

**FEES & CHARGES SCHEDULE  
FOR DOWNTOWN SPECIAL EVENTS  
Effective 7/5/10**

**Special Event Fees**

Note: Not all fees are applicable to all events. This table summarizes all potential fees that may be assessed as appropriate for the nature, size and location of the proposed event.

<b>A.</b>	<b><u>Special Event Fees</u></b>	<b><u>FY 10/11</u></b>
	New Event Application Fee	\$ 500.00
	Administrative Review Fee	\$1,300.00
	Equipment Use Fees	See Public Works Fees
	Event Day Staff Support	Actual costs
	Security/Clean-up Refundable Deposit	\$ 500.00
	Special Event Permit	\$1,500.00/day

<b>B.</b>	<b><u>Event Day Staff Support</u></b>	
	Police	Actual Costs
	Public Works	Actual Costs

**C.** **Administrative Review Fee** covers the costs associated with the Special Event Committee's time to schedule meetings, prepare agendas, attend meetings, prepare and distribute notes, attend site walk-through, prepare invoices, collect and process fees, etc).

**D.** **Equipment Use Fees**  
These are fees for such items as barricades, cones, safety vests, No Parking Signs, etc. All items are listed and will be charged as indicated on the current Public Works Fee Schedule.

**E.** **New Event Application Fee** covers all costs associated with obtaining the required documents for a new event proposal, preparing the event memo, routing the application to appropriate departments, and follow-up with applicant. If the event is approved, this fee shall be applied to the event fees.

**F.** **Special Event Permit Fees** are designed to cover the costs of the impact special events have on public property.

**G.** **Public Works Fees** include the cost for Public Works personnel and associated equipment required for closing the streets (i.e. barricade installation/removal, pick-up trucks, closing and opening the streets, provision and placement of directional and/or letter board signs, etc.).

- H. **Police Fees** cover costs associated with the services provided by the Campbell Police, which shall include, but not be limited to, closing the streets and event day supervision provided as per the Police Security Plan developed by CPD. Organizer shall be responsible for services provided after event closure until the crowd has dispersed and the area is deemed safe.
  
- I. **Refundable Deposit** is a fee held on deposit to use in the event of damage to public property. If any damages should result and repair/replacement costs exceed \$500, the event host will be billed for the balance. If there are no damages and no additional fees due, this deposit shall be returned to the event organizer.

These fees and charges were approved by the City Council on May 4, 2010 and are effective on July 5, 2010.