

Project Number:



SPECIAL EVENT / ACTIVITY INFORMATION PACKET

To apply for a Special Event and Activity, please read the enclosed instructions and then complete this Information Packet. Submit a Planning and Zoning Application form and this Special Event/Activity Information Packet, including the required attachments, **no later than 70 business days** before the proposed date of the Special Event.

Please note, other conditions may apply to the filing time requirements, which can be found on Page 2 of this packet.

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 70 business days before the proposed date of the Special Event.**

“Special events and activities” are any temporary events or activities sponsored by a business, shopping center or organization which are held outside the confines of a permanent building.

- For an event that requires a street closure on more than one public street, requires significant detouring which affects significant number of businesses or residences, or requires an encroachment permit from Caltrans, a Special Event Permit shall be filed not less than 180 business days before the proposed date of the Special Event.
- For First Amendment events not otherwise exempted from the Special Event permit requirement by the Milpitas Municipal Code, Section XI-10-15.06, as well processions or parades that do not involve street closures, vehicles, floats, or use of equipment other than hand-held equipment, an application for a Special Event Permit shall be filed not less than 14 business days before the proposed date of the Special Event.
- Permit applications which do not adhere to the application filing time requirements in this Section may be subject to additional fees arising as a direct result of the late submission of a Special Event Permit application. The Director shall have the authority to consider, grant or deny any application for a Special Event Permit which is filed later than the time prescribed in this Section.
- *For further information, please refer to the Milpitas Municipal Code, Section XI-10-15, titled “Special Events and Activities.”*

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.

WHAT TO EXPECT

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 may 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: _____

Event Location (address): _____

Applicant name: _____

Organization: _____

E-mail: _____ Phone: _____

Mailing Address: _____

City ZIP

Day of event contact (if different from applicant completing and submitting the form): _____ Phone: _____

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.

Printed Name & Signature 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: _____	
Event starts	Date: _____	Time: _____
Event ends	Date: _____	Time: _____
Dismantle/Tear down	Date: _____	
Anticipated attendance:	Total: _____	Per day: _____

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 <input type="checkbox"/>	Electric <input type="checkbox"/>
Charcoal <input type="checkbox"/>	Other (specify): _____

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:

EVENT NARRATIVE

Project Description

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

Parking

Describe where event participants are expected to park their vehicles:

Security Plan

Describe your security plan, including crowd control:

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

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*):

Recyclables and garbage handling

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

SECTION 3: SITE MAP CHECKLIST

Please note, 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
- Location of temporary speakers

- Fire truck access to existing building/structures shall remain clear and unobstructed (20 feet min).
- 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.

Your application may not be accepted if you fail to provide insurance information at your time of application.