



# SPECIAL EVENT APPLICATION

# SPECIAL EVENT APPLICATION

## APPLICATION INSTRUCTIONS

**1**

Carefully review the following documents at:  
[www.LosGatosCA.gov/2439/SpecialEventPermitInformation](http://www.LosGatosCA.gov/2439/SpecialEventPermitInformation)

- Event Permit Flow Chart to determine if your event requires a special event permit, parks use permit or no permit.
- Special Event Timeline for a better understanding of the special event permit timeline.
- Special Event Guidelines & Procedures for detailed information to assist you with completing this application and planning your event in Los Gatos.

**2**

Complete and submit this application and the following items no later than 60 days before your event. Applications will not be processed until all items are received.

Review the "Special Event Guidelines and Procedures," guide for more information on these documents.

- Special Event Application Fee
- Completed Special Event Application
- Site Map of Event
- Timeline of Event
- Certificate of Insurance
- Traffic Control Plan or Diagram. Only if event includes closure of a public right-of-way.

**3**

The following documents are not required now but may be required before receiving your final permit. If you have any of the items ready now you may include them with this application.

Review the "Special Event Guidelines and Procedures," guide for more information on these documents.

- Shuttle Route
- Neighborhood Notification Letter
- Alcoholic Beverage Control (ABC) Application & Authorization Form
- Encroachment Permit Application

# SPECIAL EVENT APPLICATION

## APPLICATION FEE

Application fees must be submitted with the application at least 60 days prior to the event date and paid via check. Applications will not be processed until payment has been received. Checks must be made out to the Town of Los Gatos.

All fees can be dropped off in person or mailed to:

Town of Los Gatos  
110 E. Main St.  
Los Gatos, CA, 95030  
Attn: Special Event Application Fee

Applications may also be submitted via email to the Events Specialist at  
[jertell@losgatosca.gov](mailto:jertell@losgatosca.gov)

For questions contact Jessica Ertell at [jertell@losgatosca.gov](mailto:jertell@losgatosca.gov) or 408-399-5734

For-Profit Applicants	New Event:	\$935.00
	Repeat Event:	\$699.00
Not-For-Profit Applicants	New Event:	\$233.00
	Repeat Event:	\$175.00

For other potential event related fees please reference the "Special Event Guidelines and Procedures," document.

The Town of Los Gatos encourages event organizers to consider creating an environment that is inclusive and welcoming to all in our diverse community.

# SPECIAL EVENT APPLICATION

## ORGANIZATION INFORMATION

Use the information of the organization primarily responsible for the event to complete the following fields.

TODAY'S DATE:

ORGANIZATION:

CHIEF OFFICER OF ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP

EMAIL:

PHONE:

IS THIS ORGANIZATION A NON-PROFIT?  NO  YES If yes, proof of active tax-exempt status is required

CO-SPONSORING ORGANIZATION:

CHIEF OFFICER OF ORGANIZATION:

EMAIL:

PHONE:

## EVENT COORDINATOR INFORMATION

The primary event coordinator will be the Town's main point of contact and will be listed on the permit.

PRIMARY COORDINATOR:

EMAIL:

PHONE:

## ALTERNATE/ADDITIONAL COORDINATOR INFORMATION

NAME:

EMAIL:

PHONE:

## ON-SITE EVENT COORDINATOR CONTACT INFORMATION

NAME:

CELL PHONE:

# SPECIAL EVENT APPLICATION

## EVENT INFORMATION

EVENT NAME:

EVENT TYPE:  Community  Street Fair  
 Charitable  Race, Fun Run / Walk or Bicycle Race  
 Festival  Parade  
 Other

ESTIMATED EVENT ATTENDANCE:

ESTIMATED # OF VOLUNTEERS:

EVENT LOCATION(S): A detailed site map showing the event location(s) and layout is required with this application. See the Town's Fee Schedule for parks use fees at: <https://www.losgatosca.gov/1252/Comprehensive-Fee-Schedule>

- Oak Meadow Park
- Town Plaza Park
- Civic Center
- N. Santa Cruz Ave
- Other

## EVENT SCHEDULE

SET UP DATE(S):

SET UP START TIME:

SET UP END TIME:

EVENT DATE(S):

EVENT START TIME:

EVENT END TIME:

TEAR-DOWN DATE(S):

TEAR DOWN END TIME:

## EVENT DESCRIPTION

 Provide a detailed but brief description of your event.

# SPECIAL EVENT APPLICATION

## EVENT ELEMENTS

Check all boxes that apply to your event. The permits mentioned below are not required at the time of submission of this application but any applicable permits will be required before receiving your final permit. Additional information on the requirements may be found in the Special Event Guidelines and Procedures guide.



**Temporary closure of public streets, parking lots, or other right-of-ways is requested.**

Complete page 7 of this application. A traffic control plan is required for all temporary street closures. Fees will be applied.



**Alcohol will be served or sold to the public.**

A letter of authorization from the Los Gatos Monte Sereno Police Department ([Click Here](#)) and a permit from the California Department of Alcohol Beverage Control (ABC) agency is required ([Click Here](#)).



**Food will be served or sold to the public.**

A permit from the Santa Clara County Department of Environmental Health may be required. ([Click Here](#))



**Generators, cooking booths, and/or tents will be used.**

A permit from the Santa Clara County Fire Department may be required. ([Click Here](#))



**Placement of dumpsters, portable restrooms, or other event equipment will be placed in a public right-of-way outside of the event location and/or dates.**

An encroachment permit from the Town of Los Gatos may be required.



**Live music or voice amplification will be used.**

Complete page 12 of this application.



**Temporary banners or signs will be posted in the Town of Los Gatos.**

A Temporary Sign Permit from the Town of Los Gatos Community Development Department is required. ([Click Here](#)). For more information, please email: [Planning@LosGatosCA.gov](mailto:Planning@LosGatosCA.gov)



**The event will include vendors.**

If vendors do not have a business license with the Town of Los Gatos they will be required to obtain one before performing any services at the event. This may include caterers, entertainers, rental companies, etc. ([Click Here](#))



**The event will be filmed or photographed for commercial use.**

A motion picture/television/commercial still photo permit may be required.

# SPECIAL EVENT APPLICATION

## PUBLIC RIGHT-OF-WAY CLOSURES AND PARKING

Complete this section if you are requesting temporary closure of any public street(s), parking spaces, parking lots, or other public right-of-ways for your event. The requested areas must be shown on your site map. All street closures will require a traffic control plan. For additional information on street closures please see the Special Event Guidelines and Procedures guide ([Click Here](#)). \*Fees will apply. Please refer to the Town of Los Gatos [Comprehensive Fee Schedule](#).

### STREET CLOSURE INFORMATION

LIST ANY STREET(S) YOU ARE REQUESTING CLOSURE OF FOR YOUR EVENT:

DATE(S) OF CLOSURE:

REQUESTED START TIME OF CLOSURE:

REQUESTED STREET RE-OPENING TIME:

### PUBLIC PARKING SPACES AND/OR PARKING LOT(S) CLOSURE INFORMATION

LIST THE LOCATION(S) OF THE PUBLIC PARKING SPACES OR PARKING LOTS YOU ARE REQUESTING.

DATE(S) OF CLOSURE:

REQUESTED START TIME OF CLOSURE:

REQUESTED RE-OPENING TIME:

REASON FOR CLOSURE:

Parking spaces should generally be used for vendor parking, loading zones, or event equipment or programming. Parking spaces should not be requested for event attendee parking or VIP parking.

### EVENT PARKING PLANS

DESCRIBE YOUR PLANS FOR EVENT PARKING.

WILL YOU BE USING SHUTTLES FOR OFFSITE PARKING?

NO  YES If yes, a shuttle route map will be required.

