



SPECIAL EVENT APPLICATION

1. This application, along with a non-refundable application fee must be mailed or submitted to the City of Santa Clara at least sixty (60) days prior to the day of the event. The fee is \$275 for individuals and organizations or \$25 for non-profit organizations. Applications will not be processed until they are fully completed with all required permit applications and the application fee is paid. Acceptance of application does not constitute approval of the event.
2. Please note that there may be other City permits, inspections, and associated fees required aside from the application and application fee that the event organizer is responsible for obtaining. Each section of this application provides the contact information for the department(s) responsible for issuing the required permits for your special event.
3. Any vendor providing a service for pay must have a current City of Santa Clara business license.
4. After your application has been received, you may be contacted for additional information about your event.
5. After a full review of your application, you will be issued conditional approval or denial for the event. The conditional approval will list the requirements for the event, such as permits, inspections, insurance, licenses and applicable fees. Your event, depending on its size and complexity, may require a pre-event meeting with City staff from affected departments as part of the approval process. Once these conditions are met, the event will be granted approval.

Name of Applicant: Ana Vargas-Smith
Organization: Santa Clara Parade of champions
Address: 829 Benton St, Santa Clara, CA 95050
Phone: 408-394-2473 Email: amvargas@yahoo.com
Day of Event Contact: Ray Pulver Day of Event Phone: 408 410 6255

1. GENERAL INFORMATION

Name of Event: SANTA CLARA PARADE OF CHAMPIONS
Type of Event (e.g. parade, fun run, festival, etc.): PARADE
Event Location or Address: ☐ Civic Plaza ☐ Triton Museum ☐ Santa Clara Convention Center
☐ Franklin Square ☐ Other: CITY STREETS
Date(s) of Event: SATURDAY, SEPTEMBER 28, 2019
Set Up: Date: 9/28 Start Time: 6AM End Time: 11AM
Actual Event: Date: 9/28 Start Time: 11AM End Time: 1PM
Clean Up: Date: 9/28 Start Time: 1PM End Time: 3PM
Expected # of Attendees: Total 5000 Maximum # of Attendees Expected at Any Given Time: 5000

Will this event be opened to the public? ☒ Yes ___ No

Has this event been held before? ___ Yes ___ No

If yes, please describe previously held locations:

HELD 20 YEARS AGO. PARADE BEING BROUGHT
BACK

Please attach map or diagram with application.

2. STREET CLOSURE AND CITY-OWNED PROPERTY

Events on City-owned property, aside from public streets, require a Right of Entry License Agreement with the City Manager's Office. Please contact the City Manager's Office at manager@santaclaraca.gov or (408) 615-2210 for more information.

Street closures require an encroachment permit and approval of your traffic control plan from the Traffic Engineering Division. Please note that the City of Santa Clara has approved two 5K run/race routes and a 10K run/race routes for organizations to use. Alternative routes may be considered, but organizer will be responsible for the cost of traffic and public safety review. Please see website to view approved routes. Please contact Traffic Engineering at engineering@santaclaraca.gov or (408) 615-3000.

In the case that your event requires traffic control services, your organization will be required to enter into a General Service Agreement with the Santa Clara Police Department for reimbursement of personnel costs. Police Department staff will reach out to you directly if your event requires this service.

Is your event a fun run or a race? ___ Yes ☒ No

Does your special event require street closure? ☒ Yes ___ No

If yes, please name the streets that you are requesting to be closed and include a traffic control plan with your application:

Provide the exact times that you are requesting the road(s) to be closed:

Road Closed: Date: _____ Time: _____

Road Re-Opened: Date: _____ Time: _____

3. SPECIAL PERMIT

Please note that events held in a parking lot may require a Special Permit from the Planning Division and may require City Council approval. Please contact the Permit Center at permitcenter@santaclaraca.gov or (408) 615-2420 for more information.

Will any part of your event be held in a parking lot? ___ Yes ___ No

If yes, please provide a site plan with your application.

4. EVENT PARKING

Provide a map that shows parking sites and describe where event attendees are expected to park their vehicles. If the event requires more parking than what is available, please describe your plan for overflow vehicles. Depending on event and location, the Planning Department may be able to provide City approved locations for on-site parking. Please contact the Permit Center at (408) 615-2420 or permitcenter@santaclaraca.gov for more information.

