



CITY OF CAMPBELL

RECREATION & COMMUNITY SERVICES

CITY PARK SPECIAL EVENT APPLICATION

1. SUBMITTAL DATE

TODAY'S DATE _____

Applications must be submitted 90 days in advance. Incomplete applications not be approved. Applications submitted less than 90 days in advance will only be considered if staff time allows. **Completed/initialed application, event description, event map, and application processing fee must be included at time of submittal.**

2. EVENT INFORMATION

Event Name:	
Type of Event: Run/Walk/Footrace Festival Other: _____	Location of Event: Edith Morley Park Campbell Park Campbell Park & Trail Orchard City Green Community Center
Has this event been produced before? ____ Yes ____ No	
Is this an annual event? ____ Yes ____ No	
Single Event Date:	Multi-day Event Dates:
Event Start Time for Public:	Event End Time for Public:
Set-up Date(s): _____ to _____	Set-up Time(s): _____ to _____
Clean Up Date(s): _____ to _____	Clean Up Time(s): _____ to _____
Estimated Attendance:	Admission Charged? ____ Yes ____ No
Amplified Sound? ____ Yes ____ No	Live Entertainment? ____ Yes ____ No
Alcoholic Beverages Served? ____ Yes ____ No	Alcoholic Beverages Sold? ____ Yes ____ No
Food Booths? ____ Yes ____ No	Vendor Booths? ____ Yes ____ No
Food Trucks? ____ Yes ____ No	Generators Used? ____ Yes ____ No
Electrical Access? ____ Yes ____ No (Orchard City Green & Campbell Park ONLY)	

3. APPLICANT / CONTACT INFORMATION

Name of Applicant/Event Planner:

Street Address:

Apt/Unit/Suite:

City:

State:

Zip Code:

Email Address:

Cell Phone:

Other Phone:

NOTE: This is the person the City will be working with on coordinating this event. Applicant/Event Planner is responsible for all aspects of this event, including obtaining insurance and other required permits.

Name of Sponsoring Organization/Company:

Street Address:

Apt/Unit/Suite:

City:

State:

Zip Code:

Email Address:

Main Phone:

Fax #:

Website:

Event Contact Name for Public Information: *(if different from Applicant)*

Email Address:

Phone 1:

Phone 2:

Website:

On-Site Contact Name(s) for Day of Event:

Name:

Cell Phone:

Name:

Cell Phone:

NOTE: On-site contact(s) must be on-site during event hours including set-up and clean-up.

4. MANDATORY INFORMATION

THE INFORMATION BELOW IS REQUIRED FOR ALL SPECIAL EVENTS AND MUST BE PREPARED AS DESCRIBED. ANY APPLICATION WITH INCOMPLETE INFORMATION WILL NOT BE ACCEPTED AND FEES WILL NOT BE REFUNDED.

Initial:

EVENT DESCRIPTIONS

a. Brief Event Description: A brief 50 words or less event description must be submitted for possible use in brochures, websites, or other publications.

Initial:

b. Detailed Event Description: A detailed event description must be submitted describing all aspects of the event including: logistics, schedule of events, changes from previous years events, and any other relevant information.

Initial:

SITE DIAGRAM or ROUTE MAP

A detailed drawing depicting the proposed activity's layout, including the number and location of any booths, tables, stages, fences, waste receptacles, signage, portable toilets, and all other event equipment. For parades, runs, walks, and races: a detailed map showing the proposed activity's complete route, staging area, start and finish points, direction of movement and proposed street closures. For street closures, indicate the specific lane(s) requiring closure.

Initial:

Event Description - BRIEF

Describe your event in 50 words or less

Event Description - DETAILED

Attach additional documents if more space is needed.

5. INSURANCE

EVENT ORGANIZER SHALL PROVIDE INSURANCE AS FOLLOWS NO LATER THAN 14 DAYS IN ADVANCE OF THE EVENT.

Initial:

The Organizer shall furnish the Risk Manager a Certificate of Insurance showing there is in force the following valid Policy naming the Organizer as insured and showing:

- **Commercial General Liability:** minimum \$1,000,000 combined single limit per occurrence for bodily injury and property damage including products and completed operations.
- **Automobile Liability:** (required for parades and car shows) minimum \$1,000,000 combined single limit per accident for bodily injury and property damage for all owned, hired or non-owned vehicles.
- **Liquor Liability** (if alcohol is being served or sold): minimum \$1,000,000 limit per occurrence.
- **Workers' Compensation and Employers' Liability:** limit of not less than \$100,000 per accident as required by the Labor Code of the State of California. (This is needed to cover all employees and volunteers)

Required Endorsements

- Commercial General Liability Certificate must be accompanied by the following endorsements:
- The City of Campbell, its officers, employees, agents, and contractors must be named as additional insured.
- Ten (10) day written notice of cancellation or changes in coverage shall be provided to the City of Campbell.
- The insurance is primary insurance as respects the City, its officials, employees, agents, and contractors. Any other insurance the City may have shall be considered excess insurance only.
- Coverage shall state that the Organizer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- The Organizer shall include all subcontractors as insured under its policies or shall obtain separate Certificates of Insurance and Endorsements for each subcontractor.

