

CITY OF MILPITAS
455 E. CALAVERAS BOULEVARD
MILPITAS, CA 95035

RECEIVED

ENTERTAINMENT EVENT PERMIT
(Per Chapter 5, Title III, Milpitas Municipal Code)

1. Applicant, all sponsors and promoters of the event and all proprietary owners, partners and officers and directors of Applicant and said sponsors and promoters:

Name: Autumn Festival
Company/Organization: St. John the Baptist Catholic Parish
Address: 279 South Main St.
City: Milpitas State: CA Zip Code: 95035
Office Phone: 262-2546 Home: Cell: Fax:
E-Mail: office@sjbparish.org
(Use separate sheet for additional sponsors)

2. Proposed event location in Milpitas: St. John the Baptist Catholic Parish
279 South Main St, Milpitas, CA 95035

3. All owners of real property where event is proposed to be held:

Table with 3 columns: Name, Address, City/State/Zip Code. Row 1: Diocese of San Jose, 900 Lafayette St., Suite 301, Santa Clara, CA 95050-4966. Includes contact info: Tel: 408-983-0154, Fax: 408-983-0242, Email: www.dsj.org.

4. Days, dates, times of event: Friday, September 19, 2008 5pm-10pm
Saturday, September 20, 2008 11am-10pm
Sunday, September 21, 2008 11am-6pm
Pancake Breakfast Sunday Sept. 21 8am-11am

5. Nature and type of event performances: Singing, dancing, music, school childrens performances, rock & roll band, big band, Hawaii dancers, hip hop dancers

6. Intended Performers:

Table with 2 columns: Name/Group, Nature of Participation. Row 1: Please see attachment titled "Intended Performers"

(Use separate sheet for additional names)

SUBMIT COMPLETED FORM TO CITY CLERK

7. Estimated Number: Spectators: 500  
Participants: 100  
Workers: 150  
Attendance Each Day: 500-1000  
Media: UNKNOWN

8. Method for determining number in actual attendance and basis for estimate: Based on previous 3 years of the Autumn Festival
9. Proposed facilities for furnishing drinking water (justify adequacy): Water fountains in the school hall, drinks booth available, and volunteers will be provided with water
10. Proposed sanitary facilities (justify adequacy): Contract Attached of Farwest Sanitation (3 regular restrooms, 1 handicap, 2 wash stands) Paualkis Hall also has 4 restrooms each for men & women
11. Description of real property where event will occur (justify adequacy): Please see attached map of St. John's titled "St John's Autumn Festival 2008"
12. Description of parking facilities, including compliance with ADA, parking attendants at entrances, exits and within area (justify adequacy): We are in contact and given verbal approval, however waiting for letter of approval from owner Lap Tang
13. Description of interior access ways (attach map or diagram and justify adequacy): Same as # 11
14. Description of composition and construction of structure, seating arrangements and supports (justify adequacy): Please see attached paper of booth material from A & R Rental, Stage Unlimited is providing tents, chairs, and tables for outside use
15. Description of availability and location of ambulances, fire, police and other emergency vehicles: Milpitas police and fire department will be contacted.
16. Description of interior private police or security protection proposed (justify adequacy): Attached are papers describing St. John's security procedure.

17. Description of provision for fire safety (justify adequacy): Attached map shows location of fire extinguishers including K 1 type behind food booths  
We request a 1 hr demonstration of use of the fire extinguishes for Aug. 23 @ 10:00 am at Pavak's Hall
18. Location, nature and type of medical and first aid facilities (justify adequacy):  
Attached are our First Aid Procedure. We will have volunteer nurses and doctors.
19. Description of proposed electrical wiring, lighting and location of all light standards and electrical switches:  
Please see the attached map titled "St. John's Festival 2008"
20. Description of manner of acquiring, handling, preparing and disposing of food, drink, confectionery and condiment and all substance and ingredients used in their preparation: We will cook some of our food in the hall kitchen as well as outside using barbecues, microwave ovens, toaster oven and grill. We have coolers, refrigerators for cold foods. Some food will be store purchased. We have submitted food
21. Description of manner of cleanup of the premises during and after the conclusion of the entertainment permits, event and for the removal of garbage, refuse and waste: Attached is a letter describing our procedure. Please see our map for trash can locations
22. Any additional helpful information useful to process your permit: ① Letters to St. John's Neighbors ② letter of approval from our pastor, Fr. Norman ③ Carnival Contract with Midway of FUN

I declare under penalty of perjury that the above statements and any accompanying statements and documents have been examined by me and are true and correct. I have read Chapter 5, Title III of the Milpitas Municipal Code and agree to comply with the provisions of said Chapter 5, Title III, the permit, the conditions thereof and the laws of the City and State.

Executed at Milpitas, California, on 08-15-08, 20\_\_\_\_  
 (Date)

Signed: Fr. Norman  
 Title: PASTOR

Received By: Mary Lavelle Date: 8-15-08

Permit Approved By City Council: \_\_\_\_\_

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

Permit Denied: \_\_\_\_\_

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

For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name &amp; Phone Ext.)</u>	<u>DATE</u>
_____	<u>Building</u>	_____	_____
_____	<u>City Manager</u>	_____	_____
_____	<u>Engineering</u>	_____	_____
_____	<u>Finance</u>	_____	_____
_____	<u>Fire Marshal</u>	_____	_____
_____	<u>Planning</u>	_____	_____
_____	<u>Police</u>	_____	_____

If not approved by any department, explain why not, and what conditions applicant could change to receive department approval for the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

