



**INTRODUCTION**

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1. Anyone organizing a special event held within the City of Santa Clara, except for block parties and Levi's Stadium, is required to complete this Special Event Application and submit a non-refundable application fee along with a detailed site plan to the City of Santa Clara at least sixty (60) days prior to the day of event. The fee is subject to the annual Municipal Fee Schedule as adopted by the Santa Clara City Council. Applicable fees must be processed before staff may begin processing the application. Special Event permits are subject to approval and conditions.
2. A scaled site plan detailing the arrangement of tents, canopies, chairs, tables, stages, generators, food booths, tables, chairs, extension cords, egress and ingress must be included as part of the application.
3. Depending on the location of the event, applications must be submitted to the following departments:
  - a. Special events held on the grounds of Triton Museum of Art are processed by the Department of Public Works' Street Division. Interested applicants must contact Triton's Rental Manager first at [rentals@tritonmuseum.org](mailto:rentals@tritonmuseum.org) and enter into a facility rental contract before submitting their Special Event Application to [PRPermits@SantaClaraCA.gov](mailto:PRPermits@SantaClaraCA.gov).
  - b. Special events held on the grounds of Santa Clara Convention Center are processed by the City Manager's Office. Applications must be mailed to 1500 Warburton Ave., Santa Clara, CA 95050 or emailed to [Manager@SantaClaraCA.gov](mailto:Manager@SantaClaraCA.gov).
  - c. Special events held in the City of Santa Clara, including parks and private property, are processed by the Parks and Recreation Department. Applications must be submitted [PRPermits@SantaClaraCA.gov](mailto:PRPermits@SantaClaraCA.gov) or to the Community Recreation Center located at 969 Kiely Blvd., Santa Clara, CA 95050.
4. Please note that there may be insurance and other City permits, inspections, and associated fees required aside from the application and application fee that the event organizer is responsible for obtaining. Each section of this application provides the contact information for the department(s) responsible for issuing the required permits for your special event.
5. After your application has been received, you may be contacted for additional information about your event.
6. After a full review of your application, you will be issued conditional approval or denial for the event. The conditional approval will list the requirements for the event, such as permits, inspections, insurance, licenses and applicable fees. Your event, depending on its size and complexity, may require a pre-event meeting with City staff from affected departments as part of the approval process. Once these conditions are met, the event will be granted approval.

**TO BE COMPLETED BY APPLICANT**

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**Name of Individual/Entity/Non-Profit Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Contact Person Name and Title:** \_\_\_\_\_

**Contact Person E-mail:** \_\_\_\_\_

**Contact Person Phone:** \_\_\_\_\_



Are you a 501c3 non-profit organization? Yes  No   
If yes, please attach proof of non-profit status to this application.

**GENERAL EVENT INFORMATION**

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Event Name: \_\_\_\_\_

Event/Activity Description: \_\_\_\_\_

Event/Activity Website: \_\_\_\_\_

Event Location or Address: Santa Clara Convention Center  Triton Museum of Art

Other Location: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Set Up:           Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Actual Event:   Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Clean Up:        Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Total Expected # of Attendees: \_\_\_\_\_

Maximum # of Attendees Expected at Any Given Time: \_\_\_\_\_

Will this event be opened to the public? Yes  No

Has this event been held before? Yes  No

If yes, please describe previously held locations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BUSINESS LICENSE**

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Anyone providing a service for pay, including the event organizer and non-profit organizations, must have a current Santa Clara business license. Vendors located outside of the City but conducting business activity within city limits are also required to have a Santa Clara business license. Please contact the Business Tax & License Unit at [BusinessLicense@SantaClaraCA.gov](mailto:BusinessLicense@SantaClaraCA.gov) or (408) 615-2310 for more information.

Will there be any items for sale prior to the event or at the event? Yes  No

If yes, please describe items for sale (except for food, which will be covered in a later section) and provide the names of all vendors and their City of Santa Clara business license numbers:

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\_\_\_\_\_  
\_\_\_\_\_



**STREET CLOSURE AND CITY-OWNED PROPERTY**

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Events on City-owned property, aside from public streets, may require a Right of Entry License Agreement with the City Manager's Office. Please contact [manager@santaclaraca.gov](mailto:manager@santaclaraca.gov) or (408) 615-2258 for more information.

Street closures require an encroachment permit and approval of your traffic control plan from the Traffic Engineering Division. Please contact Traffic Engineering at [Engineering@SantaClaraCA.gov](mailto:Engineering@SantaClaraCA.gov) or (408) 615-3000.

In the case that your event requires traffic control services, your organization will be required to enter into a General Service Agreement with the Santa Clara Police Department for reimbursement of personnel costs. Police Department staff will reach out to you directly if your event requires this service.

