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MILPITAS CHAMBER OF COMMERCE
THE GATEWAY TO SILICON VALLEY

February 22, 2016

Tom Williams, City Manager
City of Milpitas
455 E. Calaveras Blvd.
Milpitas, CA 95035

Dear Tom:

The International BBQ & Festival Committee and the Board of Directors of the Milpitas Chamber of Commerce are submitting for approval the attached Special Event Permit for the 2016 International BBQ & Festival.

After a very successful event in 2015 we would like to partner with the City of Milpitas again to host the 3rd Annual International BBQ & Festival.

The event is scheduled for Saturday, May 21 and Sunday, May 22, 2016. Hours: 10:00am-6:00pm. The event will be located on South Milpitas Boulevard between Los Coches and Turquoise Streets. There will be a "friendly" cook-off between the local emergency responders. Also featured will be arts and crafts, food, refreshments, kids play area, and entertainment for the entire family.

The Chamber is requesting the following from the City Council:

1. To form a partnership with the City of Milpitas, which would give all of Silicon Valley a Milpitas community event featuring Milpitas businesses and an event which will unite our general community in fun and camaraderie.
2. We are requesting the City's partnership in the form of:
    a. Waive all permit fees from the City of Milpitas
    b. Waive business license fees required for a 2-day event, which would include vendors
    c. Waive all inspection fees from the City of Milpitas
    d. Approve placement of temporary signs and banners around the city advertising the event.
    e. Post event on electronic billboard located on 880

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Website: www.milpitaschamber.com • Email: info@milpitaschamber.com

f. Approve placement of message on City Reader Board
g. Request the use of the Mobile Stage for the Community stage and waive the fees associated with the use of the stage
h. Provide and place barricades and cones in appropriate closures of streets along with traffic control
i. Provide security for the event

3. The Chamber will provide:
    a. All signage which would include the logo of the City of Milpitas
    b. All marketing materials would include the logo of the City of Milpitas
    c. Fund any extraneous expenses for the success of the event not covered by the City
    d. Procure all beverages, entertainment, contestants, vendors, and miscellaneous necessities for the success and safety of the event not covered by the City

We are looking forward to a successful event and a successful branding of this unique festival for years to come. We are also looking forward to a partnership that would benefit our community.

Respectfully,

Liz Ainsworth, President
Milpitas Chamber of Commerce

Enclosures

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Project Number:

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SPECIAL EVENT / ACTIVITY INFORMATION PACKET & APPLICATION

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

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

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

Approvals:

Planning: _____ Date: _____

Fire: _____ Date: _____

Police: _____ Date: _____

Engineering: _____ Date: _____

Building: _____ Date: _____

INSTRUCTIONS

Introduction

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

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

- A minor event is one that all of the activities, including parking associated with the event are confined to private property.

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

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

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

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

- Events that occur between one and three days can be reviewed by staff.

- Events that occur more than three days require review by the Planning Commission Subcommittee.

- Any event that has amplified music or live entertainment regardless of duration requires review by the Planning Commission Subcommittee.

QUESTION TO GET STARTED

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

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

☐Yes ☒No

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

SECTION 1: CONTACT INFORMATION AND AUTHORIZATION

Please complete all of the following:

Event Title: Milpitas International BBQ & Festival

Event Location (address): S. Milpitas Blvd. (between Los Coches & Turquoise Streets)

Applicant name: Liz Ainsworth

Organization: Milpitas Chamber of Commerce

E-mail: info@milpitaschamber.com Phone: 408-262-2613

Mailing Address: 828 N. Hillivew Drive

Milpitas — City

95035 — ZIP

Day of event contact (if different from applicant completing and submitting the form): Carla Kearin Phone: 408-209-9530

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

Liz Ainsworth — Printed Name & Signature

2/22/16 — Date

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

Date

SECTION 2: EVENT INFORMATION

Please complete all of the following:

Setup/Preparation	Date: 5/20/16	
Event starts	Date: 5/21/16	Time: 10:00am
Event ends	Date: 5/22/16	Time: 6:00pm
Dismantle/Tear down	Date: 5/22/16	
Anticipated attendance:	Total: 18,000	Per day: 9,000

Street closures

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

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

Food

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

Gas ☒ Electric ☒

Charcoal ☒ Other (specify): Oil for Deep Fryers/Wood for Smokers

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

Portable restrooms

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

Lighting and sound

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

Will this event use any temporary lighting? ☒ Yes ☐ No

If yes, please describe:

Extra lighting provided for each performance stage.

