



SPECIAL EVENT PERMIT

APPLICATION PACKET

TOWN MANAGER'S OFFICE
110 E. MAIN ST., LOS GATOS, CA 95030

PROCESS

STEP 1

BEFORE COMPLETING THIS APPLICATION, PLEASE FIRST CAREFULLY REVIEW THE FOLLOWING DOCUMENTS AT www.losgatosca.gov/2439/specialeventpermitinformation:

- **Event Permit Flow Chart** to determine if your event requires a special event permit.
- **Special Event Timeline** for a better understanding of the special event process.
- **The Special Event Guidelines & Procedures** for detailed information to assist with completing this application and planning your event in Los Gatos.

STEP 2

THE FOLLOWING ITEMS MUST BE RECEIVED 90-DAYS PRIOR TO YOUR EVENT IN ORDER TO BEGIN PROCESSING OF YOUR APPLICATION.

Review the "Special Event Guidelines and Procedures," for details and examples of these items.

- Special Event Application fee (*see fees below*)
- Completed Special Event Application
- Site map of event
- If requesting a road closure, a preliminary diagram of those streets and/or a traffic control plan.
- Preliminary timeline of event (*this should be an additional, attached document*)

STEP 3

THESE ITEMS AND OTHER APPLICABLE DOCUMENTS OR PERMITS WILL BE REQUIRED BEFORE RECEIVING YOUR FINAL PERMIT. IF YOU HAVE ANY OF THE FOLLOWING APPLICABLE ITEMS READY NOW ATTACH THEM TO THIS APPLICATION.

Review the "Special Event Guidelines & Procedures," for details and examples of these items.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Certificate of Insurance |
| <input type="checkbox"/> | Shuttle Route |
| <input type="checkbox"/> | Neighborhood Notification Letter |
| <input type="checkbox"/> | Alcohol Beverage Control (ABC) Application (<i>if alcohol will be served or sold to the public</i>) |
| <input type="checkbox"/> | Encroachment Permit Application |

SPECIAL EVENT APPLICATION FEE

For-Profit Applicants	New Event:	\$910.00
	Repeat Event:	\$680.00
Not-For-Profit Applicants	New Event:	\$227.00
	Repeat Event:	\$170.00

**For all other potential event related fees please see the Special Event Guidelines and Procedures Document*

Applications must be submitted 90 days prior to your event and can be submitted in person from 8:00 a.m. to 5:00 p.m. Monday through Friday or mailed to: Town of Los Gatos, Attn: Special Events, 110 E. Main St., Los Gatos, CA 95030. For questions or to submit via email contact Christina Hill at chill@losgatosca.gov or call 408-399-5734.

ORGANIZATION INFORMATION

Use the information of the organization primarily responsible for the event to complete the following fields.

ORGANIZATION:

CHIEF OFFICER OF ORGANIZATION:

PHYSICAL ADDRESS:

MAILING ADDRESS:

EMAIL:

MAIN PHONE:

IS THIS ORGANIZATION A NON-PROFIT? NO YES *If yes, proof of active tax-exempt status is required.*

CO-SPONSORING ORGANIZATION

Complete this section if the event is co-sponsored or organized by another organization.

ORGANIZATION:

CHIEF OFFICER OF ORGANIZATION:

EMAIL:

PHONE:

TODAY'S DATE:

EVENT COORDINATOR INFORMATION

Provide information for the primary Event Coordinator and one additional contact. The Coordinator listed in the first section below will be the Town's main day-to day contact and the person listed on the permit.

PRIMARY COORDINATOR:

TITLE:

EMAIL:

ADDITIONAL EMAIL:

PHONE:

ADDITIONAL PHONE:

ALTERNATE/ADDITIONAL COORDINATOR INFORMATION

NAME:

TITLE:

EMAIL:

ADDITIONAL EMAIL:

PHONE:

ADDITIONAL PHONE:

ON-SITE CONTACT INFORMATION

NAME:

CELL PHONE:

EVENT INFORMATION

EVENT NAME:

EVENT TYPE:

ESTIMATED EVENT ATTENDANCE:

ESTIMATED NUMBER OF VOLUNTEERS:

REQUESTED EVENT LOCATION(S):

A detailed site map showing the location(s) for your event will also be required. Additional parks use fees may be required if your event is in a park, see the Special Events Guidelines & Procedures for additional information.

