

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

1
City Clerk's Office

AUG 12 2009

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 Main Street
City: Milpitas State: CA Zip Code: 95035
Office Phone: 408-262-2544 Home: _____ Cell: 234-1294 Fax: _____
E-Mail: office@sjbparish.org → Riza Santoro
(Use separate sheet for additional sponsors)

2. Proposed event location in Milpitas: St. John the Baptist Catholic Parish
3. All owners of real property where event is proposed to be held:

<u>Name</u>	<u>Address</u>	<u>City/State/Zip Code</u>
<u>Diocese of San Jose</u>	<u>900 Lafayette St., Suite 301</u>	<u>Tel: 408-983-0154</u>
<u>Santa Clara, CA 95050</u>	<u>EMail: www.dsj.org</u>	<u>Fax: 408-983-0242</u>

(Use separate sheet for additional names)

4. Days, dates, times of event: Friday, Sept. 25, 2009 5PM-10PM
Saturday, Sept. 26, 2009 11AM-10PM
Sunday, Sept. 27, 2009 11AM-6PM
A-Fest Breakfast Sunday, Sept. 27 8AM-11AM
5. Nature and type of event performances: Singing, dancing, music, school children's performances, band, carnival

6. Intended Performers:
- | <u>Name/Group</u> | <u>Nature of Participation</u> |
|--|--------------------------------|
| <u>Please see attachment "Intended Performers"</u> | |
- (Use separate sheet for additional names)

SUBMIT COMPLETED FORM TO CITY CLERK

7. Estimated Number: Spectators: 1000 - 2000
 Participants: 100
 Workers: 150/day
 Attendance Each Day: 1000-2000
 Media: UNKNOWN
8. Method for determining number in actual attendance and basis for estimate: Previous years results, 2008 gave tickets for headcount
9. Proposed facilities for furnishing drinking water (justify adequacy): water fountains available, drinks for sale, volunteers provided with water
10. Proposed sanitary facilities (justify adequacy): Attached is the contract with Farwest Sanitation for portable restrooms, Pawalk's Hall restrooms are also available.
11. Description of real property where event will occur (justify adequacy): Map provided of St. John's grounds titled "St. John's Autumn Festival 2009"
12. Description of parking facilities, including compliance with ADA, parking attendants at entrances, exits and within area (justify adequacy): Attached email approval of Big Lot parking across from St. John's
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): Attached is A&R Booth Rental material of booths & contract with Stage Unlimited for chairs, tables, tents
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 papers describing St. John's security procedure

17. Description of provision for fire safety (justify adequacy): Attached map shows locations of ABC & K1 fire extinguishers, tentative meeting scheduled with Milpitas Fire Department on Aug. 29 9AM-11AM of extinguisher usage. First Aid Team on hand.
18. Location, nature and type of medical and first aid facilities (justify adequacy): Attached is the First Aid Team procedures, doctors and nurse volunteers will man the First Aid Team.
19. Description of proposed electrical wiring, lighting and location of all light standards and electrical switches: See attached map titled "St. John's Autumn Festival 2009"
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: Permits with the Santa Clara Health agency is being prepared and to be submitted concerning food preparation, health issues and cleaning procedures as well as storage, cooking prep
21. Description of manner of cleanup of the premises during and after the conclusion of the entertainment event and for the removal of garbage, refuse and waste: Letter attached describing clean-up, garbage disposal procedures.
22. Any additional helpful information useful to process your permit: See attached letters.
① Neighborhood Letter ② Letter of approval by our Pastor
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 08-12-2009, 20____
 (Date)

Signed: Rev. [Signature]
 Title: PASTOR

Received By: M. Lovelle Date: 8-12-09

\$19.00 appl. fee pd. cash

Permit Approved By City Council: _____

Date: _____

Permit Denied: _____

Date: _____



St. John the Baptist Catholic Church

August 12, 2009

Dear City of Milpitas,

Enclosed is the package of papers for the Entertainment Event Permit for our Autumn Festival in St. John the Baptist Catholic Parish on September 25-27, 2009.

- Tentative
- Letter of Consent from the Diocese of San Jose Vicar General Rev. Msgr. Francis V. Cilia
 - 3 - 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 2009"
 - Detail map of venues in the Lawn Area
 - 12 Email copy of Big Lot's parking lot permission to use by the owner Mr. Tang.
 - 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 tentative 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 2009" showing locations of all fire extinguishers including Pavalkis Hall.
 - 18 Attached are "St. John's Medical Emergency Plan" from the First Aid Committee, responsibilities and procedures.
 - 19 See attached map titled "St. John's Autumn Festival 2009"
 - 20 We are in the process of submitting food permits which contains information 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 2009" 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.

City Clerk's Office

AUG 12 2009

RECEIVED

We are asking for Public Works assistance for traffic cones for traffic management and safety related concerns.

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

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

St. John the Baptist Catholic Parish, Autumn Festival
September 25-27, 2009

Schedule of Performances:

Friday, September 25, 2009 –

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

Saturday, September 26, 2009 –

12:00pm-1:00pm Hip-Hop Dancers -Tentative

1:00pm-2:00pm Introduce Front Cover Souvenir Program Winner
St. John's Students Performances(Dancing, Singing)

2:15pm-2:45pm Jensen School of Performing Arts Dancers

2:45pm-3:30pm Halau -Tentative

3:30pm-5:00pm Adult Open Performances

7:00pm-10:00pm The Hitmen (R&B Band)

Sunday, September 27, 2009 –

12:00pm-12:30pm O Mei Kung Fu

1:00pm-2:30pm Jazz Band - Tentative

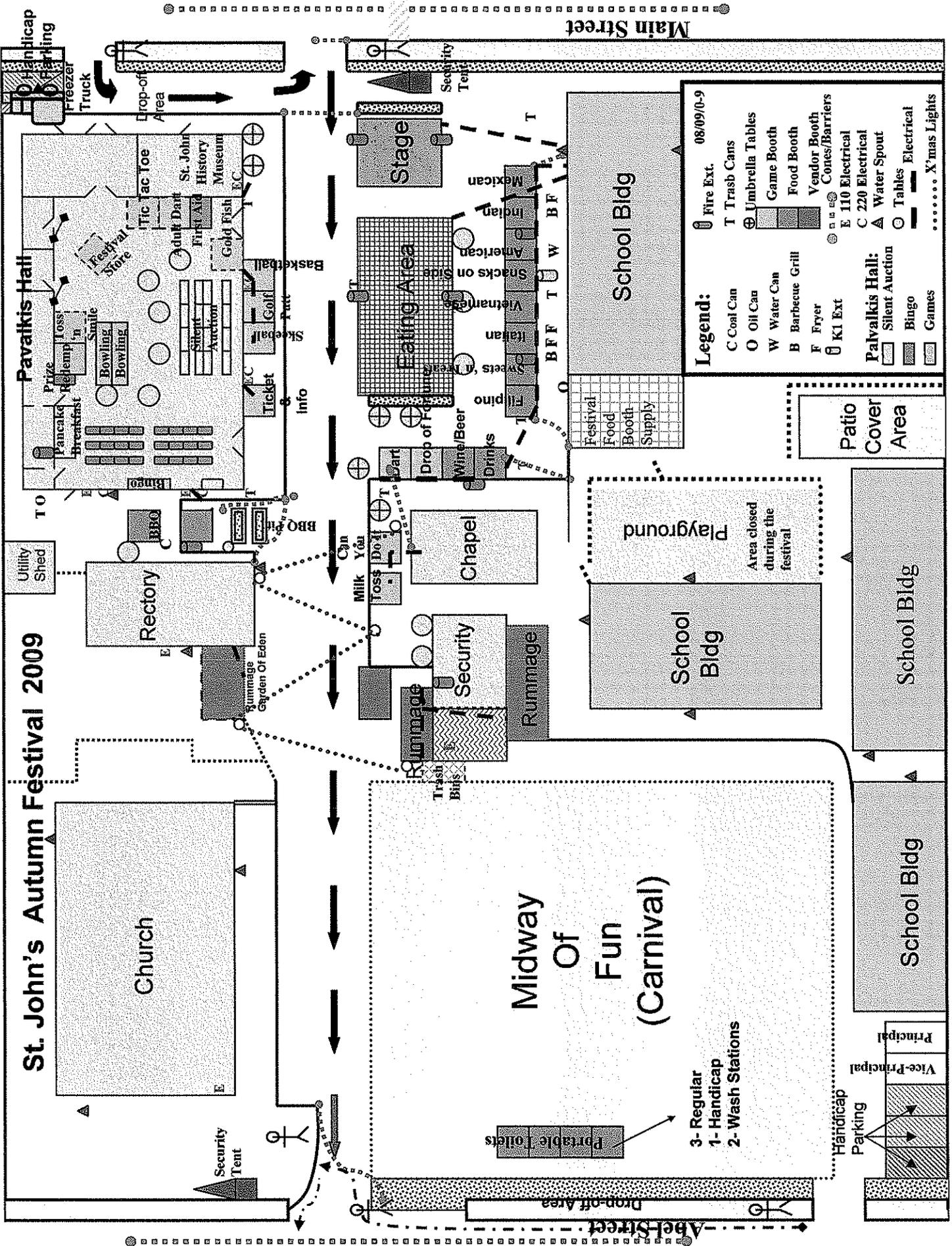
3:00pm-3:45pm Hiyas(Filipino Dancers)