Is your event a fun run or a race? Yes  No

Does your event require street closure? Yes  No

If yes, please name the streets that you are requesting to be closed and include a traffic control plan with your application:

Provide the exact times that you are requesting the road(s) to be closed:

Road Closed:            Date: \_\_\_\_\_ Time: \_\_\_\_\_

Road Re-Opened:      Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**SPECIAL EVENT PARKING**

Events held in a parking lot may require a Special Permit from the Planning Division and may require City Council approval. Contact the permit center at [Planning@SantaClaraCA.gov](mailto:Planning@SantaClaraCA.gov) or (408) 615-2450 for more information.

Will any part of your event be held in a parking lot? Yes      No

**EVENT PARKING**

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Provide a map that shows parking sites and describe where event attendees are expected to park their vehicles. If the event requires more parking than what is available, please describe your plan for overflow vehicles. Depending on event and location, the Planning Department may be able to provide City approved locations for on-site parking. Contact the Permit Center at (408) 615-2450 or [Planning@SantaClaraCA.gov](mailto:Planning@SantaClaraCA.gov) for more information.

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**AMPLIFIED SOUND**

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Amplified sound at your event requires a permit from the Santa Clara Police Department. This permit is processed at the Business Tax and License Unit. Please contact the Business Tax and License Unit at [BusinessLicense@SantaClaraCA.gov](mailto:BusinessLicense@SantaClaraCA.gov) or (408) 615-2310 for more information.

Will you be using amplified sound during your event? Yes  No

Address where amplified sound will be used: \_\_\_\_\_

Location of amplified sound at the address (e.g. Backyard, garage, street, etc.): \_\_\_\_\_

Request time period for amplified sound: Start: \_\_\_\_\_ End: \_\_\_\_\_

*\*Please note that amplified sound outside of 9 a.m. to 10 p.m. requires City Council approval*

Number of Speakers to be Used: \_\_\_\_\_

Number of Amplifiers to be Used: \_\_\_\_\_

Type of speaker(s) to be used: \_\_\_\_\_

Aggregate wattage of all amplifiers: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Signature of property owner: \_\_\_\_\_

Please list information for amplified sound contractor below:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License Number: \_\_\_\_\_

**TEMPORARY STRUCTURES**

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The Santa Clara Fire Department requires organizers to obtain operational fire permits for temporary events such as festivals, carnivals, fairs, farmers markets, mobile food truck gatherings, haunted houses, ghost walks, and similar outdoor public assemblages. These events may include ingress and egress controls, stage shows, tents/structures, pyrotechnics, temporary electrical equipment, food booths, fuel burning appliances, amusement devices, etc.

Visit their website at <http://www.santaclaraca.gov/government/departments/fire/fire-permits-guidelines> or contact the Fire Prevention and Hazardous Materials Division at (408) 615-4970 to find out more information about what type of events require a permit and how to apply.



Large tents, canopies, stages and other temporary structures require building permits from the Building Division. Please note that stakes are not permitted on City grounds. Please contact the Permit Center at [PermitCenter@SantaClaraCA.gov](mailto:PermitCenter@SantaClaraCA.gov) or (408) 615-2420 for more information.

If you are planning to use tents, stages, dancefloors, or any other temporary structures, you will need to submit a scaled site plan that shows the arrangement of tents, canopies, chairs, tables, stages, generators, food booths, tables, chairs, extension cords, egress and ingress.

Will you be using any tents that are larger than 2,000 square feet? Yes  No

If yes, please list how many, their dimensions (length, width, and height), arrangement of the tents including separation distances, and what you plan to do inside the tent(s). Arrangement of the tents must be shown on a site plan.

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Will you be using any tents that are smaller than 2,000 square feet? Yes  No

If yes, please list how many, their dimensions (length, width, and height), arrangement of the tents including separation distances, and what you plan to do inside the tent(s). Arrangement of the tents must be shown on a site plan.

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Please let information for tent contractor below:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License Number: \_\_\_\_\_

The tents will be placed over: Grass  Landscape  Parking Lot

The tents will be secured with: Water Barrels  Other: \_\_\_\_\_

Will you be using a stage? Yes  No

If yes, please provide the length: \_\_\_\_\_ width: \_\_\_\_\_ height: \_\_\_\_\_

Please list information for stage contractor below:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_



City of Santa Clara Business License Number: \_\_\_\_\_

Will you be using a dancefloor? Yes  No

If yes, please provide the length: \_\_\_\_\_ width: \_\_\_\_\_

Please list information for dance floor contractor below:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License Number: \_\_\_\_\_

**ELECTRICAL AND LIGHTING**

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Generators and extension cords will require electrical permits from the Building Division. Please contact the Permit Center at [PermitCenter@SantaClaraCA.gov](mailto:PermitCenter@SantaClaraCA.gov) or (408) 615-2420 for more information.

