



TOWN OF LOS GATOS PARKS SPECIAL USE PERMIT APPLICATION

GENERAL INFORMATION

If you or your organization is planning an event in a park or trail it may require a Parks Special Use Permit through the Parks and Public Works Department, which is responsible for receiving and approving all Parks Special Use Permit applications.

A **Parks Special Use Permit** may be required for some of or all the following elements:

- Use of multiple sites in Oak Meadow Park
- Groups of 25 or more at any of the Town's neighborhood parks
- Organized recreational/class activities
- Vendors or caterers

A **Special Event Permit** may be required through the Town Manager's Office if your event will take place on or impede on public property and may include some or all of the following elements:

- Large crowds
- Street Closures
- Beer & Wine sales
- Music & Entertainment

(Examples include: Festivals, parades, races, street fairs, carnivals, sidewalk sales, concerts, etc.)

BEFORE COMPLETING THIS APPLICATION, PLEASE FIRST CAREFULLY REVIEW THE EVENT FLOW CHART
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HOW TO APPLY FOR A PARKS SPECIAL USE PERMIT

Applications must be submitted **60 days** prior to your event and can be submitted in person from 8:00 a.m. to 1:00 p.m. Monday through Friday, or mailed to:

Parks and Public Works Department
41 Miles Ave
Los Gatos, CA 95030
408-399-5781
parksreservations@logatosca.gov

Follow this flow chart to help you determine what type of permit your event needs and the steps you need to take.

Which of these best describes your event?

My event will take place on or impede on public property and may include some or all of the following elements:

- Large crowds
- Street Closures
- Beer & Wine sales
- Music & Entertainment

Examples include: Festivals, parades, races, street fairs, carnivals, sidewalk sales, concerts, etc.

You need a Special Event Permit!

Review the Special Event Guidelines & Procedures before filling out your application for helpful information on planning your event in Los Gatos.

Submit your Special Event Application at least 90 days prior to your event. Review the Special Event Permit Timeline for details and next steps. For more information contact Event Specialist, Christina Hill at chill@losgatosca.gov or 408-399-5734

My event may include some or all of the following elements:

- Remain entirely in a park or trail
- Use of multiple areas in Oak Meadow Park
- Organized recreational/class activities
- 25 or more people at any of the Town's neighborhood parks
- Vendors or caterers

Examples include: Organized sports or classes, runs, and groups larger in capacity than the park rules allow for, weddings.

You likely need a Parks Special Use Permit.

Review information at www.losgatosca.gov/parkreservations

Parks Special Use Permit applications must be submitted to the Parks & Public Works Department **at least 60 days** prior to your event.

For more information contact PPW at parksreservations@losgatosca.gov

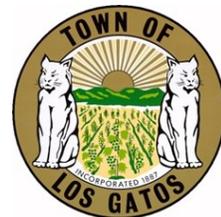
or 408-399-5781

My event may include some or all of the following elements:

- Take place in a Town park
- A simple gathering or BBQ

Examples include: Birthday parties, BBQs, small gatherings, normal picnic reservation.

To make a park reservation, visit www.losgatosca.gov/parkreservations





TOWN OF LOS GATOS PARKS SPECIAL USE PERMIT APPLICATION

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 or 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).
- Live music or a voice amplification will be used (requires a Sound Amplification 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 Parks 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. A sample copy of the insurance requirements is included in this application packet.
- 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 or (408) 354-6835.



**TOWN OF LOS GATOS
PARKS SPECIAL USE PERMIT APPLICATION**

ADDITIONAL EVENT/ACTIVITY INFORMATION

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

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

Please provide a general timeline of your event/activity:

Please attach the following:

- A map or diagram of your proposed route or set-up.
- Additional sheets, if necessary.



**TOWN OF LOS GATOS
PARKS SPECIAL USE PERMIT APPLICATION**

FOR TOWN USE ONLY:

APPROVED

DENIED

Insurance Certificate # _____

Business License # _____

Other Permits _____

Parks and Streets Superintendent

Date



TOWN OF LOS GATOS
PARKS SPECIAL USE PERMIT
HOLD HARMLESS AGREEMENT

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 Parks 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 Parks 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.