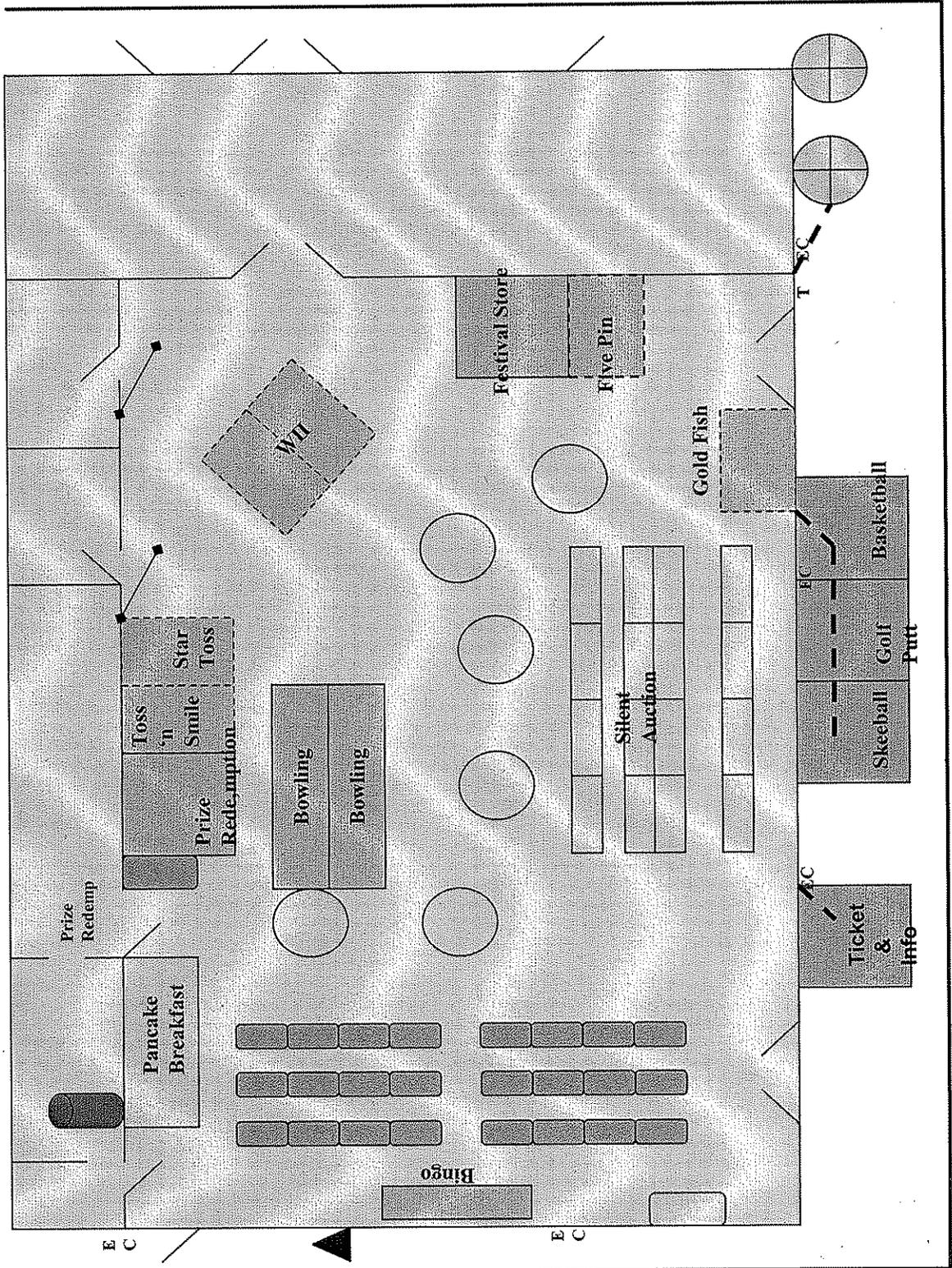
\_\_\_\_\_

\_\_\_\_\_

cc: City Council



# Pavalkis Hall





# St. John the Baptist Catholic Church

August 15, 2008

City Clerk's Office

AUG 15 2008

Dear City of Milpitas,

RECEIVED

Enclosed is the package of papers for the Entertainment Event Permit for our Autumn Festival in St. John the Baptist Catholic Parish on September 19-21, 2008.

- 3 - Letter of Consent from the Diocese of San Jose Vicar General Rev. Msgr. Francis V. Cilia
- Statement of Amendment of Articles of Incorporation of the Roman Catholic Bishop of San Jose with a copy of March Fong Eu, Secretary of State of California Seal
- List of Autumn Festival Committee members with list of venues' teams.
- 6 List of entertainers and their respective hours of performances.
- 10 Contract with Farwest Sanitations Storage for our additional sanitary facilities
- 11, 13 - Map of the entire event titled "St. John's Autumn Festival 2008"
- Detail map of venues titled "Pavalkis Hall"
- 12 We received a verbal approval for the use of Big Lot parking. We are waiting for the letter of approval from the owner Lap Tang's Big Lot manager C.C. Chen. Attached is the copy of the letter sent to Mr. Chen.
- 14 Attached is the certificate for the food and game booth material used in A&R Rentals' booths. Stage Unlimited will provide the tents, tables and chairs whose contract is attached.
- 16 Attached are papers describing St. John's Safety/Traffic/Security Committee procedures
- 17 See attached map titled "St. John's Autumn Festival 2008" showing locations of all fire fire extinguishers including Pavalkis Hall.
- 18 Attached are "St. John's Medical Emergency Plan" from the First Aid Committee, responsibilities and procedures for it's team.
- 19 See attached map titled "St. John's Autumn Festival 2008"
- 20 We are in the process of submitting food permits which contains informations for our food handling to the Santa Clara Environmental Health Agency.
- 21 Attached is a letter describing St. John's facilities, locations of disposal cans, portable restrooms, and garbage cans.
  - See attached map titled "St. John's Autumn Festival 2008" for locations (T) of garbage cans
- 22 Additional letters of our event.
  - Letter to St. John's Neighbor(s) informing of our event.
  - Letter of approval of entrance from Rev. Fr. Norman Segovia for City of Milpitas law enforcement and city officials.
  - Copy of the contract with Midway of Fun(carnival). Waiting for the certificate of insurance.

Our Autumn Festival Committee is working diligently to complete this application.

We are asking for Public Works assistance for traffic cones described in our Safety/ Traffic/ Security procedures.

We are also asking for a waiver of the fire permit and electrical permits. This will help the Autumn Festival to defray it's cost.

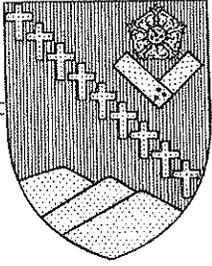
If I maybe of further assistance or answer any questions, my cell number is 408-234-1294, 408-923-3121 (home), and my email address is rizalinasantoro@gmail.com.

Respectfully yours,

A handwritten signature in cursive script that reads "Rizalina H. Santoro".

Rizalina H. Santoro  
Autumn Festival Chairperson

cc. Rev. Fr. Norman Segovia



# DIOCESE OF SAN JOSE

VICAR GENERAL

August 8, 2008

To Whom It May Concern:

I write in my capacities as Vicar General of the Diocese of San Jose, Attorney in Fact for the Diocese of San Jose and Vice President of the Roman Catholic Welfare Corporation.

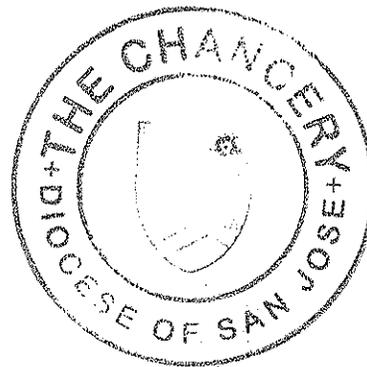
I hereby give my consent for the Autumn Festival of Saint John the Baptist Parish, 279 South Main Street, Milpitas, California, to take place from September 19 through September 21, 2008.

Should you have questions related to this or require any additional information, please contact me at 408-983-0154.

Sincerely,

  
Rev. Msgr. Francis V. Cilia  
Vicar General

cc: Rev. Norman B. Segovia, Pastor  
Saint John the Baptist Parish



St. John the Baptist Catholic Parish, Autumn Festival  
September 19-21, 2008

Schedule of Performances:

Friday, September 19, 2008 –

6:00pm-10:00pm South Bay School of Music Arts

Saturday, September 20, 2008 –

12:00pm-12:45pm Rositas  
1:00pm-2:00pm Introduce Front Cover Souvenir Program Winner and  
1<sup>st</sup> and 2<sup>nd</sup> Runner-Ups  
St. John's Students Performance(Dancing, Singing)  
2:15pm-2:45pm Jensen School of Performing Arts Dancers  
3:00pm-3:30pm Alex the Great  
3:45pm-4:15pm Zingers  
4:30pm-5:00pm Halau Na Wai Ola  
5:00pm-7:00pm Watermelon Contest  
7:00pm-10:00pm Tortilla Soup (R&B Band)

Sunday, September 21, 2008 –

11:00am-12:00pm St. John's Choir  
1:00pm-3:00pm Swing Solution (Big Band)  
3:30pm-4:00pm Tri Serenata  
4:15pm-4:30pm Bellermine/Notre Dame  
4:30pm-6:00pm Autumn Festival Idol

Far West Sanitation and Storage, Inc.

P.O. Box 5307
Concord, CA 94524-0307
(925) 686-1625 FAX (925) 674-8160.

