Event ID# _____

For City Use Only

City of Sunnyvale
Special Event Application Form

Thank you for your interest in planning a successful and safe event in Sunnyvale. Events are an important way to build community and celebrate the diversity, heritage and uniqueness. Depending on the nature of your event, you may need to obtain additional permits or approvals to ensure a well-planned, safe event. The City of Sunnyvale has created a simplified process to help you determine what type of City permits and approvals you will need.

1) Submit your completed application **at least 60 days before your proposed event** with a check made payable to City of Sunnyvale for $117 (non-refundable processing fee). Fee may also be paid by Visa or MasterCard. Completed applications may be:

   - Delivered: Community Services Division, located at the Senior Center, 550 East Remington Drive;
   - Mailed: City of Sunnyvale, Attn: Community Services Event Permits, P.O. Box 3707, Sunnyvale, CA, 94088-3707;
   - Emailed: *events@sunnyvale.ca.gov* ; or
   - Faxed: (408) 737-4965.

   Incomplete applications will not be processed. Applications will not be processed until the processing fee is paid. Any unpaid balances owed to the City must be paid in full before an event application will be processed.

2) You will be sent an email acknowledgement that your application has been received. Your application will then be reviewed by City staff, which may take up to three weeks. During this time, you may be contacted by City staff for clarification of your event details.

3) After a full review of your application, you will receive either a conditions-of-approval letter or a denial letter. The conditions-of-approval letter will outline requirements for your event, such as necessary permits, approvals and/or applicable fees. This may include, but is not limited, to the following:

   * Certificate of Insurance showing evidence of a commercial liability policy with limits of not less than $1,000,000
   * Additional Insured Endorsement naming the City of Sunnyvale, its officers, employees, agents and volunteers.
   * County Department of Environmental Health Permit(s)
   * Miscellaneous or Temporary Use Permit(s)
   * Amplified Sound Permit
   * Inspections (prior, day-of-event, post)
   * Alcoholic Beverage Control
   * Carnival/Fair Permit
   * Traffic Control Services
   * Facility and/or Park Reservations

4) Once all the conditions-of-approval have been met, a Special Event Permit will be issued by the City. You will be required to have this permit in your possession during your event. This is in compliance with Sunnyvale Municipal Code 9.45 Special Event Permit and Chapter 9.47 Extraordinary Public Safety Service Liability. Visit *MunicipalCode.inSunnyvale.com* for more information.

For further assistance, call the Community Services Division at (408) 730-7599, TDD (408) 730-7501, or email *events@sunnyvale.ca.gov.*

SECTION 1: CONTACT INFORMATION

Event Title: _____ **Event Date:** _____

Applicant Name: _____ **Today's Date:** _____

Organization: _____

Phone: _____ **Email:** _____

Mailing Address: _____

Day-of-Event Contact: _____ **Day-of-Event Phone:** _____

Except as to the sole negligence or willful misconduct of the City, the Applicant/Permittee shall defend indemnify and hold the City, and its officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees, which arise out of or is in any way connected with the community event 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.***

Signature: _____

Please complete all sections. Incomplete applications will not be processed.

Setup/Preparation Date: _____Time:_____ **EVENT ENDS** Date: _____Time:_____

EVENT STARTS Date: _____Time:_____ ***Dismantle*** Date: _____Time:_____

ANTICIPATED ATTENDANCE Total: Per Day: Will this event be open to the public? ☐ Yes or ☐ No

LOCATION OF EVENT* (Be specific):

**If privately-owned property, attach proof of approval from property owner (and tenant, if applicable).*

CITY FACILITIES

Do you plan to hold your event at a City building or park? ☐ Yes or ☐ No

If you answered yes, which facility? Have you reserved the facility? ☐ Yes or ☐ No

Are you interested in advertising your event at one of the City's banner sites? ☐ Yes or ☐ No

If yes, you will need to submit a separate banner application (available at EventApplication.inSunnyvale.com) along with payment. Banner space is limited. For availability, contact Michele-Bridget Ragsdale at (408) 730-7338.

BLOCK PARTIES AND STREET CLOSURES

Is this event a block party? ☐ Yes or ☐ No

Will this event require any City streets to be closed? ☐ Yes or ☐ No

If yes, attach a traffic plan, including all streets and intersections to be closed before, during and after the event.

Does this event involve a parade? ☐ Yes or ☐ No

FOOD AND ALCOHOL

Does your event include food concessions and/or preparation areas? ☐ Yes or ☐ No

Do you intend to cook food in the event area? ☐ Yes or ☐ No

If yes, please describe how food will be served and prepared. You must also contact Santa Clara County of Department of Environmental Health at (408) 918-3400 to obtain necessary permits.