4:00pm-5:30pm St. John Has Talents

5:30pm Extravaganza Raffle Drawing

Immediately Followed with Winner of St. John Has Talents

St. John's Autumn Festival 2009



Pavalakis Hall

Pancake Breakfast
 Prize Raffle
 Toss
 Bowling
 Bowling
 Sunlife
 Silent Auction
 Tic Tac Toe
 Adult Dart
 St. John's History Museum
 Gold Fish
 Basketball
 Golf
 Ticket
 Info

Feasting Area

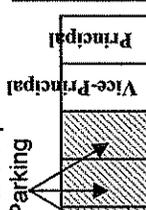
Festival Food Booth Supply
 Snacks on Site
 Vietnamese
 Italian
 Sweets & Meats
 Filipino
 Mexican
 Indian
 American
 BFF T W B F

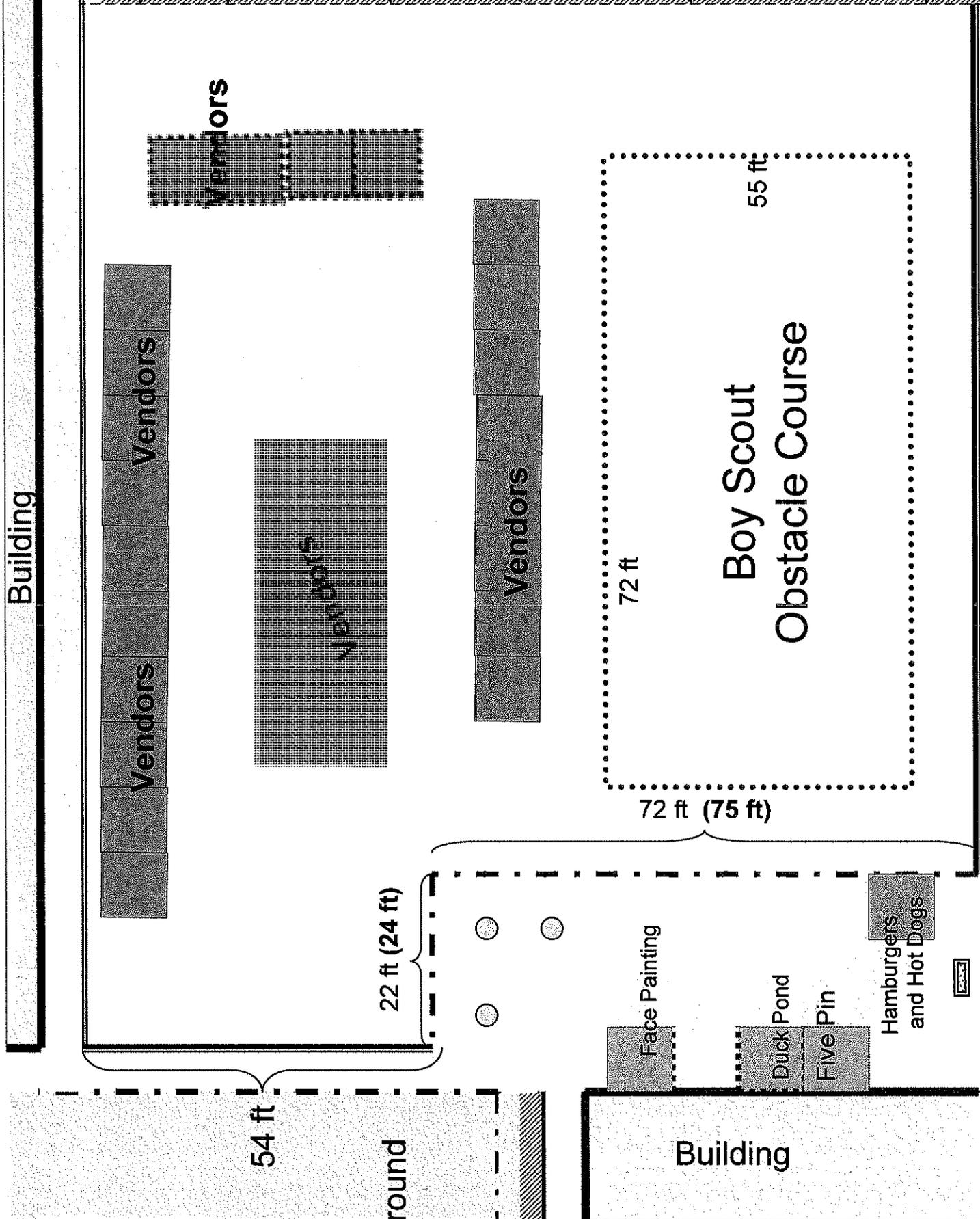
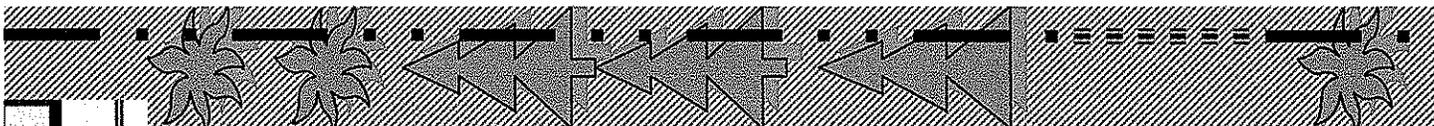
School Bldg