Rental and Service Agreement

Billing Information

St. John The Baptist Catholic Church
279 SOUTH MAIN STREET
MILPITAS, CA 95035
(408) 956-2650 MAIN

Number: 018155
Job Number:
Original P.O. Number:
Terms: NET 30
MapGrid:
MapBook: THOMAS
ServiceArea:

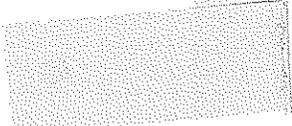
Rental Tax Percent: \$ .25
Rental Tax Area: SANTA CLARA
Service Tax Percent: 0
Service Tax Area: NO TAX

Job Site Information

MAIN
279 SOUTH MAIN STREET
4084339593
MILPITAS, CA 95035
(408) 433-9593 COSY

Special Instructions: DELIVER ALL UNITS ON FRIDAY MORNING SEPTEMBER 19th
SERVICES ARE ON SATURDAY AND SUNDAY
PICK UP MONDAY SEPTEMBER 22ND
2REG 1 HC 2 WS

Table with columns: Date, Service or Unit Type, Quantity, Billing Method, Price Per, Minimum, Dmg. Wvr. or Minim., Delivery or Trip Charge, Deposit, Taxable. Rows include REGULAR RESTROOM RENTAL, WASHSTAND RENTAL, HANDICAP RESTROOM RENTAL, and SPECIAL EVENT SERVICE.



Customer agrees to the following terms and conditions. THIS IS A BINDING AGREEMENT.
By accepting this Rental and Service Agreement, customer agrees to abide by the
Terms and Conditions on file at Far West Corporate Office. Customer acknowledges
receipt of a copy of this Rental and Service Agreement.

Subtotal Non-Taxable: \$361.00
Subtotal Rental Taxable: \$365.00
Subtotal Service Taxable: \$0.00
Subtotal Rental Tax: \$30.11
Subtotal Service Tax: \$0.00

TRIP CHARGE REPRESENTS FUEL SURCHARGE PER SERVICE - NOT INCLUDED
IN GRAND TOTAL ON THIS AGREEMENT (please initial).

Grand Total: \$756.11

Unit Numbers



CUSTOMER DECLINES DAMAGE WAIVER FOR SANITATION UNIT RENTALS
(please initial).

Signature and Title of Customer Representative: Cameron Vincent

Date: 7/22/08

Accepted by: Cameron Vincent, Far West Sanitation and Storage, Inc.

Date Accepted: 7/22/08

Service Route:
Service Day:

Dear Mr. Chen,

It was a pleasure speaking with you this afternoon. I know you're a busy professional, and would like to ask you to kindly forward this email to the Principals of Lap Tang Development Company.

My name is Kim Le, I am the Communications Chairperson for the St. John the Baptist Autumn Festival Committee. On behalf of Father Norman, our pastor, the Autumn Festival Committee, and our parish community, I'd like to ask for your permission to use portions of the parking lot at Serra Shopping Center for overflow parking for our upcoming 4<sup>th</sup> Annual Autumn Festival held this September 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>, 2008. Our schedule of operation for the three day event is as follow:

Friday, September 19<sup>th</sup> from 5pm – 10pm

Saturday, September 20<sup>th</sup> from 11am – 10pm

Sunday, September 21<sup>st</sup> from 8am – 6pm

For each of the past three years, our church held a 3 day festival filled with carnival rides, international food, games, and free live entertainment. The purpose of this event is to bring the community together while raising funds for the church and school. Every year, we've asked Donovan Properties, the previous owners of Serra Shopping Center, for permission to park at the Big Lots parking lot. We were given permission by Donovan Properties every year without incident. Our parishioners as well as visitors to our event, were able to enjoy the festival knowing there were parking available which we believe was the main reason for the great turnout.

We would like to ensure that we have a long term friendship with Lap Tang Development Company and ask for your generosity to allow our parish to use portions of the Serra Shopping Center for our upcoming festival. We will use our utmost precaution to ensure our vehicles do not hamper any of the customers of retailers who will be open for business during that time. We will also instruct vehicles to park behind the Theatre Building first before parking along Serra Way in front of Big Lots. We will do our best to minimize the impact and inconvenience to the patrons of the stores and to all the other customers of Serra Shopping Center.

Kindly advise us if you approve our use of the parking lot for our patrons to park at. Should you have any questions or concerns, please contact me at 408-391-9968 or Father Norman at 408-262-2543.

Sincerely Yours,

Kim Le  
Autumn Festival Communications Chairperson

cc. Fr. Norman Segovia, Pastor

# Certificate of Flame Resistance



REGISTERED  
APPLICATION  
CONCERN No.

F-419.01

ISSUED BY  
Academy Tent & Canvas  
5035 Gifford Ave.  
Los Angeles, CA 90058  
(323) 277-8368

Date treated or  
manufactured  
04/02/03

This is to certify that the materials described below hereof have been flame retardant treated (or are inherently nonflammable).

FOR A & R BOOTH ADDRESS 148 CRESCENT AVENUE  
CITY SUNNYVALE STATE CA 94087

Certification is hereby made that: (Check "a" or "b")

- (a) The articles described below this certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.  
Name of chemical used ..... Chem. Reg. No. ....  
Method of application .....
- (b) The articles described below hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use; Fabric has been tested and passes NFPA701-96.  
Trade name of flame-resistant fabric or material used ..... VINYL Reg. No. F-419.01

The Flame Retardant Process Used Will Not Be Removed by Washing  
(will or will not)

David Bradley By Tom Shapiro - President  
Name of Applicator or Production Superintendent Title

THIS FABRIC WAS USED IN THE MANUFACTURING OF THE FOLLOWING

- 40EA 9'11 3/4 X16 150Z WHITE CUSTOM TOPS
- 30EA 57'X10' XR2 WHITE SIDEWALL
- 8EA 24X48 CUSTOM 4 COLORED BALLY CLOOTH

CONTROL NO. \_\_\_\_\_  
CUSTOMER ORDER NO. 55282  
CUSTOMER INVOICE NO. 53227  
YARDS OR QUANTITY \_\_\_\_\_  
COLOR \_\_\_\_\_  
STYLE \_\_\_\_\_  
DATE PROCESSED \_\_\_\_\_

ALL MATERIALS ARE CERTIFIED BY THE CALIFORNIA STATE FIRE MARSHALL AND MEET THE REQUIREMENTS OF THE NFPA 701 AND UL214\*\*\*

# Stages Unlimited

P.O. Box 578

Gilroy, California 95021

WWW: [stagesunlimited.com](http://stagesunlimited.com)

Date: 08/05/08

To: Autumn Festival  
Cosette Bouchard  
c/o Riza Santoro

Phone: 408-433-9593

Fax: 408-433-0112

E-Mail: [rsantoro@sjbparish.org](mailto:rsantoro@sjbparish.org)

From: Stages Unlimited

David C. Jardin

Phone: 408-847-6202

Fax: 408-847-3582

E-Mail: [dj@stagesunlimited.com](mailto:dj@stagesunlimited.com)

Subject: Autumn Festival - 2008

The following quote is based on the requirements for your event at St John the Baptist Parish at 279 South Main in Milpitas on September 19th through the 21st.

(1)	20' x 30' Canopy (Stage Cover - 10' Legs)	375.00
(1)	20' x 40' Canopy (2 @ 20' x 20' Hi Peaks)	500.00
(1)	Lot Water Barrels	200.00
(1)	Tent Lighting System	150.00

(10)	36" Rounds	75.00
(100)	Chairs	125.00

(24)	8' Banquet Tables	216.00
(14)	6' Banquet Tables	119.00

	Trucking	150.00
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Total	1,910.00
Non Profit Discount	- 176.00

Total	1,734.00
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Contact: Riza Santoro - Cell Number - (408) 262-2546

Note: If load in/out is before/after normal business hours, there is additional cost. The above cost includes our labor, however it does not reflect union labor, (if required by your venue), permits or engineered site plans.

Load In: Wednesday, September 17th - 1:00 pm

Load Out: Monday, September 22nd - 10:00 am

Terms: 50% with signed contract (25% of which is nonrefundable) and 50% at the beginning of install.

