

# Special Park Use Permitting

Neighborhoods Commission

May 11, 2022

**Dominique Pacolba – Interim Park Facility Supervisor**

# What is the Special Park Use (SPU) Unit

- Permits for special events, festivals, filming, summer camps, specialty programs (Al Fresco)
- 209 Neighborhood, Regional and Downtown Parks, 200+ events annually, estimated total annual attendance of 1.3 million
- Non-profits, For-profits, Neighborhood Associations and Council Offices



# SPU Vision

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- Celebrate San Jose's ethnic and culturally diverse community
- Safe, successful, and impactful outdoor special events accessible to all
- SPU Special Event Coordinators are the experts in the permit process, guiding Event Organizers every step of the way



# Special Park Use (SPU) Unit Role

Facilitates use of San José parks and trails

Ensures the public safety

Conserves park's natural resources

Average of 260 event permits each year!



## **SPU Partners**

- **San Jose Office of Cultural Affairs (OCA) – manages events on streets or City Hall**
- **San Jose Fire Department**
- **San Jose Police Department**
- **San Jose Park Rangers**
- **Santa Clara County Department of Environmental Health**
- **San Jose Environmental Services Department**
- **San Jose Park Maintenance**
- **San Jose Department of Transportation**
- **San Jose Department of Public Works**

# When is a Special Event Permit Needed?

- Event open to the public
- Advertising
- Amplified sound
- Distributing or selling food, alcohol or merchandise
- Requiring extra event setup (i.e. stages, tents, tables)
- Requiring extra permits and/or services from other City or County departments (i.e. Police, Fire, Santa Clara County Department of Environmental Health)

Almaden Art and Wine Festival  
(Almaden Lake Park, CD 10)



Walk To End Alzheimer's  
(Arena Green, CD 6)

# SPU Permitting Process Overview

Inquiry

Consultation

Complete/Submit Application

- (minimum 45 days prior to event)

Application Review

Internal/External Partner Meeting

Notifications

Obtain all Required Permits





Collect Fees

Addendum

Final Permit

Pre-Event Walk Through

Post-Event Walk Through


Thank You/Invoice/Survey

## SPU Permitting Process Overview – Cont.





# Liability Coverage

- Certificate of Liability Insurance
  - Minimum \$1 Million
  - Name “City of San José” as Additionally Insured
  - “City of San José” Certificate Holder
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# SPU Team/Contact

- Dominique Pacolba – Interim Park Facility Supervisor
- Katherine Lockwood – Event Coordinator 2
- Janine Bray – Interim Event Coordinator 2
- Cassie Hunter – Interim Event Coordinator 1

**Contact:**

Email - [SPUapplications@sanjoseca.gov](mailto:SPUapplications@sanjoseca.gov)

Phone – 408-794-6500

Website - <https://www.sanjoseca.gov/your-government/departments/parks-recreation-neighborhood-services/reservations-permits/festivals-events>

SAN JOSE  
PARKS, RECREATION &  
NEIGHBORHOOD SERVICES



Building Community Through Fun

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