



Recreation and Community Services Department

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8:00 a.m. – 5:00 p.m. Monday – Friday



City Park Special Event Policy

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I. INTRODUCTION

The purpose of the City Park Special Event Policy is to provide a process for permitting special civic, cultural, and fundraising events using public property, specifically designated City Parks. This policy applies to any gathering of 100 people or more requesting to host an event at one of the designated City Park locations.

II. POLICY GUIDELINES FOR ALL SPECIAL EVENTS

- The event must contribute to the economic enhancement, cultural enrichment and/or promotion of the City.
- The event must not severely disrupt normal business and residential traffic patterns. Plans must be developed that mitigate public inconvenience to the greatest extent possible.
- The proposed site must be suitable for the event, with consideration given to adequate space, traffic flow, parking, electricity, health and safety requirements, and impact on the site.
- Whether sufficient police services can be provided to assure proper traffic control and the orderly conduct of the special event.
- Whether the special event will interfere with any other public events to be conducted on the same day.
- The Organizer must pay for all City services as required by City Council Policy. The alcohol sales will be by permit only. Permits are subject to approval by the Chief of Police and are subject to the guidelines established by the Alcoholic Beverage Control Board of the State of California.
- Special Events are only permitted in the City parks listed in the Site Location Overview section.
- Any special event permit can be immediately suspended if violations or safety issues occur that the on-scene personnel feel needs to be shut down.

III. COMMUNITY IMPACT MEASURES

Without appropriate planning, events can have significant negative impacts on the community (ex.: excessive traffic, illegal parking, litter, & graffiti). Therefore, the City requires that Organizers take specific measures to mitigate anticipated negative impacts, including but not limited to:

- Distribute flyers giving advance notice to nearby neighborhoods and residents and any impacted businesses of event dates.
- Develop and implement parking and traffic control plans for residential areas.
- Prohibit the posting and/or distribution (before and during the event) of stickers, coupons, or flyers anywhere within Campbell. The Organizer shall be subject to fines imposed by the City to cover costs for clean-up should any of the above occur.
- All COG signs are prohibited.

IV. WALK / RUN / RACE GUIDELINES

- Any request for a walk/run/footrace which requires the closure of a public street must submit their request directly to the Police Department.
- All requests for walk/run/footrace through this policy are only permitted at Campbell Park with the utilization of the Los Gatos Creek Trail. The duration of any walk, run or race should not exceed two hours.
- Quiet zones may be established by the City, within which no amplified sound, band music and/or percussion, sounding of vehicle horn/siren, etc. may occur.
- An adequate number of trash receptacles as determined by the City must line the walk, run or race route.

V. ALL EVENT GUIDELINES

INSURANCE

The Organizer must provide a Certificate of Insurance and Endorsements that meet with the City Risk Manager's approval no less than 14 days prior to the special event. Failure to obtain the proper insurance will result in the cancellation of the special event and no refund will be provided. The cost of such insurance shall be the responsibility of the Organizer.

The Organizer shall obtain and maintain for the duration of the event (including setup and dismantling times) insurance against claims for injuries to persons or damages to property which may arise from or be in connection with the event and related work performed by the Organizer, its agents, representatives, employees, volunteers, or subcontractors; products and completed operations of the Organizer; premises owned, leased or used by the Organizer; or automobiles owned, leased, hired or borrowed by the Organizer.

The following insurance requirements are standard for special events:

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.

AMPLIFIED SOUND

Amplified sound is any sound that is enhanced by mechanical or electronic means. Amplified sound is **not** permitted in residential areas. The City may place a restriction on the decibel output or on the hours allowed for any amplified sound request.

TRASH AND CLEANUP

Organizer is responsible for having adequate waste receptacles and must remove all waste and end of the event. Litter and trash control shall include the event site and a one (1) block radius around the event site. Organizer is to provide copies of rental agreements for commercial dumpsters and designate locations. The coordination of drop-off and pick-up of waste receptacles is the responsibility of the event Organizer.

Cleanup - The Organizer must submit an event cleanup plan. The plan must indicate:

1. Sufficient staff to handle cleanup throughout the day and after the event

2. Sufficient equipment placed in effective locations (dumpsters, totes, trash receptacles, hot coal barrels, and grease barrels).

If necessary, City staff will provide post-event cleanup **at the expense of the event organizer.**

- Vendors must extinguish all coals before dumping them in a designated receptacle.
- Booths, stages and other equipment must be removed immediately following the event to permit trash and garbage cleanup.

PORTABLE TOILETS

Organizer is responsible to provide portable toilets and handwashing stations for their event if on site restroom facilities are not adequate for event size. Organizer will be required to indicate their location on the site diagram. The number of portable toilets will be based on a minimum of an 8th of 1% of the anticipated number of participants expected **with a minimum of four (4) portable toilets (2 unisex and 2 accessible).** This formula will be used unless applicant can substantiate the availability of both accessible and non-accessible facilities in the area of the event. A **minimum of one (1) handwashing station** will be required per four (4) toilets needed. The coordination of drop-off, pick-up and security of portable toilets/handwashing station is the responsibility of the event Organizer.

Ten percent (10%) of the total number of toilets shall be accessible. Location/layout shall indicate that all portable toilets are located on level sites (no more than a 2% slope) with appropriate clear path-of-travel (a minimum of 48" wide) to the toilet entrance. The goal is to have at least one wheelchair accessible toilet in each grouping of portable toilets.

TENTS AND CANOPIES

Article 32 of the State Fire code requires that permits be obtained for the rental, use, or installation of:

- Tents over 200 square feet in size; and
- Canopies over 400 square feet in size.

When more than one tent or canopy is installed at the same location, adjacent to one another, the total square footage shall be computed for the purpose of enforcing the need for a permit.

The code was written to provide assurance that the fabric is of a non-flammable material, the unit is properly installed and anchored to the ground, and exits are clearly marked and readily accessible in the event of an emergency.

The Santa Clara County Fire Department is the governing body for the City of Campbell. They will generally only issue the permits to the vendor who owns and sets up the tents and canopies.

To obtain a permit, or obtain further information, contact:

Santa Clara County Fire Department (408) 378-4010, Office of Fire Prevention 14700 Winchester Blvd., LG, CA 95030

When erecting a tent or canopy **no stakes shall be placed into the ground** (to prevent damage to the irrigation system). Weights, sandbags, or barrels of water are suggested alternatives. Tents or canopies larger than 10'x10' are not permitted on any turf spaces. The Recreation and Community Services Department has final authority on the use and number of tents or canopies in City parks and all tents and canopies meeting square footage restrictions listed above are subject to approval from the Santa Clara County Fire Department.

ELECTRICAL

Electrical power is limited by location and the amount of power needed. The City will not be able to provide power in many locations, and in those cases the Organizer will need to use whisper quiet generators for power and provide Santa Clara County Fire Department approved fire extinguishers. If City staff is required to assist with electrical access, the Organizer will be charged the fee associated and approved within the City's Fee Schedule. There will be no charge for actual power used.

AIR JUMPERS

Only City approved air jumpers are allowed to provide services. For a current list of approved air jumper rental companies, please visit www.campbellca.gov/picnics. All approved air jumper companies must provide proof of Campbell Business License and current liability insurance with required limits dictated by the City.

FOOD TRUCKS

Food Trucks are allowed at special events with a designation as to the number of trucks at each site. Food Trucks must be approved by staff, must have a current Campbell Business License to operate business within the City of Campbell, and have a Health Inspection Pass from the Santa Clara County Health Department. The Organizer is responsible for ensuring all Food Trucks have proper permits with the health department and must submit the business name prior to the permit being issued. Staff has final approval on number of food trucks, location of food trucks and time allowed to be on site for the special event.

VI. PERMITS FROM OUTSIDE AGENCIES

The Organizer is responsible for obtaining all necessary permits required but not limited to those outlined below. Depending on the event plan, these may include the following:

- **Department of Alcoholic Beverage Control (ABC) permit – Daily License Application [Form ABC-221](#)**
 - **Outdoor events may require Supplemental Diagram [Form ABC-253](#)**
- **Santa Clara County Fire Department activity permit (for tents, canopies, food booths) [Application](#)**
- **Santa Clara County Department of Environmental Health – [Permit Information](#)**
- **Certificate of Insurance meeting the City’s requirements**

The Organizer is also responsible for ensuring that event vendors obtain the following, as required:

- **Temporary event food permit**
- **Temporary seller’s permit**
- **Food vendors must comply with both City and Fire Department requirements including fire retardant tarps or plywood under all cooking apparatus and covering the floor inside the booth. Vendors must protect all pavements to ensure prevention of grease soiling and spatter.**

The Organizer must submit all the required permits (above) to the City no later than **fourteen (14) days** before the event and must submit an original copy of the certificate of insurance to the City no later than **fourteen (14) days** before the event. Organizer is responsible for coordinating any and all safety inspections with County Fire or the Health Department the morning of the event for final approval.

PERMIT RESOURCES

- **Alcoholic Beverage Control, State of California**..... 408-277-1200
100 Paseo de San Antonio, Rm. 119, San Jose, CA 95113
<https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>
[Form ABC-221](#) **[Form ABC-253](#)**
- **California Department of Tax and Fee Administration** 408-277-1231
250 S. Second Street, San Jose, CA 95113
<https://www.cdtfa.ca.gov/industry/temporary-sellers.htm>
- **Department of Environmental Health, Santa Clara County** 408-918-3400
1555 Berger Dr. #300, San Jose, CA 95112
<https://cpd.sccgov.org/programs-and-services/temporary-events>
- **Santa Clara County Fire Department** (Permits for food booths, tents and electrical use)..... 408-378-4010
14700 Winchester Blvd., Los Gatos, CA 95030-1818
<https://www.sccfd.org/fire-prevention/applications-forms/> **[Application](#)**

VII. SITE LOCATION OVERVIEW

Below list specific locations for permits through this Special Event Policy. The City only permits Special Events in the City parks or public spaces listed below. All street closure requests must be approved by the City Council and Campbell Police Department.

LOCATION	Max Occupancy	City Electrical Access?	Alcohol Allowed?	Alcohol Sales?	Food Booths?	Food Trucks?	Vendor Booths?
Edith Morley Park	200	No	Yes	No	No	2	Yes
Campbell Park	300	Yes	Yes	No	No	1	No
Campbell Park w/Trail foot race only	1,000	Yes	Yes	No	No	1	No
Orchard City Green	750	Yes	Yes	Yes	Yes	No	Yes
Community Center	900	No	No	No	Yes	3	Yes

***Final approval of number and location is determined by the Santa Clara County Fire Department.**

VIII. VENDOR CONDITIONS & REGULATIONS

- Vending activity will be limited to the area within the event site approved by the City. Vending activity must not block or impede pedestrian movement or through access of City park.
- All vending equipment must be easily moved and self-supporting. No equipment or advertising sign shall be fastened to, or posted on any hydrant, light pole, street fixture, or other permanent structure.
- Each vendor must clean his/her area of operation and remove all goods and equipment at the close of the event.
- Vendors of taxable goods or services must meet State Board of Equalization permit requirements. Sellers can obtain the Application for Temporary Seller's Permit (Form #BT-400-MT) from the State Board of Equalization, Special Events Coordinator, 250 S Second Street, San Jose, CA 95113 (408) 277-1231.
- The Organizer is responsible to obtain evidence that sellers hold a valid seller's permit or that they are not offering for sale any items subject to sales tax. Sellers with permits may verify their permits by giving you their sales tax numbers.
- If the seller is not offering for sale items that are subject to sales tax, they must complete Form #BOE-410-D obtained from the local Board of Equalization Office.
- Prior to the event, the Organizer must deliver to the local Board of Equalization office the sales tax numbers of all sellers who have temporary or permanent seller's permits, and copies of Form #BOE-410-D from sellers who are selling non-taxable items.
- All vendor and/or sponsor booths must be on paved surface and are never permitted on turf.
- Staff has final approval of location of any and all booth spaces for special events.
- Sponsor booths are for the dissemination of information and do not sell any products or services while at the event; while vendor booths sell or vend products and/or services at the event.
- Sponsor booths may be approved by staff in event locations where vendor booths are not allowed.

IX. FOOD BOOTHS

PERMIT REQUIREMENTS

Event Organizer is responsible to provide evidence of at least one each: 1) dish washing, 2) waste, and 3) grease station per separate food booth location. Temporary food booth operators must comply with **Santa Clara County Fire Department** regulations and **Santa Clara County Environmental Health Services** regulations for operation of food booth(s). Santa Clara County Fire Department inspects food booths for compliance with public safety requirements, and Environmental Health Services regulates food preparation and handling as well as food booth construction. The Organizer is responsible for submitting food booth operators' application and fees to Environmental Health Services no later than **fourteen (14)** days prior to the event. **Forms may be obtained from the County of Santa Clara, Environmental Health Services, and Office of Consumer Protection.** The Organizer must also complete a **permit application for Special Events from Santa Clara County Fire Department**, 14700 Winchester Boulevard, Los Gatos 95030-1818 tel. (408) 378-4010 FAX (408) 378-9342. Forms may be obtained from Santa Clara County Fire Department.

Booth Construction: located a minimum of 20 feet from any permanent structure; cooking booths separated from non-food booths by 10 feet; all fabric or pliable canopy covers, must be fire resistive material and labeled as such, exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches high; vehicles shall be parked a minimum of 20 feet from the booth. Access to the back of the food booths must be blocked by temporary fencing.

BOOTH REQUIREMENTS

1. **Cooking Equipment:** See Santa Clara County Health and Fire Dept. Guidelines for current regulations. All cooking equipment shall be of an approved type; Coleman stoves of equivalent with approved fuel only (no gasoline or kerosene, no fueling in booth, no fuel storage in booth); butane or propane equipment shall conform to: a) maximum size is 5 LPG, b) tanks shall have a shut off valve, c) stove must have an on/off valves, d) hoses must be of type approved for use with equipment, e) tank must be far enough away from stove to be shut off in case of fire, f) tank must be protected from damage and secured in upright position, h) tanks outside booth must have a pressure regulator if in excess of 5 gallon capacity, l) no storage of extra butane or propane tanks in booth, j) turn off tank when not in use; all connections must be tested prior to use; a minimum of 18 inches shall be provided between booth backdrop material and cooking appliances; and a minimum of 16 inches shall be provided between deep frying appliances and open flame stoves.
2. **Fire Extinguishers:** each booth must have a minimum 2A-10BC rated portable fire extinguisher; deep fat/flame-type cooking may require additional &/or larger units as determined by Fire Marshall; fire extinguishers shall conform to the following: a) must be mounted or secured so it will not fall over, b) must be visible and accessible and away from the cooking area, c) must have been serviced within the past year with a service tag attached.
3. **Charcoal BBQ Cooking:** is prohibited inside booths; only commercially sold fuel may be used; shall be performed only in areas away from public access and shall be located a minimum of 10 feet from any booth and a minimum of 15 feet from any permanent structure, only commercially sold lighter fluid or fire starters may be used, no storage of starter in booth, coals shall be disposed of only in metal containers designated for such purpose and approved by the Fire Marshal. Dumping of coals in trash containers is prohibited!
4. **Wood BBQ Cooking:** is prohibited inside booths, shall be performed only in areas away from public access, distances from wood BBQs to permanent structures or festival booths shall be as approved by the Fire Marshall, fuel shall not be stored inside booths, coals shall be disposed of only in metal containers designated for that purpose and approved by the Fire Marshal. Dumping of coals in trash containers is prohibited!
5. **Deep Fat Fry/Flame Cooking:** shall be located in a separate enclosure where only cooking operations are performed, these enclosures shall conform to booth construction requirements, but the top of the enclosure shall be open or shall have metal screening with a minimum height of 7 feet. Floor covering of fire-retardant

tarps or plywood is required under all cooking equipment (grills, fryers, BBQ's, etc.) and must extend a minimum of 2 feet beyond the cooking equipment on all sides to prevent grease from accumulating on the street or sidewalk surface. The stacking of supplies and/or equipment against any buildings, news rack or structure is prohibited.

6. Housekeeping: use non-combustible materials, when possible, in cooking areas, remove trash accumulations regularly, clean cooking surfaces regularly to prevent grease build-up.
7. Fire Safety Tips: know where the fire extinguisher is and how to use it, don't leave food cooking unattended, don't wear loose-fitting clothing when cooking, keep combustibles away from heat sources.

X. ALCOHOL

The sale of alcohol is allowed by permit only. The Organizer must:

- Obtain an authorization letter from the Campbell Police Department (408) 866-2121
- Obtain a permit from the: **STATE OF CALIFORNIA
ALCOHOLIC BEVERAGE CONTROL
100 Paseo de San Antonio, Room 119
San Jose, CA 95113
Tel: (408) 277-1200**
- The Organizer will be responsible for maintaining controls as specified by the Alcoholic Beverage Control Board. The following listing 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".

XI. APPLICATION PROCESS

Below provides a detail description of the application process. It is critical that event organizers adhere to listed timelines. Failure to submit materials completely can result in applications being denied. All permits that require City Council approval cannot begin less than 90 days prior to the event.