Will you be using one or more portable generators? Yes  No

If yes, please state the NO: \_\_\_\_\_ HP: \_\_\_\_\_ KVA: \_\_\_\_\_

Please list information for generator contractor below:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License No. \_\_\_\_\_

Will you be using any lighting? Yes  No

If yes, please describe: \_\_\_\_\_

Will you be using any extension cords? Yes  No

If yes, please detail in the scaled site plan for temporary structures.

Please describe the method of protection from trip hazard: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**FOOD**

The Santa Clara County Department of Environmental Health requires organizers of temporary events where food will be given away or sold to the general public to obtain a permit. Please visit <https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx> to find out more information about how to submit and obtain the required permit.

The sale or service of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the State of California, Department of Alcoholic Beverage Control. Applicants are required to obtain all appropriate licenses, permits and insurance related to the distribution or consumption of alcoholic beverages. No ABC license or permit is required for a caterer or event organizer serving alcoholic beverages at a private event as long as there is no sale of alcoholic beverages, the premises are not open to the general public during the event, and event location is not a place where alcoholic beverages are normally kept, served, consumed, or disposed of. Contact Santa Clara Police Department's Permit Unit at (408)615-4867 to process ABC permits.

Food trucks must be approved to operate in the City of Santa Clara. Please contact the Santa Clara Police Department's Permit Unit at (408)615-4867 for more information.

Will you provide food at your event? Yes  No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Will food be prepared or cooked at the event? Yes  No

Will food be sold at the event? Yes  No

Specify cooking method: Gas  Electric  Charcoal  Other: \_\_\_\_\_

Will food trucks be at your event? Yes  No

Will alcohol be served at your event? Yes  No

Will alcohol be sold at your event? Yes  No

Please list all food vendors below. If there isn't enough space, please attach separate document:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License Number: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License Number: \_\_\_\_\_



**SANITATION**

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You may be required to provide portable restrooms and hand washing stations. Please refer to American Restroom Association webpage for restroom/wash station requirements.

Describe the number of restrooms available at the event site and whether you plan on providing portable restrooms and hand washing stations, and if so, how many:

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Please list information for portable restroom provider below:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License Number: \_\_\_\_\_

Please list information for handwashing station provider below:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License Number: \_\_\_\_\_

As part of your event management duties, you are responsible for keeping the event site tidy at all times and for the clean-up and disposal of all trash and recycling generated at your event. All events that expect 400 or more attendees are required to submit a special event waste management plan or a signed contract with an approved zero waste special event service provider.

Do you plan to manage the event waste on your own? Yes  No

Please describe how you plan to manage and dispose of all recycling and event waste during and after your event. Please also include what trash and recycling containers will be used and where you will dispose of the waste during (should the containers become full) and after the event:

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Do you plan to hire a zero waste special event service provider to manage the event waste?

Yes  No

If yes, please provide the name of the waste service provider:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License Number: \_\_\_\_\_

Mission Trail Waste Systems is the only authorized provider of hired debris boxes within the Exclusive Franchise areas of the City. To order a debris box, call Mission Trail Waste Systems at 408-727-5365. Additional fees will apply.

**SECURITY**

Certain components of a special event or number of attendees may require a security plan. If your special event requires one, Police Department staff will contact you directly.

Are you planning to hire a licensed professional security company to develop a security plan?

Yes  No

Please list information for security contractor below:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City of Santa Clara Business License No. \_\_\_\_\_

**APPLICANT SIGNATURE**

By my signature below, I acknowledge that I am a duly authorized representative of the entity named above and that all the information provided above is correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TO BE COMPLETED BY CITY STAFF**

Date Application Was Received: \_\_\_\_\_

By (Name): \_\_\_\_\_ Department: \_\_\_\_\_

**Application Review Required By:**

- |                        |                          |                    |                          |                     |                          |
|------------------------|--------------------------|--------------------|--------------------------|---------------------|--------------------------|
| Building Inspection    | <input type="checkbox"/> | Fire               | <input type="checkbox"/> | Streets             | <input type="checkbox"/> |
| Building Maintenance   | <input type="checkbox"/> | Parks & Recreation | <input type="checkbox"/> | Traffic Engineering | <input type="checkbox"/> |
| Business Tax & License | <input type="checkbox"/> | Planning           | <input type="checkbox"/> | Other:              | _____                    |
| City Manager's Office  | <input type="checkbox"/> | Police             | <input type="checkbox"/> |                     |                          |

Pre-event Meeting Required? Yes  No

Special Event Conditionally Approved? Yes  No

If no, has notification been sent to applicant? Yes  No

**Final Approval:**

**City Manager's Approval for Triton Museum of Art and Santa Clara Convention Center Events:**

City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parks & Recreation Department's Approval for All Other Events:**

Recreation Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_