



City of Sunnyvale Special Event Application (excludes events at Baylands Park)

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 of Sunnyvale. 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 this special event permit process to help you determine what type of City permits and approvals you will need.

1. Submit your completed application **at least six weeks* before your proposed event date** with a check made payable to City of Sunnyvale for \$134 (non-refundable processing fee). Fee may also be paid by Visa or MasterCard.

* If your event is a festival or cultural event with an anticipated attendance over 750 people, applications must be submitted **eight weeks** before your proposed event date.

Completed applications may be:

- Delivered: Community Services Division, Recreation Center Front Desk, 550 East Remington Drive;
- Mailed: City of Sunnyvale, Attn: Community Services Event Permits, P.O. Box 3707, Sunnyvale, CA, 94088;
- Emailed: events@sunnyvale.ca.gov ; or
- Faxed: 408-730-7754.

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 employees, which may take up to three weeks. During this time, you may be contacted by City employees for clarification of your event details.
3. After a full review of your application, you will receive either an event conditional letter or a denial letter. The conditional letter will outline requirements for your event, such as necessary permits, approvals and applicable fees. This may include, but is not limited to, the following:
 - Certificate of Insurance showing evidence of a commercial liability policy and an Additional Insured Endorsement
 - Facility and Park Reservations
 - Additional Permits and Fees (i.e. amplified sound, tents, stage, cooking, inflatables, etc.)
 - Security Requirements
 - Required Inspections and Meetings (prior, day-of and post event)
 - Garbage and Recycling Requirements
 - Traffic Control Services
4. Once all the conditions 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.

CITY OF SUNNYVALE - SPECIAL EVENT APPLICATION

SECTION 1: Contact Information

Event Title: _____ Event Date: _____

Applicant Name: _____

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 or 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. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of Applicant or Permittee or of Applicant or Permittee's employees, subcontractors, agents or volunteers. **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: _____ Date: _____

SECTION 2: Event Information

Provide a detailed description of your event, the sequence and types of activities the event will include, event attendees, your event promotional plan, including any advertising directed to the public, etc.

TYPE OF EVENT

What type of event is this (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Community Event | <input type="checkbox"/> Charitable Event |
| <input type="checkbox"/> Outdoor Festival, Celebration or Street Fair | <input type="checkbox"/> Block Party |
| <input type="checkbox"/> Parade or Procession | <input type="checkbox"/> Private Event |
| <input type="checkbox"/> Race, Fun Run or Walk, or Bike Event | <input type="checkbox"/> Car Wash |
| <input type="checkbox"/> Other: _____ | |

TIMELINE

Set-Up: Date: _____ Start Time: _____ End Time: _____

Actual Event: Date: _____ Start Time: _____ End Time: _____

Clean-Up: Date: _____ Start Time: _____ End Time: _____

ANTICIPATED ATTENDANCE

Total: _____ **Per Day:** _____ **Maximum Anticipated at One Time:** _____

Totals should include all event attendees, volunteers, vendors, etc.

Yes No **Will this event be open to the public?**

EVENT LOCATION

Yes No Will the event be held at a City of Sunnyvale facility (including rooms in the Community Center and Senior Center, park buildings or picnic or field areas at a Sunnyvale Park)?

If yes, which facility or park? _____

To reserve a City facility, please call the Community Center front desk at 408-730-7350.

If no, where will your event be held (be specific): _____

If privately-owned property, include proof of approval from property owner (and tenant, if applicable) with this application.

EVENT PARKING

Describe where event attendees are expected to park their vehicles. If the event will require more parking than what is available, describe your plan for overflow vehicles.

ROAD CLOSURES

All road closures in Sunnyvale must be approved by the City of Sunnyvale Transportation and Traffic Manager. If your event requires the closure of any state, county or other city's roadway, you must obtain approval from the respective jurisdiction.

Yes No Will this event require any City roads to be closed?

If no, you can skip to the Food section below.

If yes, how do you plan to manage the traffic control?

I am requesting the City of Sunnyvale to perform the traffic control (fees will apply)

I will be contracting out the traffic control and have included the event's temporary traffic control plan

If the traffic control will not be performed by the City and instead be contracted out, you are required to submit a temporary traffic control plan for City approval with this application. Plans must include all roads and intersections to be closed before, during and after the event. The City of Sunnyvale Traffic Control Plan Guidelines are available on the Special Events webpage.