STEP 1: Submit Special Event Application

At least 90 days prior to event

The Special Event Application is very thorough and will collect all the necessary information to make permitting your event a smooth process. Failure to provide all the requested materials (descriptions, site diagrams, financial reports, etc) will greatly delay the process and possibly result in your request being denied.

STEP 2: Attend Pre-Event Meeting

**No later than 60 days prior for NEW events
30 days prior for returning events**

After the City receives a completed application with all required materials a pre-event meeting with the Event Organizer and representatives from City departments will be scheduled a minimum of 60 days before the event for returning events and 30 days prior for new events. The Event Organizer **must** attend this meeting.

At this meeting, the Event Organizer will present the proposed event plan and, with City staff, will finalize an event plan that meets public health and safety standards, provides for the delivery of City services and addresses the concerns of the community. The necessary number of portable toilets, waste containers, medical personnel, security personnel, etc., will be jointly determined and the Organizer will be informed of all required fees, permits and insurance.

STEP 3: Receive Authorization Letter from the City

14 days after Pre-Event Meeting

After the event plan has been finalized, the City issues an event authorization letter to the Event Organizer. The letter includes specific conditions that must be met by the Event Organizer in conducting the event, and gives a City services cost estimate based upon the agreed event plan.

Before any event activity may begin, the Organizer **must** sign the letter and agree to:

1. Adhere to the conditions approved by the City as outlined in pre-event the meeting minutes.
2. Reimburse the City for the balance of the actual cost of City services within thirty (30) days from date of invoice.
3. Pay for any damage to or loss of City property as a result of the event.

Upon the return of the signed authorization letter, all applicable permit fees are due.

STEP 4: Submit Insurance and Permits from Outside Agencies

14 to 21 days prior to event

A Certificate of Insurance meeting all requirements outlined in this policy must be submitted to the City all the endorsement pages. In addition, any required permits from outside agencies such as ABC, County Fire, Health Department etc, are also required to be submitted to City staff no later than 14 days prior to the event date.

STEP 5: Portable Toilets & Trash Bin Verification

14 days prior to event

Event Organizer must provide City with copies of agreements that provide evidence of adequate portable toilets and trash bin arrangements for expected attendance.

STEP 6: Pre-Event Site Walkthrough

1 to 2 days prior to event

Attend pre-event site walkthrough with City appropriate staff from any or all departments such as Recreation, Public Works and/or Police.

STEP 7: DAY OF EVENT – SAFETY INSPECTION

SCHEDULED EVENT DATE

For any event that required a permit the Santa Clara County Fire Department and/or the County Environmental Health Department is also required to conduct an on site safety inspection with the respective agencies prior to the start of the event.

XII. FEES

COST ESTIMATES

City departments may provide the following event support services at full cost recovery:

- Tow zone signs for event host’s posting and removal
- Minimal access to electrical service (Orchard City Green Only)
- Street Sweeping, litter pickup, trash removal, power washing of pathways and repairs for damage to public property
- Barricade and cone delivery/installation/removal
- Uniformed Officers
- Other Staff Support

At the pre-event meeting, City staff will determine which City services are required. Based on the event plan developed at the pre-event meeting, City departments will submit cost estimates to the City. If City staff finds it necessary to change the event plan after the pre-event meeting, the City will advise the Event Organizer of the changes and any related cost increases or decreases. If the Event Organizer requests changes to the event plan after the pre-event meeting, it is the Event Organizer’s responsibility to inform the City immediately. Revised cost estimates will be prepared based on the current information. All plans are subject to final acceptance/approval by the City of Campbell.

Cost estimates will be included in the Event Authorization Letter and the Event Organizer is responsible for 25% of those fees at the time of signing.

DUE DATES FOR FEES

Application and New Event (if applicable) Fees	Due upon submission of completed Special Event Application
Refundable Deposit and permit fees	Due in full upon signing Event Authorization Letter

FEE SCHEDULE

CITY PARK PERMIT FEES – NON-STREET CLOSURES

Application Fees:	
a) Application Fee	\$25
a) New Event Fee	\$100
Special Event Permit Fee	\$850/day
ADDITIONAL FEES FOR ALL EVENTS	
Security/Clean-up Refundable Deposit	\$500
Equipment Use Fees - <i>Varies based upon equipment needed.</i>	See Public Works Fees
Electrical access (<i>Orchard City Green & Campbell Park Only</i>)	\$194
Event Day Staff Support	
Police	Actual Costs
Public Works	Actual Costs
Recreation	\$40/hour



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: _____