OAK MEADOW PARK

TOWN PLAZA PARK

CIVIC CENTER

N. SANTA CRUZ AVE.

OTHER PUBLIC STREET(S) *(if using public streets, parking spaces, lots or other right-of-ways complete the appropriate section later in this application)*

OTHER *(Explain. This will also need to be show on your site map and/or traffic plan)*

EVENT SCHEDULE

EVENT DATE(S):	
EVENT START TIME:	EVENT END TIME:
SET-UP DATE(S):	TEAR-DOWN DATE:
SET-UP START TIME:	TEAR-DOWN END TIME:

EVENT DESCRIPTION

WRITE A DETAILED BUT BRIEF DESCRIPTION OF YOUR EVENT.

EVENT ELEMENTS

Check all boxes that apply to your event. Additional information on the requirements may be found in the Special Event Guidelines and Procedures.

<input type="checkbox"/>	Alcohol will be served or sold to the public. <i>A letter of authorization from the Los Gatos Monte Sereno Police Department and a permit from the California Alcohol Beverage Control (ABC) agency is required.</i>
<input type="checkbox"/>	Food will be served or sold to the public. <i>A permit from the Santa Clara County Department of Environmental Health may be required.</i>
<input type="checkbox"/>	Generators, cooking booths, and/or tents will be used. <i>A permit from the Santa Clara County Fire Department may be required.</i>
<input type="checkbox"/>	Live music or voice amplification will be used. <i>Complete the Entertainment and Amplified Sound section of this application.</i>
<input type="checkbox"/>	Temporary banners or signs will be posted in the Town of Los Gatos. <i>A Temporary Sign Permit from the Town of Los Gatos Community Development Department is required.</i>
<input type="checkbox"/>	Placement of dumpsters, portable restrooms or other event equipment will be placed in a public right-of-way outside of the requested event set-up/tear-down times and/or locations. <i>An encroachment permit from the Town of Los Gatos Engineering Department may be required.</i>
<input type="checkbox"/>	The event will be filmed or photographed for commercial use. <i>A motion picture/television/commercial still photo permit may be required.</i>
<input type="checkbox"/>	The event will include vendors. <i>If vendors do not hold a current business license from the Town of Los Gatos, a single day business license is required. Vendors include businesses providing any service during the duration of the event including set up and break down. (Rental companies, equipment vendors, caterers, booth vendors, entertainers, etc.)</i>
<input type="checkbox"/>	Temporary closure of public streets, parking lots or other right-of-ways is requested. <i>Complete the Road Closure section in this application. A Traffic Control Plan is required for all temporary street closures.</i>

STREET, PARKING AND PUBLIC-RIGHT-OF-WAY CLOSURES

Complete this section if you are requesting temporary closure of any public street(s), parking spaces or lots or any other public right-of-ways for your event. See the "Special Event Guidelines & Procedures," for detailed information and requirements on this process.

STREET CLOSURE(S)

All street closures require a Traffic Control Plan indicating location, type and number of traffic control devices used to close the street. See the Special Event Guidelines and Procedures for information on Traffic Control Plans.

LIST ANY STREET(S) YOU ARE REQUESTING CLOSURE OF FOR YOUR EVENT (please also indicate these streets on your site map as well):

DATE(S) OF CLOSURE:

REQUESTED START TIME OF CLOSURE:

REQUESTED STREET RE-OPENING TIME:

PUBLIC PARKING SPACES AND/OR PARKING LOT(S) CLOSURE

An encroachment permit may be required for spaces outside your event dates, times or location.

LIST THE LOCATION(S) OF THE PUBLIC PARKING SPACES AND/OR PARKING LOTS YOU ARE REQUESTING USE OF FOR YOUR EVENT (please also indicate these areas on your site map as well):

DATE(S) OF PARKING CLOSURE:

DESIRED PARKING SPACE/LOT USE TIMES:

PURPOSE OF USE:

- LOADING/UNLOADING ZONE
- EVENT EQUIPMENT (Restrooms, dumpsters, storage, etc.)
- EVENT PROGRAMING
- Other (explain)

EVENT SECURITY

EXPLAIN YOUR PLANS FOR BOTH CROWD CONTROL AND SECURITY.

Upon review of this application submittal, please be aware additional security measures may be required at the discretion of the Town. See the Special Event Guidelines and Procedures for more detailed information.

DO YOU PLAN ON HIRING ANY PROFESSIONAL SECURITY ORGANIZATIONS TO PROVIDE SECURITY FOR YOUR EVENT? *All private security companies will need to meet the criteria set forth in the Event Guidelines & Procedures and must be approved by the Town before hiring.*

NO YES IF YES, COMPLETE THE FOLLOWING IF YOU ALREADY HAVE THIS INFORMATION.

NAME OF ORGANIZATION:

ADDRESS:

COMPANY WEBSITE:

PHONE:

NUMBER OF SECURITY OFFICERS TO BE ONSITE AT EVENT:

DATES & TIMES SECURITY WILL BE ONSITE:

FIRST AID PLAN

DESCRIBE WHAT YOUR PLANS ARE FOR PROVIDING FIRST AID STAFFING AND EQUIPMENT AT YOUR EVENT.

You will also need to indicate the location of your first aid station on your site map.

ENTERTAINMENT AND AMPLIFIED SOUND

If amplified sound, including music, microphones, or other sound equipment will be used at any point during your event, please carefully review and complete this section.

DESCRIBE THE TYPE OF SOUND EQUIPMENT THAT WILL BE USED FOR YOUR EVENT.

DESCRIBE HOW ELECTRONIC EQUIPMENT WILL BE POWERED AND QUANTITY (GENERATOR, BUILDING OUTLET, ETC.)

NUMBER OF STAGES:

NUMBER OF BANDS:

START TIME:

FINISH TIME:

WILL SOUND CHECKS BE CONDUCTED PRIOR TO THE EVENT TIME?

NO YES IF YES, COMPLETE THE FOLLOWING:

START TIME:

FINISH TIME:

ADVERTISING/PROMOTION AND NOTIFICATIONS

HOW WILL YOU MARKET YOUR EVENT?

Per the special events municipal code, sec. 14.100.010, the organizer may not advertise their event until the organizer has received a conditional letter of approval from the town.

RADIO TV PRINT SOCIAL MEDIA BANNERS POSTERS ORGANIZATION WEBSITE

OTHER:

HOW WILL YOU NOTIFY SURROUNDING BUSINESSES AND RESIDENTS OF YOUR EVENT?

Events with amplified sound, large crowds, street closures, and/or other elements which may otherwise inconvenience the surrounding businesses and residents require organizers to notify neighbors typically within a 500-foot radius of the event at least two weeks prior. Please attach your notification document if you have it ready now.

PARKING AND/OR SHUTTLE PLAN

DESCRIBE YOUR PLANS FOR ATTENDEE, VENDOR, AND/OR VOLUNTEER PARKING.

Please also indicate these areas on your site map.

WILL YOU BE USING SHUTTLES FOR OFFSITE PARKING?

NO YES *If yes, a shuttle route map will be required before receiving your permit.*

SPECIAL EVENT HOLD HARMLESS AGREEMENT

I hereby certify the foregoing statements to be true and correct. I agree to indemnify and hold harmless the Town of Los Gatos, its Town Council, officers, agents, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses, whatsoever, including attorney’s fees regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity.

I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition, or any violation of law may result in the immediate cancellation of the event, denial of future events, and/or criminal prosecution. I understand the Town Manager, Chief of Police and/or the Director of Parks & Public Works and/or Streets & Parks Superintendent has the right at any time to revoke permission for an event and no rebates or refunds of fees will be made because of such termination.

I understand that no advance promotional activities for a requested event may be made before a Special Event Conditional Letter of Approval is issued. I further understand that I or my organization must pay all costs associated with a permitted event. I understand that I or my organization may be billed for cleanup costs incurred by the Town if cleanup is not performed adequately, and/or future applications for a Special Event Permit and/or Special Use Permit may be denied.

If I am signing this application for an organization I represent, I hereby certify that I am legally authorized to make this agreement for such organization.

Printed Name Title

Name of Organization

Signature Date