



Event ID#

[Grey box for Event ID#]

For City Use Only

City of Sunnyvale Special Event Application Form

Dear Event Organizer:

Thank you for your interest in holding a special event in Sunnyvale. Special events can be important ways to build community and celebrate the City's 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 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 \$109 (non-refundable processing fee). Applications can be hand delivered or mailed to the Community Resources Division, located at the Senior Center, 550 East Remington Drive. Applications may also be e-mailed to events@ci.sunnyvale.ca.us or sent by fax to (408) 737-4965. **Incomplete applications will not be processed. Any unpaid balances owed to the City must be paid in full before an event application may be processed.**
- 2) You will be sent an e-mail 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 denial letter or a conditions-of-approval 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 of Santa Clara, Department of Environmental Health
 - * Alcoholic Beverage Control, Santa Clara County
 - * Use-permit
 - * Carnival/Fair Permit
 - * Amplified Sound Permit
 - * Traffic Control
 - * Inspections (prior, day of event, post)
 - * Facility Reservations
- 4) Once all the conditions-of-approval have been met, a Special Event Permit will then 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.

We appreciate your time and interest in planning a successful and safe event in Sunnyvale. If you need further assistance, call the Community Resources Division at (408) 730-7599, TDD (408) 730-7501, or e-mail events@ci.sunnyvale.ca.us.

SECTION 1: CONTACT INFORMATION

Event Title: _____ Event Date: _____

Applicant Name: _____ Today's Date: _____

Organization: _____

Phone: _____ E-mail: _____

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 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: _____

Fax this application to (408) 737-4965 and mail payment; or mail to City of Sunnyvale, Library and Community Services, Attn: Community Resources, Senior Center, 550 East Remington Drive, Sunnyvale, CA 94087 at least 60 days prior to the date of your event.

SECTION 2: EVENT INFORMATION

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 (please be specific). *If privately-owned property, attach proof of approval from property owner (and tenant).*

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, please contact Tim Rupel at (408) 730-7338. Since banner space is limited, we recommend checking availability and cost well in advance of your event.

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, which streets (please specify cross-streets)? You must include a traffic plan.

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.

Include copy of permit from Santa Clara County of Department of Environmental Health Department.

Specify cooking method: Gas Electric Charcoal
 Other (specify)

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

If yes, please check all that apply:

- Free Alcohol
- Alcohol Sales
- Beer
- Wine
- Distilled Spirits

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.

SECTION 2: EVENT INFORMATION (continued)

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: _____

MISCELLANEOUS

Will anything be sold? 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 involve a car wash? Yes or No

Will you be using a tent, canopy or other temporary structure? Yes or No

If yes, please describe the following: _____

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

What you plan to do inside the structure: _____

SECTION 3: SITE MAP

Sunnyvale Special Event Application

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.
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SECTION 4: NARRATIVE

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

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

Please describe where event participants are expected to park their vehicles:

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: