



## SPECIAL OUTDOOR EVENTS ON CITY PROPERTY

### **POLICY**

An application packet was designed to streamline coordination of the various requirements for special events held on City property. Examples of such events are activities outside of building facilities at the Santa Clara Convention Center Complex, City Hall, Triton Museum, and non-City sponsored events on other City properties. The application addresses tents, amplified music, staging, food catering, street closing, temporary electrical service, sanitation facilities and other conditions. The application packet is available at the Permit Center.

### **PROCEDURE**

1. *At least fifteen (15) working days prior to the event set-up start date*, the applicant submits one copy of the completed application and attachments to the Permit Center.
2. Fees are paid at the time of submittal. The special event application fee of \$280 (if required) is non-refundable and includes the application fee for amplified sound.
3. The application is reviewed by the Permit Center staff for completeness and forwarded to the applicable Departments for review.
4. Departments' staff review the application sections related to their Departments and return comments to the Permit Center.
5. The Permit Center submits completed application to Assistant City Manager for approval. City Council approval may be needed.
6. The Assistant City Manager notifies the applicant of the event approval and any conditions. Copies of the approved permit are provided to the Street or Parks and Recreation Department.