



SPECIAL EVENTS GUIDELINES

Outdoor Special Events in the City of San José

**Office of Cultural Affairs and/or
Parks, Recreation & Neighborhood Services**

www.sanjoseculture.org

March 2014

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Temporary Banner Application	See web site (sanjoseculture.org)

EASY REFERENCE GUIDE

<u>CITY DEPARTMENTS</u>	<u>TELEPHONE</u>
Convention Center Facilities, Marketing Use of Facilities and Grounds..... 408 Almaden Boulevard San José 95110	(408) 792-4511
Department of Transportation (DOT) 200 East Santa Clara Street 8 th Floor San José 95113	(408) 535-3850
Environmental Services Department..... 200 East Santa Clara Street, 10 th Floor San Jose 95113	(408) 535-8550
Fire Department 200 East Santa Clara Street, 2 nd Floor, San José 95113	(408) 535-7750
Public Works – Electrical Department 1661 Senter Road, 2 nd Floor, San José 95112	(408) 975-7277
Office of Cultural Affairs (OCA) 200 East Santa Clara Street, San José 95113	(408) 793-4344
Police Department- (<i>Call for an appointment</i>) Permits Unit Secondary Employment Unit (SEU) 201 West Mission Street, San José 95110	(408) 277-4452 (408) 277-4980
Risk Management Division, Finance Department..... 200 East Santa Clara Street, 4 th Floor San José 95113	(408) 535-7060
Special Park Use Unit (SPU)..... Leininger Center, 1300 Senter Road, San José 95112	(408) 794-6500
<u>COUNTY/STATE AGENCIES</u>	<u>TELEPHONE</u>
Alcoholic Beverage Control, State of California 100 Paseo de San Antonio, Room 119, San José 95113	(408) 277-1200
Board of Equalization, State of California 250 South Second Street, San José 95113	(408) 277-1807 or (408) 277-1231
Cal Trans - Department of Transportation, State of California..... 500 Queens Lane, San José 95112	(408) 452-7131
Department of Environmental Health, Santa Clara County 1555 Berger Drive, Room 300, San José 95112	(408) 918-3400

RECOMMENDED TIMELINE - SPECIAL EVENT PROCESS

WHAT ORGANIZER MUST DO	RECOMMENDED TARGET DATE
Reserve event venue [Contact Special Park Use Unit for park availability]	Up to one year in advance (See exception on pages 1 & 11)
Submit Outdoor Special Event Permit Application [To Office of Cultural Affairs or Special Park Use Unit if NOT in a Downtown Park – see pages 12 – 16]	No later than 45 days before event
Submit Request for Declaration of Downtown Special Event to regulate existing vendors [To Office of Cultural Affairs]	No later than 90 days before event
Submit Temporary Street Banner Application..... [To Office of Economic Development]	No later than 90 days before event
Submit Event Waste Reduction Plan to the City's Environmental Services Department [See pages 9 – 10]	No later than 90 days before event
Attend Pre-event Meeting [Scheduled by Office of Cultural Affairs or Special Park Use Unit if not in a Downtown Park - see page 2]	30 to 60 days before event
Submit payment in full for Special Park Use fee...	No later than 30 days before event
Secure and submit Certificate of Insurance [To Office of Cultural Affairs or Special Park Use Unit if in a park]	14 to 60 days before event
Secure required permits [From appropriate departments and/or agencies]	14 to 60 days before event
Cost Estimates for City services available [From Office of Cultural Affairs and Special Park Use Unit]	14 to 60 days before event
Submit copies of permits and insurance [To Office of Cultural Affairs or Special Park Use Unit]	14 to 21 days before event
Submit Electrical Services Worksheets [To Department of Public Works & OCA] Receive Authorization Letter and/or Permit/ Addendum	14 days before event
Attend pre-event site walkthrough [Arrange with Office of Cultural Affairs or with Special Park Use Unit if in a Park]	1 to 2 days before event

RECOMMENDED TIMELINE – SPECIAL EVENT PROCESS (continued)

AFTER HOLDING EVENT

Clear event site of all litter

Remove all event equipment from event site.....
[Portable toilets, fencing, booths & staging etc.
Requirements for event equipment removal may vary by park – Contact Special Park Use Unit]

Post-event site walkthrough

[Arrange with Office of Cultural Affairs or with Special Park Use Unit if in a Park]

Post-event Review meeting

[If required, at option of Office of Cultural Affairs or the Special Park Use Unit]

Submit Completed Gate Fee Form and

Payment to Office of Cultural Affairs

Submit Waste Reduction Report to the City

Environmental Services Department
[See pages 9 - 10]

Receive invoice for City services

Submit payment in full for City services

AFTER SCHEDULED EVENT DATE

Immediately after event

Within 24 hours after event and/or by 7:00 AM next business day

1 to 2 days after event

7 to 30 days after event

30 after last event day

30 days after the last event day

30 to 45 days after event

Within 30 days after invoice date

SPECIAL EVENT APPLICATION PROCESS

INTRODUCTION

Generally, events held on public property, including streets, plazas, paseos and downtown parks in the City of San José will be coordinated and authorized by the Office of Cultural Affairs with all public parks coordinated and authorized by the Special Park Use Unit. If an event is held in a downtown City park, the Office of Cultural Affairs and the Special Park Use Unit will jointly authorize and coordinate the event. The downtown parks include:

Plaza de Cesar Chavez
Guadalupe River Park & Gardens-Discovery Meadow
Guadalupe River Park & Gardens-Arena Green
McEnery Park
St. James Park

One-Start Outdoor Special Event Permit Applications may be obtained from either the Office of Cultural Affairs or the Special Park Use Unit. A completed One-Start Outdoor Event Permit Application must be submitted for all public property events, including all downtown City Parks, streets, paseos and plazas, ninety days prior to the requested event date. The Special Park Use Unit schedules park use, issues the park use permits and establishes park use conditions. Event applications must be received at least 30 days prior to event.

For the purpose of this document, the following acronyms/abbreviations are used:

Office of Cultural Affairs-OCA
Special Park Use Unit-SPU
Department of Alcoholic Beverage Control-ABC
Department of Environmental Health-DEH
Department of Transportation-DOT
Environmental Services Department-ESD
Public Works – Electrical-PW
Secondary Employment Unit-SEU
Special Event Organizer-Organizer
Special Event Coordinator-Coordinator
Guadalupe River Park & Gardens-GRPG
San Jose Municipal Code-SJMC

If you have any questions on the One-Start Special Event Permit Application process or these guidelines, please contact:

**CITY OF SAN JOSE
OFFICE OF CULTURAL AFFAIRS
200 E. Santa Street, 4th Floor
San José, CA 95113
Tel: (408) 793-4344
Fax: (408) 971-2597**

Or if in a park:

**CITY OF SAN JOSE
SPECIAL PARK USE UNIT
LEININGER CENTER
1300 Senter Road
San José, CA 95112
Tel: (408) 794-6500
Fax: (408) 286-3682**

SPECIAL EVENT APPLICATION PROCESS (continued)

APPLICATION, DESCRIPTION AND SITE DIAGRAM

Reservations are accepted up to one year in advance of the proposed event date. Exception: An event that has been held for three consecutive years in the same location and similar date may reserve that location up to two years in advance.

The Special Event Organizer (Organizer) is responsible for submitting a complete Outdoor Special Event Permit Application to OCA or SPU for park events no later than 90 days prior to the event. If an application is submitted less than ninety days before an event, the City may be unable to deliver the required City services and/or to authorize the event. If you are proposing to use a park as a venue location, contact the SPU staff to verify the availability of the park before you submit your application.

The applicant must include a written description of the event theme, purpose, schedule of activities, entertainment, food, beverages (including alcohol), clean up plan, trash and recycling plan, sound and electrical, security, advertising, insurance, first aid and other information.

The application should indicate all City services required to support the event. An event site diagram and/or route map must accompany the application, indicating the layout of all equipment (booths, stages, portable toilets, 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 downtown venues are available from OCA. However, for any event venue, the Organizer may develop a diagram of the site.

PRE-EVENT MEETING

After OCA and/or SPU receive a complete application with all required attachments, a Special Event Coordinator (Coordinator) will be assigned to the proposed event. The Coordinator will schedule a pre-event meeting to be held 30 to 60 days before the event, to be attended by the Coordinator, the Organizer and representatives from City departments, other governmental agencies and the community, if applicable. At this meeting, the Organizer will present the proposed event plan and the City will finalize an event plan that will meet public health and safety standards, provide for delivery of City services and address 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 permits and insurance. Note: Post-event meetings may be held for larger events to evaluate the event plan's success.

COST ESTIMATE - CITY SERVICES

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

- Police traffic and crowd control
- Tow zone sign posting/removal
- Electrical power hookup
- City-owned stage setup
- Park support (steam cleaning, litter pickup, trash recycling, removal and site management)
- Street sweeping, litter pickup, trash removal
- Fire inspection (food booths, tents, floats, fireworks)
- Street banner installation and removal
- Barricade, cone, fence delivery/installation/removal

Private vendors hired by the Organizer may provide some of these services. At the pre-event meeting, the Coordinator will determine which services must be provided by City staff.