**Thank you for the opportunity to bid this event. This quote is good for 10 days. After this date, a new quote may be necessary reflecting a higher cost. To begin the confirmation process, please sign, date and fax to our office. A contract will follow.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

## CARNIVAL CONTRACT

THIS AGREEMENT made and entered into this 7<sup>th</sup> day of July, 2008 by and between BRASS RING AMUSEMENTS INC., a California corporation, hereinafter called "MIDWAY" and ST. JOHN THE BAPTIST CATHOLIC PARISH of Milpitas, California, hereinafter called "SPONSOR".

In consideration of the covenant and considerations contained herein, and other good and valuable consideration, the parties hereto agree to as follows:

- 1. TERM.** SPONSOR shall sponsor MIDWAY in an exhibition of those rides listed in the item 4 below for a period of three days, from Friday, September 19<sup>th</sup> 2008 through and including Sunday, September 21<sup>st</sup> 2008. The lot dates will be after 1:00 pm, Wednesday, September 17<sup>th</sup> 2008 through Monday, September 22<sup>nd</sup> 2008.
- 2. LOCATION.** Pursuant to its sponsorship, SPONSOR has obtained and is giving written permission from the owners of the real property described below for Midway's use of a suitable location and exhibition site for all activities commonly carried on by MIDWAY. Such real property shall be properly zoned for Midway's operations. Said real property is described as St. John The Baptist Catholic Church, 279 Main St, city of Milpitas, California 95035.
- 3. EXPENSES.** SPONSOR shall obtain and pay for all permits, licenses, and other local amusements taxes, or use fees which MIDWAY may required to obtain or pay for, to carry on any and all of Midway's operations in connections with this exhibitions sponsored by St. John. SPONSOR shall obtain and pay for portable restroom facilities, trash removal and security. MIDWAY shall furnish the necessary electricity for the carnival and SPONSOR shall furnish drinkable water for the food concessions. MIDWAY will contribute FIFTY PERCENT (50%) of the total cost of portable restrooms. SPONSOR has hired Far West Sanitation & Storage Inc.
- 4. OPERATION.** MIDWAY shall manage and operate approximately TEN AMUSEMENT RIDES AND ONE FOOD CONCESSION at the above named location. The exhibition shall be in operation by 5 PM on Friday, September 19<sup>th</sup> 2008. The daily operation hours will be from Friday 5 PM till 10 PM, Saturday 11 AM till 10 PM and Sunday 10 AM till 6 PM. Ticket sales and the cost therewith, shall be the responsibility of MIDWAY. MIDWAY shall have exclusive control of the management and operation of all rides, games and food concessions.
- 5. PAYMENT.** MIDWAY shall pay the SPONSOR TWENTY-FIVE PERCENT (25%) of the total gross ride receipt of ADVANCE coupon sales (Advance tickets consisting of a coupon for a sheet of 30 tickets or wristband, sold at \$15 per coupon until 5:00 pm opening day) and FIFTEEN PERCENT (15%) of the total gross ride receipt from the ticket sales up to TEN THOUSAND DOLLARS (\$10,000.00), and TWENTY PERCENT (20%) of the total gross ride receipts from the ticket sales over TEN THOUSAND DOLLARS (\$10,000.00). This payment along with ticket report will be available to the SPONSOR one hour after the conclusion of the carnival exhibition. If the report and the monies are not picked up by the SPONSOR at that time, they will be mailed the following week.



**6. INSURANCE.** MIDWAY shall maintain for the period specified in item 1 above public liability, property damage and workers' compensation insurance relation to the operation of said exhibition. Said public liability insurance shall have a \$5,000,000.00 combined single limit. All principals, agents, and employees of SPONSOR shall be named as co-insured, and MIDWAY shall provide certificates of insurance upon request.

**7. CLEAN-UP.** The responsibility of clean-up shall include a thorough clean-up of the carnival area on a regular basis, but in no event less than once every day at closing time by MIDWAY. MIDWAY will also provide a sweeping service on the Monday following close.

**8. EXCLUSIVITY.** The SPONSOR shall not book or sponsor, directly or indirectly, any other show, exhibition, amusement, midway, concession, or attraction of similar nature to Midway's operations at any time during the period beginning sixty days prior to the first day of the period specified in item 1 above and ending thirty days after the last day of the said period. SPONSOR shall also take all reasonable steps to prevent any other shows, exhibits, amusement, concessions, midways, or attractions from exhibiting, playing or operating within a reasonable radius of the location specified in item 1 above during the period set forth above in this paragraph.

**9. LIMITED LIABILITY.** SPONSOR shall not hold MIDWAY liable for any damages or responsible in any way if MIDWAY is prevented from exhibiting, playing or operating any of said exhibitions by reason of God, riot, strike, fire, weather, illness, war, lockouts, energy shortages, labor shortages, or illegality.

**10. ATTORNEY FEES.** In the event a legal action is instituted by reason of breach of this Carnival Contract, the party whose favor final judgment is entered shall be entitled to recover from the other party reasonable fees as fixed by the court entering the final judgment.

**11. CANCELLATION.** MIDWAY primary business is fairs. Due to the fluctuation in fair dates, MIDWAY reserves the right to cancel this Carnival Contract by giving SPONSOR a written notice sixty (60) days prior to the date of this event.

Executed in duplicate the day and the year first herein above written, at Oroville, California, by:

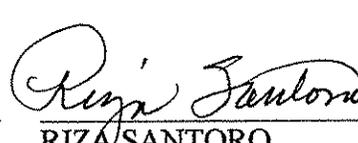
BRASS RING AMUSEMENTS INC.  
aka MIDWAY

ST. JOHN THE BAPTIST  
CATHOLIC PARISH

ST JOHN  
"AUTUMN FESTIVAL"

  
\_\_\_\_\_  
JENNIFER L. MASON  
GENERAL AGENT  
9175 KEIFER BLVD, SUITE 300  
SACRAMENTO, CA 95826  
1-530-242-9090

  
\_\_\_\_\_  
REV. NORMAN SEGOVIA  
PASTOR  
279 SOUTH MAIN ST  
MILPITAS, CA 95035  
1-408-956-5836

  
\_\_\_\_\_  
RIZA SANTORO  
CHAIRPERSON  
279 SOUTH MAIN ST  
MILPITAS, CA 95035  
1-408-234-1294



To: City of Milpitas  
Dept. ENTERTAINMENT EVENT PERMIT  
Under Chapter 5, Title III, Milpitas Municipal Code

To Entertainment Event Permit Coordinator

Under Milpitas' statements on page 3; section F of the Entertainment Event Permit form. This letter is to inform you that St. John the Baptist Catholic Church will provide its own In-House Security Guard service, for the Autumn Festival that will be held on September 19, 20, and 21 of 2008. In addition, St. John the Baptist Catholic Church (SJBCC) will have two off-duty Police Officer's for additional security. The In-House Security Guard Service will consist of volunteers from church members to parishioners. The SJBCC Safety and Traffic Team will coordinate the service of In-House Security Guard and the off-duty Police Officers. The SJBCC Safety and Traffic Team will consist of an Operation Chief, Manager and Supervisor. The Safety and Traffic team will mandate all duties to the In-House Security Guard, Bike Patrol, Dispatch Operators, Traffic Unit and the off-duty Police Officers. Duty Security officers, Bike Patrol and Traffic Unit, each will be provided with a **reflector vest, two way radio and flashlight**. In addition Big Lot Shopping Center Management's approved the use of their parking lot to all parishioners and any additional carnival attendee.