6. AMPLIFIED SOUND

The City of Campbell defines "amplified sound" as speech, music, or other sound projected or transmitted by electronic equipment including amplifiers, loudspeakers, microphones, or similar devices which are powered by electricity, battery, or generators and which are intended to increase the volume, range, distance or intensity of speech, music or other sound. The City may restrict the use of amplified sound depending on the impact to residents.

a. Will this event include amplified sound? Yes No

b. What times are you requesting amplified sound? This includes set-up, sound checks, and clean up. Start: _____ End: _____

c. Describe the sound equipment that will be used at the event: _____

7. ALCOHOL

The Organizer is responsible for the following:

- Obtain an authorization letter from the Campbell Police Department.
- Obtain a permit from ABC.
- The Organizer is responsible for maintaining controls as specified by the Alcoholic Beverage Control Board. The following list may not be current, please verify requirements with ABC to assure compliance. Organizer must ensure that:
 - Servers are at least 21 years of age.
 - No person under the age 21 years is served.
 - No person is served who appears intoxicated.
 - Alcohol is consumed only within designated areas.
 - Alcohol quantity per cup/serving is limited to **14oz for beer and 4 oz for wine** only.
 - Service of alcohol is limited to no more than two cups per customer per purchase.
 - No cans or bottles of alcohol are brought into the event area by attendees.
 - Alcohol is not to be carried outside or brought inside the designated event area.
- Hours of sale will be determined by the Campbell Police Department. Police may close the sale of alcohol at any time during the event if they determine that these controls are not being adhered to or in the interest of public safety. Please note that the ABC may also visit the event site to determine that their requirements are met.
- The Organizer must provide information at the pre-event meeting on the following:
 1. Confirm the quantity of beverage dispensed per serving,
 2. The amount to be charged per serving, and
 3. If alcoholic beverage sales will be cash, token or both prior to the pre-event meeting,
 4. Provide a sample of the age identification mechanism (after their age has been verified) of (i.e. wrist band or other such I.D to be issued to each individual consuming alcohol (a sample must also be included in the permit package submitted to the City).
- Signs must be posted at all exits that "Alcohol is NOT Allowed Beyond this Point".

I have read and acknowledge the above rules and regulations surrounding the consumption and sale of alcohol. Initial:

8. ALCOHOL MANAGEMENT PLAN

Are you requesting permission to serve alcohol at your event? YES NO

Will alcohol be sold to the attendees? YES NO

If yes, type of alcohol (check all that apply): Beer Wine

a. Explain your sales plan (ticket system, cash at service area, etc.): _____

b. Explain your method of serving: _____

c. Explain who will serve the alcohol (professional bartenders, volunteers, etc.): _____

d. How many alcohol service locations will you have and where will they be located? (include on site map):	_____

e. Is the event open to all ages? Yes No	
Explain how IDs will be checked, wrist bands applied and how you will monitor any underage drinking:	_____

f. Do you have an alcohol sponsor? Yes No If yes, explain: _____	

9. AUTHORIZATION TO HOST EVENT

Event organizer acknowledges and understands that the application submission is not an authorization to host the event. All marketing materials, websites and social media outlets shall not list or indicate an event hosted within the City of Campbell prior to receiving the authorization letter issued by the city.	Initial: _____
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10. EVENT TERMINATION

Event organizer acknowledges and understands that City staff can immediately suspend a permit (shut down a special event) if violations or safety issues occur that the on-scene personnel feel needs to be shut down.	Initial: _____
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11. DUE DATES

Event Organizer is responsible for submitting all additional permits from outside agencies no later than 14 days prior to the event date.	Initial: _____
Event Organizer is responsible for hosting safety inspections with required outside agencies when deemed necessary.	Initial: _____

12. FEES

APPLICATION FEES: Event Organizer agrees to pay all required application fees upon submission of this application.	Initial: _____
PERMIT FEES: All permit fees for events are due upon signing the authorization letter.	Initial: _____
FINAL PERMIT FEES: Event Organizer agrees to pay remaining balance of fees within 30 days of being invoiced by the City if additional charges are applied.	Initial: _____