

Special Events at Baylands Park

Frequently Asked Questions

GENERAL PARK INFORMATION

Where is Baylands Park located?

Baylands Park is located at 999 E. Caribbean Dr. in Sunnyvale.

What are Baylands park hours?

Baylands park hours are 8 a.m. to a half-hour past sunset. Approved special events will have access into the park on the day of the event starting at 6 a.m. for set-up. If you want to request park access earlier than 6 a.m., be sure to include the desired set-up start time in the TIMELINE section of your Baylands Park special event application (page 1). Additional fees may apply.

How large can my event be?

Special events at Baylands cannot exceed 2,000 people.

Are there power outlets at the park?

There are electrical outlets in some picnic areas, however; power cannot be guaranteed. The City does not assume responsibility that the outlets will operate on a consistent basis. It is recommended that generators be used as a power source.

Can vendors or artists sell items at the event?

Commercial or profit-making activities are not allowed in the park. You may not charge admission, sell products or solicit donations without special permission from the Community Services Superintendent. To receive special permission for any of the activities listed above, you must provide a detailed plan in your special event application (page 5) for consideration.

Can I bring my own tables and chairs into the park?

Yes, approved special events can bring additional tables and chairs into the park. Event organizer will be required to show the location of any additional tables and chairs on the site map included with the special event application.

Are there designated places where people can smoke at the park?

No. Smoking is prohibited in all areas of Sunnyvale public parks. Smoking includes the use of cigarettes, electronic smoking devices, and marijuana.

PARK RESERVATION, PERMIT PROCESS & EVENT SET-UP

How do I reserve Baylands Park for my event?

To check park availability and to make a reservation, call the Community Center front desk at 408-730-7350. All special events at Baylands Park are required to reserve all the reservable picnic areas for the entire day of the event (\$1,105/day). Special event applicants may place a hold on a desired date while their special event application is being reviewed by City employees. If the event is approved, all fees associated with the event will be included in the pre-event conditional letter.

What is the Special Event Permit Process?

The special event permit process was created to assist special event organizers in determining what types of permits, fees and approvals are needed to host an event at Baylands Park. The process starts by filling out an application which is then reviewed by City employees. After a full review of the application, the event organizer will receive either an event conditional letter or a denial letter. The conditional letter will outline pre-event obligations that must be met prior to the event to obtain a special event permit. These tasks will include payment of any fees, meetings, orders and additional permits required.

There is a non-refundable application fee of \$134 that must be paid when submitting the application. Complete applications must be submitted at least 6 weeks before the proposed event. If your event is a festival or cultural event with an anticipated attendance over 750 people, applications are due 8 weeks before the proposed date. It is recommended that the applicant provide as much information about their proposed event as possible to minimize requests from the City seeking clarification or further information about the event.

What events are required to submit a Special Event Application?

If your event includes one or more of the below event components, you will be required to submit a Special Event Application:

- Open to the public
- Anticipated attendance over 500 people
- Walk or run event (e.g. 5K, 10K, marathon)
- Festival or cultural event
- Profit or revenue generating
- Planning to have multiple inflatables, carnival games or other activity booths

I am planning a corporate event not open to the public. Do I have to submit a Special Event Application?

If your event includes one or more of the below event components, you will be required to submit a Special Event Application:

- Expected attendance over 500
- Attendance requires reservation of 3 or more picnic sites
- Working with an event coordinator to plan the event
- Planning to have carnival games, large inflatables, or other activity booths

Do I have to provide a security deposit or insurance?

Yes. All event organizers will be required to provide a security deposit. Any damages to the park during your event (including set-up and clean-up) will be deducted from the security deposit. Should damages exceed the deposit amount, the event organizer will be billed for any additional charges after the event.

All event organizers will also be required to provide proof of insurance including a Certificate of Insurance showing evidence of a commercial liability policy with limits of not less than \$1,000,000 and an Additional Insured Endorsement (ISO form CG 2010704 or equivalent) naming the City of Sunnyvale, its officers, employees, agents and volunteers. If alcohol will be available at the event, liquor liability will also be required on your certificate of insurance.

Will I have exclusive use of the park during my event?

All approved special events will have exclusive use of the reservable picnic areas, however the park will remain open for use by the public. All trails and walking paths are not available for exclusive use by renters and must remain accessible to the public.

How far in advance can I reserve the park?

Special event organizers can make reservations one year to the day in advance.

Can I set-up the day before the event?

