



# Downtown Special Event Policy & Application Packet



FOR THE  
CITY OF CAMPBELL  
70 N FIRST STREET  
CAMPBELL, CA 95008

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Revised & Adopted 3/1/11

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# I. EASY REFERENCE GUIDE

## CITY DEPARTMENTS

## TELEPHONE

Police Department Administration	
Event Security, Traffic Control and Crowd Management.....	866-2710
70 North First Street, Campbell, CA 95008	
Community Development	
Downtown Gateway Banners .....	866-2140
Downtown Special Events .....	866-2192
<u>Public works Department</u>	
Grounds & Street Maintenance .....	866-2127
Traffic Engineering.....	866-2154

## COUNTY/STATE AGENCIES

## TELEPHONE

Alcoholic Beverage Control, State of California .....	277-1200
100 Paseo de San Antonio, Rm. 119, San Jose, CA 95113	
Board of Equalization, State of California .....	277-1231
250 S. Second Street, San Jose, CA 95113	
Department of Public Health, Santa Clara County.....	918-3400
1555 Burger Dr. #300, San Jose, CA 95112	
Santa Clara County Fire Department	
Permits for food booths and electrical use .....	378-4010
14700 Winchester Blvd., Los Gatos, CA 95030-1818	

If you have any questions on the special event application process, please contact:

**CITY OF CAMPBELL  
70 N FIRST STREET  
Campbell, CA 95008  
Tel: (409) 866-2192 Fax: (408) 379-2572**

## II. REQUIRED TIMELINE

WHAT ORGANIZER MUST DO	DUE DATE
Submit Special Event Application including site map to the City	<b>At least 120 days</b> before event and no more than 1 year before the event.
Submit Temporary Banner Request to Community Development Department	<b>A minimum of 90 days</b> before event
Attend Pre-event Meeting scheduled by the City	New events require meeting <b>90 days</b> in advance Returning events require meeting <b>60 days</b> in advance
Receive Authorization Letter from the City	<b>Within 60 days</b> after application
Secure and submit Certificate of Insurance to the City	<b>14 to 60 days</b> before event
Secure required permits from appropriate departments or agencies	<b>14 to 60 days</b> before event
Cost estimates for City services available from the City	<b>14 to 30 days</b> before event
Submit copies of all applicable permits to the City	<b>14 to 21 days</b> before event
Submit Electrical Services Worksheets to the City	<b>14 days</b> before event
Provide evidence of portable toilet and trash bin arrangements	<b>14 days</b> before event
Attend pre-event site walkthrough - arrange with the City and Public Works	<b>1 to 2 days</b> before event
<b>HOLD EVENT</b>	<b>SCHEDULED EVENT DATE</b>
Clear event site of all litter	<b>Immediately</b> after event
Remove all event equipment from event site (portable toilets, fencing, booths, stage, etc.)	<b>Within 24 hours</b> after event and/or before start of business the next day. Signs removed <b>within 24 hours</b> after event.
Post-event site walkthrough - arrange with the City	<b>1 to 2 days</b> after event
Post-event meeting the City and Public Works	<b>7 to 30 days</b> after event
Receive invoice for City services	<b>30 to 45 days</b> after event
Submit payment in full for City services	<b>Within 30 days</b> of invoice date

### III. APPLICATION PROCESS

Events held on public property in the Downtown (Campbell Ave. within the loop streets) will be coordinated by the City of Campbell and authorized by the City Council. It is the intent of the City to allow a limited number of outdoor public events for the general economic benefit of the City's business community, cultural enrichment and/or promotion of the City. This policy provides a process for permitting special civic, cultural and fundraising events using public property including streets, sidewalks, City owned property or other public rights-of-way.

#### GENERAL POLICY GUIDELINES

- 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.
- 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.

#### APPLICATION MATERIALS

The Special Event Organizer (Organizer) is responsible for submitting a complete Downtown Special Event Application to the City **as early as possible, but no later than 120 days prior to the event.** If an application is submitted less than 120 days before an event, the City may be unable to deliver the required City services and/or to authorize the event.

The application should be filled out completely and indicate all City services required/requested to support the event. The following items are required to be submitted with the application:

**Event Site Diagram and/or Route Map** - must accompany the application, indicating the layout of all equipment (food & vendor booths, alcoholic beverage sales locations, food & beverage consumption areas, tent & canopy locations, stages, first aid & lost child facilities, information/headquarters area, trash & recycle container locations, portable toilets, vendor & public parking areas, fencing, etc.); all street closures (including number of lanes to be closed) and parking tow zones; the direction of travel of any parade, race, run or walk; and all other proposed event activities. Blank diagrams for established venues are available from the City. However, for any event venue, the Organizer may develop a diagram of the site.

**Event Description** - Two separate descriptions should be submitted with an application. **1) A brief event description**, of 50 words or less should be submitted for possible use in City brochures, websites, or other publications. **2) A detailed event description** should be submitted describing all aspects of the event including: logistics, schedule of events, changes from previous years events, and any other relevant information.

**Event Financial Report** - This should include an itemized expense and revenue report of direct costs from the previous year's event. If this is the first year for the event, include a plan with an itemized estimate of expenses and revenue to be generated by the event. If the event is a fundraiser, also include the amount of revenue that will be distributed and to whom (which non-profits).

For an application to be accepted it must be complete and include all the above attachments. Incomplete applications will be returned to the Organizer. The Organizer will then have **five (5)** working days to resubmit a completed application.

### **CITY COUNCIL APPROVAL**

All events that require downtown street closures, have a significant impact on public facilities, or require a significant amount of City staff support are considered special events. City Staff will inform the Organizer of the date and time at which the Council will review the application. The Organizer should be present at this meeting to respond to questions.

### **PRE-EVENT MEETING**

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. 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.

Note: Additional pre-event meetings may be held as necessary. Post-event meetings shall be held with the City the day after the event to evaluate cleanup and additional meetings may be held to evaluate the event plan's success.

### **SPECIAL EVENT FEES**

**See Attachment A for current schedule of Downtown Special Event fees and charges.** Fee schedules are reviewed annually by staff and the City Council. Any changes are generally approved in May and effective in July. Events which occur early in the fiscal year and for which fee estimates have already been provided will not be subject to increased fees, with the exception of staff labor charges, which are billed at actual rates in effect on the day of the event.

### **COST ESTIMATE - CITY SERVICES**

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
- Street Sweeping, litter pickup, trash removal, power washing of sidewalks and repairs for damage to public property
- Barricade and cone delivery/installation/removal

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.

## **PERMITS AND INSURANCE**

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:

- Gateway banner approval
- Temporary beer and/or wine permit
- Santa Clara County Fire Department activity permit (for tents, canopies, food booths)
- County Environmental Health Department permit
- Department of Alcoholic Beverage Control (ABC) permit
- 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 of the required permits (above) to the City a minimum of 3 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.

## **FINAL EVENT AUTHORIZATION**

After the event plan has been finalized, the City issues an event authorization letter to the Organizer. The letter includes specific conditions that must be met by the 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) Pay the City 50% of the projected costs for City services, plus a \$500 refundable damage deposit thirty (30) days prior to the event commencement,
- 2) Adhere to the conditions approved by the City as outlined in pre-event the meeting minutes,
- 3) Reimburse the City for the balance of the actual cost of City services within **thirty** (30) days from date of invoice, and
- 4) Pay for any damage to or loss of City property as a result of the event.

## **BILLING**

After the event, City departments will finalize the amount owed the City covering labor, vehicle and equipment use, and any other costs incurred in providing event support. The Finance Department will prepare and mail an invoice to the Organizer within 14 days after the event.

The City of Campbell provides City services on a **full cost recovery** basis. **Departmental billings will reflect the actual costs of delivering City services for the event, and final billing may be higher or lower than the cost estimates.** All questions about the invoice should be directed to the City. Payment of the balance due is required within **thirty** (30) days from date of invoice.

## IV. GUIDELINES FOR EVENTS

### 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 on barricades at all entrances that “Dogs are NOT Allowed”; and
- Signs must be posted at all exits that “Alcohol is NOT Allowed Beyond this Point”.