# SPECIAL EVENT APPLICATION

## EVENT SAFETY

The Town of Los Gatos may require private security and/or Los-Gatos Monte Sereno police officers based on the size and scope of your event. \*Fees may apply. Please refer to the Town of Los Gatos [Comprehensive Fee Schedule](#).

### SECURITY INFORMATION

EXPLAIN YOUR PLANS FOR BOTH CROWD CONTROL AND INTERNAL SECURITY.

DO YOU PLAN ON HIRING ANY PROFESSIONAL SECURITY FOR YOUR EVENT?:

NO  YES If yes, complete the fields below.

All private security vendors must meet the criteria listed in the Special Events Guidelines & Procedures Guide. ([Click Here](#))

NAME OF ORGANIZATION:

ADDRESS:

WEBSITE:

PHONE NUMBER:

NUMBER OF SECURITY PERSONNEL AT EVENT:

SCHEDULE OF SECURITY PERSONNEL:

### FIRST AID PLAN

First aid equipment is required at all events. The Town may require a dedicated first aid booth and/or medical staffing based on the size and scope of your event.

DESCRIBE YOUR PLANS FOR PROVIDING FIRST AID STAFFING AND EQUIPMENT AT YOUR EVENT.

# SPECIAL EVENT APPLICATION

## RESTROOM FACILITIES

The Town of Los Gatos may require organizers to provide portable toilets and hand washing stations, unless you can substantiate the sufficient availability of both American with Disabilities Act (ADA) and non-accessible facilities in the immediate area of the event site, which will be available during the event. If required, Town Event Specialist will provide the exact number of portable restrooms and handwashing stations to order (based on your event details) in your event conditional letter.

### PORTABLE RESTROOMS

NUMBER OF STANDARD PORTABLE RESTROOMS:

NUMBER OF ADA ACCESSIBLE PORTABLE RESTROOMS:

NUMBER OF HANDWASHING STATIONS:

PORTABLE RESTROOM VENDOR:

### TIMELINE

DATE OF PORTABLE RESTROOMS ARRIVAL:

TIME OF PORTABLE RESTROOMS ARRIVAL:

DATE OF PORTABLE RESTROOM REMOVAL:

TIME OF PORTABLE RESTROOM REMOVAL:

Note: 1) Portable restrooms do not all have built-in handwash sinks. 2) at least one restroom facility for each 15 employees shall be provided within 200 feet of each temporary food facility. 3) Mobile Food Facilities must also operate within 200 feet from an approved restroom.

# SPECIAL EVENT APPLICATION

## WASTE MANAGEMENT

Event organizers are responsible for keeping the event site clean and litter-free at all times of the event. You are also responsible for acquiring dumpsters to be used for cleaning up and disposing all trash and recycling the event has accumulated. All event applicants must submit a waste management plan.

### WASTE MANAGEMENT PLAN

**HOW DO YOU PLAN TO MANAGE THE EVENT WASTE GENERATED AT YOUR EVENT?**  
If you plan to hire a waste management company, list the company and website in box below.

DESCRIBE HOW YOU PLAN TO MANAGE AND DISPOSE OF ALL RECYCLABLES AND EVENT WASTE DURING AND AFTER YOUR EVENT:

AS A PART OF YOUR PLAN, INDICATE THE NUMBER OF PERSONNEL/VOLUNTEERS ASSIGNED TO THE FOLLOWING TASKS BELOW:

NUMBER OF PEOPLE SETTING UP EVENT WASTE CONTAINERS PRIOR TO EVENT:

NUMBER OF PEOPLE CLEANING UP LITTER DURING THE EVENT:

(This includes all plastic bags, food wrappers, plastic utensils, lids, straws, cardboard boxes, etc.)