Festival Food Booth Supply
 Area closed during the festival
 School Bldg
 School Bldg
 School Bldg
 School Bldg

- ### Legend:
- Fire Ext. 08/09/0-9
 - T Trash Cans
 - C Coal Can
 - O Oil Can
 - W Water Can
 - B Barbecue Grill
 - F Fryer
 - K1 Ext
 - Palvalakis Hall:
 - Silent Auction
 - Bingo
 - Games
 - Umbrella Tables
 - Game Booth
 - Food Booth
 - Vendor Booth
 - Cones/Barriers
 - E 110 Electrical
 - C 220 Electrical
 - Water Spout
 - Tables Electrical
 - X'mas Lights

- 3- Regular
- 1- Handicap
- 2- Wash Stations





2009 Autumn Festival Committee

Core Committee

	<u>Name</u>	<u>Home</u>	<u>Cell</u>	<u>Email Address</u>
Event Management				
Chair -	Riza Santoro	408 923-3121	408 234-1294	rizalinasantoro@gmail.com
Vice-chair -	Lanh Tran-Tu		408 464-1238	aquanaut_2000@yahoo.com
Co-chair -	Rowena Arriaga #2632	408 262-7589	408 209-1946	oneat41@comcast.net
Secretary -	Maryann Castro		408-209-6787	mcastro@tdcmedical.com
Communications				
Chair -	Kim To Le #2203		408 392-9968	kim_le@comcast.net
Vice-chair -	David Wang	408 251-8885	408 910-0259	dwhere@gmail.com
Co-chair -	Manny Ferrer #2403	408 946-1906		ferrer1596@sbcglobal.net
Sponsorship				
Chair -	Riza Santoro		408 234-1294	
Vice-chair -	Nellie Baltazar	408 942-5562		will solicit for sponsors, not act as a co-Chair
Co-chair -	Open			
Event Ticket Sales				
Chair -	Clarita Lobyoc	408 942-8175	408 394-2710	globyoc@comcast.net
Vice-chair -	Gladz Vasquez		408 768-7436	gladdesv@yahoo.com
Co-chair -	Marigene Macahiya #2710	408 966-1144		gordiyus@yahoo.com
Co-chair -	Open			
Food Booth				
Chair -	Rowena Arriaga #2632	408 262-7589	408 209-1946	oneat41@comcast.net, rowena.arriaga@lmco.com
Vice-chair -	Open			
Co-chair -	Romeo Edusada #2248		510 300-4540	romeo.edusada@vishay.com
Co-chair -	Open			
Game Booth				
Chair -	Myrla Macaraeng # 2732	408-778-7417		mdedeios@yahoo.com
Vice-chairperson -	Open			
Co-chair -	Rose Hill #2504	650-390-3129		
Co-chair -	Gianna Buenafior #2629	408-934-1613		