EVENT NARRATIVE

Project Description

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

Dates: May 21 & 22 (Saturday & Sunday)
The International BBQ & Festival will be a fun event featuring 1 day of a cookoff contest (not sanctioned) & 2 days or artisans, kids area, food courts, business booths, and the sale of beer, wine, soda & water.
Set-up would be the night before, Friday May 20 with street closure and marking and setting up of the booths, stages, etc.
Event begins at 10am and closes at 6pm on Saturday & Sunday. Cookoff contest voting and tasting will be from 12pm - 4pm on Saturday only.

Parking

Describe where event participants are expected to park their vehicles:

We are working on securing permission from Flextronics to use their parking lot for the Artisan's RV parking as well as parking for other vendors & volunteers.

Security Plan

Describe your security plan, including crowd control:

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

No security company has been approached yet. We have proposed to the City of Milpitas, a partnership, which would include security for the event. Our intent is for security to be performed after hours, which would include Friday Night after set-up is completed (9pm Friday - 8am Sunday(

Americans with Disabilities (ADA) compliance

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

Portalets for handicap will be provided in an area to be determined. Easy access from Los Coches & Turquoise. The entire event is in the street.

Recyclables and garbage handling

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

Dumpsters will be provided by Republic Services for garbage dumping. We intend to engage a conservative group to provide and take care of recyclable bins throughout the event.

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

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

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

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

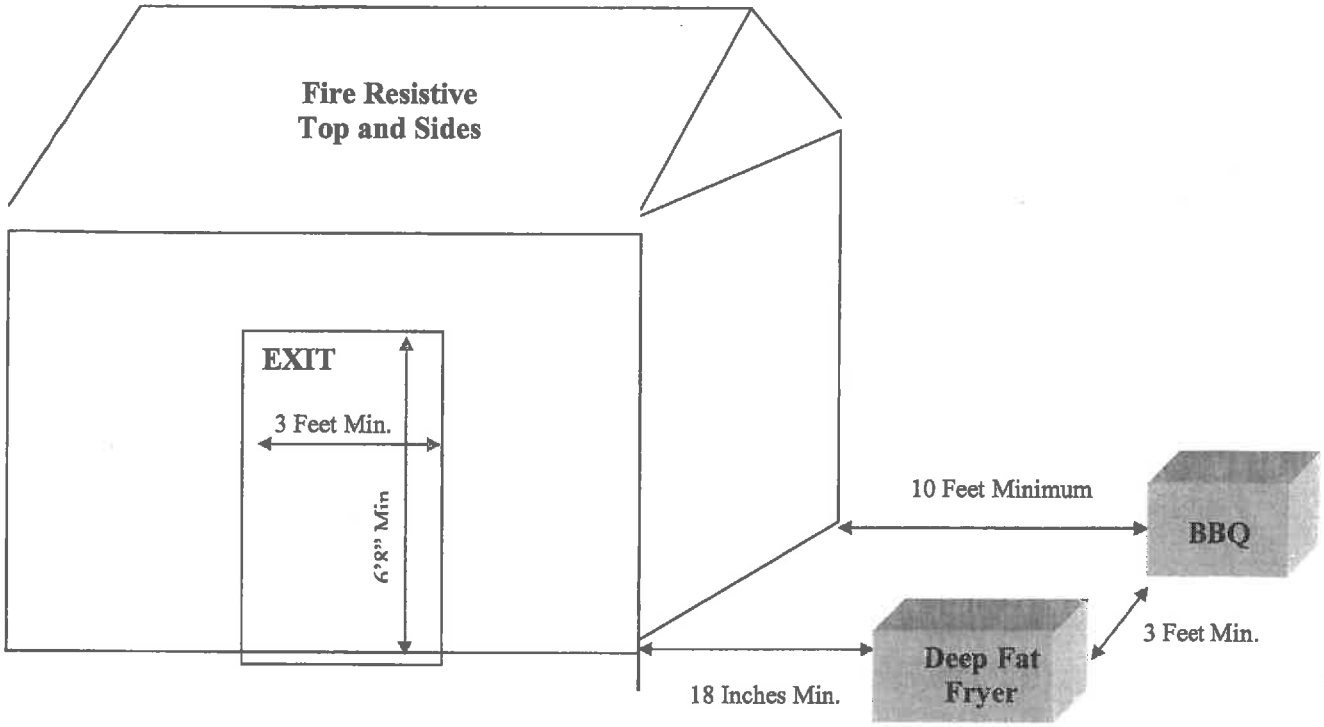
SECTION 4: INSURANCE INFORMATION

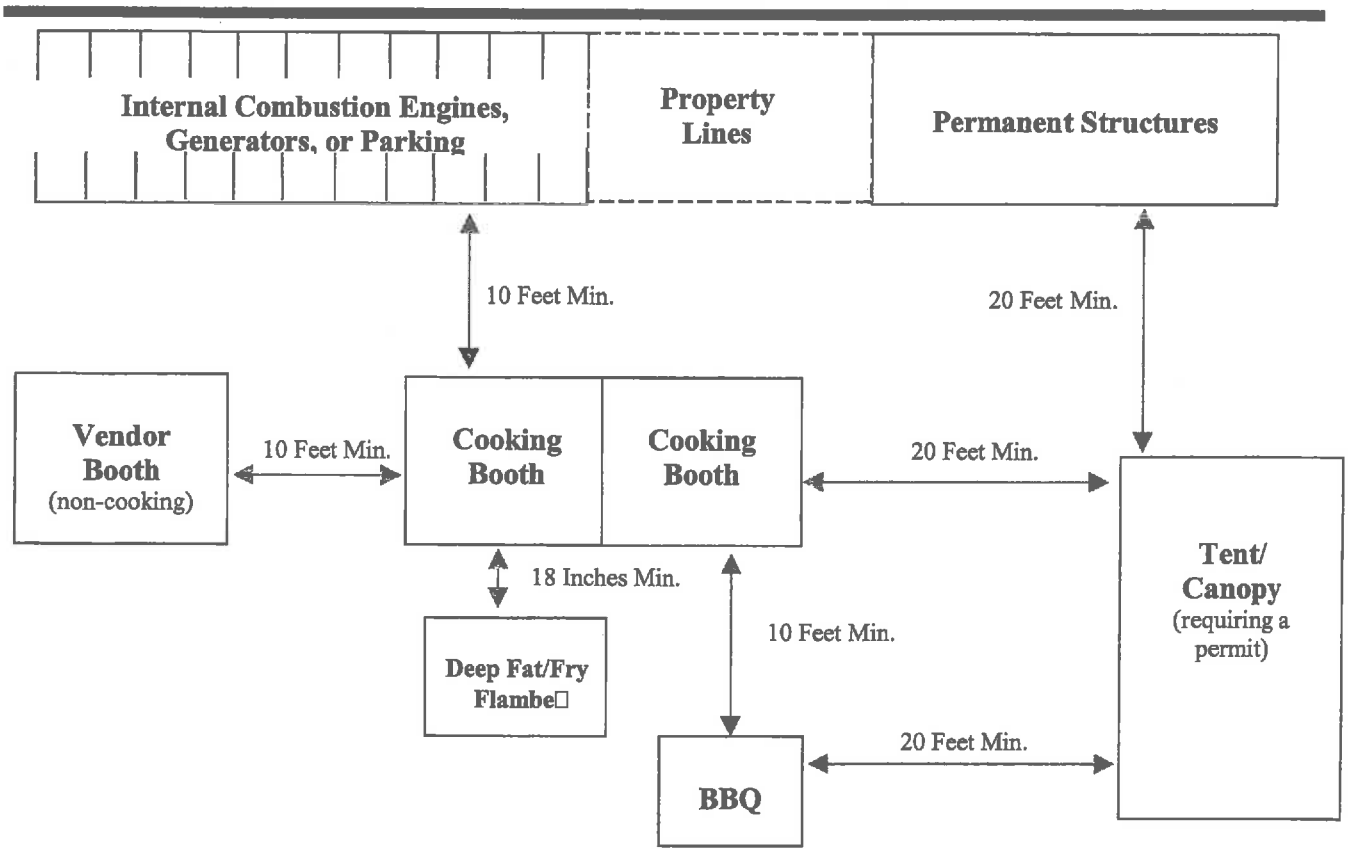
A public liability and property damage insurance policy issued by an insurance company authorized to do business in California, naming the City of Milpitas, its officers, agents and employees as co-insured may be required. Depending on the scope of the event, a minimum of $1 million or more may be required.