No, we do not allow special event organizers to set-up at the park before the scheduled date of their event. If the event requires advanced set-up, special permission from the Superintendent of Community Services would be required.

Can anyone drive on the park grounds to unload equipment for the event?

No. Public vehicles, including golf carts, are not permitted to drive outside of the asphalt roadways or parking lot areas at any time, not even to unload or load equipment. Hand carts and non-motorized wagons can be used to load and unload equipment and supplies.

PARKING**How many parking spots are available in the park?**

Baylands Park has approximately 400 parking stalls. If your event will require more parking than available on-site, you may be required to obtain an off-site parking agreement for overflow vehicles.

Will event attendees have exclusive access of the parking lot?

No, the parking lot will always remain open for use by the public.

Are event attendees required to pay for parking?

Yes, all event attendees will be required to pay the standard entry fee of \$6 per car during the picnic season, March through October, unless the event organizer chooses to pay for parking in either of the two options below:

1. Baylands Parking Pass Agreement: Complete an agreement prior to the event and provide parking passes for event attendees to present to the gatehouse employees upon entry into the park. If this method is chosen, the event organizer will be charged after the event for every parking pass that was collected. A 10 percent discount is applicable if this option is chosen. A hard copy of the parking pass must be presented. Soft copies will not be accepted from phones or other mobile devices.
2. Lot Buyout: Pay \$2,000 to cover parking fees for the entire parking lot on the day of the event. If this option is chosen, fees will cover event attendees and members of the public who visit the park that day.

Can buses park in the Baylands parking lot?

No, buses are not allowed to park in the Baylands parking lot. It is the responsibility of the driver to find an alternative place to park during the event.

Food and Alcohol**Can I cook at the event?**

Yes, but all cooking must be done on the BBQ pits provided in the picnic areas or in food trucks parked legally, per muni code 9.62.070. Personal barbecues or any other food cooking or food warming equipment using an open flame (including sterno) is prohibited in Baylands Park.

Can I hire a food caterer for my event?

Yes, but all hired food vendors must abide by the rules listed below. It is the responsibility of the event organizer to communicate these rules to the vendor and ensure they are compliant throughout the entire event.

1. All cooking must be done either in the BBQ pits provided in the picnic areas or in food prep trailers in the parking lot. Food prep trailers are not permitted on park grounds.
2. Food warming using an open flame (e.g. sterno) is prohibited in the park.
3. Payment to the vendor must be done prior to the event. No food items can be sold in the park or cash exchanged on the premises.
4. Vendor is not permitted to use foam (aka Styrofoam) food ware.
5. Vendor must comply with all cooking and food warming guidelines of the Department of Public Safety Standards for Outdoor Assembly Events document (located on the City of Sunnyvale website).

Can Food Trucks serve food at the event?

Food Trucks can provide food at your event as long as it is paid for before the event. No food items are permitted to be sold in the park or cash exchanged on the premises. Food Trucks will be charged \$20 per truck to enter the park and must stay in designated areas in the parking lot. Food Trucks cannot drive onto the park grounds at any time and are not permitted to vend to the public while providing food for your event.

Can I have alcohol at the event?

Alcohol is permitted in the park only in conjunction with a meal. All alcohol consumption must remain in the picnic areas. Alcohol is limited to beer, wine and champagne. Hard alcohol, including mixed drinks and cocktails are not permitted in the park. The sale of alcoholic beverages is not permitted in Baylands Park.

TEMPORARY STRUCTURES

Can I set-up tents or canopies larger than 10'x10'?

Yes, but any tents larger than 10'x10' 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.

Can I have inflatables (jumpers) at the park?

Inflatables are allowed in pre-approved locations and must be rented through a City approved vendor (<https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=23016>). 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. Event organizers will be charged a \$25 permit fee for each inflatable.

Can I set-up a stage?

Yes, stages are permitted in the park. Requirements for stages, applications for permits and conditions will be provided by the City Building Department. Event organizers with approved stages will be charged a \$604 permit fee per stage.

Will I be required to supply portable restrooms for my event?

All events with over 250 people will be required to order portable toilets (at least one being ADA compliant) and hand washing stations. City employees will provide the exact number required after reviewing the event details in the special event application.

Can I have amplified sound at my event?

Yes, special event organizers can obtain an amplified sound permit for \$25. Amplified sound is not allowed in the park prior to 10 a.m. and all speakers will be required to be oriented northwest, toward the Bay.