The service for this event will be provided as follow:

- Four security guards will be assigned to patrol the event area.
- Two traffic personnel are to maintain pedestrian traffic flow from the Big Lot shopping center's parking lot into the church premises.
- Two Traffic personnel are to maintain pedestrian traffic flow at Main Street crosswalk
- Two Traffic personnel are to maintain handicap drop-off site at Abel Street and to provide assistance to any handicap motorist to park at the two additional designated handicaps parking at front parking lot by Abel Street.
- Four Parking Attendants to maintain an order and guide motorist where to park in the Big Lot Parking Lot.
- Two Bike Patrol security officers will patrol the outer perimeter of the Church and the Big Lot's parking area.
- Two to four Dispatch Operators will be assigned to maintain communication with security personnel.
- Finally two Security Officers and two off-duty Police Officers will be assigned to escort and secure the transportation of cash to finance office.
- The security service will also provide a designated post area for security, an area for police and emergency vehicle to park. Security will place caution tape where carnival attendees are off limits. Such as food booth, kitchen area, machinery, cash area and ticket booth, etc.
- In addition to the services it will include the readiness of the off-duty Police Officers and security guard to be able to assist with medical emergency personnel and to call the Milpitas Police to any emergency situation that might arise. The number for the Milpitas Police is 586-2400. This number is to be used only for minor incidents. Such as escorting individual off the carnival area. When the event is concluded, the role of the off-duty Security Guard is to perform a lock

down on the premises. This procedure is to close the event grounds to the public and to make sure that if anyone who is not involved with the event, other than volunteers and vendors, will not be permitted to enter or stay around the event.

- When the permit is received and approved, the Festival Committee and Safety/Traffic/Security Department of SJBCC is requesting the assistance of Milpitas Police Department and Public Works as follows:
  - A). Requesting Milpitas Police Department from time to time just to make sure that everything is running smoothly with safety and Traffic. A walk thru the carnival area is very much appreciated.
  - B). Assistance from the Milpitas Police Department to escort individual off the Church property.
  - C). Assistance from the Milpitas Police Department during the closing time of the Festival for attendee to leave. The schedule time for the sweep is at 11:15 pm. It will start at the back of the Church by Main Street and then will end at the front of the Church driveway by Abel Street.
  - D). The Festival Committee is also requesting to the City of Milpitas that the Church be provided by Public Works personnel traffic cones for the safety of attendees using the crosswalk both on Abel St. and Main St.
  - E). Additional Cones may be needed as follows:
    1. Cones to close off the left turn lane going into the Church at Abel Street.
    2. Cones to close off right and left entrance of the Church by Abel Street.
    3. Cones to set up a handicap drop-off during Saturday and Sunday mass.

Thank you,  
Autumn Festival Committee and  
Department of  
SJBCC Safety/Traffic/Security



# St. John the Baptist Catholic Church

August 15, 2008

Dear City of Milpitas,

This letter is to inform you of our Autumn Festival waste disposal and clean-up procedures.

Attached is a map of where trash cans (T) will be located throughout our parish grounds which will include labeled re-cycle garbage cans, (C) coal can for charcoal disposal, (O) oil can for cooking oil, and (W) used water disposal can. Portable restroom locations are also shown in the map in the carnival area, three regular, one handicap, and two wash stations.

St. John's Cleanup Committee will check on a daily basis and clean as needed.

Midway of Fun (carnival) will have garbage cans placed throughout the carnival area and will have their own cleanup crew.

We have on the grounds two BFI disposal bins marked "Trash Bins" in the attached map which we will be using during the entire festival.

If you have any questions or need further assistance, please call me on my cell at 408-234-1294 or email me at [rizalinasantoro@gmail.com](mailto:rizalinasantoro@gmail.com).

Sincerely,

Rizalina H. Santoro  
Autumn Festival Chairperson

21

cc. Fr. Norman Segovia, Pastor



# St. John the Baptist Catholic Church

September 1, 2008

Dear Neighbor(s):

We would like to welcome and invite you and your family to join our 4<sup>th</sup> annual Autumn Festival held from September 19<sup>th</sup> through 21<sup>st</sup>, the schedule is planned as follows:

Friday, September 19<sup>th</sup>, 5:00 pm to 10:00 pm

Saturday, September 20<sup>th</sup>, 11:00 am to 10:00 pm

Sunday September 21<sup>st</sup>, 11:00 am to 6:00 pm

This will be a fun filled annual event that offers lots of memorable features: carnival rides, games, cultural food, barbecue, pancake breakfast, silent auction, rummage sale, souvenir program, beer and wine, raffles, bingo, live entertainment, and much more!

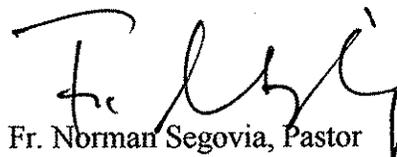
Our event may cause some additional traffic, noise and parking. We would like to let you know that we are doing everything in our responsibility to ensure that this event will be fun, exciting and safe for all of us.

We apologize for any inconvenience that this event may cause and thank you in advance for your kind patience.

For further questions or comments, please do not hesitate to get in touch with our Festival Chairperson, Ms. Riza Santoro at (408) 234-1294.

Sincerely yours,

22

  
Fr. Norman Segovia, Pastor

  
Riza Santoro, Festival Chairperson

# St. John the Baptist Catholic Parish

279 S. Main Street, Milpitas, California 95035-5315

August 15, 2008

City of Milpitas  
455 E. Calaveras Boulevard  
Milpitas, CA 95035

To whom it may concern:

This is to certify that appropriate law enforcement agencies and city officials may enter the premises where the AUTUMN FESTIVAL is being held. They may enter at any time for the purpose of making inspection and taking action as is permitted or required by law. This Festival will be held on September 19, 20 & 21, 2008 in the premises of St. John the Baptist Church and School.

Sincerely,

  
Rev. Norman B. Segovia  
Pastor

For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name &amp; Phone Ext.)</u>	<u>DATE</u>
<input checked="" type="checkbox"/>	Building	<i>[Signature]</i>	8/20/08
<input type="checkbox"/>	City Manager		
<input type="checkbox"/>	Engineering		
<input type="checkbox"/>	Finance		
<input type="checkbox"/>	Fire Marshal		
<input type="checkbox"/>	Planning		
<input type="checkbox"/>	Police		

If not approved by any department, explain why not, and what conditions applicant could change to receive department approval for the event: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

cc: City Council

For Office Use Only

APPROVED	DEPARTMENT	BY (Name & Phone Ext.)	DATE
	Building		
	City Manager		
<i>me</i>	Engineering	<i>Jolly (see notes)</i>	<i>8-20-08</i>
	Finance		
	Fire Marshal		
	Planning		
	Police		

If not approved by any department, explain why not, and what conditions applicant could change to receive department approval for the event: Church must implement

attached traffic handling plan similar to last year.  
Plz contact David Cordello at 526-2631 to borrow  
cones/barricades if needed. Signs must be provided  
by church, including turn restriction signs ~~and~~, road closed  
signs, and Event Parking signs.

cc: City Council

St John Festival  
Traffic Handling Plan  
Part 1 of 2, Abel St

“Big Lots”  
Parking Lot

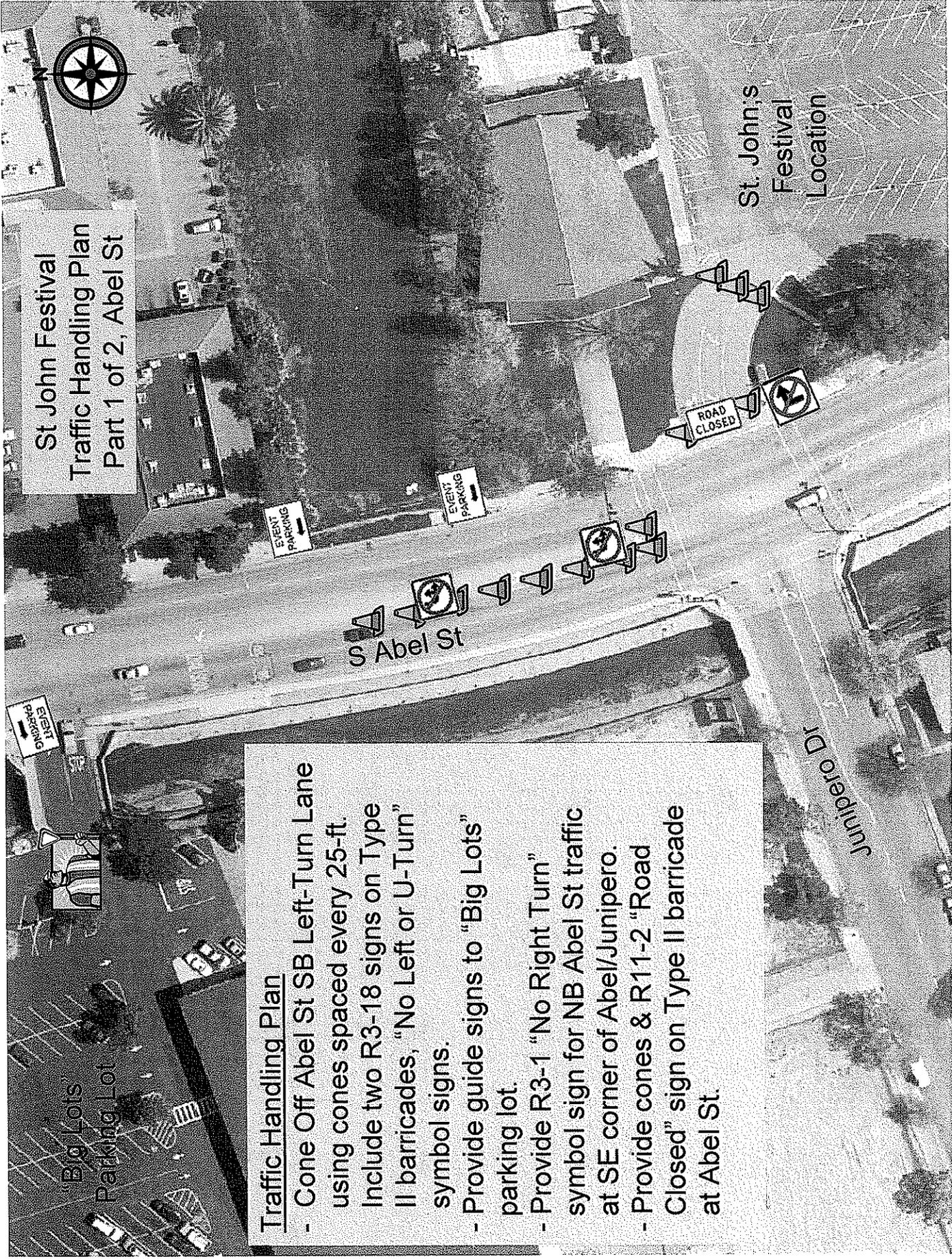
Traffic Handling Plan

- Cone Off Abel St SB Left-Turn Lane using cones spaced every 25-ft.
- Include two R3-18 signs on Type II barricades, “No Left or U-Turn” symbol signs.
- Provide guide signs to “Big Lots” parking lot.
- Provide R3-1 “No Right Turn” symbol sign for NB Abel St traffic at SE corner of Abel/Junipero.
- Provide cones & R11-2 “Road Closed” sign on Type II barricade at Abel St.

St. John's  
Festival  
Location

Junipero Dr

S Abel St



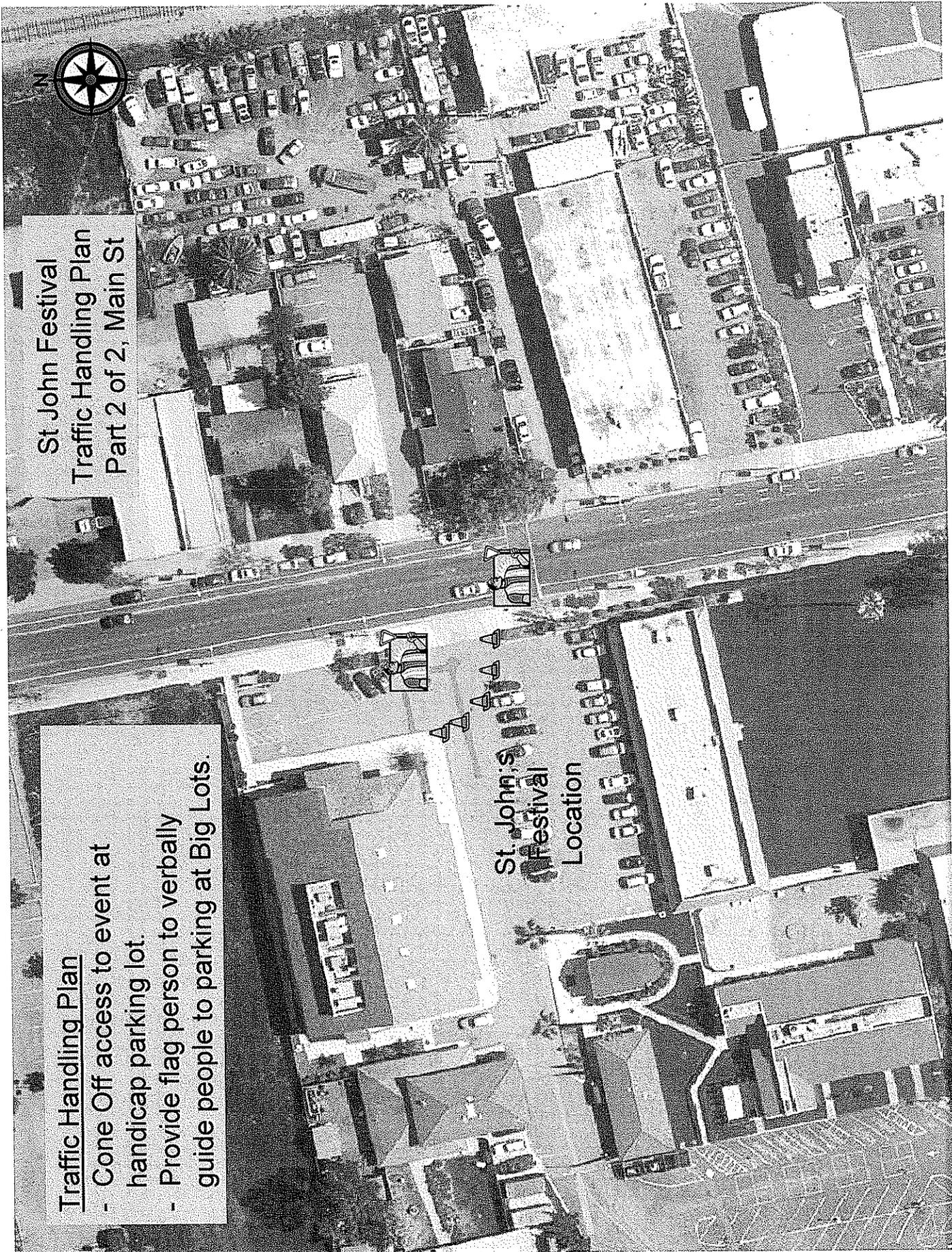
Traffic Handling Plan

- Cone Off access to event at handicap parking lot.
- Provide flag person to verbally guide people to parking at Big Lots.