Based on the event plan developed in advance by the Organizer and presented and discussed at the pre-event meeting, City departments will submit event services cost estimates to OCA. If City staff finds it necessary to change the event plan after the pre-event meeting, resulting in more (or fewer) City services being required, OCA will advise the Organizer of the revised cost estimates. If the Organizer changes the event plan after the pre-event meeting, resulting in more (or fewer) City services being required, it is the Organizer's responsibility to inform OCA immediately so that City departments can prepare revised cost estimates, if time allows.

SPECIAL EVENT APPLICATION PROCESS (continued)

If the Organizer makes changes to the event plan immediately prior to or on event day, it will not be possible to prepare revised cost estimates. In this instance, the City will bill the Organizer for the actual services delivered. The Outdoor Special Event Program is a full cost-recovery program.

PERMITS AND INSURANCE

The Organizer is responsible for obtaining all necessary permits. Depending on the event plan, these may include the following:

- Park use permit
- Street closure permit
- Paseo/Plaza use permit
- Parade permit
- Tow zone permit
- Light pole banner approval
- Temporary beer or wine permit
- Carnival permit
- Fire Dept. activity permit (tents, floats, fireworks, etc.)

The Organizer must submit copies of any of the above-required permits to OCA before the event, per the recommended timelines in this booklet. An appointment is required to process an alcohol, street closure and/or parade permit with SEU.

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

- Temporary event food permits
- Temporary seller's permit

The Organizer must obtain and maintain insurance as determined by the City of San José Office of Risk Management Division. Before any event activity can begin, OCA or SPU must have received and approved Organizer's certificate of insurance. The Organizer must submit a copy of the certificate of insurance to OCA or SPU (if in a park) no later than 14 days before the event or risk cancellation of the event.

SPECIAL EVENT CALENDAR

OCA maintains a Calendar of Events that details community events scheduled to take place on public and private property coordinated through OCA. This Calendar of Events listing does not guarantee that a permit will be issued for an event. Information contained in your application may be used in developing the Calendar of Events. The calendar may be accessed at:

http://www.sanjoseculture.org/downloads/2013_events_calendar.pdf

FINAL EVENT AUTHORIZATION

After the event plan has been finalized and OCA receives City services cost estimates, OCA issues an Event Authorization letter and/or SPU issues addendum and permit to the Organizer. The letter and/or permit/addendum 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/or addendum and accept responsibility to: 1) adhere to the conditions stated in the letter and/or addendum, 2) reimburse the City for the actual cost of City services within 30 days from date of invoice, and 3) pay for any damage to or loss of City property as a result of the event.

BILLING

After the event, City Departments will bill the event organizer(s) directly. Some City Departments may require payment before the event. See page 8 for SPU billing requirements.

The City of San José provides City services on a full cost recovery basis. Departmental billings will reflect the actual costs of delivering City services for the event, and may be higher or lower than cost estimates. However, if the original event plan was followed, the Organizer does not request any additional services and no unusual circumstances required additional City services, the City guarantees that the City services invoice will not be over 10% of the cost estimate. All questions about the invoice should be directed to OCA. Payment is due within 30 days from date of invoice to the individual departments.

SPECIAL EVENT APPLICATION PROCESS (continued)

INFORMATION

If you have any questions on the special event application process, please contact OCA or SPU (noted on page 1).

OUTDOOR FESTIVAL GUIDELINES

- The event must contribute to the cultural enrichment, economic enhancement and/or promotion of the City.
- The event must not severely disrupt normal business, residential and 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, power, health and safety requirements, environmental requirements, and impact on the site.
- The Organizer must pay for all City services as required by City Council Policy 5-2. Festival, Parade and Celebration grants to help underwrite event costs may be available to qualified applicants from the City of San José through OCA.
- The sale and service of alcohol at outdoor events in the City will be by permit only.
- The Organizer must be in good financial standing from all previously conducted events.

SPECIAL CONDITIONS ON VENUES IN THE DOWNTOWN

Convention & Cultural Facilities and Grounds

The Center for the Performing Arts, Civic Auditorium Complex, California Theater, and the San José McEnery Convention Center may be contracted for outdoor event use through Teams San José's Sales Department at (408) 792-4511. A facility contract includes use of facility grounds. Use of space in these areas cannot be guaranteed until a facility contract has been secured between Team San Jose and the Organizer.

The use of facility grounds involves joint coordination with OCA and facilities staff.

Downtown Parks

All events held in Plaza de Cesar Chavez, GRPG - Discovery Meadow, GRPG - Arena Green, McEnery Park, St. James Park are jointly coordinated and authorized by the Special Park Use Unit and OCA. The Special Park Use Unit schedules park use, issues the park use permit and establishes park use conditions. If you are proposing to use a park as a venue location, contact the SPU staff to verify the availability of the park before you submit your application.

Paseos and Plazas

All events held in paseos and plazas in the Downtown (e.g., Circle of Palms, Fountain Alley, Library West Plaza, Repertory Plaza, Paseo de San Antonio One through Four, & Parque de Pobladores) are subject to the provisions of City Ordinance No. 24938. In addition to fulfilling all requirements addressed in this booklet, the Organizer must obtain the booklet, Regulations for the Use of Paseos and Plazas, (cancellation fees will apply) from OCA and adhere to all regulations and requirements therein...

Paseo and plaza events are coordinated and permitted by OCA. Available permits are listed below;

- Paseo/plaza use permit
- Paseo/plaza use permit Amendment
- Series use permit
- Plaza Use Damage Deposit
- Extended Paseo Use Permit

Cancellations/Refunds

Please contact the OCA Special Events Unit for the cancellation policy for events in paseos & plazas.

Downtown Center Plaza (Transit Mall)

Events must not unduly interfere with Light Rail service. Buses may be rerouted off the Downtown Center Plaza only for Official City Events, and only with the Santa Clara County Transportation Agency's approval. DOT staff will serve as the liaison for all coordination elements with the Santa County Transportation Agency.

OUTDOOR FESTIVAL GUIDELINES (continued)

Outdoor Gated Events

Gated events are publicly advertised activities; open to the public, which involve a modest participant fee (currently no more than \$30.00 per person charged in advance or at the gate) to access all or portion of a park or event site, which is designated exclusively for that event. All gate fees are due 30 days after the last event day. Note: for fiscal year 10-11, the collection of gates fees has been suspended.

Event Site

The following general guidelines apply to outdoor festivals in the Downtown:

- Large festivals with a single-day attendance of 50,000 or greater will be held in the designated Downtown Festival Site (Almaden Blvd. from San Carlos to Santa Clara, Park Ave. from Woz to S. Market, San Fernando from Rt. 87 to San Pedro). Festivals with a single-day attendance exceeding 200,000 will expand the event site to include both the Downtown Festival Site and the Guadalupe River Park and Garden-Discovery Meadow (San Carlos/Woz Way).
- Festivals with a greater than 1,000 attendees will provide a Material Management and clean-up plan for the event site and for a one block radius around the event site.
- Events with an attendance, including volunteers, workers and participants, of 1,000 or more per day that charge an admission fee or is produced by a local agency (city or county), will consult with Environmental Services Department (ESD) Representative to review policies and reporting requirements.
- Events that require the maximum traffic/parking control plan in the Market/Almaden Neighborhood (six police officer and two parking control officers) will also require a litter/trash control and clean-up plan for this neighborhood. The Market/Almaden Neighborhood is the area south of the Convention Center bounded by Reed Street, Almaden Blvd., South Market Street and the Convention Center.
- Booths will be set up in a single row on each street. When possible, booths may be set up one day in advance. Otherwise, setup must occur after normal business hours the night before the event.
- Festivals in the Downtown will be permitted for 1-2 days only, limited to weekends or major holidays.
- A detailed site plan indicating proposed locations for stages, food booths, alcohol vendors, portable toilets, dumpsters, trash and recycling, first aid, etc., must be approved by OCA.

Vendor Conditions and Regulations

- Vending activity will be limited to the area within the event site approved by OCA or SPU. Vending activity must not block or impede pedestrian movement, 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 parking meter, hydrant, light pole, street fixture, tree, bench or other permanent structure.
- Each vendor must clean his/her area and remove all goods/equipment at the event's close.
- No live animal shall be sold, bargained, given or otherwise transferred.
- Vendors of taxable goods or services must meet State Board of Equalization permit requirements.

Crowd Control

- Certain amplified music is inappropriate for outdoor settings and will only be approved for indoors.
- To ensure public safety, the Organizer must provide a public address system that covers the event's geographic boundaries.
- 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.

Cleanup

- The Organizer must submit an event cleanup plan for OCA and/or SPU review and approval. 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, gray water containers, hot coal barrels and grease barrels). If necessary, City crews will provide post-event cleanup at the expense of the Organizer.

OUTDOOR FESTIVAL GUIDELINES (continued)

- 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. Steam cleaning of event-soiled sidewalks, trash receptacles, public and private facilities should begin immediately following removal of equipment and garbage.
- In the case of a street event, streets will remain closed to allow adequate cleanup efforts to occur. Cleanup should be completed by 7:00 AM the following day, with private properties given top priority.
- A post-event walkthrough will be scheduled and conducted with OCA and/or SPU, if in a City park, to assess cleanup efforts and condition of the site. The need for additional cleanup and any damages will be determined at this time.

Copyright Law

No copyrighted musical or visual arts composition shall be performed or played, whether amplified, televised, in the form of a mechanical recording or personal rendition, or otherwise, in connection with any use of City property, unless the User shall have first obtained all approvals and paid any license fee or other fee required by the copyright owner. Without limitation of any other provision, User's indemnification of City as set forth in a facility use agreement or permit, shall include indemnifying and saving City harmless from and against any and all liability or responsibility whatsoever for any infringement of and/or other violation of the right of any such copyright owner under any copyright law.

Community Outreach Guidelines

An important part of planning your outdoor special event is Community Outreach. Adequate advance notification to the local community members and businesses affected by your event will ensure your activity is welcomed in the community and will prevent you from post event work. With these goals, OCA has established the following outreach requirements.

Pre-Event Meeting Notifications –As determined by OCA Staff, stakeholder representatives will be invited to attend the pre event meeting with the event organizer and City Staff. During this meeting, you will be asked to describe your outreach and event notification specifics. For those events that will be held in Council District 6, representatives from both the Neighborhood and Business Associations will be invited to attend.

Three Weeks Prior to the first event day- Submit to OCA Staff a sample of your outreach, and advance communication to Council Offices and Neighborhood Associations. Work with Council representatives to obtain the correct outreach contact for Neighborhood and Business Associations within the individual Districts.

It is required that Event Organizers work with Local Community Newspapers, E-newsletters, as well as Neighborhood Association, and Business District websites to publicize your event(s).

A minimum of two weeks prior to the first event day, Organizers are required to notify, by written or electronic communication, the use of the impacted event site(s) within a 300 ft radius as well as to those who will be "land locked":

- Adjacent businesses
- Residents
- Churches/Schools in the immediate area
- Event staging area
- Along the Event location/footprint/route
- Council District Representative's Office <http://www.sanjoseca.gov/council.asp>
- Neighborhood and Business Associations

Signage:

- Arrange for advance signage on surface streets/highways notifying motorists of street closures, off-ramp/on-ramp closures etc.

OUTDOOR FESTIVAL GUIDELINES (continued)

Event Notification must include the following information:

- **Name of your Organization**, or organization(s) sponsoring this event (to include day of event)
- **Informational contact for the public:** contact name for day of the event, as well as pre and post event, website, phone and email contact(s).
- **Name of the Event:** sample – Walk for Diabetes.
- **Dates, times of the date(s) of actual use.**
- **Theme/Purpose of the Event:** sample - Fundraiser for Breast Cancer (also please supply a PR or media contact for the event).
- **Location(s)** of the event including Closed Street(s), Name of Park, Trail, Name of Street(s) for festival location, Name of Facility/Church/School/venue being used. Including portions of event not within the City of San Jose.
- **Route or map** of the event (include footprint of the event and written instructions to impacted residences/businesses on how they should find alternate routes to get to their destination (include any street closures, traffic impacts and any re-routing information).

Event organizers are required to implement designated parking control plans for residential areas;

- Market/Almaden neighborhood (for events held at Discovery Meadow)
- Arena Neighborhood (events on Autumn Street and Arena Green.)

Special Event Community Outreach Guidelines

An important part of planning your outdoor special event is Community Outreach. With adequate advance notification to the local community members and businesses affected by your event, your activity will more likely be welcomed in the community and will prevent you from post event work. With these goals, OCA has established the following outreach requirements:

Pre-Event Meeting Notifications –As determined by OCA Staff, stakeholder representatives will be invited to attend the pre event meeting with the event organizer and City Staff. During this meeting, you will be asked to describe your outreach and event notification specifics. For events that will be held in Council District 6, representatives from both the Neighborhood and Business Associations will be invited to attend.

Three Weeks Prior to the first event day- Submit to OCA Staff a sample of your outreach, and advance communication to Council Offices and Neighborhood Associations. Work with Council representatives to obtain the correct outreach contact for Neighborhood and Business Associations within the individual Districts.

It is required that Event Organizers work with local community newspapers, e-newsletters, as well as neighborhood association and business district websites to publicize their events.

A minimum of two weeks prior to the first event day, Organizers are required to notify by written or electronic communication the use of the impacted event site(s) within a 300 ft radius and to those who will be “land locked”;

- Adjacent businesses
- Residents
- Churches/Schools in the immediate area
- Event staging area
- Along the Event location/footprint/route
- Council District Representative’s Office <http://www.sanjoseca.gov/council.asp>
- Neighborhood and Business Associations

Signage:

- Arrange for advance signage on surface streets/highways notifying motorists of street closures, off-ramp/on-ramp closures etc.

Event Notification must include the following information;

- **Name of your Organization,** or organization(s) sponsoring this event (to include day of event)
- Informational contact for the public; contact name for day of the event, as well as post event; website, phone and email contact.
- **Name of the Event** sample: Walk for Diabetes

- **Dates, times of the date(s) of actual use**

- **Theme/Purpose of the Event** – sample: Fundraiser for Breast Cancer (can also supply a PR or media info about the event).
- **Location(s)** of the event including Closed Street(s), Name of Park, Trail, Name of Street(s) for festival location, Name of Facility/Church/School/venue being used. Including portions of event not within the City of San Jose.
- **Route or map** of the event (include footprint of the event and written instructions to impacted residences/businesses on how they should find alternate routes to get to their destination (include any street closures, traffic impacts and any re-routing information).

Event organizers are required to implement designated parking control plans for residential areas;

- Market/Almaden neighborhood (for events held at Discovery Meadow)
- Arena Neighborhood (events on Autumn Street and Arena Green.)

ALCOHOL BEVERAGE REQUIREMENTS

APPLICATION REQUIREMENTS

The sale of alcohol at outdoor events in the City of San José will be by permit only. Organizers intending to sell or distribute alcoholic beverages (beer and wine only) at an event are required to:

- Denote the intent to sell or distribute alcoholic beverages on the One-Start Outdoor Special Event Application.
- Complete the San Jose Police Department One-Day Liquor Application located within the One-Start Outdoor Special Event Application at:
http://www.sanjoseculture.org/cms_auth/
- If your event is in a park: obtain SPU permission to distribute alcohol (beer and wine only) in a park then obtain approval and authorization to serve alcoholic beverages from SEU (408) 277-4980. The SEU approval and authorization will be denoted on the One-Day Liquor Application.
- If your event is not in a park: make an appointment to obtain an authorization letter from SEU (408) 277-4980.
- Obtain a permit from the:

**STATE OF CALIFORNIA
ALCOHOLIC BEVERAGE CONTROL (ABC)
100 Paseo de San Antonio, Room 119
San José, CA 95113
Tel: (408) 277-1200**

The Organizer must take the Approved One Day Liquor Application and the Special Temporary ABC License Conditions document issued by the San Jose Police Department to the State of California ABC Office. The Special Temporary ABC License Conditions will denote special conditions and requirements from the City of San Jose's SEU and VICE Unit.

- Submit Liquor Liability Insurance naming the City of San José, its officers, employees and agents must be provided.

ORGANIZER REPRESENTATIVE RESPONSIBILITIES

The Organizer's representative that submits and signs the San Jose Police Department One-Day Liquor License, the Temporary Beer/Wine License Conditions from the State of California Department of Alcoholic Beverage Control and the San Jose Police Department Special Temporary ABC License Conditions must be the same Organizer's representative on each document.

The Applicant listed on the above documents is the responsible person for maintaining controls to ensure the conditions for alcoholic beverages services are met throughout the event.

STANDARD ALCOHOL PERMIT CONDITIONS

The San Jose Police Department will require a minimum of one (1) person with LEAD, TIPS, TEAM, or any Responsible Beverage Service training to be present and responsible for the alcoholic beverage services per event booth during the entire time the booth is open. This person should have their certification card available for presentation, if requested, and is responsible for the training and supervision of all persons, selling, serving or pouring alcoholic beverages during the outdoor special event. As the Organizer of an outdoor special event, you and/or your organization are responsible for ensuring the training requirement is met for each individual server and providing written documentation that a server training was provided.

The San Jose Police Department reserves the right to expand or reduce this staffing requirement for any event.

To ensure your ability to obtain a minimum of one (1) person with certified training within your organization per expected booth, please contact the Office of Cultural Affairs for a list of organizations that provide trainings throughout the year.