### CROWD MANAGEMENT/EVENT SECURITY/TRAFFIC CONTROL

The organizer must develop an event security plan in cooperation with the Police Department. The plan should incorporate Organizer's on-site private security plan for final Police Department approval. The plan should also include how vehicular and pedestrian traffic will be directed, whether there will be shuttle buses and location of pick up and drop off areas, location of loading zones, how the site will be evacuated in the event of an emergency, and how participants will be notified. The Campbell Police Department may require the event Organizer to retain uniformed police personnel as needed for traffic, alcohol and animal control and event security.

## **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 downtown businesses of event dates, street closures, traffic detours, etc.
- Develop and implement parking and traffic control plans for residential areas.
- Arrange for advance signs on surface streets notifying motorists of street closures, etc.
- 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.

## **STREET CLOSURE**

If the public normally parks vehicles within the closed area, a tow zone must be established. The Organizer must specify the location of the tow zone and the number of parking spaces within the zone. The City will determine the number of tow zone signs required to adequately post the zone. The Organizer is responsible for filling out and posting the No Parking signs. Signs are provided by the City's Public Works Department at a nominal cost. Signs should be posted on barricades. The Organizer must specify the times street closures are desired and the number of lanes involved. Dates and times for posting of signs will be noted in the approval transmittal. These dates and times must be strictly adhered to.

Any closure of public streets will require uniformed police officers on site to ensure public safety. Any closure of public streets will require physical barriers (cones, barricades, delineators) to ensure public safety. The number and placement of street barriers will be determined by the City and the Department of Public Works (DPW) will supply and distribute the necessary cones and barricades. Rental fees for the barriers will be charged. The event Organizer is responsible for stacking the barricades in the designated locations for pick-up per the time specified by DPW.

The event Organizer must specify the times and locations of all proposed lane closures and develop a traffic control plan that will ensure an adequate level of service on the public streets that remain open.

### **Closure of downtown streets will be considered on a case-by-case basis.**

The Organizer must meet the following conditions for street closure:

- Street must be posted **72** hours in advance.
- Only approved "No Parking" signs can be posted; signs may be obtained from the Public Works Department at a nominal cost.

- During closure, event security personnel must be maintained at each street closure location to assist the public in traversing the area and to assist emergency personnel should the need arise.
- The number of barricades to be used for each street closure location will be determined by PW and PD.

## **PARADE/WALK/RUN/RACE GUIDLINES**

- Parades, walks, runs or races may be held with Police Department approval only. All proposed routes will be reviewed by the Police Department and the City to determine the impact on public safety and others' rights based on rationale established by these departments. Any route, which would severely impact public safety or others' rights, will not be approved.
- In order to prevent gaps between parade units, the parade staging area must be designed to allow parade units to enter the parade in a timely fashion.
- A run, walk, race or parade's staging area and route must be kept separate from a festival site during concurrent use.
- The duration of any parade, walk, run or race should not exceed two hours.
- Parades should be kept free of non-decorated, purely commercial units.
- 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.
- The Organizer will be required to provide sufficient monitors to control the staging area, direct orderly parade unit entry from the staging area, ensure continuous forward motion of parade units along parade route, enforce quiet zones and direct parade unit dispersal.
- An adequate number of trash receptacles as determined by the City must line the parade, walk, run or race route. Streets will remain closed for an additional half hour to permit cleanup.
- All parades must be held downtown on Campbell Avenue between Harrison and Third Streets.

## **INSURANCE REQUIREMENTS**

Before event setup or any other event site activity begins, the Organizer shall furnish the City with a Certificate of Insurance and Endorsements that meet with the City Risk Manager's approval. 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 and the Campbell Redevelopment Agency, 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.

## **LOGISTICS & CLEANUP**

**Portable Toilets** - Organizer shall be responsible to provide portable toilets and 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.

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 restrooms.

**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; and 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.
- In the case of a street event, streets will remain closed to allow adequate cleanup efforts. Cleanup should be completed by 6 AM the following day, with private properties given top priority.
- Litter and trash control shall include the event site and a one (1) block radius around the event site.
- Event Organizer to provide copies of rental agreements for commercial dumpsters and designate location(s).

## **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, access to business or residential properties, cause congestion or create any public hazard.
- 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.

## **FOOD 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.

## **FOOD BOOTH REQUIREMENTS**

1. **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.
2. **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, I) 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.