What road(s) are you requesting to be closed? (Be specific on exactly where the closures will occur)

Why do you need the requested road(s) closed and what will you be doing on them?

Provide the exact times you are requesting the road(s) to be closed:

Road Closed: Date: _____ Time: _____

Road Re-Opened: Date: _____ Time: _____

FOOD

Special permits are required if you are serving food to the public at your event. Contact the County Department of Environmental Health at 408-918-3400 to obtain required permits. Per muni code 5.39.010, foam (aka "Styrofoam") food ware is not permitted in Sunnyvale. Applicant is responsible for communicating this information to any food vendors.

Yes No Will you provide food at your event (e.g. catered, food concessions, etc.)?

If yes, please describe: _____

Yes No **Will food be prepared or cooked at the event?**

Any cooking using an open flame will require an additional permit, a meeting with a Fire Protection Engineer at the One-Stop Permit Counter at least 10 days prior to your event and a day-of-event inspection.

Specify cooking method: Gas Electric Charcoal Other: _____

Yes No **Will Food Trucks be at your event?**

If you are hosting your event at a City facility: Any food service must be paid for before the event, including food trucks. Food trucks must stay in designated parking areas and are not permitted to sell to the public while providing food for your event, per muni code 9.62.070.

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

If yes, please describe the method of food warming below and specify booths using an open flame on your site map.

All canned-heat canisters (e.g. Sterno) cannot exceed 8 ounces. Any unburned fuel must be disposed of as hazardous waste.

OPEN FLAME OTHER THAN COOKING

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

If yes, please describe the activity and 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) on your site map.

ALCOHOL

If alcohol will be served at your event, you will be required to provide liquor liability coverage on your certificate of insurance.

Yes No **Will your event involve the serving and consumption of alcoholic beverages?**

If your event is being held at a Sunnyvale Park, per muni code 9.62.070, alcohol is permitted in picnic areas only in conjunction with a meal and as long as attendees conduct themselves in an orderly manner. Alcohol is limited to beer, wine and champagne. Hard alcohol, including mixed drinks and cocktails are not permitted in any park.

Yes No **Will alcohol be sold at your event?**

If you plan to sell alcoholic beverages at your event, you are required to obtain a permit from the state Department of Alcoholic Beverage Control (ABC). The sale of alcoholic beverages is not permitted in Sunnyvale Parks.

SAFETY AND SECURITY

Yes No **Do you plan to have a first aid area at your event?**

If yes, make sure to provide the location(s) on your site map.

Yes No **Do you plan to hire private security officers for your event?**

If yes, please describe how many security officers you plan to hire and what their role(s) will be.

For events including but not limited to fairs and festivals, a minimum number of security officers in readily identifiable clothing marked "SECURITY" may be required. City employees will provide the exact number of officers needed in your event conditional letter based on your event details.

If attendance is anticipated to exceed 1,000, trained crowd control managers are required in accordance with CFC Sec. 403.3. During the event, you must provide at least one trained crowd manager for every 250 persons anticipated. Approved on-line training is available at www.crowdmanagers.com.

Describe your emergency plan, including your communications procedures:

RESTROOM FACILITIES

Describe the number of restrooms available at the event site and if you plan to order portable restrooms.

You may be required to provide portable toilets and hand washing stations, 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 during your event. If required, City employees will provide the exact number of portable restrooms and hand washing stations to order (based on your event details) in your event conditional letter.

TEMPORARY STRUCTURES

Yes No **Will you be using any tents that are 10' x 10' (pop-up size) or smaller?**

If yes, list how many, their sizes (dimensions or square feet), arrangement of the tents including separation distances, and what you plan to do inside the tent(s):

Yes No **Will you be using any tents or canopies larger than 10' x 10'?**

Any tents larger than 10' x 10' will require an additional permit, a meeting with a Fire Protection Engineer at the One-Stop Permit Counter at least 10 days prior to your event and a day-of-event inspection.

If yes, list how many, their sizes (dimensions or square feet), arrangement of the tents including separation distances, and what you plan to do inside them:

Yes No **Will you be using a stage?**

All stages must be ADA compliant and comply with the applicable provisions of the City of Sunnyvale's Standards for Outdoor Assembly Events.

HANDS-ON ATTRACTIONS

Yes No **Will this event feature any hands-on attractions, such as inflatables, petting zoos, rides, etc.?**

If yes, please describe:

If your event is being held at a Sunnyvale Park, a generator must be rented in conjunction with any inflatables to be used as a power source. Power from the outlets located in the picnic areas may not be used to power inflatables.