Specify cooking method: ☐ Gas ☐ Electric ☐ Charcoal ☐ Other (specify):

Will there be food warming using an open flame (e.g. Sterno)? ☐ Yes or ☐ No

If yes, please describe the method of food warming and specify booths using an open flame.

Does your event involve the sale or consumption of alcoholic beverages*? ☐ Yes or ☐ No

If yes, check all that apply:

☐ Free Alcohol ☐ Alcohol Sales ☐ Distilled Spirits ☐ Beer ☐ Wine

**If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from the state Department of Alcoholic Beverage Control (ABC). The public consumption of alcohol is illegal in some parts of the City. If your event includes the use of alcohol on City property, you will need to provide liquor liability coverage on your certificate of insurance.*

OPEN FLAME OTHER THAN COOKING

Will there be any open flame, open burning or use of any open flame device during the event? ☐ Yes or ☐ No

If yes, please describe the activity and/or device proposed to be used, specify where the open flame will be located and include dimensions of the open flame area and distances to all structures, property lines and combustible materials (including trees and bushes).

Please complete all sections. Incomplete applications will not be processed.

PORTABLE REST ROOMS

You are required to provide portable rest room facilities at your event, unless you can substantiate the sufficient availability of both Americans with Disabilities Act (ADA) and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Santa Clara County Department of Health Services recommends one portable toilet for every 250 people (or portions thereof) who attend your event.

Do you plan to provide portable rest room facilities at your event? ☐ Yes or ☐ No

If yes, total number of portable toilets: *Number of ADA-compliant accessible portable toilets:*

LIGHTING AND SOUND

Will you be using any amplified sound [i.e. public address system (P.A.)]? ☐ Yes or ☐ No

Limit amplified sound use from 10 a.m. to 10 p.m. PA system may not be operated between 10 p.m. and 10 a.m.

Will this event use any lighting? ☐ Yes or ☐ No

If yes, please describe:

TEMPORARY STRUCTURES

Will you be using a tent, canopy, stage or other temporary structure? *(If yes, please include on the site map)* ☐ Yes or ☐ No

Size of structure (square feet): _____ *Tents larger than 10'x10' require a permit.*

What you plan to do inside the structure?

EMERGENCY VEHICLE ACCESS LANE OBSTRUCTIONS

Will there be anything located in or across roadways that could impede the access of emergency vehicles into or on the site? ☐ Yes or ☐ No

Emergency vehicle access roads are required to have an unobstructed width of 20 feet and an unobstructed height of 13 feet 6 inches.

MISCELLANEOUS

Will anything be sold? *(Sales in City parks require written authorization from the Community Services Superintendent)* ☐ Yes or ☐ No

If yes, please describe:

Will donations be taken at the event? ☐ Yes or ☐ No

If yes, please describe:

Will this event feature any hands-on attractions, such as bounce-houses or petting zoos? ☐ Yes or ☐ No

If yes, please describe:

Will this event utilize a generator(s)? ☐ Yes or ☐ No

If yes, please describe the intended use:

Will this event involve a car wash? ☐ Yes or ☐ No

Please complete all sections. Incomplete applications will not be processed.

Please provide a site plan/route map for your event. Attach additional sheets as necessary. The map should include:

- ❑ An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (such as a parade), indicate the direction of travel, including the starting location and ending destination.
- ❑ Any street or lane closures and parking tow zones.
- ❑ The locations of fencing, barriers or barricades. Include any removable fencing for emergency access.
- ❑ The location of first-aid facilities.
- ❑ The location of all stages, platforms, booths, cooking areas, trash containers, tents/canopies, etc.
- ❑ Food booths and cooking area configuration, including all vendors cooking with flammable gases or barbeque grills.
- ❑ Generator locations and/or source of electricity.
- ❑ Placement of vehicles or trailers used for the event.
- ❑ Anticipated parking locations.
- ❑ Placement of promotional signs or banners.
- ❑ Placement of portable toilets/rest room facilities.
- ❑ Exit locations for outdoor events that have fences.
- ❑ Locations of all other event activities.

Please complete all sections. Incomplete applications will not be processed.

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

Please describe where event participants are expected to park their vehicles, including details of any off-site shuttle service:

Please describe your security plan, including crowd control:

Please complete all sections. Incomplete applications will not be processed.

In order to comply with the Americans with Disabilities Act, describe how your event will be accessible to people with disabilities:

Please describe your emergency/medical plan, including your communications procedures:

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