3. 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.
4. 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!
5. 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!
6. 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.
7. Housekeeping: use non-combustible materials when possible in cooking areas, remove trash accumulations regularly, clean cooking surfaces regularly to prevent grease build-up.
8. 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.

## **TENT & CANOPY REQUIREMENTS**

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 Chris Veargason, Office of Fire Prevention  
14700 Winchester Blvd., Los Gatos, CA 95030**

When erecting a tent or canopy no stakes shall be placed into the ground (to prevent damage to the irrigation system). Weights, sand bags, or barrels of water are suggested alternatives.

### **BANNER REQUIREMENTS**

Gateway banners are allowed in connection with downtown events only. The Organizer may request to post gateway banners at both ends of downtown under the gateway arches. Postings of banners are limited to City of Campbell co-sponsored or approved events only. The Organizer is responsible for supplying and installing the banners. Event organizers shall not remove a banner belonging to another group/organization. All banners must meet City specifications. Request for banner placement are reviewed by the Community Development Department (CDD). Banners must meet the following requirements:

- Can be posted for a maximum of 21 days prior to the event and must be removed within 24 hours after conclusion of the event. If not removed within seventy-two hours after the event, City staff shall remove them and the cost will be deducted from the Security Deposit.
- Gateway banners shall be a maximum of **80" x 28"** (This is the largest size that will fit under the arch.
- No signs, flyers, or any other type of signage shall be taped or attached to street trees, lamp posts, utility poles, utility boxes, news racks, or any window or building exterior. COG signs are prohibited within Campbell City limits. Signs attached to metal frames for inserting into the ground are also prohibited.

### **ELECTRICAL REQUIREMENTS**

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. If City staff is required to assist with electrical setup, the Organizer will be billed for labor, vehicle and material costs of providing electrical service. There is a three-hour minimum labor charge. There will be no charge for actual power used.

### **AIR JUMPER REQUIREMENTS**

Only City approved air jumpers are allowed to provide services. For a current list of approved air jumper rental companies, please call (408) 866-2105. All approved air jumper companies must provide the City of Campbell liability insurance with required limits dictated by the city.

# V. APPLICATION FORM

## City of Campbell Downtown Special Events Application

Event Title: \_\_\_\_\_

Type of Event:  Festival     Other (Specify Below)

Specify: \_\_\_\_\_

**Event Date/Times:**

Setup Start Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ AM/PM

Event Start Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ AM/PM

Event End Day/Date \_\_\_\_\_ End Time \_\_\_\_\_ AM/PM

Cleanup End Day/Date \_\_\_\_\_ End Time \_\_\_\_\_ AM/PM

Estimated Attendance \_\_\_\_\_ Admission Charged?  Yes     No

Alcoholic Beverages Served?  Yes     No    If Yes List the Types: \_\_\_\_\_

**Facility Requested/Event Location:** (Please list street names where the event will be held)

**Organizer Contact Information:** (This information will be used by City staff to contact you.)

ORGANIZATION NAME \_\_\_\_\_ NON PROFIT ID# \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ DAY PHONE # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ EVE. PHONE # \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

ALTERNATE CONTACT \_\_\_\_\_ DAY PHONE # \_\_\_\_\_

EVE. PHONE # \_\_\_\_\_

**Public Contact Information:** (This will be the information posted for the public to obtain event information.)

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

WEBSITE ADDRESS \_\_\_\_\_

### LIABILITY RELEASE

**NOTICE: THIS IS A LEGAL DOCUMENT WHICH LIMITS OUR LIABILITY. PLEASE READ CAREFULLY! BY SIGNING THIS DOCUMENT YOU STATE THAT: 1) YOU ASSUME ALL RISK OF INJURIES FROM PARTICIPATION IN THIS ACTIVITY; AND 2) YOU RELEASE THE CITY OF CAMPBELL, ITS OFFICERS, EMPLOYEES, AND AGENTS FROM ALL LIABILITY ARISING OUT OF PARTICIPATION IN THIS ACTIVITY.**

**I. ASSUMPTION OF RISK:** As representative of the organization indicated above, we expressly assume the risk of all liability for accidents, injury, loss and/or damage to persons or property that may arise from the use of the above named facility. We agree that the City of Campbell does not guarantee the construction, condition, or safety of the facilities or equipment, nor the supervision of the activity by its officers, employees, and agents.