DESCRIPTION OF EVENT OR ACTIVITY

Signature

Name of Organization

Printed Name

Title



TOWN OF LOS GATOS
PARKS AND PUBLIC WORKS
(408) 399-5781

PARKSRESERVATIONS@LosGatosCa.gov

INSURANCE REQUIREMENTS

CERTIFICATE OF LIABILITY INSURANCE

CERTIFICATE HOLDER

Town of Los Gatos, 41 Miles Avenue, Los Gatos, CA 95030.

DESCRIPTION OF OPERATIONS

Town of Los Gatos, its officers, officials, employees and volunteers are named Additional Insured under this policy, as per attached endorsement as respects all operations of the Named Insured on a primary and non-contributory basis.

ENDORSEMENT

SEPARATE ENDORSEMENT FOR REQUIRED ADDITIONAL INSURED

Must include: policy number, date, insured, agency, and code.

NAME OF PERSON OR ORGANIZATION

It is hereby agreed that the Town of Los Gatos, its officers, officials, employees and volunteers are named as additional insured under this policy.

PRIMARY WORDING

The primary wording is usually located on the endorsement but is sometimes found in the description box on the certificate. It must be located somewhere in the insurance documents and must say something similar to the following:

"The insurance coverage extended under this endorsement is PRIMARY and will not seek contribution from any other insurance available to the organization or persons shown in the schedule. The Town of Los Gatos will not be responsible for providing insurance for indemnification or defense of the contractor / developer as part of this project / contract."

Samples of acceptable language and forms are attached.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
ENTER DATE

PRODUCER Name of insurance broker	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Vendor Name and Address (Should match name on contract, requisition, or purchase order)	INSURER A: NAME OF INSURANCE CARRIER	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	policy number	effective date	expiration date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	policy number	effective date	expiration date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	policy number	effective date	expiration date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	Professional Liability Errors and Omissions				enter amount if required by contract

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The Town of Los Gatos, its officers, officials, employees, agents, and volunteers are named Additional Insured under the General Liability policy as per the attached endorsement as respects all operations of the Named Insured on a primary and non contributory basis.

A SEPARATE ADDITIONAL INSURED ENDORSEMENT MUST BE ATTACHED TO THE INSURANCE CERTIFICATE.

CERTIFICATE HOLDER

Town of Los Gatos
 Attention: PPW
 41 Miles Avenue
 Los Gatos, CA 95030
 parksreservations@losgatosca.gov

CANCELLATION

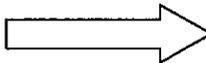
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

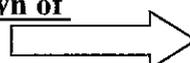
SAMPLE ENDORSEMENT

An Additional Insured Endorsement form must accompany the Certificate of Liability Insurance.

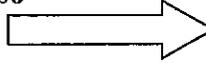
**1. Policy No. must match certificate.
2. Must list the Insured's Name as listed on Certificate.**



Name of Person or Organization: The Town of Los Gatos, its officers, officials, agents, employees, and volunteers are named Additional Insured under the General Liability Policy as respects all operations of the Named Insured on a primary & noncontributory basis.



Endorsement must also state that coverage afforded by the endorsement shall apply as Primary (wording may vary).



POLICY NUMBER: XXXXXXXXXXXX COMMERCIAL GENERAL LIABILITY
INSURED: XXXXXX XXXX XXXXXXXXX
THIS ENDORSEMENT CHANGES THE POLICY. PLEAES READ IT CAREFULLY.

ADDITIONAL INSURED – Endorsement

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART. SCHEDULE

Name of Person or Organization: The Town of Los Gatos, its officers, officials, agents, employees, and volunteers are named Additional Insured under the General Liability Policy as respects all operations of the Named Insured on a primary & non-contributory basis.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

PRIMARY INSURANCE

The insurance coverage extended under this endorsement is PRIMARY and will not seek contribution from any other insurance available to the organization or persons shown in the schedule. The Town of Los Gatos will not be responsible for providing insurance for indemnification or defense of the contractor / developer as part of project / contract.

**The wording for the additional insured must be exact. No abbreviations or changes in the structure of the sentence will be accepted. If you find it difficult to fit the wording in the space provided on your endorsement you may simply list "See Exhibit A" under Schedule and attach a separate "Exhibit A" (additional sheet with the proper wording). Please remember to list the policy number on the additional sheet.