



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 (pages 19-21).
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 - 14).
18. Closure of any public street (including a lane closure) requires a Police Department street closure permit (Pages 15-16).
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 - 14

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 15-16

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 17

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 18

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 19-21

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 22

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 23

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: 150px;" type="text"/> Attendance: <input style="width: 50px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Is this a charitable fundraiser?	For what cause? <input style="width: 150px;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Is there an attendance fee?	Fee per person? <input style="width: 50px;" 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: 150px;" type="text"/>	
	7	<input type="checkbox"/>	<input type="checkbox"/>	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	Describe Stage(s) Details: <input style="width: 150px;" type="text"/>	
	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: 150px;" type="text"/>	
	23	<input type="checkbox"/>	<input type="checkbox"/>	Will there be any other type of activity not listed here?	Describe <input style="width: 150px;" 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)		

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



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

The Secondary Employment Unit (“SEU”) administers and monitors the approval process for all private and public entities that retain, employ, or contract with, or otherwise engage off-duty San Jose police officers or reserve officers to provide uniformed or non-uniformed security, patrol, private investigation or surveillance, traffic control, bodyguard, or other law enforcement or security related service (collectively “Private Security Services”). Pursuant to San Jose Municipal Code Chapter 8.16, each such entity is referred to as a “Secondary Employer” regardless of whether the relationship between such entity and the officers is that of employer/employee, customer/independent contractor, or other relationship.

In order for San Jose police officers or reserve officers to be eligible to provide your business with Private Security Services while off-duty, your business 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 that are eligible to contract with off-duty officers to provide Private Security Services, in order to prevent officers from engaging in any off-duty work or occupation that may be detrimental to the officer’s service to the City, that may prevent or impede the efficient performance of the officer’s duties in his or her City employment, or that may in any way 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”), the payment of the required fees and any applicable business tax required pursuant to Chapter 4.76 of the San Jose Municipal Code and the approval of your application by the Chief of Police, does not constitute an agreement or guarantee by the City of San Jose to supply your business with off-duty officers. Your business must contract with each officer individually, and it is up to the individual officer to decide whether he or she wishes to provide Private Security Services for your business.

The Secondary Employment Approval application must be fully completed and an authorized individual representing your business must sign the Acknowledgement. The application fees are as follows:

- 1) Annual employment of officers - \$262* **or**
- 2) One time event lasting five (5) consecutive days or less - \$262* **or**
- 3) School/Public Agency - \$35.00

***The following applicants are exempt from payment of the Secondary Employment Approval Fee:**

- 1. Persons or organizations using city owned or controlled facilities, including, but not limited to, the Convention Center, the Center for Performing Arts, the Montgomery Theater, the Civic Auditorium Complex, the Arena, the Repertory Theater, city park facilities, and at outdoor public property owned or controlled by the city (SJMC Section 8.16.090(B)(1)).**
- 2. Persons or organizations required either by city contract or by city permit or license to contract with or employ San Jose police officers or reserve officers as traffic controllers or private security guards (SJMC Section 8.16.090(B)(2)).**

If you believe you are eligible for one of the two exemptions, please provide written proof with your application. With respect to the first exemption, please include the name, title, and telephone number of the contact person for the city facility that you are applying to use so that we can verify that you will be using that facility. For the second exemption, please provide a copy of the city permit, license or contract that requires use of San Jose police officers or reserve officers.

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 indemnification provision 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 and named as an additional insured under a Law Enforcement Professional Liability Insurance Policy that covers the City, the off-duty police officers and you, and a certificate of insurance and endorsement naming you as an additional insured will be issued to you upon approval of your application. The insurance policy insures against claims and lawsuits alleging causes of action under state tort law and state and federal civil rights laws but does not cover workers' compensation for officers who are injured while engaged in secondary employment. The last sentence of Paragraph #5 of the Acknowledgement states that the Secondary Employer may be required to indemnify and hold harmless the City, its officers, and employees for all damages, costs, attorney's fees, expenses, losses, or liabilities for workers compensation if an officer is injured while employed by the secondary employer.

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 of fees for services provided is due directly to individual officers. Notice of cancellation of services to be provided by officers must be given to each impacted officer at least 48 hours prior to the scheduled start time or the 3 hour minimum service fee will apply to each affected officer.

Please return the completed and signed Secondary Employer Approval Application and Acknowledgement by:


1. Email a copy of the completed and signed application and acknowledgment to (seu_requests@sanjoseca.gov) and make credit card payment over the phone at (408) 277-4980
or
2. Make a check payable to the **City of San Jose** and mail with the completed application and acknowledgment 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 Application until payment of the application fee is received and any applicable business tax required pursuant to Chapter 4.76 of the San Jose Municipal Code has been paid.

