

## CITY OF PALO ALTO SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

### INTRODUCTION

Welcome to the City of Palo Alto! Thank you for your interest in holding a special event in our City. From major conventions and international sporting events to community based festivals and parades, the City of Palo Alto is proud to host numerous events every year. A completed special event permit application may be filed as early as **one year** before the event, but **must be received no later than 30 days before the actual event date**, and **no later than 90 days if the event requires a street closure**. Any organized activity involving the use of, or having an impact upon, public property, facilities, public parks, sidewalks, or street areas requires a special event permit. Please read all of the following information, then complete and turn in the fill-in portion of this application to the Special Events Coordinator at the Palo Alto Police Department. Keep in mind we are *here to assist you* in completing all of the City's requirements so you may have a successful event!

Our goal is to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the event.

### PROCEDURE

The permit application process begins when you submit a completed Special Event Permit Application. We recommend that you first read all of this information then complete the following application in its entirety.

*If this application is for a City event or a Co-City sponsored event, you must have pre-approval from the City's Departmental Representative (i.e., City Manager's Office, Community Services Department, etc.). Have the City Representative sign on the "signature of approval" line PRIOR to submitting the application to the special events coordinator for processing.*

Keep in mind that acceptance of your application should in no way be construed as final approval, confirmation of your request, or reservation of an area within the city. Upon receipt of your application, a liaison will help guide you through the permit process. Copies of your permit are forwarded and reviewed by affected city departments. During the review process you will be notified if your event requires any additional information, permits, licenses, or certificates. You will be allowed time to provide the Special Events Team all pending documents. The Special Events Team must receive these documents before issuing you a Special Event Permit (i.e. certificate of insurance, secondary permits, etc.). Delays in providing these documents often delay the Special Events Team's ability to finish the review and approve your application in a timely manner. In some cases, the Special Event Permits are issued only a few days in advance of the event date.

### FEES:

There are a myriad of necessary fees associated with special events. The fees vary depending on the size and complexity of your event. The following are just a few of the commonly associated fees for the 2015 year, subject to change.

|                           |                                  |
|---------------------------|----------------------------------|
| Special Event Permit Fee: | \$230- (Less than 200 attendees) |
|                           | \$250- (201-400 attendees)       |
|                           | \$270- (401-600 attendees)       |
|                           | \$40 (extra each 200 attendees)  |

|   |  |
|---|--|
| Film Permit:  | \$150  |
| Temporary Street Closure Fees:                      |  |
| Temporary Use /Encroachment Permits (City-property) | \$115 - 1,445 per event plus costs to provide certain services \$168 - \$1,009 |
| Police Service Fees:                                | \$120 - \$205/hr. 4 hour minimum   |
| Community Service Officers:                         | \$70 - \$85/hr.  |
| Fire Department Inspection Fees:                    | Contact Fire Department  |
| Fire Department Services Fees:                      | Contact Fire Department  |
| Printing Fees (No-Parking signs)                    | Varies   |
| Park Reservation Fees:                              | Contact Community Services Staff, Gathering.Permit@cityofpaloalto.org          |
| Baylands Open Space Fee:                            | \$324 - \$2,163  |

### **TEMPORARY USE PERMITS/ENCROACHMENT PERMITS**

If your event requires that private structures be placed on, under, or over City-controlled property, you will need to apply for an encroachment permit. If your event requires that private structures be placed under, on, or over parks or parking lots, you may need to apply for a Temporary Lease permit from the City. If your event/activity is to be held on private property within the City of Palo Alto, you may need to obtain a Temporary Use Permit from the City. There are fees associated with these permits. Upon receipt of your application, the Special Event Coordinator will work with you in determining if special permits are needed and will obtain these permits for you. The following is a link to the City's Temporary Use Permit guidelines.

<http://www.cityofpaloalto.org/civica/filebank/blobdload.asp?BlobID=6467>

### **PARK EVENTS**

If your event is to be held in a City park, it is your responsibility to contact the Recreation Division in the Community Services Department 650-329-2418 in order to coordinate scheduling of the event. (Note: Special rules, regulations, and restrictions may apply) Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. In other words, areas cannot be roped off or otherwise secured. Here is a link to the Parks regulations (Cut and paste):

<http://www.cityofpaloalto.org/civica/filebank/blobdload.asp?BlobID=6048>

## **EVENT INFORMATION**

Depending on the type of your event, for example, a run, a street fair, a walk, a bike tour, a parade, or other, your event plan may be too complex to describe on this application. If your event is complex, or requiring more than one day to set up or construct the event, please attach a detailed plan to this application. This plan should include a timeline of events, a detailed map of the location describing the placement of booths, garbage, toilet facilities, food, and electrical equipment, including street closures and the times and locations that surrounding streets will be impacted.

