Los Gatos
Monte Sereno
POLICE DEPARTMENT

SPECIAL EVENT PERMIT APPLICATION

Instructions and Check List

In order to process your request as quickly as possible, please review the entire Special Event Permit Application package before submitting your application.

Check (✓) any of the following that will be a part of your event:

- ☐ More than 100 people will be in attendance.
- ☐ Food will be served. (May require a Health Department Permit (408) 299-6060)
- ☐ Food will be cooked on site. (May require a Health Department Permit)
- ☐ Propane gas will be used. (May require a Fire Dept Permit (408) 378-4010)
- ☐ Alcohol will be served or sold. (See Coordinator for a letter of approval.)
- ☐ A tent or canopy will be used. (May require a Fire Department Permit)
- ☐ Live music or a voice amplifier will be used. (Requires a sound Permit)
- ☐ You will hang a banner or sign in the Town of Los Gatos. (Requires a sign permit)
- ☐ A street or parking lot will need to be closed (even temporarily).
- ☐ The event is sponsored by a "Non-Profit Organization."

After completing this application and check list, contact the Special Events Coordinator, Sergeant Layne Davis, at (408) 354-6851. Thank you.

Phone (408) 354-5257 ◆ Fax (408) 354-0578 ◆ Civic Center ◆ 110 East Main Street ◆ P.O. Box 973 ◆ Los Gatos, CA 95031

TOWN OF LOS GATOS
SPECIAL EVENT APPLICATION

Date of Application:		
Title of Event:		
Sponsoring Organization:		Phone Number:
Address:		Fax Number:
Applicant:	**DOB**	**Home Phone:**
Address:		**Work Phone:** **Fax Number:**
Alternate:	***DOB***	***Home Phone:***
Address:		***Work Phone:*** ***Fax Number:***
Nature of Event:		
Location of Event:		
Dates of Event:		Total Days:

Times of Event:

Set up and prepare	From:	To:
Actual Event	From:	To:
Clean-up and Closure	From:	To:

Number of:	Participants:	Vehicles:	Volunteers:

Will there be a fee for:

Admission: Yes ___ No ___ $ _____ Per Person

Participants: Yes ___ No ___ $ _____ Per Vendor

Business License Obtained: Yes ___ No ___

Other: $ _____ Please state: _____

Will Sound Amplification be Used?	Yes ___ No ___	Kind:
Will Alcoholic Beverages be Served?	Yes ___ No ___	Kind:
Will Food be Served?	Yes ___ No ___	***(Requires permit from the County Health Department)***
Event plan, route or map attached with application?	Yes ___ No ___	

In order to help promote the special events in our community, the Town will list your event in our "Special Events Calendar", which is made available to the public. **Please list a name and phone number for the public to contact for additional event information:**

Additional Comments:

TOWN OF LOS GATOS
SPECIAL EVENTS CHECKLIST

WHAT YOU HAVE TO DO:

- Complete the **Special Events Application** and sign the **General Instructions sheet**. Include the **application fee** with your completed application. For your information, review the attached copy of the **Town Code** defining Special Events.
- Pay the **estimated costs** for personnel and/or equipment prior to receiving your permit. The Event Coordinator will provide you with those estimated costs.
- If your sponsoring organization is **non-profit**, provide documentation of that with your completed Special Event Application.
- Sign the **Hold Harmless Agreement.**
- Review the **Town Insurance Requirements** and sample form. Take your proof of insurance to the Town Clerk's Office at 110 E. Main Street. After review they will send a copy to the Special Event Coordinator.
- If you are posting a **portable sign or banner** advertising your event, you will need to obtain a sign permit, through the Community Development Department (file a copy with the Event Coordinator)
- If you are using an **amplified sound system** for either voice or music, a permit is required as part of your initial Event fee. The Event Coordinator can provide you with that form.
- If your event is **cooking and selling food**, you will need to contact the Santa Clara County Health Department for a permit.
- If you are planning to use a **tent or canopy or cook with propane fuel**, you will need to contact the Santa Clara County Central Fire Department for an inspection. The Event Coordinator can provide you with information.
- If your event is using **Vasona Park, Oak Meadow Park, the Creek Trail, or public school grounds**, you will have to request permission from those entities. A copy of all written permission letters will have to be forwarded, by you, to the Event Coordinator.
- If you plan to serve alcohol, a one-day alcohol permit may be required. The Event Coordinator can provide you with necessary information.

WHAT THE TOWN DOES:

- The Special Event Coordinator will assist you by providing forms, and will answer questions. Return all completed forms to the Event Coordinator.
- The Police Department may issue a Special Event Permit after all requirements are met.

GENERAL INSTRUCTIONS

1. Applications must be completed and returned to the Los Gatos Police Department Special Events Sergeant, 110 East Main Street, P. O. Box 973, Los Gatos, CA 95031, no later than 60 days prior to the event.

2. Upon return of the application, a non-refundable administrative fee set by Town Council resolution shall be charged for each Special Event Permit.

3. An approved Special Event Permit is required for all groups and must be in the possession of the applicant or representative at the event.

4. Applicant shall pay all costs associated with the event.

5. The applicant/sponsor must obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. The insurance shall name on the policy, as additional insured, the Town of Los Gatos, its officers, employees and agents. Insurance coverage with a minimum combined single limit in an amount established by the Town's Risk Manager which must be maintained for the duration of the event and the insurance company must provide the Town with thirty (30) days' written notice of cancellation of the policy. Coverage provisions, including limits, shall otherwise be in accordance with Town policy or as set by resolution of the Town Council. A copy of the policy must be filed with the Town Clerk no less than twenty (20) days before the date of the event.

6. 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.

7. All outside vendors must be associated with and sanctioned by the Special Event and obtain a Town of Los Gatos Business License through the Clerk's Office no later than seven (7) days prior to the event.

8. No advance promotional activities for a Special Event shall be commenced before obtaining a Special Event Permit.

9. If alcoholic beverages are to be served, the applicant must obtain a One-Day Liquor License through the Chief of Police before receiving a permit through ABC.

I hereby certify the foregoing statements to be true and correct, and agree to indemnify and hold harmless the Town of Los Gatos, its Town Council, officers, agent, 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.

Date: _____ Printed Name: _____

Signature: _____

NON-PROFIT

Any organization applying for a business license and claiming non-profit (exempt) status, <u>must</u> submit:

1. **A <u>current</u> 501 (c) 3.**
2. **A <u>current</u> Franchise Tax Board Exemption.**
3. **A <u>current</u> Annual Report.**
4. **A <u>current</u> IRS Tax filing.**
5. **A list of solicitors.**

Section 14.10.030(b)

> ***The provisions of this chapter shall not be deemed or construed to require the payment of a license tax to conduct, manage or carry on any business, occupation or activity from any institution or organization which is conducted, managed, or carried on wholly for the benefit of charitable purposes or from which <u>profit is not derived either directly or indirectly, by any person</u>. . . .***

LOS GATOS / MONTE SERENO POLICE DEPARTMENT
SOUND AMPLIFICATION PERMIT APPLICATION
ORDINANCE SECTION 16.20.040

ORGANIZATION: _____ **PH #** _____
ADDRESS: _____

APPLICANT: _____ **PH #** _____
ADDRESS: _____

DATE and TIME amplification is to be used: _____
LOCATION OF EVENT: _____

TYPE OF AMPLIFICATION _____
(list type of music, name of band or sound system)

Name of person (s) responsible for monitoring amplification equipment to assure compliance with the Los Gatos Town Ordinance Number 16.20.040.

NAME: _____ **DOB:** _____
ADDRESS: _____ **PH #** _____

Maximum number of people attending the event: _____

NOTE:

1. **The operation of sound amplifying equipment, including outdoor paging systems, for commercial purposes shall be limited to the hours of 8:00a.m. to 7:00p.m. weekdays; 9:00a.m. to 6:00p.m., Saturdays and 10:00a.m. to 4:00p.m. on Sundays and Holidays, with no time limitation as to noncommercial sound applications other than as may be required in paragraph (2).**

2. **In all events, the volume for sound and the hours of operation shall be so controlled that the sound will not be unreasonably loud, raucous, jarring disturbing or a nuisance as defined by the Town Code.**

3. **Sound amplifying equipment shall not be operated within two hundred (200) feet of a church, school or hospital while any of these facilities are in operation.**

APPLICANTS SIGNATURE: _____ **DATE.** _____

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PERMIT

DATE: _____ **APPROVED:** _____ **DENIED:** _____
HOURS: _____ **LOCATION:** _____
CONDITIONS OF APPROVAL: _____
_____

CHIEF OF POLICE: _____
SCOTT R. SEAMAN