Visit us on the web for updated fees: http://www.sjpd.org/Records/Fees_Public_Safety_Permits.asp

APPLICATION

	<p>SAN JOSE POLICE DEPARTMENT SECONDARY EMPLOYMENT UNIT 201 W. Mission Street San Jose, CA 95110 (408) 277- 4980</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>Date: _____</p> <p>Annual <input type="checkbox"/> Event <input type="checkbox"/></p> <p>Exempt <input type="checkbox"/> Log <input type="checkbox"/></p> <p>Approved <input type="checkbox"/></p> <p>Disapprove <input type="checkbox"/></p> <p>Signature: _____</p>
---	--	--

Secondary 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: _____		
Description of Business, Public Entity or Event: _____		
Activities at Job Site: _____		
Do you have any written agreement(s) to be signed by the officer? Yes <input type="checkbox"/> No <input type="checkbox"/> If you answer yes, please attach a copy of the agreement(s) to your completed application.		
I hereby authorize representatives of the San Jose Police Department to seek whatever information and documentation the Chief of Police considers necessary for a complete investigation, including, but not limited to inspection of the premises of the business for the purpose of assuring that the premises are in compliance with the requirements of applicable provisions of this Code or any other applicable local, state or federal law or regulation: _____ (Signature of Business Owner or Authorized Representative, Authorized Representative of Public Entity or Event Organizer)		

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 to provide private security 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 shall 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 Police 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. *(This may include workers compensation if an officer is injured while employed by the secondary employer).***

This indemnity shall commence 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.

- a. 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.

Business 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/records/fees/permit-fees>

- 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) business 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 ten (10) business days before the scheduled event (SJMC 13.14.290 (D)). **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 13.14.250 (A)) will accompany the application when submitted.
- After the permits are filed, the Police Permits Unit has five (5) business days in which to approve or deny the application. (SJMC 13.14.300)
- 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) business days of the date of denial (SJMC 13.14.330 (D)).
- All Street Closure and Parade permits are contingent on having proper insurance, barricades, and police officers for traffic control as may be required (SJMC 13.14.220). 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
200 E. Santa Clara Street
San Jose, CA 95113
Phone: (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. 408-535-3500. 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"/> 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:
---	--------	----------

DEPARTMENT OF TRANSPORTATION

200 E. SANTA CLARA STREET- 8TH FLOOR, SAN JOSE, CA 95113

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

Name: _____ Title: _____
 Organization/Company: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Daytime Phone: _____ Cell: _____ Email: _____

*** (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

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.

Total Number of Parking Metered Spaces (if any): _____ Meter Number: _____

Meter 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 (\$51 permit fee, \$.55/sign plus tax, and if applicable, lost meter revenue is \$8/day per Smart Meter*).

***A Smart Meter is a meter that accepts credit card.**

Total amount due: \$ _____

Total # of signs: _____

Section D: Permittee's Statement of Understanding

Effective July 1, 2021, when submitting a card payment, an additional non-refundable service fee of 2.4% will be collected by a third party (Wells Fargo Merchant Services) to cover transaction processing fees. To avoid this fee, payments can be paid in person with cash or check, or by mailing a check. Note: the City is not able to accept in-person payments when City Hall is closed to the public.

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, Director

Department of Transportation

Date: _____

Staff: _____

Date: _____

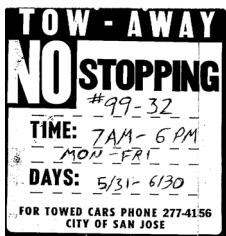


TOW-AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS

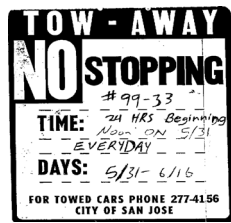
The following conditions apply to all tow-away permits issued by The Department of Transportation. **It is the sole responsibility of the Permittee to meet the conditions described herein.** Failure to meet these tow-away permit conditions will render the tow-away permit invalid and result in parking control officers/police personnel not responding for a tow request:

1. **Permittee shall not alter the front side of the signed permit application. Any alteration made will render the permit invalid.**
2. **Permittee shall post City-issued temporary tow-away signs in their proper locations at least forty-eight (48) hours in advance, but not more than seventy-two (72) hours in advance of when actual work will occur on a particular street.** Permittee must maintain the temporary tow-away signs at all times. Failure to do so will render the temporary tow-away signs invalid and the Permittee will be responsible for the payment of all the costs related to an illegal tow resulting from the Permittee's failure to post and maintain the temporary tow-away signs at all required times. The permit only authorizes Permittee to post and maintain temporary tow-away signs on the days, times, and exact locations identified on the face of the permit.
3. Permittee shall email a clear copy of the posting log sheet to DOTtowsupport@sanjoseca.gov **AFTER the tow-away signs have been posted.** This inbox is monitored from 8:00am-5:00pm, Monday-Friday. Failure to email the Tow-Away Permit Posting Log Worksheet will render the tow-away permit invalid and result in parking control officers/police personnel not responding for a tow request.
4. Permittee must clearly print the PERMIT NUMBER, TIME, DATES, and DAYS and of actual work on EACH temporary tow-away sign prior to posting. Examples of completed temporary tow-away signs are shown below:

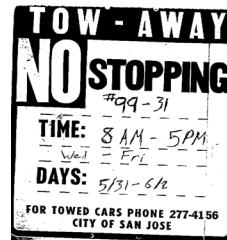
Three consecutive days



Weekdays Only - Extended period



Weekdays & Weekends - 24 hour period



5. **Permittee shall not alter in any way the temporary tow-away signs, such that previously displayed information is erased, crossed-out, taped over, or otherwise removed.** Permittee understands that any temporary tow-away signs displaying incomplete information and/or altered information is rendered invalid and unenforceable. Permittee further understands that posting any temporary tow-away signs, other than City-issued tow-away signs, is not allowed and renders the signs invalid. Permittee may not post reproduced tow-away signs and is responsible for maintaining posted signs.
6. Permittee shall use only string to attach temporary tow-away signs to meter poles/meters and must be removed as soon as the permit expires. Permittee may also mount tow-away signs on A-frame barricades. **Duct tape, wire or other material that may damage the poles, meters, or tree guards may NOT be used to mount temporary tow-away signs.**
7. Permittee must post one sign for each metered space. In non-metered areas, the Permittee must post a sign a minimum of every **50 feet** at a consistent height, unless poor visibility requires posting at shorter intervals. Permittee must also post a temporary tow-away sign at the beginning and at the end of the work area. All signs must be posted within 6 feet of the face of curb on the side of the street on which parking is to be restricted.

8. Permittee must remove all tow-away signs and fastening materials from poles and meters upon completion of work on a particular street. Permittee shall pay for the repair of any damage caused to any public property to which the temporary tow-away sign was attached. Permittee shall pay the actual cost to the City of having to remove any signs the Permittee fails to remove.

9. Permittee must remove any posted tow-away signs if work on any particular street has been delayed or suspended for any reason and shall make good faith efforts to not unnecessarily restrict public parking.

10. In the event that the Department of Transportation approves the original permit for extension, Permittee shall post new temporary tow-away signs with the extended term in accordance with conditions 1-9 stated above. **Permittee must also email a revised posting log to Parking Compliance immediately after reposting new signs.**

11. Permittee shall be responsible for properly initiating all tows under the permit. A copy of the Tow Away Posting log sheet must have been emailed to the Parking Compliance Office at DOTtowsupport@sanjoseca.gov

12. Permittee may initiate a tow request by contacting the Parking Compliance Unit at (408) 534-2910 during the hours of 8:00am to 5:00pm M-F. All other times, call the non-emergency police number, (408) 277- 8900. Permittee MAY NOT contact a towing company directly, as law enforcement must issue the tow request.

13. When initiating a tow request, the Permittee shall provide the law enforcement officer with a copy of the permit along with the completed original Documentation in Support of Tow-Away form and a record of the time, date, and location of when the signs were posted, as well as the name of the person posting the signs. **Photocopies of signed declarations will not be accepted.**

14. The Permittee will indemnify and hold harmless the City from all damages, losses or claims arising out of or resulting from a tow initiated by Permittee pursuant to his/her tow-away permit. Permittee must pay for all costs associated with invalid tows.

15. The Department of Transportation reserves the right to revoke tow-away permits or revise the approved days, hours or street locations on any Tow Away permit application at any time.

16. Unless specifically stated on the permit, **this permit is not to reserve parking space(s) for personal use.** Only construction related vehicle(s) that are continuously used are allowed in the tow-away zone.

17. A valid copy of the Tow-Away permit must be clearly visible on the dashboard of all vehicles parked within a tow-away zone. **Absolutely no personal vehicles will be allowed to park within the tow-away zone.** Any personal vehicles parked within the restricted area regardless of displaying a valid Tow-away permit will be subject to a citation.

I acknowledge that I have read and understand the above "Tow-Away Permit Conditions and Posting Instructions"

Permittee Name (signature): _____ **Date:** _____

Printed Name: _____ **Phone Number:** _____

Permit No: _____

*** Permittee must sign above prior to permit being issued**

Page 3 of 3

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
<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"/>
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<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)