## **SITE MAP/ROUTE DIAGRAM**

You need to complete a Site Diagram for your event and forward it to the Special Event Coordinator with this application. The Site Diagram should include the placement of all structures, tents, portable toilets, waste stations, table placement, fencing, barriers, cooking booths, cones, generators, vendor booths, platforms or stages, vehicle/trailer locations, eating areas, alcoholic beverage areas, first aid locations, routes of exit/entrance. A sample site map will be forwarded upon request.

When planning a moving route, the Special Operations Sergeant of the Police Department along with a representative from the Transportation Division, will be available to assist you in planning your route. For Co-City sponsored and Private events, you may want to consult a private company that specializes in creating a traffic plan. Those companies can create a plan, submit the plan for approval, and provide the traffic equipment along the route such as cones, barricades, signage, as applicable. A list of vendors can be provided upon request.

Consider the following in your planning:

- Impedance of emergency fire, police, or paramedic vehicles
- Conflict with public transportation such as buses, shuttles, and trains
- Interference with people trying to reach hotels, the airport, residences, businesses, places of worship, and public facilities

If your event involves street closures (an additional permit may be needed), you will be required to obtain traffic safety equipment. Depending on the type of event, you may need barricades, traffic cones, signs, etc. It is your responsibility to obtain and properly place this equipment prior to commencing the event. In the event of street closures, you may be required to retain the services of a Palo Alto Police Officer for traffic control during your event.

Any application for an event which impacts or requires the closure of a public right-of-way, such as city streets and sidewalks, will be required to include a plan showing the exact location of impacts and the plan for handling/detouring traffic around the event. All traffic control plans shall conform to the City's "Traffic Control Requirements", available from the Transportation Division 650-329-2520. In some situations when sufficient parking is not available, the event organizer may be required to provide a shuttle plan.

You may be required by the Palo Alto Police Department Traffic Division to provide advisory signs (placed a minimum of two weeks prior to the event) if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

## ACCESSIBILITY PLAN

“Accessible” described a site, building, facility, or portion thereof that can be approached, entered, and used by persons with disabilities. It is the applicant’s responsibility to comply with all City, County, State, and Federal Disability access requirements applicable to the event.

All indoor and outdoor sites for special events must be accessible to persons with disabilities. If a portion of the area is in accessible, and alternate area must be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

Disabled access may include parking, restrooms, telephones, clear paths of travel, transportation, accessible vendors and booths. If all areas are NOT accessible, a map or program must be provided to attendees indicating the accessible restrooms, parking, phones, drinking fountains, etc.

## CROWD CONTROL AND INTERNAL SECURITY

Event Organizers are required to provide a safe and secure environment for their event. This is accomplished through solid preplanning and anticipating potential problems and concerns. The size, type, time of day, and location of the event as well as overall activities, are all areas that need to be analyzed in depth. Events having the potential to draw a large crowd, such as street fairs or concerts, are of particular concern. Larger events require the services of a professional licensed security company. A representative of this company, known as a

security consultant, will work closely with you to review and analyze your proposed event. The consultant will make recommendations on points of concern and potential problems, then recommend the number of private security guards needed. The Police Department may require a minimum number of licensed private security guards and/or police officers to adequately staff the event.

## NOTICES OF YOUR EVENT

Your event may impact the neighborhoods and businesses nearby and you may be required to deliver notices of your event. The City requires that notices be sent out or hand delivered two weeks prior to each special event to businesses, residences, churches, etc. You may be required or may provide on your own effort, signatures in support of your event from those affected which will help show cooperation for future events. Notification may include a notice in a local community newsletter, local press releases, including radio or television. Notices must reflect the dates, days, times, locations, and types of activities taking place during your event. The notice must give detour or alternate route information if normal access is affected or of transportation systems are impacted. **Please attach a draft sample of the notice and a proposed list of recipients with your application.**

You may be asked to provide copies of notices that have been approved by the Valley Transportation Agency and others as appropriate. If your event impacts City leasees, you must provide a signed letter of acknowledgement from all affected leasees.