SJB Autumn Festival 2009 Public Safety Plan

Public Safety Officers

Introductions

- Claro Arzadon - Public Safety Coordinator
- Sgt. Michael Kihmm – Security Operations Coordinator
- George Baltazar – Midnight Team Leader
- Pat Fifield – First Aid Coordinator
- Bernie Dacasin – Facilities Coordinator
- Lanh Tran-Tu – Security Vendor
- Riza Santoro – Festival Chair

Security Philosophy

Cleanliness is next to Godliness

- People want to attend events that are clean.
- Controls litter.
- Reduces potential hazards and weapons

Three Rules

- Watch out for each other.
- Help each other out.
- Have fun.

Public Safety

- Vigilance/Deterrence/Enforcement
- Assistance
- Communications

Public Safety Plan

Sections

- Security
- First Aid
- Facilities

Security

- Sworn personnel (2)
- <>Volunteers (<> adults / <> Teens)
- 2 Shifts – (Active Security = Festival Hours / Passive Security = Overnight)
- Catechetical Office = Command Post (dispatch) / First Aid
- Patrol / Posts / Traffic Management / Escort / Money Drops / Communications
- Ambassadors / Hosts

Traffic Management

- Parking Enforcement (Minimal Parking on campus. MPD to cite offenders)
- Monitor Crosswalks
- Monitor Drop Off Areas.

**SJB Autumn Festival 2009
Public Safety Plan**

Traffic Management - Two Distinct Areas

- **Abel Street (Church Side - Carnival Rides / Booths)**
 - Handicap parking at south driveway (closest to school)
 - Drop off area = sidewalk along northbound Abel between south driveway and north driveway (closest to church)
 - No left turns from southbound Abel and Junipero (into SJB parking lot)
 - No left turn from turning lane from southbound Abel.
 - Traffic on Abel to be one way in each direction.
 - Crosswalk / 3-Way Stop at Abel Junipero to be monitored by security.

- **Main Street (Pavalkis Hall Side – Stage and food booths)**
 - Handicap parking in front of Parish Office
 - Dedicated parking for parish's clergy behind SJB sign.
 - Drop off area = in front of Pavalkis Hall in between north and south driveway (Flows one way. Exit from South Driveway directly is one way towards southbound Main Street)
 - Main Street traffic to be one way in each direction (cones in between to discourage left hand turns).
 - Crosswalk to be monitored by security.

- **Parking**
 - Parking on SJB campus restricted to parish's clergy and essential volunteers.
 - Parking available on Junipero and Main St (where allowed). Note: Neighbors and businesses have right to restrict parking.
 - Parking available at Serra Shopping Center (Side of Big Lots! Behind Serra Theatres).
 - No parking in front of Big Lots!
 - No parking on Abel Street.
 - Parking will be enforced by MPD

ID Tags

- All volunteers to wear tags (quickly identified).
- Worn around neck. Name/job in front. Cheat sheet in back (contains contact information and parish information). Note: Core decided to put the names of the Security Team/First Aid Team, Core, and Chairs of the venue only. Otherwise, all volunteers will be generic: Autumn Festival Volunteer.
- No sharing.
- Security uniform is TBD
- Sworn personnel (SJPd = plainclothes / MPD = uniform)

Alcohol Sales

- Security/PD to check IDs
- Wristbands (expire at end of day) given at the SJB Ticket Booth with proper ID

SJB Autumn Festival 2009
Public Safety Plan

- Beverages to be poured into tumblers. (No cans or bottles).
- Track type of beverages being sold.
- Offenders will be cited/arrested based on California Law on consuming alcohol on school grounds.

Communications

- Security will be the hub for all communications (ie/ need to find Riza – access security).
- People look toward security for all issues.
- Centralized – Festival Committee Members, volunteers, first aid, facilities, priests, and city services (911 / public works).

Out of Bounds Areas

- Security will ensure guests will stay clear of these areas:
 - SJB School Buildings
 - Grotto Area
 - Any area marked as “Staff Only”.

Emergencies / Incidents

- Stay calm
- Continue with business as usual (unless directed otherwise by PD/Security/Officials).
- Do not call 911 (PD is already here)
- PD/Security to evaluate situation.
- PD/Security will control the scene.
- Keep driveways clear.
- Keep direct line between south main driveway and north Abel driveway clear for emergency vehicles (PD/Security to escort emergency personnel to the scene).
- Follow directions as per PD/Security
- Evacuations
- All emergencies / Incidents to be logged for record keeping purposes.