CITY STREETS AND PUBLIC PARKING LOTS
SURROUNDING THE PARADE ROUTE.

5. AMPLIFIED SOUND

Amplified sound at your event requires a permit from the Santa Clara Police Department. This permit is processed at the Business Tax and License Unit. Please contact the Business Tax and License Unit at businesslicense@santaclaraca.gov or (408) 615-2310 for more information.

Will you be using amplified sound during your event? ☒ Yes ☐ No

Address where amplified sound will be used: TO BE DETERMINED

Location of amplified sound at the address (e.g. Backyard, garage, street, etc.):

Request time period for amplified sound: Start: 10:30A End: 1:00PM

*Please note that amplified sound outside of 9:00am to 10:00pm requires City Council approval.

Number of Speakers to be Used: TBD

Number of Amplifiers to be Used: TBD

Type of speaker(s) to be used: TBA

Aggregate wattage of all amplifiers: TBA

Name of property owner: TBA

Signature of property owner: _____

Amplified sound contractor:

Company: _____

Contact: _____

Address: _____

Phone: _____

City of Santa Clara Business License No. _____

6. TEMPORARY STRUCTURES

The Santa Clara Fire Department requires organizers to obtain operational fire permits for temporary events such as festivals, carnivals, fairs, farmers markets, mobile food truck gatherings, haunted houses, ghost walks, and similar outdoor public assemblages. These events may include ingress and egress controls, stage shows, tents/structures, pyrotechnics, temporary electrical equipment, food booths, fuel burning appliances, amusement devices, etc.

Please visit their website at <http://www.santaclaraca.gov/government/departments/fire/fire-permits-guidelines> or contact the Fire Prevention and Hazardous Materials Division at (408) 615-4970 to find out more information about what type of events require a permit and how to apply.

Large tents, canopies, stages and other temporary structures require building permits from the Building Division. Please note that stakes are not permitted on City grounds. Please contact the Permit Center at permitcenter@santaclaraca.gov or (408) 615-2420 for more information.

Will you be using any tents that are larger than 2,000 square feet? ☐ Yes ☒ No

If yes, please list how many, their dimensions (length, width, and height), arrangement of the tents including separation distances, and what you plan to do inside the tent(s). Arrangement of the tents must be shown on a site plan.

SMALL STAGE FOR ANNOUNCERS.

Will you be using any tents that are smaller than 2,000 square feet? ☐ Yes ☐ No

If yes, please list how many, their dimensions (length, width, and height), arrangement of the tents including separation distances, and what you plan to do inside the tent(s). Arrangement of the tents must be shown on a site plan.

Tent contractor:

Company: _____
Contact: _____
Address: _____
Phone: _____

City of Santa Clara Business License No. _____

The tents will be placed over: ☐ Grass ☐ Landscape ☐ Parking Lot

The tents will be secured with: ☐ Water Barrels ☐ Other: _____

Will you be using a stage? ☐ Yes ☐ No

If yes, please provide the length: _____ width: _____ height: _____

Stage contractor:

Company: _____
Contact: _____
Address: _____
Phone: _____

City of Santa Clara Business License No. _____

Will you be using a dancefloor? ☐ Yes ☒ No

If yes, please provide the length: _____ width: _____

Dancefloor contractor:

Company: _____
Contact: _____
Address: _____
Phone: _____

City of Santa Clara Business License No. _____

*Please provide scale drawing, site map of locations of all tents and/or temporary structures

7. ELECTRICAL AND LIGHTING

Generators and extension cords will require electrical permits from the Building Division. Please contact the Permit Center at permitcenter@santaclaraca.gov or (408) 615-2420 for more information.

Will you be using one or more portable generators? ☐ Yes ☐ No **TO BE DETERMINED**

If yes, please state the NO: _____ HP: _____ KVA: _____

Generator contractor:

Company: _____
Contact: _____
Address: _____
Phone: _____

City of Santa Clara Business License No. _____

Will you be using any lighting? ☐ Yes ☒ No

If yes, please describe:

Will you be using any extension cords? ☐ Yes ☐ No If yes, please detail in site map.

Please describe the method of protection from trip hazard:

8. FOOD

The Santa Clara County Department of Environmental Health requires organizers of temporary events where food will be given away or sold to the general public to obtain a permit. Please visit <https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx> to find out more information about how to submit and obtain the required permit.

If you plan to sell alcoholic beverages at your event, you are required to obtain licenses from the State's Department of Alcoholic Beverage Control (ABC) and the Santa Clara Police Department. Your licenses will have to be displayed on site at the event. If alcohol is being provided by a caterer, caterer must have an ABC permit. Please contact the Santa Clara Police Department's Permit Unit at rthomas@santaclearaca.gov.

Please note there is a list of food trucks that are approved to operate in the City of Santa Clara. Food trucks that are not on the list cannot operate in the City of Santa Clara. Visit the City's website to view list of approved food trucks.

Will you provide food at your event? ☐ Yes ☒ No

If yes, please describe:

Will food be prepared or cooked at the event? ☐ Yes ☐ No

Will food be sold at the event? ☐ Yes ☐ No

Specify cooking method: ☐ Gas ☐ Electric ☐ Charcoal ☐ Other: _____

Will food trucks be at your event? ☐ Yes ☐ No

Will alcohol be served at your event? ☐ Yes ☐ No

Will alcohol be sold at your event? ☐ Yes ☐ No

9. SANITATION

Please note that you may be required to provide portable restrooms and hand washing stations by the Department of Public Works and/or County of Santa Clara Department of Environmental Health. If required, Department of Public Work staff will reach out to you directly to provide the exact number of portable restrooms and hand washing stations to order based on the information you provide in this application. Please refer to Special Events webpage to see chart for restroom/wash station requirements.

Describe the number of restrooms available at the event site and whether you plan on providing portable restrooms and hand washing stations, and if so, how many:

YES, PORTABLE TOILETS AND HANDWASHING
STATIONS ON SITE. NUMBERS TO BE DETERMINED

Waste Management Plan (events with attendance over 200)

As part of your event management duties, you are responsible for keeping the event site tidy at all times and for the clean-up and disposal of all trash and recycling generated at your event. All events are required to submit a special event waste management plan or a signed contract with an approved zero waste special event service provider.

Do you plan to manage the event waste on your own? ☐ Yes ☒ No

Please describe how you plan to manage and dispose of all recycling and event waste during and after your event. Please also include what trash and recycling containers will be used and where you will dispose of the waste during (should the containers become full) and after the event.

CITY SERVICES

Do you plan to hire an approved zero waste special event service provider to manage the event waste?
☐ Yes ☒ No

Below are the City approved zero waste service providers. Please contact them directly for more information on the services available to best meet your event waste reduction and recycling needs.

1.Green Mary

www.greenmary.com

Mary Munat: mary@green-mary.com, 707-548-7582

2.Nothing Wasted Consulting

Melissa Baxter: Melissa@nothingwastedconsulting.com, 858-837-2178

3.San Jose Conservation Corp

www.sjcccs.org (click on Programs, then Recycling)

Alan Ha: alanh@sjcccharter.org, 408-459-6404

Melissa Avalos: mavalos@sjcccharterschool.org, (office) 408-459-6483, cell 408-595-3388

Mission Trail Waste Systems is the only authorized provider of debris bins within the Exclusive Franchise Areas of the City. Debris bins can be ordered from Mission Trail Waste Systems through the City of Santa Clara Utility Customer Service by calling (408) 615-2300 (additional fees will apply).

10.SECURITY PLAN

Certain components of a special event or number of attendees may require a security plan. If your special event requires one, Police Department staff will contact you directly.

Are you planning to hire a licensed professional security company to develop a security plan? ☐ Yes ☒ No

Security contractor:

Company: _____

Contact: _____

Address: _____

Phone: _____

City of Santa Clara Business License No. _____

STAFF USE ONLY

APPLICATION REVIEW BY CITY OF SANTA CLARA STAFF

Date Application Was Received: _____

By (Name): _____ Department: _____

Application Review Required By:

<input type="checkbox"/> Planning	<input type="checkbox"/> Building Inspection	<input type="checkbox"/> Traffic Engineering
<input type="checkbox"/> City Manager	<input type="checkbox"/> Public Works	<input type="checkbox"/> Building Maintenance
<input type="checkbox"/> Police	<input type="checkbox"/> Parks & Recreation	<input type="checkbox"/> Other, Please specify: _____
<input type="checkbox"/> Fire	<input type="checkbox"/> Finance/Business License	

☐ Conditional Approval: ☐ Deny:

City Manager's Approval:

Name: _____ Signature: _____ Date: _____