SOUND, GENERATORS AND LIGHTING

Yes No **Will you be using any amplified sound [e.g. public address (P.A.) system, DJ, boom box]?**

If yes, please describe:

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

If yes, please describe the intended use:

If you are utilizing a generator(s), make sure to include the location(s) on your site map. Keep the following in mind:

- *Generators must be located at least 20 feet from of a booth or tent and at least 10 feet from an inflatable.*
- *Generators must be separated from contact with the public by physical guards, fencing or a barrier.*
- *Generators must be caution taped off and placed on top of platforms to avoid damaging turf and native grasses.*

Yes No **Will you be using any lighting?**

If yes, please describe:

WASTE MANAGEMENT PLAN

As part of your event management duties, you are responsible for keeping the event site tidy at all times and for the clean-up and disposal of all trash and recycling generated at your event. All events are required to submit a special event waste management plan OR a signed contract with an approved zero waste special event service provider.

How do you plan to manage the event waste generated at your event?

I plan to manage the event waste on my own.

Describe how you plan to manage and dispose of all recycling and event waste during and after your event. Please also include what trash and recycling containers will be used and where you will dispose of the waste during (should containers become full) and after the event.

If you plan to hire an approved zero waste special event service provider you can skip this section.

As part of your plan, also indicate the numbers of personnel assigned to the following tasks:

1. Setting-up event containers prior to the event:
2. Maintaining event containers during the event:
3. Cleaning-up litter during the event:
(This includes all plastic bags, food wrappers, plastic utensils, lids, straws, cardboard boxes, etc.)
4. Cleaning-up event containers and disposing of all garbage and recycling at the end of the event:

I plan to hire an approved zero waste special event service provider to manage the event waste.

Below are the City approved zero waste event service providers. Please contact them directly for more information on the services available to best meet your event waste reduction and recycling needs.

1. Green Mary
www.greenmary.com
 Mary Munat: mary@green-mary.com, 707-548-7582
2. San Jose Conservation Corps
www.sjccs.org (click on Programs, then Recycling)
 Patrick Thornsburg: pthornsburg@sjcccs.org, (office) 408-459-6483, (cell) 669-287-9348

PORTABLE SPECIAL EVENT CONTAINERS

Portable special event trash and recycling containers may be available to use for your event, at no cost*, as long as you have somewhere secure to store them at the event site before and after the event. See photos and details below.

Yes **No** **Are you interested in receiving portable special event containers for your event?**

If yes, how many special event containers are you requesting: _____ containers of each (recycling and garbage)

A maximum of 25 containers are available and must be grouped together throughout the event.

Disclaimer: If you marked yes, you are not guaranteed to receive these containers. Members of the City Environmental Services staff will contact you regarding container availability and requirements.

** A \$50 fee will apply per container that is not returned or is returned in damaged condition.*

<p style="text-align: center;">Recycling (Cans and Bottles)</p> <p style="text-align: center;">ClearStream Recycling Container</p> <p>Details:</p> <ul style="list-style-type: none"> - Recycling liners included - Use for plastic, aluminum and glass food and beverage containers <p>Note: Plastic and paper cups <u>are not</u> recyclable.</p>	<p style="text-align: center;">Garbage</p> <p style="text-align: center;">ClearStream Landfill Container</p> <p>Details:</p> <ul style="list-style-type: none"> - Trash liners included - Use for disposable food ware (cups, plates, utensils, etc.) napkins, takeout boxes, plastic wrap and bags, and food scraps
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Below are other waste management conditions that may be required based on your event details provided in this application. If required, City employees will provide details in your conditional letter:

- The rental of a designated dumpster from the City of Sunnyvale’s franchise hauler for event waste (fees will apply).
- A meeting at the event site to discuss the event layout, conditions of the permit and event recycling and clean-up process with City employees.

SALES AND DONATIONS

Any ticket or item sales for an event being held at a City facility must receive approval from the Superintendent of Community Services. Please provide details below.

Yes **No** **Will event attendees have to buy a ticket or pay a fee to attend the event?**

If yes, provide details of your ticket sales, including the online locations where tickets are being sold.