Note: Please, submit copies to the Core during the suggestions, improvement meeting after the festival. Date, time, venue to be decided. Need last year’s log book. Can this be a soft copy for easier documentation?

Milpitas Police

Available to the festival this year:

- Police Consultant
- Police Explorers (Cadets) – working patrol
- Police Senior Volunteers – finger printing
- Mobile Signs – one stationed at Main and one stationed at Abel
- Decoy Units



St. John the Baptist Catholic Church

August 10, 2009

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 trash can locations (T) 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) for water disposal can. Portable restrooms location are also shown on the map in the carnival area, regular portables, handicap portable, and wash station.

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 clean-up crew.

We have two BFI disposal bins marked "Trash Bins" shown on the attached map which will be used during the entire festival.

If you have any questions or need further assistance, you may call me on my mobile At 408.234.1204 or email me at rizalinasantoro@gmail.com.

Respectfully yours,

Rizalina H. Santoro
Autumn Festival Chairperson

cc. Fr. Norman Segovia, Pastor



St. John the Baptist Catholic Church

September 1, 2009

Dear Neighbor(s):

We would like invite you and your family to join our 5th annual Autumn Festival which will be held on the following dates:

Friday, September 25th, 5:00 pm to 10:00 pm
Saturday, September 26th, 11:00 am to 10:00 pm
Sunday September 27th, 11:00 am to 6:00 pm

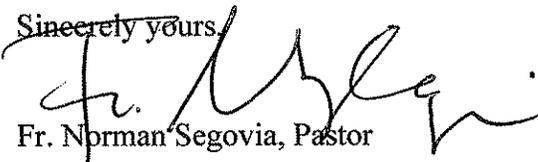
This will be a fun filled annual event that offers lots of memorable features: carnival rides, games, cultural food, barbecue, Sunday breakfast, silent auction, rummage sale, souvenir program, beer and wine, raffles, bingo, live entertainment, and much more!

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, Riza Santoro at (408) 234-1294.

Sincerely yours,


Fr. Norman Segovia, Pastor


Riza Santoro, Festival Chairperson

St. John the Baptist Catholic Parish

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

August 12, 2009

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. The Festival will be held on September 25, 26, & 27, 2009 in the premises of St. John the Baptist Church and School.

Sincerely,



Rev. Norman B. Segovia
Pastor



CARNIVAL CONTRACT

THIS AGREEMENT made and entered into this 5th day of March, 2009 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 25th 2009 through and including Sunday, September 27th 2009. The lot dates will be after 1:00 pm, Wednesday, September 23rd 2009 through Monday, September 28th 2009.
- 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, 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.
- 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 25th 2009. 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 SPONSOR TWENTY-FIVE PERCENT (25%) of the total gross ride receipt of ADVANCE coupon sales (Advance tickets consist of a coupon for a sheet of 30 tickets or wristband, sold at \$15/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 SPONSOR one hour after the conclusion of the carnival exhibition. If report and monies are not picked up by SPONSOR at that time, they will be mailed the following week.

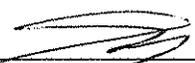
6. **INSURANCE.** MIDWAY shall maintain for the period specified in item 1 above public liability, property damage and workers' compensation insurance relation to the operation of said exhibition. Said public liability insurance shall have a \$5,000,000.00 combined single limit. All principals, agents, 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



for 9/1/09 City Council

For Office Use Only

<u>APPROVED *</u>	<u>DEPARTMENT</u>	<u>BY (Name & Phone Ext.)</u>	<u>DATE</u>
<input checked="" type="checkbox"/> w/ conditions	Building	Keyvan Irannejad X3244	8/24/09
<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: _____

- Maintain accessible (handicap) parking stalls and accessible path of travel available for people with disability. _____
- Provide accessible restroom for men and women. _____
- Obtain electrical permit for the use of generator. The permit fee for one generator is \$145.53. For any question or additional information either call 408.586.3240 or check our website <http://www.ci.milpitas.ca.gov/citydept/building/> _____

cc: City Council

for 9/1/09 City Council

For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name & Phone Ext.)</u>	<u>DATE</u>
_____	<u>Building</u>	_____	_____
_____	<u>City Manager</u>	_____	_____
<u>Yes</u>	<u>Engineering</u>	<u>Fernando Porras-3328</u>	<u>8/24/09</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:

① Provide e-mail verification for property owner of parking lot approving event parking. ② Provide designated parking spaces for customers of "Big Lots."

cc: City Council

for 9/1/09 City Council

For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name & Phone Ext.)</u>	<u>DATE</u>
_____	<u>Building</u>	_____	_____
_____	<u>City Manager</u>	_____	_____
_____	<u>Engineering</u>	_____	_____
<u>EW</u>	<u>Finance</u>	<u>Emma Karlen</u>	<u>3145</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: _____

Business Lic. is required for Midway

cc: City Council

for 9/1/09 City Council

For Office Use Only

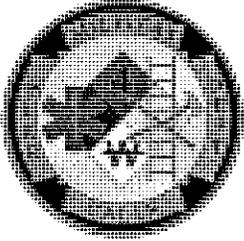
<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name & Phone Ext.)</u>	<u>DATE</u>
	Building		
	City Manager		
	Engineering		
	Finance		
8/20/09	Fire Marshal	J. GARCIA X 3369	8/20/09
	Planning		
	Police		

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

APPROVED w/ NOTES TO APPLICANT

JRG

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 20, 2009
TO: Mary Lavelle, City Clerk
FROM: Jaime Garcia, Fire Protection Engineer (x 3369)
CC: Patricia Joki (Fire Marshal), Albert Zamora (Assistant Fire Marshal)
SUBJECT: **ST. JOHN THE BAPTIST CATHOLIC CHURCH – AUTUMN FESTIVAL 2009
ENTERTAINMENT EVENT PERMIT FOR SEPTEMBER 25-27, 2009
279 S Main St**

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

FIRE DEPARTMENT PERMIT REQUIREMENTS

1. Fire Dept. permit is required for the tents, festival/fair and outdoors assembly. Tents and membrane structures having an area in excess of 200 square feet (19 m²) and canopies in excess of 400 square feet (37 m²) 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 & Fire Code Appendix 1, Sections 105.6.4, 105.6.34
2. An operational permit shall be obtained from the Fire Department for the operations of the carnival/amusement rides. Fire Code Appendix 1, Section 105.6.4
3. The required Fire Department permit(s) 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. It's the applicant's responsibility to file for the required permits and to arrange for the necessary inspections.

FIRE APPARATUS ACCESS, CLEARANCES and FIRE PREVENTION

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 PREVENTION

1. For cooking tents or canopies and/or a tent having an area in excess of 200 square feet (19 m²), or a canopy in excess of 400 square feet (37 m²), 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. 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

10. 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
11. Exits shall be illuminated with light having an intensity of one foot-candle 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
12. 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
13. 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

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

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) feet separation shall be provided between every ten (10) 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) feet 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 within event area 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 9/1/09 City Council

For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name & Phone Ext.)</u>	<u>DATE</u>
_____	<u>Building</u>	_____	_____
_____	<u>City Manager</u>	_____	_____
_____	<u>Engineering</u>	_____	_____
_____	<u>Finance</u>	_____	_____
_____	<u>Fire Marshal</u>	_____	_____
X _____	<u>Planning</u>	CINDY HOM, x 3284	8/21/09
_____	<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

MEMORANDUM

Planning Division



Date: August 22, 2009
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 review 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 25, 2009 between 5:00 PM to 10:00 PM
 - b. Saturday, September 26, 2009 between 11:00 AM to 10:00 PM
 - c. Sunday, September 27, 2009 between 11:00 AM to 6:00 PM
 - d. A-fest breakfast, Sunday, September 27, 2009 between 8:00AM to 11:00 AM
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 23, 2009. 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 28, 2009.
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 9/1/09 City Council

For Office Use Only

<u>APPROVED</u>	<u>DEPARTMENT</u>	<u>BY (Name & 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>	<u>STEVE PANGELINAN</u>	<u>8-15-09</u>

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

OFF-DUTY SAN JOSE P.D. TO PROVIDE SWORN OFFICER(S).

O.K. FOR USE OF MILPITAS P.D. SIGN-BOARDS (MOBILE) + STATIONARY VEHICLE ("DECOY"), AS WELL AS CITIZEN VOLUNTEERS TO OFFER FINGERPRINTING SERVICES, IF AVAILABLE.

cc: City Council