## FOOD CONCESSIONS OR PREPARATION

**Food facilities:** the County of Santa Clara Department of Environmental Health provides guidelines. These should enable you to plan food handling, preparation, and distribution in the most responsible and legal manner. Visit [www.ehinfo.org](http://www.ehinfo.org) for more information. *The City of Palo Alto practices Zero Waste and requires the following: no expanded polystyrene containers are allowed, no single use merchandise bags are allowed, and ask/encourage events not use single serving water bottles.*

Health permits may be required by the County of Santa Clara if food or beverages are sold or given away during special events. Be sure to include your organization's IRS 501(c)(3) identification number in order to receive a "non-profit" classification number by the County Department of Environmental Health. If you plan on having "cooking booths" at your event, you must have a cooking booth permit from the Palo Alto Fire Department and inspection of the booth(s) will be required prior to the event. The Special Event Coordinator will obtain this permit for you with your cooperation. Other permits, policies and procedures depend on your classification and number of days in your event. Please see the FIRE DEPARTMENT REQUIREMENTS section below.

## **ALCOHOL**

The sale or furnishing of alcoholic beverages by non-profit organizations will require an additional permit from the State Department of Alcoholic Beverage Control (ABC). The applicant **MUST** obtain and take a Letter of Authorization from the Chief of Police to ABC *before* they will issue an ABC permit (**30 day process**). For more information visit [www.abc.ca.gov](http://www.abc.ca.gov) .

In many areas of the City, public consumption of alcohol is illegal. The Special Event Permit from the City will likely prohibit the consumption of alcohol in the event venue outside of a controlled beer garden. Private security may be required based on the number of event attendees.

## **ANIMAL PERMIT**

Animal permits may be required if there will be animals shown at your event. Please contact an Animal Control Officer in Animal Services at 650-496-5971 or visit [www.papd.org](http://www.papd.org). If animals are attending your event, understand that animals may not be present near food preparation/food sales areas. It is your responsibility to provide a suitable area for animal waste deposit/removal for heavily animal-attended events.

## **TOILET FACILITIES**

The Santa Clara County Department of Health Services recommends one (1) chemical toilet for every 250 people, or portion thereof. The figure is based upon the maximum number at your event during peak time. A disabled accessible toilet will also be required. For park events, you must consider portable toilet rental in addition to park toilets to accommodate the usual park traffic as well. Authorized placement locations for portable toilets and trash receptacles will be determined by the City for each event.

## **GARBAGE, RECYCLING AND COMPOSTING**

You must properly dispose of waste throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. You may not use public waste containers for any of your event's waste disposal needs. The City does not provide street sweeping services for special events. Should you fail to perform adequate clean up or damage occurs to City property and facilities, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in a denial of future approval for a Special Event Permit or the requirement of a cash deposit or surety bond for future events.

## **Zero Waste**

The City of Palo Alto has the goal of Zero Waste (no waste burned or buried) by 2021. In an effort to achieve this goal, the City requires that all special events practice waste reduction, reuse, recycling and composting measures.

The Zero Waste Event Guidelines were created to help event organizers plan a Zero Waste event and comply with the City's Recycling and Composting Ordinance. Violators may be denied approval to hold subsequent special events within the City. Additional Zero Waste event information can be found at [www.cityofpaloalto.org/zerowaste](http://www.cityofpaloalto.org/zerowaste) or by calling Zero Waste Palo Alto at 650-496-5910.

## REQUIREMENTS:

- **Provide recycle, compost and garbage for event.**
  - Subscribe to waste collection service sufficient to container the waste generated by your event.
  - Provide waste stations in convenient locations for recycle, compost, and garbage separation by event employees, vendors, and attendees.
    - No stand-alone containers are permitted.
    - See "Waste Station Guidelines" section of the Zero Waste Guidelines for more details.
  - Remove or cover all public litter cans throughout event area so they cannot be used.
- **Employ Zero Waste purchasing practices**
  - Use only reusable, recyclable or compostable containers.
    - [Click here for a detailed list of accepted items](#)
  - Use compostable utensils if utensils are necessary.
  - Provide condiments (e.g., sugar, ketchup, mustard, salad dressing) in bulk instead of in individual packages and servings.
  - Limit single-use water bottles. Note: these bottles are prohibited at City sponsored events.
  - Do not use:
    - Plastic bags
    - Expanded polystyrene (Styrofoam™) items
    - Plastic utensils, stir sticks, or straws
    - Disposable decorations, including balloons
    - Pre-packaged goodie bags or individually wrapped promotional items
- **Ensure that the Zero Waste requirements are followed by all your vendors/display table participants.**

Garbage, recycle and compost collection service can be ordered by contacting GreenWaste of Palo Alto at 650-493-4894.