St John Festival  
Traffic Handling Plan  
Part 2 of 2, Main St



St. John's  
Festival  
Location



For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name &amp; Phone Ext.)</u>	<u>DATE</u>
_____	<u>Building</u>	_____	_____
_____	<u>City Manager</u>	_____	_____
_____	<u>Engineering</u>	_____	_____
<i>EW</i>	<u>Finance</u>	<i>Emma Karlen X 3145</i>	<i>8/1/08</i>
_____	<u>Fire Marshal</u>	_____	_____
_____	<u>Planning</u>	_____	_____
_____	<u>Police</u>	_____	_____

If not approved by any department, explain why not, and what conditions applicant could change to receive department approval for the event: \_\_\_\_\_

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cc: City Council

For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name &amp; Phone Ext.)</u>	<u>DATE</u>
_____	Building	_____	_____
_____	City Manager	_____	_____
_____	Engineering	_____	_____
_____	Finance	_____	_____
YES	Fire Marshal	JAIME GARCIA X 3369	8/21/08
_____	Planning	_____	_____
_____	Police	_____	_____

If not approved by any department, explain why not, and what conditions applicant could change to receive department approval for the event:

PLEASE SEE NOTES TO APPLICANT BY MILPITAS FIRE PREVENTION  
DATED 8/21/08

cc: City Council



**MILPITAS FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**

455 E. Calaveras Blvd., Milpitas, CA 95035 (408) 586-3365, FAX (408) 586-3378

**MEMORANDUM**

DATE: August 21, 2008  
TO: Mary Lavelle  
FROM: Jaime Garcia  
CC: Patricia Joki, Albert Zamora  
SUBJECT: **ST. JOHN THE BAPTIST CATHOLIC CHURCH – AUTUMN FESTIVAL 2008**  
279 S Main St  
Entertainment Event Permit

The Fire Department has the following comments for the applicant(s):

**PERMIT REQUIREMENTS**

1. Tents and membrane structures having an area in excess of 200 square feet (19 m<sup>2</sup>) and canopies in excess of 400 square feet (37 m<sup>2</sup>) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official. Multiple tents or canopies adjacent to each other are calculated as a single unit. California Fire Code, Section 2403.2, amended by MMC V-300-2.42
2. A fire department permit shall be filed with the Milpitas Fire Prevention Division a minimum of two weeks prior to the event. A Fire Prevention Division application and the appropriate drawings (three sets) shall be filed for each event.

**FIRE APPARATUS ACCESS, CLEARANCES, FIRE PROTECTION**

**DEFINITIONS**

1. Canopy – A temporary structure, enclosure or shelter constructed of fabric or pliable materials supported in any manner other than by air or the contents it protects, which is open, without side walls or drops on 75 percent or more of the perimeter.
2. Temporary Structure – Any enclosure or shelter constructed of materials as described in the Californian Fire Code and erected for a period of less than 180 days.
3. Tent – Any temporary structure, enclosure, or shelter constructed of fabric or pliable material supported in any manner other than by air or the contents it protects.

**FIRE APPARATUS ACCESS**

1. Fire apparatus access road with an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches shall be provided. CFC Section 2403.8.1
2. Temporary membrane structures, tents and canopies shall not be located within 20 feet of lot lines, buildings, other tents, canopies, or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy. CFC Section 2403.8.2

*Exception: Separation distance between temporary membrane structures, tents and canopies, not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.*

## **FLAME RETARDANT, CLEARANCES, FIRE PROTECTION**

1. For cooking tents or canopies and/or a tent having an area in excess of 200 square feet (19 m<sup>2</sup>), or a canopy in excess of 400 square feet (37 m<sup>2</sup>), the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents; canopies and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor covering, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit. CFC 2404.2
2. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:
  1. Name and address of the owners of the tent, canopy or air-supported structure.
  2. Date the fabric was last treated with flame-retardant solution.
  3. Trade name or kind of chemical used in treatment.
  4. Name or person or firm treating the material.
  5. Name of testing agency and test standard by which the fabric was tested.CFC Section 2404.4
3. Label. Membrane structures, tents or canopies shall have a permanent affixed label bearing the identification of size and fabric or material type. CFC 2404.3
4. Temporary membrane structures, tents, and canopies and their appurtenances shall be adequately braced and anchored to prevent weather-related collapse. Documentation of structural stability shall be furnished to the fire code official upon request. CFC Section 2403.9
5. Cooking and heating equipment shall not be located with 10 feet of exit or combustible materials. CFC Section 2404.15.3
6. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure. CFC 2404.16.2
7. Flammable-liquid-fuel equipment shall not be used in temporary membrane structures, tents, or canopies. CFC Section 2404.17.1
8. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from temporary membrane structures, tents, canopies, or event area. Storage shall be in accordance with Chapter 34. CFC Section 2404.17.2
9. Provide at least one standby person in every tent having a capacity of 500 or more persons. Provide one additional standby person for each additional 1,000 persons or fraction thereof. CFC Section 2404.20
10. Smoking shall not be permitted in any temporary membrane structure, tent or canopy, or in any adjacent areas where hay, straw, or any other combustible materials are stored or used unless approved by the fire code official. Approved "NO SMOKING" signs shall be conspicuously posted. CFC Section 2404.6
11. Exit openings from tents shall remain open unless covered by a flame-resistant curtain as follows:
  1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. Curtains shall be so arranged that, when open, no part of the curtains obstruct the exit; and
  2. Curtains shall be of a color, or bear markings that will contrast with, the color of the tent.

CFC Section 2403.12.3

12. Exits shall be illuminated with light having an intensity of one footcandle at floor level while structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or sources of power. CFC Section 2403.12.7
13. Provide exit signs when exit serves an occupant load of 50 or more, and as needed to indicate clearly the direction of egress. CFC Section 2403.12.6
14. Vehicles (or any other internal combustion engines, exception for generators that are part of permit) are not permitted within the event area.

### **ACTIVITIES WITHIN EXISTING BUILDINGS**

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1. All exit doors and signage shall remain clear and unobstructed at all times.
2. Exit illumination and path of exit shall be maintained operational at all times.
3. Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Non-required fire protection systems and equipment shall be inspected, tested and maintained or removed. CFC Section 901.6
4. Occupancy Load shall not exceed the "approved" occupancy load for the building and/or room.
5. Extra curriculum activities within existing buildings shall conform to the standards listed within this document.

### **OUTDOORS CARNIVALS AND FAIRS**

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#### **A. Definitions**

Cooking Booth - Booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.

Deep Fat Frying - Any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.

Vendor Booth - Any booth other than a cooking booth.

#### **B. Cooking Booth Construction and Location**

1. All fabrics or membranes covering cooking booths shall be certified flame retardant or treated with a fire-retardant paint or spray. Certificates of flame resistance shall be made available upon request.
2. Decorative materials shall be inherently fire resistive; or shall be treated with a fire-retardant paint or spray.
3. Flooring materials used within cooking booths and cooking equipment shall be non-combustible or fire-retardant. (Exception: 3/8" plywood or similar material.)
4. Each cooking booth shall have at least one exit-way, a minimum three (3) feet wide and 6'8" high. Booth frames shall not obstruct exit paths.
5. Cooking booths shall have a minimum clearance of ten (10) feet on at least two sides with clearance of at least ten (10) feet from any vendor booth.
6. A minimum ten (10) foot separation shall be provided between every ten connected cooking booths.

#### **C. Cooking Equipment**

1. All interior cooking equipment shall be of an approved type, and open-flame cooking shall be located a minimum of 18 inches from booth back/side drop materials.
2. Camping type stoves may be used only under the following conditions:

- a. Fuel types shall be approved by the Fire Marshal;
  - b. Kerosene or gasoline shall not be used to fuel stoves;
  - c. Liquid fuel shall not be added to stoves inside booths;
  - d. Fuel capacity for each appliance shall not exceed two (2) gallons;
  - e. Extra fuel shall not be stored inside booths.
3. Butane and propane equipment shall conform to the following:
- a. Maximum fuel quantity inside each booth shall not exceed ten (10) gallons;
  - b. Shut off valves shall be provided at each fuel source;
  - c. Cooking appliances shall have an ON-OFF valve located far enough away from the appliance to be safely shut off in case of fire;
  - d. The booth operator shall test all connections for leaks with a soap and water solution;
  - e. Fuel tanks shall be protected from damage and secured in an upright position;
  - f. Hoses shall be of a type approved for use with the equipment and fuel type;
  - g. Extra fuel tanks shall not be stored in booths;
  - h. Unused fuel cylinders shall be stored in a secured position. Maximum outside storage is ten (10) gallons.