In addition to the above requirement to ensure only trained staff is serving alcohol during your event, additional typical standards to expect for alcohol service during an outdoor special event includes the following and may be specifically modified by the San Jose Police Department:

1. Persons who serve or sell alcoholic beverages shall be twenty-one (21) years of age.
2. Events will be required to visually identify persons who can legally purchase alcoholic beverages with an observable, distinctive hand stamp or a wristband.
3. All persons while working inside the alcohol booths may not consume alcohol in or around the booth until their shift is completed.
4. No person under the age of 21 years is served.
5. No person is served who appears to be intoxicated.
6. Alcoholic beverage servers are prohibited from consuming alcohol while working.
7. Prohibit booth participants from bringing in alcohol except for cooking purposes.
8. Alcohol is consumed only with designated areas and may not be carried out of the event area.
9. Alcohol is limited to beer and wine only. The following alcoholic beverages are not permitted to be sold during the event: Alcopops Mike's Hard Lemonade, fortified wines, and agave-based wines.
10. No cans or bottles of alcohol are brought into the designated event area by attendees or the public. To enforce this rule, the Organizer must provide adequate licensed private security, as determined by the Police Department.
11. No more than two (2) alcoholic beverages may be sold per customer, per sale.
12. Alcohol is served in clear flexible (soft) number 1 plastic cups only. (Police staff may make an exemption to this policy in advance for unique circumstances such as wine tastings with a commemorative glass).
13. If alcohol is not being served, cans of soda may be distributed; glass may only be used under circumstances with catered event staff where organizer can quickly clean up any broken glass to prevent safety concerns.
14. Beer or wine will only be poured upon order and will not be stacked waiting for orders.
15. There will be at least one (1) private security guard located at each booth serving alcoholic beverages.
16. No cans or bottles of alcohol are brought into the designated event area by attendees.
17. Hours of sale will be determined by the Police Department. In general the service of alcoholic beverages will cease no later than one-half hour prior to the event (or stage) closing time and all ticket sales will cease one (1) hour prior to the event (or stage) closing time.
18. Commencement of alcohol service/sales shall not begin prior to start time of the event.
19. Police may close alcohol sales at any time if they determine that controls are not being adhered to or in the interest of public safety.
20. Upon demand of any peace officer, licensee shall immediately surrender the license and cease all sales of alcoholic beverages.
21. Supervision of the distribution, sales and operation of alcoholic beverage concession area(s) shall at all time be under the control of the licensed organization. No other person or entity shall have authority to sell, pour, or distribute alcoholic beverages.
22. All monies generated from the sale of alcoholic beverages derived from the exercise of the license shall be directed to the temporary licensee only.
23. A copy of the City of San Jose Special Temporary ABC License Conditions and the Department of Alcoholic Beverage Control License Conditions will be maintained and posted at every beer/wine booth during the event. (24046 B&P Code)
24. Applicant must follow all times and conditions of the Authorization Letter provided by the Office of Cultural Affairs.

ENVIRONMENTAL REQUIREMENTS

STORMWATER REQUIREMENTS

The City is responsible for protecting the creeks and the Bay from pollution by ensuring that trash, wastewater and spills do not enter the storm water system. Per Section 15.14.515 of the [San José Municipal Code](#), Discharge into Storm Drain Prohibited Ordinance, the storm drain system is for the collection of rain only, and all other water and pollutants, including ice, food waste, grease, and litter are prohibited. Organizers must make sure that pollutants are prevented from entering the storm water system by:

- Locating waste storage and handling operations, portable toilets, live animals and machinery (e.g., ride equipment, generators, exposed greasy or oily equipment, etc.) away from the storm drains
- Providing for the collection and removal of wash water or its onsite disposal in the sanitary sewer
- Providing for the proper disposal of waste grease and oils by vendors or for its collection and proper disposal by a licensed hauler.
- Cleaning up spills immediately using dry method
- Ensuring all litter is picked up and disposed of properly

For Storm Water information:

**Environmental Services Department
Watershed Protection Division
200 East Santa Clara Street, 7th Floor
San Jose, CA 95113
Tel: 408-945-3000
Fax: 408-277-5775**

<http://www.sanjoseca.gov/index.aspx?nid=1615>


SOLID WASTE AND RECYCLING REQUIREMENTS

Requirements for All Events

Events that generate waste in San José must make arrangements for materials to be safely stored and removed from the event. It is the responsibility of every event organizer to determine adequate service for each event held on public or private property. Events that are on City property (public street, park, community center or other similar facility) will use Green Team of San José dumpster service only. To order dumpster service for events held on public property, complete the online form on the City's website at www.sanjoseca.gov/one-stop-shop. Businesses and events on private property must hire the City's franchised hauler, [Republic Services](#).

Requirements for Events With Over 1,000 Attendees

These policy and reporting requirements apply to events with more than 1,000 attendees. Events with less than 1,000 attendees may find this information useful and are encouraged to practice the same policy and reporting requirements as large events.

1. The City of San José requires that all events *must*:
 - Prohibit polystyrene foam food serviceware use by event and vendors
 - Use recyclable  (PET) plastic recyclable beverage containers for cups 7 oz. or greater and paper cups for beverage containers less than 7 oz.
 - Collect, at minimum, plastics, glass, metals, and cardboard for recycling
 - Comply with the [Bring Your Own Bag Ordinance](#) (Ord. 28877) as it applies to merchandise and craft vendors
2. CA Assembly Bill 2176 (PRC 42648) requires operators of large venues and events with greater than 2,000 attendees to provide a report to the City with "documentation of waste reduction,

reuse, recycling, and diversion programs, if any, implemented at the large venue or large event, and the type and weight of materials diverted and disposed at that large venue or large event. When materials are collected for recycling and composting, it is important to quantify the amounts collected so an event's diversion rate can be calculated. The diversion rate refers to the percentage of total materials that did not go to the landfill. For example, if an event collects a total of two tons of materials, and one ton was recycled, the event has a 50% diversion rate. For more information on AB2176, visit [California Department of Resources, Recycling, and Recovery \(Cal Recycle\)](#).

The City of San José has gone a step further by defining a large event as one that serves more than 1,000 individuals, Section 9.10.1445 of the [San José Municipal Code](#) was established by Ordinance No. 27725 (effective July 1, 2006) and updated by Ordinance No. 28543 (effective July 2, 2009). Per the Code, large events (1,000 attendees or more) that occupy a public street, publicly owned site or facility, or public park within the City for a civic, commercial, recreational, or social event are required to submit material management plans for waste reduction, reuse, recycling, and composting to the City of San José's Environmental Services Department prior to the event. To streamline and simplify the reporting process, event organizers comply with this requirement by completing an online form on the City's website at [sanjoseca.gov/one-stop-shop](#). This form also is an application for event organizers to [request City owned recycling and composting equipment such as eco-stations](#) and participate in the other voluntary elements of the program.

Events are also required to submit weight tags to report materials recycled, composted or landfilled to ESD within 10 days following the event. When the [hauler or service provider](#) removes the debris bins and delivers them to a processor or landfill, the materials will be weighed and the hauler will be given a "weight tag" showing the weight of each material bin received. Email these documents to greenevents@sanjoseca.gov, or mail hard copies to:

City of San José
Environmental Services Department
200 E. Santa Clara St., 10th Floor
San José, CA 95113
ATTN: Zero Waste Events Team

For assistance with Waste Reduction and Recycling information:

**Environmental Services Department
Zero Waste Events Team
200 East Santa Clara Street, 10th Floor
San Jose, CA 95113-1905
Tel: 408-535-8550
Fax: 408-292-6212
Email: greenevents@sanjoseca.gov
sanjoseca.gov/events-venues**

INFORMATION

If you have any questions, please contact OCA or ESD for assistance.

INSURANCE REQUIREMENTS

Before event setup or any other event activity on public property begins, the Organizer must obtain and submit proof of insurance. The cost of such insurance shall be the responsibility of the Organizer. Questions regarding insurance may be directed to the Office of Cultural Affairs or if in a park, SPU.

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 in connection with the event and related work performed by the Organizer, his agents, representatives, employees 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.

INSURANCE

The Organizer shall furnish OCA or SPU, if in a downtown park, a Certificate of Insurance showing there is in force the following valid Policy showing 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; \$5 million if pyrotechnics are used.
- **Automobile Liability:** 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 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.

ENDORSEMENTS

Commercial General Liability Certificate must be accompanied by the following endorsements:

- The City of San José, its officers, employees, agents and contractors are named as additional insured.
- Ten (10) day Notice of Cancellation or changes of coverage shall be given to the City of San José.
- 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.
- Commercial General Liability and Worker's Compensation: Coverage shall contain a waiver of subrogation in favor of the City, its officials, employees, agents, and contractors.

SUBCONTRACTORS

The Organizer shall include all subcontractors as insured under its policies or shall obtain separate Certificates of Insurance and Endorsements for each subcontractor.

VERIFICATION OF COVERAGE / INFORMATION

Prior to commencement of event setup, the Organizer shall furnish the City with Certificates of Insurance and Endorsements. Verification of Coverage is to be sent to OCA or SPU.

These requirements are subject to amendment or waiver if so approved in writing by the Office of Risk Management Division.

PARK USE REQUIREMENTS

When an event is proposed to be held in any City park, the Organizer must contact SPU to determine if the park is available on the desired date and to secure a park use permit.

If the event is to be held in a downtown park (Plaza de Cesar Chavez, GRPG-Discovery Meadow, GRPG-Arena Green, St. James Park or McEnery Park), the Organizer must also contact OCA for event authorization.

PARK USE PERMIT / RESERVATIONS

Almaden Expressway and Coleman Avenue, San José

A One-Start Special Event Permit Application for a park use permit must be filed in person at the Special Park Use Unit located at Leininger Center, 1300 Senter Road, San José CA, 95112. Applications are accepted Monday through Friday, 9:00 AM to 4:00 PM. Please call (408) 794-6500 to arrange an appointment.

A written outline of the event and a site diagram are required at the time of application. The park use permit will be approved or denied after review of the event application by SPU and OCA, if the event is held in a downtown park – see page 3.

Reservation may be made up to 364 days before the proposed special event date, but no later than 90 days before the proposed date. Exception: An event that has been held for three consecutive years in the same location and same approximate date may reserve that location up to two years in advance.

Reservations are made on the basis of availability, with the understanding that the City of San José reserves the right to: 1) cancel with full refund or 2) make other arrangements. Every effort will be made to notify the Organizer of a cancellation or change at the earliest possible date.

PARK FACILITIES

The following downtown park facilities are available and require a Special Park Use Permit for any special event. Other individual park information will be made available after receiving an application. Neighborhood Parks are not generally available for Special Park Use permits.

Plaza de Cesar Chavez

Park and Market Streets - Downtown, San José

Type of events permitted: Some large/medium scale, typically small scale and “other” events, including: small festivals, concerts, exhibits, minor events, ceremonies, and performances.

Capacity Range:

<u>Small Event</u> - less than 8,500 standing - 4,000 seated
Less than 4 hours in duration.
4 or fewer booths.
<u>Large/Medium Event</u> - less than 8,000 standing - 4,000 seated
More than 4 hours in duration.
5 to 35 booths.

- Normally not available for gated events.
- Not available for private events.
- Limited number of events scheduled per month.

PARK USE REQUIREMENTS (continued)

Discovery Meadow, GRPG East and/or West Section

San Carlos Street and Woz Way - Downtown, San José

Type of events permitted: Large/medium, small scale, and “other” events, including: midsize festivals, arts & crafts, concerts, exhibits, minor events, performances, ceremonies.

Capacity Range: Small Event - less than 26,000 standing - 12,000 seated
Less than 4 hours in duration.
4 or fewer booths.

Large/Medium Event - to be negotiated for standing - 12,000 seated
More than 4 hours in duration.
5 to 125 booths.

- Available for gated event.
- Available for private event (in assigned area).
- Signage is required for all fenced events at Guadalupe River Park and Gardens - Discovery Meadow that crosses or blocks paths.
- Limited number of events scheduled per month.

Arena Green, GRPG East and West Sections

Autumn and Santa Clara Streets - Downtown, San José

Type of events permitted: Some large/medium scale, primarily small scale and “other” events, including: festivals, concerts, exhibits, arts and crafts, theatrical events, ceremonies, and performances.

Capacity Range: Small Event - less than 12,000 standing - 5,500 seated
Less than 4 hours in duration.
4 or fewer booths

Large/Medium Event - less than 16,000 standing or to be negotiated -
7,500 seated.

More than 4 hours in duration.
5 to 100 booths

*May be less as features are added to park.

- Available for gated event.
- Available for private event (in assigned area).
- Signage is required for all fenced events at Guadalupe River Park and Gardens - Arena Green that crosses or blocks paths.
- Limited number of events scheduled per month.
- Simultaneous events at Park and Arena require special traffic and parking plan.

St. James Park

Second and St. James Streets - Downtown, San José

Type of events permitted: Primarily small scale and “other” events, including: small festivals, concerts, exhibits, minor events, ceremonies, and performances.

Capacity Range: Small event - less than 2,500 standing - 1,000 seated
Less than 4 hours in duration
4 or fewer booths

Large/Medium event - less than 5,000 standing - 2,000 seated
More than 4 hours in duration.
5 to 35 booths.

PARK USE REQUIREMENTS (continued)

- Available for gated event.
- Signage is required for all fenced events at St. James Park that crosses or blocks paths.
- Limited number of events scheduled per month.

Other Regional Parks are available on a limited basis for special event permits through the Special Park Use Office. Each Regional Park facility has special event parameters that are consistent with the location and purpose of the park.

Almaden Lake Park

Almaden Expressway and Coleman Avenue, San José

Alum Rock Park

East end of Alum Rock Road - 16240 Alum Rock Road, San José

Kelley Park

1300 Senter Road, San José

Lake Cunningham Park

2305 South White Road, San José

Prusch Farm Park

647 South King Road, San José

PERMIT CONDITIONS

The following is a list of partial conditions that may be required as part of --- the permit approval process

1. A requirement to supply portable restroom facilities and hand washing stations depending on the size, type of event, and availability of park restrooms.
2. If an event requires overnight or additional security, the Organizer will be responsible for obtaining private and/or police security with prior approval by the San José Police Department.
3. Fees assessed by the Special Park Use Unit for any additional days used and/or times before or after park hours used for the setup and/or takedown of the event.
4. Submittal of an off-site parking arrangements and Traffic Management Plan.
5. Removal and clean-up of all garbage, recycling and waste materials. Additional cleanup or damages attributed to the event will be billed at actual City cost. These costs will be deducted from the cleaning and damage deposit; and the balance, if any, will be returned.
6. A requirement to pressure, wash or steam-clean hard surface areas at the Organizer's expense.
7. If extra garbage cans are required at the event, the Organizer may purchase additional trash boxes through the Department of Transportation for a fee or the Organizer may rent or purchase trash boxes through another source.

PARK USE REQUIREMENTS (continued)

8. All City departments must be reimbursed for services provided, such as: maintenance, staging, electricity and police services. If the event is located in a downtown park, OCA will coordinate these services. Otherwise, these services will be coordinated by SPU. Fees will be added by the Special Park Use Unit for any additional park staff required for event. Estimates will be provided in advance.
9. Vendors selling food and other items may be subject to an additional fee for the right to conduct sales on public property. Vendors must adhere to all State, County and City health requirements.
10. No vehicles are to be driven or parked on park property, with the exception of setup and takedown, and under strict staff supervision. Some parks do not allow any driving on hard surfaces or turf. Some parks may require parking fees. Any unauthorized vehicle on park property will be cited and towed.
11. Helium balloons of any type are not allowed to be distributed or used as decorations without prior approval in any of the park facilities due to flight path of local airports. Refer to Article 2.4, section 21650.1, Airport Manual.
12. Proof of insurance is required for all events. A comprehensive general liability insurance policy with a minimum limit of \$1,000,000 is required naming the City of San José, its officers, employees, agents and contractors as additional insured.
13. Organizers should provide a first aid plan.
14. Compliance with all San José Municipal Codes, policies and all applicable County, State and Federal rules and regulations is required.
15. Compliance with all State and County Health and Safety Standards.
16. Evening events may require large portable lighting.
17. On-site parking is not available at most parks.
18. Large events as defined within Law AB 2176 must submit a waste reduction plan to ESD prior to approval. See page 7 for the definition of a large event.

The Director of Parks, Recreation and Neighborhood Services Department or an authorized representative retains the right to set conditions and requirements suitable to the safe, reasonable and orderly use of the Park (Park Ordinance Section 13.44.070). A permit may be revoked for cause (Park Ordinance Section 13.44.20).

FEES

Park use fees are assessed from a fee schedule according to classification of groups. The fee schedule is available from the Special Park Use Unit (see address below). The following is a range of park permits that the Organizer may have to pay, depending on the scope of the event.

- Application Fee
- Permit Fee, per day
- Setup Fee, per day
- Takedown Fee, per day
- Cleaning/Damage Deposit, per day

PARK USE REQUIREMENTS (continued)

Estimated staff costs are based in the scope of the event and will be provided within 60 days prior to the date of the event. Fee payment in full is required at the time the application is approved, but no less than 30 days prior to the date of the event. Cash, check, money order or cashier's check made payable to the City of San José, VISA or MasterCard are accepted. Exception: If the reservation is less than 30 working days from the date of application, no checks will be accepted for payment of fees. Only cash, money order, cashier's check, VISA or MasterCard is accepted in this instance.

CANCELLATIONS / REFUNDS

Please contact the Special Park Use Unit for the cancellation policy for events in a park.

There are no refunds for inclement weather.

EXAMPLES

Please see the attached documents to view examples of a completely filled out Outdoor Special Event Permit Application for an event held in a City of San José park, as well as examples of a description of the events and activities that will be taking place at this event and a map with the layout of the event. Please use these examples as guides to assist in the completion of the required documents. (to be revised by Parks Staff and possibly moved to the beginning of this section).

INFORMATION AND PERMIT APPLICATION FORMS

If you have any questions or require permit application forms, please contact SPU.

**CITY OF SAN JOSE
SPECIAL PARK USE UNIT
LEININGER CENTER
1300 Senter Road
San José, CA 95112
Tel: (408) 794-6500
Fax: (408) 277-3270**

STREET CLOSURE

Events that involve the closure of streets require special permits issued by the Police Department Permits Unit. In addition, the City develops plans to ensure public safety and to mitigate public inconvenience. The Organizer must obtain all required permits for temporary street closures and parade closures no later than 10 days prior to event day.

All parades will be staged from the Arena area. Parades with an attendance less than 20,000 and/or less than 100 entries may request the approval of an alternate route from the OCA.

STREET CLOSURE PERMIT / PARADE PERMIT

Any event that closes a public street for any length of time requires a temporary street closure permit.

If the public normally parks vehicles within the closed area and/or if there are any "No Stopping" zones within the closed area, a tow zone must be established (see page 18).

Any parade upon a public street requires a parade permit in addition to a temporary street closure permit. ["Parade" means any parade, march, ceremony, exhibition, pageant or procession.]

Temporary street closure and parade permits are issued Tuesday through Thursday from 8:30 AM to 3:30 PM (by appointment) by the Police Department Permits Unit – (408) 277-4452

Fees must be paid at the time application is made. Cash and business checks or money orders made payable to the City of San José are accepted. Personal checks made payable to the City of San José are accepted only if they are presented by the signer along with the signer's current picture ID.

The following are permits that may be charged for an event:

- Temporary street closure permit
- Parade permit

PUBLIC SAFETY PLANNING

Any closure of public streets will require uniformed police officers on site to ensure public safety. A plan indicating the number and placement of police officers will be developed by the Police Department.

- For secondary employment ("pay job") officers, the Organizer may be required to pay officers directly on day of service.
- For other police officers, the Organizer will be billed after the event.

Any closure of public streets will require physical barriers (cones, barricades, delineators) to ensure public safety. A barrier plan will be developed by the Police Department. Barriers may be supplied by the Department of Transportation, in which case equipment rental, actual labor and vehicle charges will be billed after the event. Note: Organizers have the option of supplying barriers through private vendors.

The following equipment can be rented or purchased from DOT:

- Equipment rental: A-Frame Barricades, Delineators and Cones each
- Equipment purchase: Trash Boxes and Trash Box Liners

Note: Labor and vehicle charges are additional if the City supplies equipment

PARADE REQUIREMENTS

PARADE GUIDELINES

- Parades may be held by Police permit only. The City has established two official Downtown Parade Routes: Large parade route stages near SAP Center San Jose at Autumn Street and Santa Clara Street. The small parade route stages on Market Street between Santa Clara Street and St. James Street. All proposed parade routes will be reviewed by Police and OCA. Based on rationale established by these departments, any route that would severely impact public safety or the rights of others will not be approved.
- Parades with an attendance less than 20,000 and/or less than 100 entries may request the approval of an alternate route from the OCA.
- In order to prevent gaps between parade units, the parade staging area must be designed to allow parade units to enter the parade route in a timely fashion.
- The parade staging area and route must be kept separate from a festival site during concurrent use.
- Parade duration should not exceed 2 hours; the number of units normally should not exceed 150.
- Parades should be kept free of non-decorated, purely commercial units.
- Quiet zones may be established by OCA, within which no amplified sound, band music, 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 units along the parade route, enforce quiet zones and direct parade unit dispersal.
- An adequate number of trash receptacles, as determined by OCA, must line the parade route. Two street sweepers will follow the last parade unit of large parades. Streets will remain closed for an additional half hour to permit cleanup.

QUESTIONS AND PERMIT APPLICATION FORMS

If you have any questions or require permit application forms, for an appointment please contact.

**CITY OF SAN JOSE POLICE DEPARTMENT
PERMITS UNIT/ SEU
201 West Mission Street
San José, CA 95110
Tel: (408) 277-4980
Fax: (408) 297-5981**

TOW ZONE REQUIREMENTS

The Organizer may be required to, or may wish to, establish a tow zone prohibiting parking in specified parking spaces before, during and after an event. The tow zone permit is issued by DOT. Reasons for establishing a tow zone may include meeting Fire Department safety regulations, establishing pedestrian safety zones and ensuring that event set-up and teardown will not obstruct traffic flow.

TOW ZONE PERMIT

No later than 14 days before event day, the Organizer must obtain a tow zone permit from the DOT. Permits are issued by appointment only, Monday through Friday, from 8:00 AM to 5:00 PM. Call (408) 535-3850 to set up an appointment.

The Organizer must specify the location of the tow zone and the number of parking meters within the zone. Areas permanently signed as "No Stopping" must be posted as tow zones (otherwise, vehicles can be cited but not towed). The City will determine the number of tow zone signs required to adequately post the zone. For each parking meter that will be posted "No Parking", the Organizer must pay a daily lost revenue charge (Sundays and holidays are the exception).

Fees must be paid at the time the permit is issued. Cash and business checks or money orders made payable to the City of San José are accepted. Personal checks made payable to the City of San José are accepted **only** if they are presented by the signer along with the signer's current picture ID.

Here is a list of fees that may be charged:

- Permit fee
- Tow zone sign
- Lost meter revenue, per meter per day

POSTING TOW ZONE SIGNS

Tow zone signs are placed by DOT or by the Event Organizer. The Organizer will be billed after the event for actual labor and vehicle charges.

ENFORCING TOW ZONES

When the permit is issued, the Organizer will be given a copy of the tow zone permit and a completed Declaration in Support of Tow-Away. If towing is required, the Organizer must:

- Contact the Parking Compliance Unit (408) 534-2900, the San Jose Police Department at (408) 277-5545 or 311 and request an officer.
- Present the officer with the tow zone permit and the Declaration in Support of Tow-Away.
- A separate Declaration in Support of Tow-Away must be completed for each towed vehicle.

INFORMATION AND PERMIT APPLICATION FORMS

If you have any questions or require permit application forms, please contact:

**CITY OF SAN JOSE
DEPARTMENT OF TRANSPORTATION
200 East Santa Clara, 8th Floor
San José, CA 95113
Tel: (408) 535-3850
Fax: (408) 292-6090
www.sanjoseca.gov/transportation**

FIRE DEPARTMENT REQUIREMENTS

REGULATIONS FOR OUTDOOR BOOTHS

Regulations for outdoor booths (pages 19 & 20 of this document) must be posted in each booth.

The Organizer or booth operator will be responsible for compliance with the following fire safety regulations. On-site inspection may be performed to determine compliance. Failure to comply with regulations may result in criminal court citations and/or closure of booth operations. You may also visit [Unidocs Fire Safety Site \(www.unidocs.org/fire/index.html#un044\)](http://www.unidocs.org/fire/index.html#un044) for more details regarding San Jose Fire safety regulations (see public safety guidelines at the end of this section).

Booth Construction

- All fabric or membrane covered cooking type booths must be certified flame retardant or be treated with a fire retardant paint or spray (available at most paint and hardware stores).
- Decorative material must be inherently fire resistive or combustible materials (such as butcher paper or palm leaves) must be treated with a fire retardant paint or spray. The receipt or empty cans may serve as proof. A flame test may be required to determine if materials are treated properly.
- Each booth shall have at least one exit way, minimum 30 inches wide by 6 feet 8 inches in height.
- Cooking booths must be separated from non-cooking booths by 10 feet.
- Booth assignment number shall be posted at front of booth for identification.

Exiting

- Provide three (3) feet of clearance to the rear of all booths.
- The exit from the rear of any booth to the public way must not pass by more than three (3) booths before the public way is reached.
 - In the event it is necessary to pass by more than three (3) booths to reach the public way, booths should be adjusted to allow for a three (3) foot wide clearance between every five (5) booths.

Electrical Use / Generator Use

- Extension cords shall be of approved type. Zip wire extension cords are not allowed.
- Diesel-only powered generators shall be placed in approved locations.
- Gasoline generators and gasoline storage are prohibited.

Cooking Equipment

- Coleman stoves or equivalent may be used with approved fuel only.
 - No fueling of stoves on site.
 - No storage of fuel.
 - Maximum of two (2) gallons of fuel capacity on each appliance - no additional storage inside booth.
- Butane or propane equipment:
 - Stove must have an on-off valve.
 - Hoses must be of type approved for use with this equipment.
 - Tanks must have a pressure regulator.
 - Maximum tank size in booth – ten (10) gallons for each appliance.
 - Tank must be far enough away from stove to be shut off in case of fire.
 - Tank must be protected from damage and secured in upright position.
 - Testing of connections shall be done with soap and water solution.
 - Turn off tank when not in use.
 - No storage of extra butane or propane tanks in booth. Maximum outside storage – ten (10) gallons.
 - Unused fuel cylinders shall be stored in a secured position.
- Barbecue cooking may be done outside of the booth only.
 - Use charcoal lighter fluid or electric starter only.
 - No storage or use of charcoal lighter fluid or electric starters in the booth.
 - Do not dump hot coals. Extinguish coals and dispose in an approved container (metal barrel).

REGULATIONS FOR OUTDOOR BOOTHS (continued)

Fire Extinguishers

- Each booth must have a minimum rated 2A:10B:C or Type K fire extinguisher.
- Fire extinguisher must be:
 - mounted or secured so that it will not fall over;
 - visible and accessible, and away from cooking area, preferably near the exit of the booth;
 - serviced within the last year, with State Fire Marshall tag attached;
 - if new, State Fire Marshall's tag is not needed if manufacturer's date is current year.

Miscellaneous

- All compressed gas cylinders shall be secured in an upright position.
- No motor vehicle allowed within 30 feet of festival area except for approved beverage-dispensing vehicle.

TENT, CANOPY AND TEMPORARY MEMBRANE STRUCTURE PERMIT

A permit is required for any tent or temporary membrane structure having an area in excess of 200 square feet, or any canopy in excess of 400 square feet. The permit is issued by the Fire Department. Complete standards for tent/canopy structures are available from the Fire Department at the address below.

FIREWORKS PERMIT

A permit is required for any fireworks or other pyrotechnic display. The permit is issued by the Fire Department.

PARADE FLOATS

Parade floats are inspected by and must be approved by the Fire Department.

PERMIT/INSPECTION PERMIT SCHEDULE

- Site inspection, plan review and fire watch. Employee's hourly rate is three-hour minimum.
- Carnival / Festival Permit
- Parade / Float Permit (fee includes one hour of inspection)
- Tent Permit (fee includes one hour of inspection)

Note: Late fees may apply for applications received later than 2 weeks prior to event.

PUBLIC SAFETY PLAN GUIDELINES

As required by the San Jose Fire Department for compliance to Section 404.3.1 of the California Fire Code, Applicant shall create a detailed Public Safety Plan for the proposed event. At a minimum, the final Public Safety Plan should be submitted 14 days prior to the first event day and include the following:

- Emergency egress or escape routes for the outdoor special event space.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Procedures for accounting for employees, event attendees and event participants after evacuation have been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying event attendees and participants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the Plan.

- A description of the emergency communication system (e.g. voice, alarm, etc), where provided, used during the outdoor special event to alert event attendees and participants of an emergency.
- Procedures for accounting for children who have been separated from their parents/guardians and assignment of event personnel responsible for the management of this procedure to ensure the safe return of the child.
- A description of how the permanent Fire Department connections, hydrants and other fire safety devices located at surrounding buildings and public areas will remain accessible during the event. The locations and access points to the fire safety devices should be reflected on the Event Site Map.
- For outdoor events where more than 1,000 persons shall congregate, identification and assignments of trained crowd managers shall be provided established at a ratio of one crowd manager to every 250 event attendees.

INFORMATION

If you have any questions, please contact:

**CITY OF SAN JOSE FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
200 E. Santa Clara Street, 2nd Floor
San José, CA. 95113-1905
Tel: (408) 535-7750
Fax: (408) 292-6067
www.sjfd.org/FirePrev/bfp_index.htm
www.unidocs.org/fire/index.html**

PUBLIC WORKS ELECTRICAL REQUIREMENTS

Electrical power may be provided by the GSD in certain venues. In order to arrange for electrical power, the Organizer must submit all required information on the forms listed below:

REQUIRED FORMS

The following forms must be submitted no later than 14 days before the event. If forms are submitted late or information is incomplete or incorrect, the City may not be able to supply your event with electrical power.

Electrical Services Worksheet

- The Organizer or the vendor must complete an Electrical Services Worksheet for each booth, bandstand, truck or special item that requires electrical power.
- Assign a number to each booth, bandstand, truck or special item.
- List the exact information (voltage, watts or amps, horsepower) printed on the manufacturer's nameplate on each electrical appliance.
- If an appliance is being rented, contact the rental company to obtain manufacturer's nameplate information.
- If an appliance requires a special plug receptacle (other than a normal residential receptacle), contact GSD at (408) 975-7277 for instructions regarding special plugs.

Event Layout Diagram

- On a diagram of the event site, indicate the location of each booth, bandstand, truck or special item that requires electrical power.
- Identify each booth, bandstand, truck and special item by its previously assigned number.
- Blank diagrams of established downtown venues are available from OCA. However, for any event venue, the Organizer may develop a site diagram.

COST OF SERVICE

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. The Organizer **MUST** pay this bill in advance, no later than 14 days prior to the requested service date.

INFORMATION

In accordance with fire code 605.5 the city strongly discourages temporary wiring to be used in lieu of permanent wiring. The authority having jurisdiction reserves the right to make the final call.

If you have any questions, please contact:

**CITY OF SAN JOSE
PUBLIC WORKS DEPARTMENT
1661 Senter Road 2nd Floor
San Jose, CA 95112
Tel: ((408) 975-7277
Fax: (408) 277-5541
www.sccgov.org**

FOOD PERMIT REQUIREMENTS

The California Retail Food Code defines “food” to include food, ice and beverages. Any reference to food in this section reflects this code definition.

The Santa Clara County Department of Environmental Health (DEH) is responsible for permitting food operations at public events. If food is distributed to the public at a public event, temporary event permits are required.

EVENT ORGANIZER RESPONSIBILITIES

- Complete the Event Organizer application. (Applications and fee schedule are available on DEH’s Temporary Events website. The DOC application versions can be filled out electronically then printed.)
- Pay the Event Organizer permit if there will be 2 or more food booths.
- Collect all Temporary Food Facility applications, forms and permit fees from food vendors. DEH does NOT accept applications directly from vendors or via fax.
- Ensure all applications and forms are legible and complete.
- Submit all forms and fees to our department at least DEH at least 2 weeks prior to the event to avoid late fees.
- Ensure all food vendors follow temporary food facility requirements. Please see DEH’s Temporary Event Requirements document on their website.

TEMPORARY EVENT REQUIREMENTS include, but are not limited to:

- Booth construction
 - Overhead covering and approved flooring is required if all food/beverages are pre-packaged.
 - A fully-enclosed food booth with side walls is required if there is any open food handling.
- Handwash facilities must operational in all booths.
- Warewash facilities must be set up prior to handling food.
- All open foods must be stored and prepared inside the food booth.
- Sufficient equipment to actively hot and/or cold-hold potentially hazardous foods.
 - Example: steam table or chafing dish to maintain hot foods at 135°F or above.
 - Example: ice or refrigerator to maintain cold foods at 45°F or below.
- Thermometer to monitor food temperatures.
- At least 1 toilet per 15 food handlers located within 200 feet of all food booths.

CRAVEN ACT EXEMPTION

If all food will be donated by for-profit entities to an event that is organized by a non-profit organization, the event may qualify for a Craven Act Exemption whereby Temporary Event Permits are not required. Forms still need to be completed and submitted to DEH at least 2 weeks prior to the event. An authorization letter will be issued in lieu of permits. For Craven Act Exemption forms, please contact the Temporary Event Senior at (408) 918-3400.

DEPARTMENT INFORMATION

If you have any questions, please contact the Department of Environmental Health.

**County of Santa Clara
Department of Environmental Health
Consumer Protection Division
1555 Berger Drive, Suite 300
San Jose, CA 95112
Tel: (408) 918-3400
Fax: (408) 258-5891**

www.ehinfo.org > Consumer Protection Division > Temporary Events.

TEMPORARY BANNER GUIDELINES

In connection with an event, the event Organizer may request that Temporary Banner Program whereby street banners can be installed on designated light poles. The Organizer is responsible for supplying the banners. All banners must meet City specifications. The Department of Transportation (DOT) will install and remove the banners and the Organizer will be billed for that service..

APPLICATION AND PROCEDURE

Applications for temporary street banners are available from OCA. Requests are reviewed by OCA and DOT and approved on a first come, first served basis contingent upon available pole locations.

- Submit Banner Application at least 90 days prior to date of event
- Banner size is exactly 8' high by 2.5' wide which includes 7 inch pockets at each end (96" x 30" exactly).
- Organizations can request from 1 to 400 banners (to request more banners please contact OCA)
- Banner design must be approved prior to being manufactured
- Banners cannot be manufactured unless the proper OCA staff has authorized banner design(s)
- Banners are typically hung 2 weeks prior to event, but cannot be hung for more than 30 days. For information on hanging banners for longer than 2 weeks, contact OCA.
- A fee will be charged for the installation and removal of each vertical banner.
- After banners are removed, they must be removed picked-up within 14 days of being notified to avoid banners from being discarded.