NUMBER OF PEOPLE EMPTYING FULL WASTE CONTAINERS DURING EVENT:

NUMBER OF PEOPLE TRANSPORTING GARBAGE AND RECYCLABLES BAGS TO DUMPSTERS DURING AND AT THE END OF THE EVENT:

For waste management resource visit:

[www.WestValleyRecycles.com](http://www.WestValleyRecycles.com)

Email: [customerservice@westvalleyrecycles.com](mailto:customerservice@westvalleyrecycles.com)

# SPECIAL EVENT APPLICATION

## ENTERTAINMENT, SOUND, AND ADVERTISING

### ENTERTAINMENT AND AMPLIFIED SOUND

If amplified sound, including music, microphones, or other sound equipment will be used at any point during your event, please carefully review and complete this section.

DESCRIBE THE TYPE OF SOUND EQUIPMENT THAT WILL BE USED AT YOUR EVENT.

DESCRIBE HOW ELECTRONIC EQUIPMENT WILL BE POWERED (IE. GENERATORS, BUILDING POWER, ETC.)

If using generators please specify how many and include their location(s) in your site map.

NUMBER OF STAGES:

NUMBER OF BANDS:

SOUND CHECK START TIME:

SOUND CHECK FINISH TIME:

MUSIC START TIME:

MUSIC FINISH TIME:

### ADVERTISING/PROMOTION AND NOTIFICATIONS

HOW WILL YOU ADVERTISE YOUR EVENT?

Per the special events municipal code, sec. 14.100.010, the organizer may not advertise their event until the organizer has received a conditional letter of approval from the Town.

- RADIO**    **TV**    **SOCIAL MEDIA**    **POSTERS**    **ORGANIZATION'S WEBSITE**
- BANNERS** A banner permit from the Town's Community Development Department is required.
- OTHER**

HOW WILL YOU NOTIFY SURROUNDING BUSINESSES AND RESIDENTS OF YOUR EVENT?

Large events that are likely to disrupt surrounding neighbors may be required to send notifications within a 500-foot radius of the event at least two weeks prior. Please attach a copy of your notification if you have it ready now.

# SPECIAL EVENT APPLICATION

## SITE MAP

Provide a detailed site map of your event. Your site map must include all items below that apply to your event:

### EVENT SITE MAP CHECK LIST:

- An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area and any roads or lanes closure being requested.
- Any temporary structures including tents, canopies, stages, booths, inflatables, etc.
- Food booths and cooking areas, including the location(s) for any food-prep trailers and cooking appliances
- Placement of trash and recycling containers
- On-site restrooms and the location for portable restrooms and handwashing stations.
- The location of first-aid areas, information booths and security booths, etc.
- Generator locations or sources of electricity.
- The locations of fencing, barriers or barricades. Please include exits and entrances and any removable fencing for emergency access.
- Locations of all other event activities.
- If the event involves a moving route (parade or race), indicate direction of travel, including start and end locations.

# SPECIAL EVENT APPLICATION

## INSURANCE

### INSURANCE REQUIREMENTS

- DEPENDING ON THE SCOPE OF THE EVENT, MOST EVENTS WILL REQUIRE A \$2,000,000 GENERAL LIABILITY INSURANCE.
- APPLICANTS WILL NEED WORKER'S COMPENSATION, IF EMPLOYEES ARE BEING PAID TO WORK THE EVENT.
- APPLICANTS THAT ARE DRIVING DELIVERIES ONTO THE PROPERTY WHERE THE SPECIAL EVENT PERMIT COVERS WILL NEED AUTOMOBILE INSURANCE AS WELL.
- THE TOWN ALSO REQUIRES A SEPARATE ENDORSEMENT PAGE, STATING THE TOWN OF LOS GATOS AS ADDITIONALLY INSURED.
- PLEASE ([CLICK HERE](#)) FOR A SAMPLE OF THE REQUIREMENTS .

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## SPECIAL EVENT 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 Special Event Conditional Letter of Approval 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 Event Permit and/or 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.

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PRINTED NAME

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TITLE

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NAME OF ORGANIZATION

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SIGNATURE

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DATE