park.

Limited Activity Contacts: Enter the name and contact information for the primary person who is to be contacted regarding the application, permits or the Limited Activity, as well as an alternat contact. **It is important that City Staff have the ability to quickly communicate with a Limited Activity contact.**

Activity Description/Specific Limited Activity Information: This information will determine the permits, inspections, and city services that the Limited Activity will require. If you answer YES to any questions in this section, complete Page 3 and submit the application. However, if you answer NO to any questions in this section, this Feeding and/or Clothing Distribution Application will not apply for your event. You must contact the Special Park Use Unit for further instruction at (408) 794-6500 or SPUapplications@sanjoseca.gov.

Mandatory Application Attachments:

Limited Activity Description/Narrative: Every application must have an activity description/narrative to provide a full understanding of your Limited Activity needs.

Limited Activity 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 include every applicable item on your Limited Activity diagram.

Certificate of Insurance: Except for activities on private property, a certificate of insurance is required. Insurance must be submitted at least 5 (five) days prior to the event. The "Insured" on the certificate of insurance must match the producing organization on page 3 of this application.

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

LIMITED ACTIVITY PERMIT APPLICATION - CITY OF SAN JOSE

APPLICANT (Organization Conducting Limited Activity) 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 LIMITED ACTIVITY INFORMATION Yes, this event was held last year

ACTIVITY NAME: _____ ACTIVITY TYPE: _____

LOCATION: Check and complete ALL applicable boxes

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

Individual Activity _____
 Series Activity _____

BEGIN SETUP <small>(do not include event start)</small>	EVENT DATE(S) <small>(do not include setup dates)</small>	START AND END TIME <small>(must be less than 4 hours)</small>						ATTENDANCE <small>(include staff, vols, etc.)</small>	FINISH CLEANUP <small>(do not include activity end)</small>
	DATE 1	START		AM	PM	END		AM	PM
	DATE 2	START	<input type="radio"/> AM	<input type="radio"/> PM	END			AM	PM
	DATE 3	START	<input type="radio"/> AM	<input type="radio"/> PM	END			AM	PM
	DATE 4	START	<input type="radio"/> AM	<input type="radio"/> PM	END			AM	PM

Number of attendees expected: _____ Adult: _____ Total Attendance: _____

LIMITED ACTIVITY CONTACT (Organizer Conducting Activity)

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: _____

Administrative Use Only	Application: <input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Event Addendum Attached	By: _____	Date: _____
	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: _____
Estimated Park Staff Fee: \$ _____			
C/D Deposit Refund: \$ _____		Clerk: _____	Date: _____

LIMITED ACTIVITY PERMIT APPLICATION - CITY OF SAN JOSE

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

Was this activity held last year?	Where?	Attendance:	
Will there be any food and/or beverage prepared or served at the activity?			
If applying for a Distribution Activity, please describe the items being distributed.			

SPECIFIC LIMITED ACTIVITY INFORMATION (Answering YES to any question below may trigger an Outdoor Special Event Permit rather than a Limited Activity Permit)

Yes No **SPECIFIC LIMITED ACTIVITY INFORMATION**

	Will any equipment be used on the activity site? (Examples: Fence, tent, canopy, additional tables over two (2) allowed, additional chairs over the four (4) allowed, stage, dumpster, booth, amplified sound system, musical instrument, etc.)
	Will the activity require closure of any public street or traffic lane?
	Will there be any additional activity/event connected to the activity? (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 below and attach the mandatory attachments. If you answered YES to any of the questions above, this Limited Activity Application will not apply for your event. You must contact the Special Park Use Unit for further instruction at (408) 794-6500 or SPUapplications@sanjoseca.gov.

MANDATORY ATTACHMENTS: Required to be submitted with every application.

<p>LIMITED ACTIVITY EVENT NARRATIVE</p> <p>Detailed activity information is necessary to get a full understanding of your Limited Activity's needs.</p>
<p>LIMITED ACTIVITY SITE DIAGRAM</p> <p>A detailed drawing depicting the proposed layout, including the location of no more than 2 tables, 4 chairs and the line-up area of participants.</p>
<p>CERTIFICATE of INSURANCE</p> <p>Insurance must be submitted at least 5 (five) days prior to the event. The "Insured" on the certificate of insurance must match the producing organization listed on page 3 of this application.</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 will adhere to required arrangements listed within these Guidelines.
- 4 Applicant will pay for actual costs of any City services provided for your activity within 30 days from receipt of City invoice.
- 5 Applicant agrees to follow the City's waste management requirements visit:
<https://www.sanjoseca.gov/your-government/departments-offices/environmental-services/recycling-garbage/waste-management-for-your-special-event>

SIGNATURE:	DATE:
PRINT NAME:	TITLE:
BUSINESS NAME:	TEL:
EMAIL:	FAX: