



## TOWN OF LOS GATOS SPECIAL USE PERMIT APPLICATION

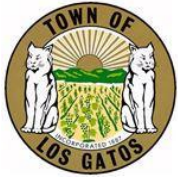
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**Please check any of the following that will be part of your event:**

- ☐ Food will be served or sold (may require a Health Department Temporary Event Permit)
- ☐ Food will be cooked onsite (may require a Health Department Temporary Event Permit)
- ☐ Propane gas will be used (may require a Fire Department Permit)
- ☐ Alcohol will be served, if sold (requires authorization from Chief of Police prior to applying for one-day Liquor Permit with Alcoholic Beverage Control)
- ☐ A tent or canopy will be used (may require a Fire Department Permit)
- ☐ Evening use of the Oak Meadow Bandstand/Gazebo (requires Special Event Permit)
- ☐ Posting of banner(s) or sign(s) in the Town of Los Gatos (requires a Banner Permit)
- ☐ Sponsored event by a "Non-Profit Organization" (requires 501(c)(3) Ruling)
- ☐ Taking commercial motion pictures or television pictures or commercial still photography (requires a Permit from the Chief of Police)

**Additional documents that may be required:**

- If additional permits are required as stated above, the Parks and Public Works staff will provide you information to obtain the necessary items.
- Certification of Liability Insurance - All Special Use permits require a Certificate of Liability Insurance with primary wording and an Additional Insured Endorsement provided by the applicant and/or vendor(s) utilized. Insurance must be submitted **after** your application has been approved and will be reviewed and approved by Town staff.
- Business License - If vendors other than the applicant will be selling or serving at the event, a Business License must be obtained from the Finance Department - [www.LosGatosCa.gov](http://www.LosGatosCa.gov) or (408) 354-6835.



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### CONTACT INFORMATION

Organization (if applicable):	Non-Profit Tax ID# (if applicable):
Name of Applicant:	E-Mail Address:
Day Phone:	Cell Phone:
Address:	City:
State:	Zip Code:
Applicant Signature:	Date of Request:

### EVENT INFORMATION

Event Name:		
Facility Location: <input type="checkbox"/> Oak Meadow Park Bandstand/Gazebo <input type="checkbox"/> Oak Meadow Park Lawn Area/Picnic Areas <input type="checkbox"/> Creekside Sports Park <input type="checkbox"/> Los Gatos Trail <input type="checkbox"/> Other: _____	Type of Event: <input type="checkbox"/> Fundraiser <input type="checkbox"/> Marathon/Half Marathon/5K/Fun Run <input type="checkbox"/> Recreation/Educational Use <input type="checkbox"/> Company Event <input type="checkbox"/> Other: _____	
Dates(s)/Time(s) of Event:	Dates(s)/Time(s) of Set-up:	Dates(s)/Time(s) of Clean-up:
Estimated Number of Attendees:		Estimated Number of Volunteers:

### QUESTIONNAIRE

Mark all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Food at event  <input type="checkbox"/> Food will be sold  <input type="checkbox"/> CATERED/VENDOR  <input type="checkbox"/> Merchandise sold  <input type="checkbox"/> Alcohol served  <input type="checkbox"/> Alcohol sold         </div> <div style="width: 50%;"> <input type="checkbox"/> Generator be used  <input type="checkbox"/> Amplified sound  <input type="checkbox"/> Vehicle Escort  <input type="checkbox"/> Advertised in print/social media         </div> </div>	Will the event go outside of park space? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Will an entry or use fee be charged? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you have a map or diagram of your proposed route or set-up to attach? Yes <input type="checkbox"/> No <input type="checkbox"/>



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**ADDITIONAL EVENT INFORMATION**

Please describe your event, including its primary intent and any related activities:

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Please list any equipment or supplies that you would like to bring in for your event (example: canopies, stage, vehicles, etc.):

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Please provide a general timeline of your event:

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**FOR TOWN USE ONLY:**

- ☐ APPROVED  
☐ DENIED

\_\_\_\_\_  
Parks and Streets Superintendent

\_\_\_\_\_  
Date



**TOWN OF LOS GATOS  
SPECIAL USE PERMIT APPLICATION  
HOLD HARMLESS AGREEMENT**

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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 the Town Manager, Chief of Police and/or the Director of Parks & Public Works and/or Streets & Parks Superintendent 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 Use Permit is issued. I further understand that I or my organization must pay all costs associated with a 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 Use 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

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Name Title