TOWN OF LOS GATOS
SPECIAL EVENT PERMIT APPLICATION PROCESS

General Information

The Los Gatos Town Code requires that any person or group planning to hold a "Special Event" must first obtain a permit (LGTC 14.10.010 through 14.10.085, available on the Town's website, **www.LosGatosCA.gov**). A Special Event is any event which will take place on or near public property or public right-of-way, such as streets, sidewalks, parks, or public parking lots; and which will either:

- interfere with the normal flow of pedestrian or vehicular traffic; or
- attract participants or spectators who are not likely to comply with traffic controls; or
- restrict access to a public property or public right-of-way; or
- require police presence in order to maintain control.

The Los Gatos-Monte Sereno Police Department is responsible for receiving and approving all Special Event Permit applications.

How to Apply

If you or your organization is planning a Special Event, you must first obtain a Special Event Permit through the Police Department. The process for the Special Event Permit Application is as follows:

1. Complete a Special Event Permit Application, and make an appointment to return it to the Police Department no later than 60 days prior to the event. Please see page 2 for a complete list of documents that must be submitted as part of a complete Special Event Permit Application.
2. Meet with a Police Department representative to review your completed Special Event Permit Application. Your application will be reviewed to determine what other documents and/or permits, if any, may be required for your event. On page 3 of this application you will find a list of these documents and permits, which will be used to indicate to you which will be required. These additional documents and/or permits must be obtained no later than 30 days prior to the event.
3. Keep your approved Special Event Permit, and any other required permits, posted at the event.

For More Information

For more information about the Special Event Permit application process, or to make an appointment to submit your completed Special Event Permit Application, contact the Police Department's Special Events Coordinators: Sergeant J.R. Langer may be reached at (408) 354-6851; Community Service Officer Gwen Cross may be reached at (408) 354-6842. The Police Department is located at 110 East Main Street, Los Gatos. Information is also available on the Town's website, **www.LosGatosCA.gov/police**, under "Services & Outreach."

Documents to be Submitted with Special Event Permit Application

Document(s)	When Required	Required	Submitted
Fully completed and signed Special Event Permit Application form.	For all events.		
Non-refundable application fee.	For all events.		
Current 501(c)3; current Franchise Tax Board Exemption; current Annual Report; current IRS tax filing; list of solicitors.	For non-profit group applicants only.		
Route/site diagram.	For all events.		
List of streets and/or sidewalks requested for closure, and a traffic plan/diagram, including a list of traffic equipment.	For all events requiring road closures or restricted access.		
Shuttle/valet plan.	For events with a shuttle or valet parking.		
Plan for use and placement of portable toilets.	Generally, access to at least one toilet for every 250 estimated event attendees should be demonstrated.		
Plan for use and placement of garbage and recycling containers.	Generally, event attendees should have access to both garbage and recycling containers.		
Crowd control/security plan.	Generally, a plan is required if a large number of attendees are anticipated, and if alcohol will be served.		
First aid staffing and equipment plan.	A first aid station is generally required for events on public property.		
Promotion/advertising plan.	Generally, a plan must be submitted if it is anticipated that advertising will have a substantial effect on attendance at the event.		
List of businesses, schools, churches, residences, and/or neighborhoods to be affected by the event; and a description of outreach to be made to them.	For all events.		

Additional Permits and Documents That May Be Required

Permit/Document	Required	Submitted
All Special Events require a Certificate of Liability Insurance with Additional Insured Endorsement be submitted to the Town Clerk's Office: **www.LosGatosCa.gov** or (408) 354-6834.		☐ PD ☐ Clerk
Events using an amplified sound system for voice or music require a Sound Amplification Permit from the Police Department: **www.LosGatosCa.gov/police** or (408) 354-5257.		☐ PD ☐ PPW
Posting of portable signs or banners advertising an event requires a Banner Permit from the Community Development Department: **www.LosGatosCa.gov/cdd** or (408) 354-6874.		☐ PD ☐ CDD
Events which use a public parking lot, trail, or park require a Park Special Use Permit from the Parks and Public Works Department: **www.LosGatosCa.gov** or (408) 399-5770.		☐ PD ☐ PPW
If vendors other than the sponsor will be selling at the event, a Business License must be obtained from the Finance Department: **www.LosGatosCa.gov** or (408) 354-6835.		☐ PD ☐ Fin.
If you plan to use public school grounds as part of your event, obtain a permit from the appropriate school district. Los Gatos-Saratoga Joint Union High School District: **www.lgsuhsd.org** or (408) 354-2520. Los Gatos Union School District: **www.lgusd.k12.ca.us** or (408) 335-2000. Union School District: **www.unionsd.org** or (408) 377-8010.		☐ PD
Events at which food will be cooked and/or sold require a Temporary Event Permit from the Santa Clara County Department of Environmental Health: **www.ehinfo.org** or (408) 918-3400.		☐ PD
Events which will include the use of a tent or canopy, or cooking with propane fuel, must arrange for an inspection by the Santa Clara County Central Fire Department: **www.sccfd.org** or (408) 378-4010.		☐ PD
Events which will serve and/or sell alcohol must obtain a One Day Liquor Permit from the Department of Alcoholic Beverage Control and approval from the Chief of Police: **www.abc.gov** or (408) 277-1200.		☐ PD
All events must pay any costs for the use of Town personnel and/or equipment. The estimated costs for this event are:		☐ PD ☐ Fin.

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Title of Event:		Date of Application:
Nature/Purpose of Event:		
Sponsoring Organization:		
Address:		
Phone:	Fax:	Email:
Is the sponsoring organization a registered non-profit? Yes No		
Is this a new application or a renewal? New Renewal		
Event Coordinator:	DOB:	
Address:		
Phone:	Fax:	Email:
Alternate Contact:	DOB:	
Address:		
Phone:	Fax:	Email:
Location of Event:		
Date(s) of Event:		Total Days:
Daily Event Schedule		
Set-up and Preparation	From:	To:
Event	From:	To:
Clean-up and Closure	From:	To:
On-Site Contact Name:		Cell Phone:

Estimated Number of			
Vendors:	Attendees:	Vehicles:	Volunteers:

Fees (Please complete all that apply)		
Admission Fee:	Vendor Fee:	Other Fee:

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I hereby certify the foregoing statements to be true and correct. I agree to indemnify and hold harmless the Town of Los Gatos, its Town Council, officers, agents, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses, whatsoever, including attorney's fees regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity.

I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition, or any violation of law may result in the immediate cancellation of the event, denial of future events, and/or criminal prosecution. I understand that the Chief of Police has the right at any time to revoke permission for an event and no rebates or refunds of fees will be made because of such termination.

I understand that no advance promotional activities for a requested event may be made before a Special Event Permit is issued. I further understand that I or my organization must pay all costs associated with the permitted event. I understand that I or my organization may be billed for cleanup costs incurred by the Town if cleanup is not performed adequately, and/or future applications for a Special Event Permit may be denied.

If I am signing this application for an organization I represent, I hereby certify that I am legally authorized to make this agreement for such organization.

Signature: _____

Printed Name: _____

Date: _____