#### **D. Charcoal Cooking**

1. Use only an electric starter or commercially sold lighter fluid.
2. Charcoal cooking and storage of lighter fluid is prohibited inside booths.
3. Charcoal cooking shall be located a minimum of ten (10) feet away from booths and in areas away from public access.
4. Charcoal cooking shall be located at least ten (10) feet away from combustible structures and parked vehicles.
5. Coals shall be disposed of in metal containers approved by the Fire Marshal.

#### **E. Deep Fat Frying, Flambé, and Open Flame Cooking**

1. Deep fat frying, flambé, and open flame cooking operations shall be located outside of booths and no closer than 18 inches from any combustible material.
2. Cooking areas shall not be accessible to the public.
3. Deep fat frying equipment shall be equipped with a temperature regulating device or other method of regulating temperatures approved by the Fire Marshal.
4. Separation shall be maintained with a minimum of three (3) feet clearance between deep fat frying and flambé or open flame cooking.

#### **F. Vendor Booth Construction and Location**

1. Each vendor booth shall have at least one exit-way, a minimum of three (3) feet wide by 6'8" high. Booth frames shall not obstruct exit paths.
2. Vendor booths shall have a minimum clearance of twenty (20) feet on at least one side, with clearance of at least ten (10) feet from any cooking booth.
3. A ten (10) foot wide separation shall be provided for every 200 lineal feet of vendor booths.

#### **G. Electrical Power**

1. Generators shall be placed only in locations approved for festival use.
2. Generators shall not be refueled during event hours. Extra fuel shall not be stored during event hours.
3. Smoking and open flames shall be prohibited within 25 feet of refueling operations.
4. Extension cords shall be of a grounded type, and approved for exterior use.

#### **H. Fire Extinguishers**

1. Each cooking booth shall be equipped with a fire extinguisher with a minimum rating of 2A: 10B:C. Booths with deep fat frying or flambé cooking shall be equipped with an extinguisher rated for class "K" fires.
2. Cooking booths shall be equipped with visible and accessible fire extinguishers mounted adjacent to the exit.

3. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C shall not exceed 75 feet.
4. Each generator shall be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. All fire extinguishers shall be serviced and tagged annually by a State-licensed contractor.

#### **I. Miscellaneous**

1. All compressed gas cylinders shall be secured in an upright position.
1. All cooking areas shall be cleaned regularly to prevent the build-up of grease.
2. No approval for any Hazardous Materials (use or handling) under this permit.
3. No vehicles are permitted within the event area.
4. Flammable-liquid-fuel equipment shall not be used within the event area.
5. Candles or other open flame shall not be used within the event area. Cooking equipment in compliance with standards is exempted.
6. Flammable and combustible liquids shall be a minimum of 50 feet from the event area.
7. Flammable-liquid-fuel equipment shall not be used in temporary membrane structures, tents, or canopies. Section 3217.1 CFC
8. All exits from the event area shall provide clear and unobstructed access to a public way.
9. Smoking shall not be permitted in the event area. Approved "NO SMOKING" signs shall be conspicuously posted.
10. Fire equipment and appliances (hydrants, fire department connection valves, etc) shall remain clear and unobstructed.
11. Generator(s) and other internal combustion power sources shall be separated from the event area a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means. CFC Section 2504.4.4.
12. Should there be a fence deployed at the site, the following conditions apply:  
The Fire Inspector - Fire Department, shall approve access into and out of the fenced area. NOTE:  
Approved signage shall be installed identifying accesses point/location.

#### **J. Fire Safety Tips**

1. Know where fire extinguishers are and how to use them.
2. Do not leave cooking unattended.
3. Do not wear loose-fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustible materials away from heat sources.
6. In case of an emergency dial 9-1-1.

For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name &amp; Phone Ext.)</u>	<u>DATE</u>
_____	<u>Building</u>	_____	_____
_____	<u>City Manager</u>	_____	_____
_____	<u>Engineering</u>	_____	_____
_____	<u>Finance</u>	_____	_____
_____	<u>Fire Marshal</u>	_____	_____
✓	<u>Planning</u>	Chom x 3284	8/22/08
_____	<u>Police</u>	_____	_____

If not approved by any department, explain why not, and what conditions applicant could change to receive department approval for the event: \_\_\_\_\_

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\_\_\_\_\_

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cc: City Council

# MEMORANDUM

## Planning Division

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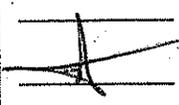
**Date:** August 22, 2008  
**To:** Mary Lavelle, City Clerk  
**Through:** James Lindsay, Planning Director  
**From:** Cindy Hom, Assistant Planner  
**Subject:** Entertainment Permit for St. John's the Baptist Catholic Church Autumn Festival

The Planning Division has reviewed the Entertainment Event Permit for the above event located at 279 South Main Street in Milpitas. The event is approved subject to the following conditions:

1. The approved dates and hours of operation are as follows:
  - a. Friday, September 19, 2008 between 5:00 PM to 10:00 PM
  - b. Saturday, September 20, 2008 between 11:00 AM to 10:00 PM
  - c. Sunday, September 21, 2008 between 8:00 AM to 6:00PM
2. Pursuant to the City Noise Ordinance (Section V-213-3), all amplified sound systems or noise generating equipment or activities shall cease by 10:00 PM due to proximity to residence immediately east and west of the site. In addition, during the event hours, the volume shall be maintained at a level that is not disruptive to neighboring business and residence.
3. Set up of the event is permitted to begin on Wednesday, September 17, 2008. All equipment and structures associated with the event shall be removed and the site is to be restored to its original condition no later than Monday, September 22, 2008.
4. The event setup and breakdown shall be to the approval of the Police and Traffic to ensure no public access to roads and businesses are unobstructed and remain open during their hours of operation.

5. All event parking (except for handicap spaces) shall occur off-site in permitted designated parking areas only. The property of the Serra Shopping Center has authorized the use of the parking lot for overflow parking. As per the security plan, traffic personnel shall be provided to safely direct event participants at all time throughout the duration of the event.
6. Appropriate signage at both entrances to the festival (Main and Abel Streets) shall be posted to direct vehicle to available parking areas.
7. The event shall be conducted in a manner that does not impede or obstruct customary use of driveways, sidewalks, and pedestrian and vehicular pathways adjacent to the event area. Parking areas, handicap parking facilities, and accessible pathways shall not be obstructed.
8. Booths, stages, seats, and other structures shall not obstruct pedestrian access and pathways within the event area.
9. Trash and recycling receptacles shall be provided and maintained throughout the duration of the event.
10. The applicant shall protect storm drain inlets from accidental discharges. Applicant shall provide site sweeping and clean up on an on-going basis during the event. Applicant shall coordinate a service arrangement with Allied Waste for trash servicing.
11. Any signage associated with the event shall be temporary and not to be displayed beyond the event dates. Upon cessation of the event all associated signage shall be removed and properly disposed.

For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name &amp; Phone Ext.)</u>	<u>DATE</u>
_____	Building	_____	_____
_____	City Manager	_____	_____
_____	Engineering	_____	_____
_____	Finance	_____	_____
_____	Fire Marshal	_____	_____
_____	Planning	_____	_____
	Police	STEVE PANGELINON x2426	8-21-08

If not approved by any department, explain why not, and what conditions applicant could change to receive department approval for the event: \_\_\_\_\_

- PROVIDE LETTER FROM BIG LOTS OWNER ALLOWING USE OF PARKING LOT.
- UTILIZE ATTACHED TRAFFIC CONTROL PLAN AS PROVIDED BY TRAFFIC ENGINEER

cc: City Council