

**Project Number:**



## **SPECIAL EVENT / ACTIVITY INFORMATION PACKET & APPLICATION**

“Special events and activities” means any temporary event or activity sponsored by a business, shopping center or organization which is held outside the confines of a permanent building.

To apply for a Special Event and Activity, please read the enclosed instructions and then complete this application. Submit your application, including the required attachments, no later than 45 days for a major event or 30 days for a minor event.

For specific references to the Milpitas Municipal Code regarding Special Events and Activities see Section XI-10-13.11

### **Approvals:**

Planning: \_\_\_\_\_ Date: \_\_\_\_\_

Fire: \_\_\_\_\_ Date: \_\_\_\_\_

Police: \_\_\_\_\_ Date: \_\_\_\_\_

Engineering: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS

### Introduction

A completed application may be filed as early as one year before an event, but must be received no later than 45 days (for a major event) or 30 days (for a minor event) before the actual event.

**“Special events and activities”** means any temporary event or activity sponsored by a business, shopping center or organization which is held outside the confines of a permanent building.

- A minor event is one that all of the activities, including parking associated with the event are confined to private property.
- A major event is one that in addition to the activities on a private property, has off-site parking, and/or partially or wholly takes place on the public right-of-way, except for activities customarily confined to sidewalks, such as walking or jogging/running.

It is our goal to help the event organizers in planning a safe and successful event that would create minimal impacts on the surrounding neighborhoods.

**Procedure:** *For first-time events please contact the Planning Division (408) 586-3279 to set up an appointment to review the application process for your event.*

The application process begins when you submit a completed application. The acceptance of this application should in no way be construed as approval of your request. Copies of the application will be sent to affected departments for their review. During the review, you will be notified if any additional information is required to process the application. You will be invited to meet with city staff at a pre-determined meeting called the Development Review Committee (DRC) to discuss the event prior to any approvals. Delays in providing information to city staff often delay the ability of the DRC to finish review and approve the application in a timely manner.

- Events that occur between one and three days can be reviewed by staff.
- Events that occur more than three days require review by the Planning Commission Subcommittee.
- Any event that has amplified music or live entertainment regardless of duration requires review by the Planning Commission Subcommittee.

**QUESTION TO GET STARTED**

- **Will the event be held exclusively on private property? If so, you will need to have the property owner sign the application for use of the site.**

*This event will not require off site parking, or the use of public right-of-way (except running/jogging events).*

Yes  No

*If you answered yes to the question above, your event is considered a “Minor” event. All other events are considered “Major”.*

**SECTION 1: CONTACT INFORMATION AND AUTHORIZATION**

Please complete all of the following:

Event Title: \_\_\_\_\_

Event Location (address): \_\_\_\_\_

Applicant name: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
ZIP

Day of event contact (if different from applicant completing and submitting the form): \_\_\_\_\_

Phone: \_\_\_\_\_

Except as to the sole negligence or willful misconduct of the city, the applicant/permittee shall defend indemnify and hold the city, and its officers, employees and agents harmless from any loss, damage, claim for damage, liability, expense, or cost, including attorneys' fees, which arise out of or is in any way connected with the special event or activity authorized herein. By signing this application, the applicant acknowledges that they may be billed for any unanticipated costs for city services arising from the event as a result of changes to the event or inaccurate application information.

\_\_\_\_\_  
Printed Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Property owner or authorized agent for owner & signature

\_\_\_\_\_  
Date

**SECTION 2: EVENT INFORMATION**

Please complete all of the following:

Setup/Preparation                      Date: \_\_\_\_\_

Event starts                              Date: \_\_\_\_\_                      Time: \_\_\_\_\_

Event ends                                Date: \_\_\_\_\_                      Time: \_\_\_\_\_

Dismantle/Tear down                  Date: \_\_\_\_\_

  

Anticipated attendance:              Total: \_\_\_\_\_                      Per day: \_\_\_\_\_

**Street closures**

Will this event require any city streets to be closed?  Yes  No

*If yes, specify which streets or cross streets and include a route site map.*

**Food**

If your event will have food preparations please specify cooking method:

Gas                               Electric

Charcoal                       Other (specify): \_\_\_\_\_

*A permit may be required from the Santa Clara County Department of Public Health at (408) 918-3400.*

**Portable restrooms**

*A minimum of one (1) accessible toilet for persons with disabilities is required when multiple toilets are set side by side. If each toilet is scattered throughout the site, then each toilet must be accessible. Exceptions may be considered by the Building Department.*

**Lighting and sound**

Will you be using any amplified sound (i.e. public address system)?  Yes  No

Will this event use any temporary lighting?  Yes  No

*If yes, please describe:*

**EVENT NARRATIVE**

**Project Description**

Briefly provide a description of your event, including activities, timeline and sequence of events:

**Parking**

Describe where event participants are expected to park their vehicles:

**Security Plan**

Describe your security plan, including crowd control:

*Include the security company name, contact information and the amount of security personnel.*

**Americans with Disabilities (ADA) compliance**

Describe how your event will be accessible to people with disabilities (*such as parking, restrooms and accessible path of travel to all event functions*):

**Recyclables and garbage handling**

Describe your plan for cleanup and removal of recyclable goods and garbage during and after your event:

**SECTION 3: SITE MAP CHECKLIST: City staff is available to help you through this process.**

Provide a site plan/route map for your event on a separate sheet. **Provide six copies of this site plan/map (11" x 17" min size).** The map should include the following information:

- An outline of the event site, including the names of the streets or areas that are a part of the venue and surrounding area. If the event includes a moving route of any kind (such as a parade), indicate the direction of travel, including the starting location and ending destination. Include north arrow.
- Any street or lane closures.
- The locations of fencing, barriers or barricades. Include any removable fencing for emergency access. (include height of barriers)
- The location of first-aid facilities
- The location of all stages, platforms, booths, cooking areas, trash containers, tents/canopies, etc. (Include dimensions, such as height and length)
- The location of any food booths and cooking area configuration including all vendors cooking with flammable gases or barbeque grills. (Include dimensions, such as height and length)
- Generator locations and/or source of electricity
- Placement of vehicles or trailers used for the event (include dimensions)
- Anticipated parking locations and number of parking. Show that parking is available for persons with disabilities. These parking spaces shall be dispersed and located closest to the accessible entrances *to the event*. One in every eight accessible parking spaces, but not less than one accessible parking space shall be Van accessible.
- Placement of promotional signs or banners
- Placement of portable toilets/rest room facilities (label accessible or non-accessible for people with disabilities)
- Exit locations for outdoor events that have fences
- Location of all other event activities
- Location of temporary lighting
- Location of temporary speakers

- Fire truck access to existing building/structures shall remain clear and unobstructed (20 feet min).
- Fire truck access shall be maintained to the proposed event.
- Show that Fire equipment and appliances (hydrants, fire department connection valve, etc) shall remain clear and unobstructed (25 feet min.).
- Show and identify the proposed method of separation between event area and vehicle traffic (20 feet min.).
- Show that the location of tables, booths and other equipment are not obstructing parking for persons with disabilities and indicate an accessible path of travel from these parking stalls to main entrance to the building and facilities.
- If any amusement structures are proposed, show how the structure can accommodate those with disabilities.
- For major events, provide a traffic handling plan (see sample).
- Show solid waste collection area.

**SECTION 4: INSURANCE INFORMATION**

A public liability and property damage insurance policy issued by an insurance company authorized to do business in California, naming the City of Milpitas, its officers, agents and employees as co-insured may be required. Depending on the scope of the event, a minimum of \$1 million or more may be required.