



# ONE-START OUTDOOR SPECIAL EVENT PERMIT APPLICATION

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

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

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

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

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

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

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

## APPLICATION PROCESS

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

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

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

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

### **Special Event Guidelines**

The Special Event Guidelines are available from the Office of Cultural Affairs online at [www.sanjoseca.gov](http://www.sanjoseca.gov) or the Special Parks Use Office at 200 E. Santa Clara St., 9th Floor, San Jose, CA 95113

## 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 \$40 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 the Letter of Approval for Temporary Beer/Wine License (Page 9 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 11-13).
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 the Secondary Employer Application (Page 8).
18. Closure of any public street (including a lane closure) requires a Police Department street closure permit (Page 8).
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 15 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 15 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 Page 8

Applying for a permit with the San Jose Police Department just got easier! The police department has moved its permit applications online and will no longer be accepting paper applications. Once your Outdoor Special Event Permit Application has been conditionally approved by the City of San José, you can submit your San Jose Police Department applications for a permit online from the convenience of your home or office, 24 hours a day. Once submitted, your application will be assigned to a staff member who will review and process your application. Be sure to mail a check for the permit fees or contact our office to pay by credit card (additional processing fee applies). Once your permit is approved or denied you will be notified by email. Feel free to contact the SJPD office with any questions (408) 277-4980.

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.

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 9

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) 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 10

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 11-13

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 14

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 15

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: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SECONDARY'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

<b>Application:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Event Addendum Attached		By _____	Date _____
<b>Administrative Use Only</b>	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: \$ _____			

# OUTDOOR SPECIAL EVENT PERMIT APPLICATION - CITY OF SAN JOSE

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) <b>(Diesel Generator only)</b>	
	6	<input type="checkbox"/>	<input type="checkbox"/> Will heaters be used?	If yes, please indicate heater type: <input style="width: 100px;" 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: 100px;" type="text"/>
	23	<input type="checkbox"/>	<input type="checkbox"/> Will there be any other type of activity not listed here?	Describe <input style="width: 100px;" 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><b>EVENT NARRATIVE</b> Please provide a description of the event theme, purpose, schedule of activities, entertainment, food, beverages (including alcohol), cleanup plan, etc. Please refer to page 17 of this application.</p>
<p><b>EVENT SITE DIAGRAM</b> For activities on public and private property: a detailed drawing depicting the proposed layout, including the location of booths, tables, stages, fences, dumpsters, signage, portable toilets and all other event equipment. For any activity on Private property: diagram must also show all marked parking spaces, adjacent streets, residential units, and indicate the linear feet from the event boundary to streets and residences. Please refer to page 17 of this application.</p>
<p><b>ROUTE MAP</b> For parades, runs/walks, on streets or sidewalks: A map of the route, start and finish points, direction of movement and street closures including the specific lane(s) requiring closure. Please refer to page 17 of the Special Event Guidelines.</p>
<p><b>CERTIFICATE OF INSURANCE</b> Except for events on private property, a certificate of insurance for any public event is required and must be submitted a minimum of 14 days prior to the event start day. Please refer to page 14 of the Special Event Guidelines.</p>
<p><b>PRIVATE PROPERTY LETTER</b> For private property event, a letter from the property owner (or an agent authorized by the owner) must be included with this application. The letter should be on company letterhead acknowledging their approval of the event, knowledge of the date, time, and activities scheduled to take place. Contact information (address, email, and phone) for this individual should be included in the letter.</p>
<p><b>EMERGENCY MANAGEMENT PLAN</b> For events where more than 1,000 persons congregate, please submit a <a href="#">Public Safety Plan</a></p>

**DECLARATION**

As the authorized representative of the applicant, I hereby declare that:

- 1 The information contained in this application and attachment(s) is true, complete and correct to the best of my knowledge.
- 2 Applicant agrees to defend, indemnify and hold harmless City, its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by City, its officers, agents, or employees, arising from Applicant's acts or omissions under this Agreement or any act of omission of Applicant's permission or invitation of Applicant, except as may arise from the negligence or willful misconduct of City, its officers, agents, contractors, or employees. In any action or claim against City in which Applicant is defending City, City shall have the right to approve legal counsel providing City's defense and such approval shall not be unreasonably withheld.
- 3 Applicant has received and understands the information contained in the Special Events Guidelines and will adhere to required arrangements listed within these Guidelines.
- 4 Applicant will pay for actual costs of any City services provided for your event within 30 days from receipt of City invoice.
- 5 No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise in connection with any use of City property, unless the Applicant shall have first obtained all approvals and paid any license fee or other fee required by the copyright owner. Without limitation of any other provision, Applicant's indemnification of City as set forth in a permit or authorization to conduct an event, shall include indemnifying and saving City harmless from and against any and all liability or responsibility whatsoever for any infringement of an/or other violation of the right of any such copyright owner under any copyright law.
- 6 Applicant agrees to follow the city's waste management requirements, pending your event meets the free dumpster qualifications and receive in-kind dumpster from the Environmental Services Department (ESD) if the following conditions are met: 1) the event occurs on a city street or on a city-owned site, facility or public park and has an average daily attendance of at least 2,000 persons; 2) event organizers will follow the ESD food and beverage service-ware guidelines 3) use the city's contract hauler for dumpster service (if not sponsored) and; 4) announce the three messages provided by ESD during each event day. [www.sjenvironment.org/events](http://www.sjenvironment.org/events).

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

# SAN JOSE POLICE DEPARTMENT

## SECONDARY EMPLOYMENT

### STREET CLOSURE/PARADE

The Secondary Employment Unit coordinates off-duty employment of police officers and reserve police officers for City sponsored events, such as parades, festivals, street closures and other special events.

Your SPU/OCA assigned event coordinator will send you the link to the online applications for Secondary Employment, Street Closure, and/or a Parade once the event application has been conditionally approved.

In addition to completing the online application for a street closure or parade, the following items are required as part of your application and must be uploaded under the “Documents” tab:

- **Diagram:** Provide a detailed, accurate and complete diagram of the proposed use (i.e., street names, areas to be closed off, route of event, etc.).
- **Liability Insurance / Vehicle Insurance:** A copy of the insurance policy for 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.

**\* Secondary Employment, Street Closure, and Parade applications are separate applications. You must submit an application for each type of permit that you are applying for.**

Prior to completing your permit application, you are encouraged to read the [Permits Application Quick Guide](#). The Quick Guide has been designed to assist applicants in completing their application and includes important information regarding specific documents required for each permit.



# SAN JOSE POLICE DEPARTMENT SECONDARY EMPLOYMENT ONE DAY LIQUOR PERMIT

The Secondary Employment Unit along with the VICE Unit processes the One Day Liquor Permit.

Your SPU/OCA assigned event coordinator will send you the link to the online applications for the One Day Liquor Permit once the event application has been conditionally approved.

In addition to completing the online application, the following items are required as part of your application and must be uploaded under the "Documents" tab:

## **Submit the following documents with your online application:**

- [Daily License Application](#)
- [Supplemental Diagram \(ABC-253\)](#)
- **An Event Summary in Word or PDF format**
- **Liability Insurance / Vehicle Insurance:** A copy of the insurance policy for 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.
- **Liquor Liability:** MINIMUM AMOUNT OF LIABILITY COVERAGE MUST BE: \$1,000,000 limit per occurrence.



# FIRE SAFETY SPECIAL EVENTS PERMIT APPLICATION



**Please select:**

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

**Please provide the following information**

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

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

**IMPORTANT, Please Submit**

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

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

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

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

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**

- Describe the specific work activity(s) to be performed within the street right-of-way:**  
 Construction/Maintenance     Event(s)     Other  
 \_\_\_\_\_
- 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.): \_\_\_\_\_
- 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: \_\_\_\_\_
- 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: \_\_\_\_\_

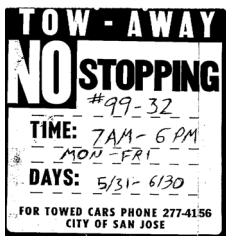


## TOW-AWAY PERMIT CONDITIONS AND POSTING INSTRUCTIONS

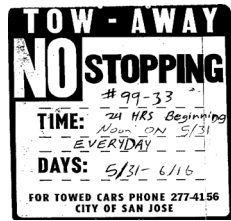
The following conditions apply to all tow-away permits issued by The Department of Transportation. **It is the sole responsibility of the Permittee to meet the conditions described herein.** Failure to meet these tow-away permit conditions will render the tow-away permit invalid and result in parking 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](mailto: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:

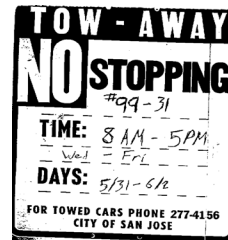
Three consecutive days



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](mailto: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

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

Event Name:

Event Date(s):

Event Location:

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

Contact Person:

Phone:  Cell:  Email:

**List the Following Information:**

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

Quantity	Appliances	Voltage	Watts	OR	Amps	Horse Power

**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)