INFORMATION AND FORMS

If you have any questions or require forms, please contact the Office of Economic Development (OED) or OCA's website at www.sanjoseculture.org for Guidelines and Applications.

**CITY OF SAN JOSE
OFFICE OF ECONOMIC DEVELOPMENT
200 E. Santa Clara Street
San José, CA 95113
Tel: (408) 535-8186**

TEMPORARY SELLER'S PERMIT REQUIREMENTS

Generally, if a person sells taxable merchandise or provides a taxable service in California on a temporary (one month or less) basis, the State Board of Equalization requires that the seller have a temporary seller's permit. Sellers can obtain the Application for Temporary Seller's Permit (Form # [BOE-530-B](#)) from the local Board of Equalization office.

SPECIAL EVENT ORGANIZER DUTIES

As the Organizer, before you lease space to sellers, you must obtain evidence that they either hold a valid seller's permit or that they are not offering for sale any items subject to sales tax. You will meet your duties and responsibilities if you accomplish the following actions:

- Verify that a seller has a valid seller's permit or obtain a written statement from the seller that he or she is not offering for sale any items that are subject to the sales tax. Sellers with permits may verify permits by giving you their sales tax numbers.
- Obtain a written statement from each seller who is not offering for sale any items that are subject to the sales tax. You may create a custom form that must include the following:
 - The event name and date.
 - The Seller's name and address.
 - The Seller's California driver's license number.
 - The Seller's social security number.
 - A statement that no items subject to the sales tax is being sold.
 - The Seller's signature.
- Prior to the special event, deliver to the local Board of Equalization office:
 - The sales tax numbers of all sellers who have temporary seller's permits.
 - The written statements of sellers who are selling non-taxable items

Failure or refusal to comply with these requirements is punishable by a fine of up to one thousand dollars (\$1,000) for each offense.

INFORMATION AND FORMS

If you have any questions or require forms, please contact:

**STATE OF CALIFORNIA
BOARD OF EQUALIZATION
250 South Second Street
San Jose, CA 95113
Tel: (408) 277-1231
Fax: (408) 277-1252**

<http://www.boe.ca.gov/info/phone.htm> - Contact Info

<http://www.boe.ca.gov/pdf/boe530b.pdf> - Temporary Sellers's Permit Form

Attn: Special Events Coordinator

MOBILE PEDDLERS REGULATION

Ordinance of the City No. 28535 allows an Organizer to request that an event held in "Downtown" to be declared as a "Downtown Special Event" allowing for the suspension of Peddlers' Permits within a designated "Special Event Boundary".

"DOWNTOWN SPECIAL EVENT" DECLARATION PROCESS

No less than ninety days before the event, the Organizer must submit a completed application and letter requesting that the event be declared a "Downtown Special Event" which would allow the preclusion of peddlers within the designated "Special Event Boundary". The Director shall declare a public or private event in the Downtown authorized by the Department to be a "Downtown Special Event" within a reasonable period of time after the Organizer submits a completed application to the Director.

No later than thirty (30) days prior to the "Downtown Special Event", the Director shall provide notice of the times and date on which the "Downtown Special Event" will occur and the "Special Event Boundary" within which the "Downtown Special Event" will be held to all persons having current approved location permits issued within the area to be declared the "Special Event Boundary". The notice will advise all persons with approved location permits within the "Special Event Boundary" that during the term of the "Downtown Special Event", their permits are suspended for peddling within the "Special Event Boundary" listed in the Director's notice, but they may peddle at the alternative approved location designated in the respective permits, if the location is not also within the "Special Event Boundary". The notice will further state that persons with approved location within the "Special Event boundary" designated by the Director for a "Downtown Special Event" will be given the same opportunity to participate in the "Downtown Special Event" as the Organizer offers to its own vendors.

Municipal Code, Chapter 6.55 provides more specific details related to Mobile Peddlers Regulations during Downtown Special Events.

INFORMATION

If you have any questions, please contact OCA.

REGULATORY PERMITS

Title 6 of the San Jose Municipal Code (SJMC) addresses the types of activities requiring Regulatory Permits in the City of San Jose. If amusement rides, carnival or a circus is planned for your event, acquisition of a Regulatory Permit is required.

OCA coordinates the Regulatory Permit Application process for all events (“events”) held on public property, and events with three or fewer event days held on private property. For events with four or more days on private property, the Regulatory Permit Application process is handled by the Department of Planning, Building and Code Enforcement.

To ensure the timely issuance of the Regulatory Permit for your event, Event Organizers should obtain all necessary Regulatory Permit Application *approvals a minimum of three weeks prior to the first event date.*

The Regulatory Permit Application is available on the City’s website at:

<http://www.sanjoseca.gov/documentcenter/view/1255>

This Permit requires several advance approval signatures from various City Departments including Fire Department, Planning, Building & Code Enforcement with the final approval acquired from the Police Department.

San José Police Permits Unit staff will review the completed Regulatory Application containing all required signatures and approve or deny the Regulatory Application. Approved applications should be entered in the Business Tax System by San José Police Permits Unit staff, and a Regulatory Permit will be generated and mailed to the Event Organizer.

If the Regulatory Application is denied, revoked or suspended by the San José Police Permits Unit, the decision may be appealed to the City as specified within SJMC 6.08.119 and 6.08.120.

The OCA Event Coordinator assigned to coordinate your event is available to assist you through the approval process.

BUSINESS TAX LICENSE

All persons or companies conducting business in San Jose must obtain the business license tax, whether or not they have offices located in San Jose. The tax is required within 45 days of the commencement of business in San Jose Municipal Code (SJMC) 4.76.

Certain business are excluded or exempted from payment of the tax. One of the exclusion provisions (SJMC 4.76.741) includes participation in special events conducted by a charitable or nonprofit organization; exemption is for the duration of the event only.

Business Tax License information is available on the City's website at:

<http://www.sanjoseca.gov/index.aspx?nid=1154>

BINGO PERMIT

Title 6 of the San Jose Municipal Code (SJMC) addresses the types of activities requiring Bingo Permits in the City of San Jose.

If you intend to conduct bingo as a part of your outdoor special event, a Bingo Permit must be acquired through the San Jose Police Department. To obtain a copy of the Bingo Permit Application and the procedures visit:

<http://sjpd.org/Records/DocumentCTR.html#permits>

TEMPORARY USE OF PRIVATE PROPERTY FOR OUTDOOR EVENTS

Title 20 of the San Jose Municipal Code (SJMC) addresses the types of temporary outdoor event activities that may take place on private property and the conditions for permits issued for these events and activities based on the Zoning Code.

The Office of Cultural Affairs permits the temporary use of outdoor private property for events with three or fewer days held on private property. An Organizer is required to obtain a temporary event permit from the Office of Cultural Affairs, if the proposed event on private property:

- a) displaces required parking for the existing use of the site or
- b) requires a permit from the police department, fire department or the California Department of Alcoholic Beverage

Based on the zoning location of the parcel for the proposed event, use restrictions will include hours of operations, number of event allowed within a given period of time, the number of days the event may be held, minimum separation from adjacent residential uses, etc. A complete list of the restrictions may be found in the SJMC 20.80.1420 through 20.80.1490.

To process an Outdoor Special Event Application with a proposed use of private property, the application must include: a) the Assessor's Parcel Number and b) a letter from the property owner authorizing the use of the parcel of land for the event.

If an event required use of more than 3 days, the Event Organizer must obtain either a Special Use Permit or a Conditional Use Permit through Planning, Building & Code Enforcement

Volunteer Coordination

Volunteers can contribute greatly to the fun and success of your event and can save you money if they are properly instructed. Here are a few key suggestions that will help you convey their importance. It's so important for you as the event organizer to train and give your volunteers the information they need to help your event be a great success!

- Know what roles your volunteers will perform during your event
- Know how many volunteers and what their duties will be during their service.
- Give clear and concise instructions to your volunteers; give them written instructions of what is expected of them.
- Keep volunteers *engaged* and *working* throughout their entire event shift.
- Remember volunteers are not professionals, which means you need to be very explicit in your directions, and provide them oversight.
- Host an orientation/training session with your volunteers at least a week ahead of time.
- Discuss the roles and responsibilities you expect of them and give them overall event knowledge so they can answer the questions from the public.
- If you do not have time for an orientation/training session, meet with them at least the day of the event and provide instructions.
- Provide a copy of your volunteer manual to the Police Department prior to your event.
- Have your Volunteer Coordinator attend the Police Department Briefing before your event.
- When dealing with volunteers, show your appreciation for them and their service.
- Help the City identify your volunteers by dressing them in a brightly colored t-shirt or orange /reflective vest.
- *Feed Them!* This should go without being said, depending on how long your event is; a volunteer without any water or nourishment can lead to them leaving their post. Providing them a bottle of water and snacks is a small thank you for giving up their valuable time.