Yes No **Will anything be sold at the event?**

If yes, please describe:

Yes No **Will donations be taken at the event?**

If yes, please describe:

SECTION 3: Site Map

Provide a detailed site map for your event. Your site map must include all items below that apply to your event:

- An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area and any roads or lane closures being requested.
- Any temporary structures including tents, canopies, stages, booths, inflatables, etc. *
- Food booths and cooking areas, including the location(s) for any food-prep trailers and cooking appliances.
- Placement of trash and recycling containers and event dumpster.
- On-site restrooms and the location for portable toilets and hand-washing stations.
- Generator locations or sources of electricity.
- All anticipated parking locations.
- The location of first-aid areas, information booths, security booths, etc.
- If the event involves a moving route of any kind (such as a parade or race), indicate the direction of travel, including the starting and ending locations.
- The locations of fencing, barriers or barricades. For outdoor events that have fences, include the exit locations and any removable fencing for emergency access.
- Placement of promotional signs or banners.
- Locations of all other event activities.

*** Tents or Canopies**

For tents 10' by 10' or smaller, additional permits will not be required if you follow the rules below:

- No more than seven 10' by 10' tents without sides are allowed to be located adjacent to one another. Groups of seven 10' by 10' tents must be separated by at least 10 feet.
- No more than four 10' by 10' tents with sides are allowed to be located adjacent to one another. Groups of four 10' by 10' tents must be separated by at least 10 feet.

If you are planning on using tents or canopies larger than 10' by 10', an additional permit from the Department of Public Safety will be required. See the City of Sunnyvale's Standards for Outdoor Assembly Events document located on the Special Events Webpage for details.

Event Accessibility: Your event shall be accessible per the most current state building code(s) at the time of your application. Making your event more accessible widens your reach, makes your attendees feel welcome, and creates an environment of inclusion, diversity and positivity. Some planning tips to help make your event accessible include; ordering ADA accessible portable restrooms and ramps for stages, paying attention to things like the width between tables, chairs, and booths, keeping pathways clear, paying attention to the size and color of font on signage, and training event greeters to help attendees with accessibility needs.

SECTION 4: Displaying a Community Event Banner **Event Title:** _____

The City of Sunnyvale displays banners for public events at two locations: The Community Center (along E. Remington Drive, between Michelangelo and Manet drives) and Butcher’s Corner (Wolfe Road and El Camino Real). **The cost to hang a banner is \$400 and must be paid when you submit this application.** To display a Community event banner on City property, the event must meet the following criteria:

- Be capable of attracting at least 500 participants.
- Have free admission.
- Encourage the celebration of our community’s character, heritage, diversity and uniqueness.

Yes No **Are you interested in advertising your event at one of the City’s banner sites?**

If yes, please answer the following questions.

Applicant Name: _____ **Phone:** _____ **Email:** _____

What day would you like to start displaying your banner? ____ / ____ / ____ **Event Date:** _____

Specific posting date is subject to approval. Generally, banners display for two weeks prior to the event. Depending on the number of requests for banner space, if you would like to hang banner longer (additional two weeks), an additional banner fee (\$400) must be paid before banner reservation extension can be confirmed. In the event of conflicting requests for space, the Marketing Manager will determine which events are approved. Banners are removed in a timely manner.

What location would you like to have your banner displayed?

- Community Center (E. Remington Drive)
- Butcher’s Corner (Wolfe Road and El Camino Real)

Include a description or draw what the banner will say and look like: (banner design must be approved)

The banner must include the organization name, name of event, location, date, time, contact phone number and website, if applicable).

Banner Height = 4' Tall

Banner must be dropped off at the Sunnyvale Community Center at least one week prior to the approved display date. Extra fees may apply if adequate time is not given.

Next Steps after Application:

The Marketing Coordinator will notify you if your request has been approved and confirm the hang date for your banner. After you have been notified that your banner request is approved, purchase your banner according to specifications listed below. You are responsible for the design, creation and cost of the banner. **We strongly recommend that you do not purchase your banner until approval is granted.**

Banner Specifications:

- The banner must meet the following:
 - Length can be 30 feet or 40 feet. *(The ideal length for the banner display area is 40 feet. This allows the viewer to read the information clearly).*
 - Height should be 4 feet tall.
 - Holes with grommets for hanging the banner should be spaced every 3 feet.
 - The banner must have adequate wind slits.
- Four 5-foot lengths of 3/8” diameter cotton or nylon rope for hanging the banner must be provided with the banner.