Insurance application submitted for bid.

FESTIVAL COOKING BOOTHS

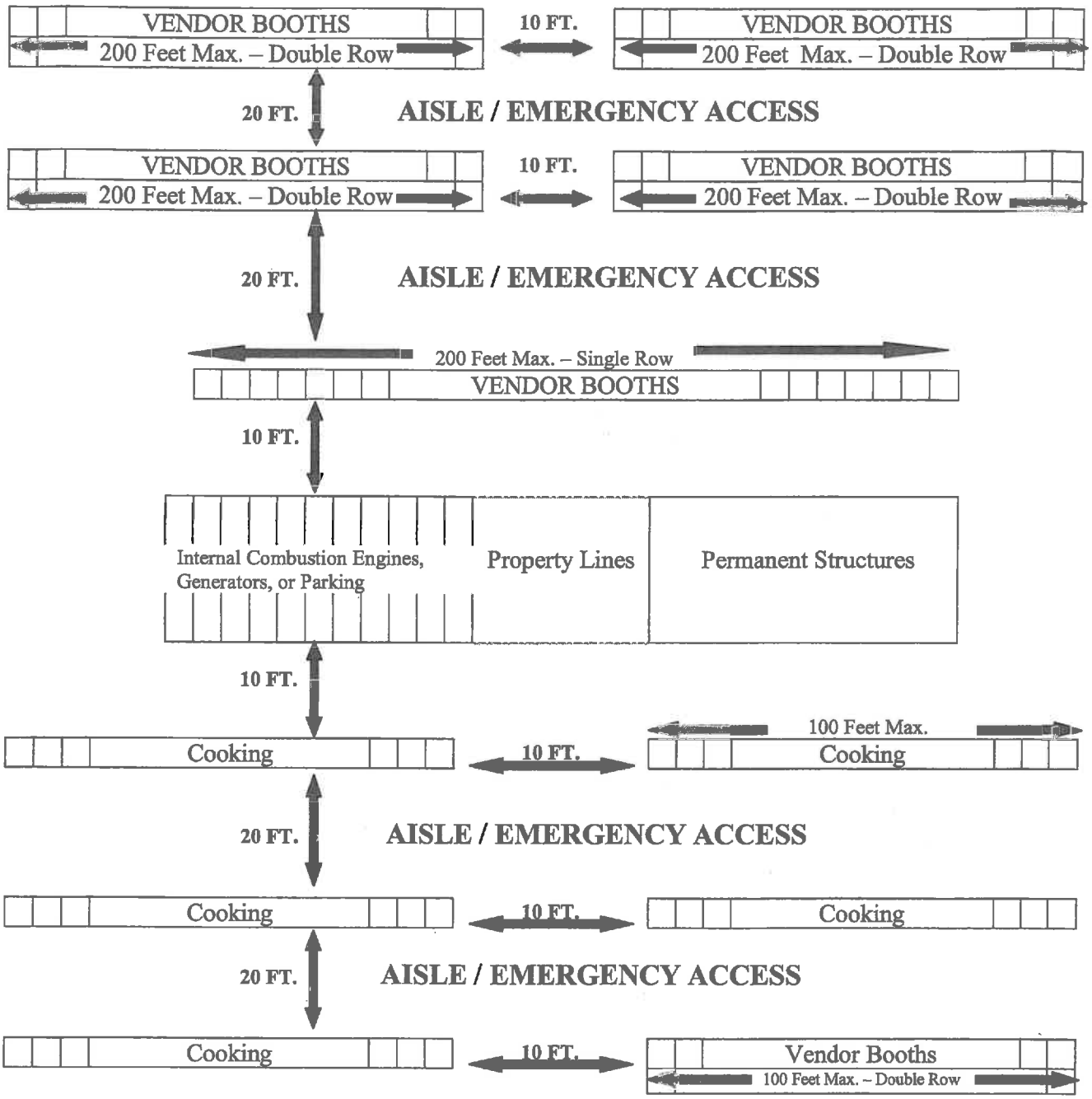
For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction
Authority Cited: California Fire Code (CFC)





FESTIVAL VENDOR AND COOKING BOOTH LOCATIONS

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction
Authority Cited: California Fire Code



Note: Cooking Booths are limited to single rows only. Back-to-back rows are not permitted. Maximum length of row is 100 feet.