

Follow this flow chart to help you determine what type of permit your event needs and the steps you need to take.

Which of these best describes your event?

My event will take place on or Impede on public property and may include some or all of the following elements:

- Large crowds
- Street Closures
- Beer & Wine sales
- Music & Entertainment

Examples include: Festivals, parades, races, street fairs, carnivals, sidewalk sales, concerts, etc.

You need a special event permit!

Review the [Special Event Guidelines & Procedures FAQs](#) before filling out your application for helpful information on planning your event in Los Gatos.

Submit your Special Event Application at least 90 days prior to your event. Review the [Special Event Permit Timeline](#) for details and next steps.

My event may include some or all of the following elements:

- Remain entirely in a park or trail
- Use of multiple areas in Oak Meadow Park
- Groups of 25 or more
- Organized recreational class/ activities
- Vendors or caterers

Examples include: Organized sports, classes, runs, weddings & events with large groups.

You likely need a parks special use permit.

Review information at www.losgatosca.gov/parkreservations

Parks Special Use Permit applications must be submitted at least 60 days prior to your event.

For more information contact PPW at parksreservations@losgatosca.gov or 408-399-5781.

My event may include some or all of the following elements:

- Take place in a Town park
- A simple gathering or BBQ

Examples include: Birthday parties, BBQs, small gatherings or normal picnic reservations.

To make a park reservation visit: www.losgatosca.gov/parkreservations



**Please note that these are only general guidelines. All elements of the event must be considered to determine what type of permit is necessary.*

For more information contact Event Specialist, Christina Hill at chill@losgatosca.gov or 408-399-5734