GreenWaste Environmental Outreach Coordinators (EOCs) are available to assist you, at no additional cost. Assistance includes:

- Establishing appropriate service levels.
- Zero Waste planning for special events.
- Education: on-site trainings and meetings, posters and stickers.

## Waste Station Guidelines

- Recycle, compost and garbage containers must be placed directly beside each other.
- Place containers side-by-side in same order for each station (example: blue, green, black).
- Place waste stations in visible, high traffic areas (i.e., entrances, exits, bathrooms, etc.).
- Use appropriate signage on all waste station containers.
  - Posters are provided by GreenWaste if you order Special Event service. They are also available to download:
    - [Recycle Poster](#)
    - [Compost Poster](#)
    - [Garbage \(Landfill\) Poster](#)

## **FIRE DEPARTMENT REQUIREMENTS**

Before a permit can be issued, the Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; the use of tents, air-supported structures, canopies, or fabric shelters. Guidelines for fire safety considerations can be found at <http://www.unidocs.org/fire.html>. The Fire Department will require a permit and may require an inspection at your cost before and/or during the event. **For more information, please contact the Palo Alto Fire Department at 650-617-3184.** Please refer to the following Fire Department Checklist for your event later in this document.

## **ENTERTAINMENT / ATTRACTIONS/ RELATED EVENT ACTIVITIES**

Event organizers must be certain that all event activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of state and local law. If you plan to have any amplified noise or have noise existing outside normal daytime hours, a noise exemption permit application is required. Not all noise exemption permit requests will be granted. Even if a permit is granted, a police officer who determines that the noise from your event is offensive to others, may require you to stop the noise. Also, the police may order musical entertainment to end if it incites a crowd to

become unruly and risks injury. The special event coordinator will supply you with the proper application as needed. Banners, pennants, flats, signs, streamers, inflatable displays and similar devices are regulated by local ordinance. The number and location for these items will be determined by the City. In certain areas and under certain conditions these items are prohibited. Non-profit organizations may advertise community events at El Camino Ballpark. The special events coordinator can give you specific applications and additional information as needed.

## **INSURANCE REQUIREMENTS**

Insurance for your event *will be required* before your special event permit application will be approved. You will need commercial general liability insurance that names “the City of Palo Alto, its officers, employees and agents” as additional insured and any other public entities impacted by this event (i.e. CalTrain, County of Santa Clara, CALTRANS, etc.) Insurance coverage must be maintained for the duration of the event. Insurance requirements will be a minimum of \$1 million dollars coverage or more depending on the risk level / scope of the event. Please contact Human Resources Risk Management for details at (650-329-2376). Please email a copy of the Certificate of Liability Insurance certificate to Sgt. Alex Afanasiev, Special Operations, at [alex.afanasiev@cityofpaloalto.org](mailto:alex.afanasiev@cityofpaloalto.org) or mail to Sgt. Alex Afanasiev at Palo Alto Police Department, 275 Forest Ave. Palo Alto, CA 94301

## **APPLICANT AND SPONSORING ORGANIZATION INFORMATION**

In this application, you will need to include information on both the applicant and sponsoring organization, as applicable. The **Chief Officer** of an organization is the person who had the overall authority of the sponsoring organization. The **applicant** may be the Chief Officer or another member of the organization. This person must be available to work closely with the event planning staff throughout the permitting process. The Chief Officer may contract with a **professional event organizer** to represent the sponsoring organization. An event organizer may be authorized to work with the City on the planning process. This person must be available to work closely with the City. A letter from the organization will be needed authorizing the professional event organizer as the designated contact for the event must be attached to the Special Event Permit Application. A person representing the sponsoring organization must be immediately available, on the site on the day of the

event, with authority over all elements. The **contact person** must provide the City with a cellular phone number or other means of contact during the event.

### **FEES / PROCEEDS / REPORTING**

If you are a non-profit organization, you must attach a copy of the IRS 501(c)(3) tax exemption letter to your application.

An applicant applying for a seller's permit to sell food or beverages should indicate Palo Alto as the origin of sales. This will ensure the City receives its share of these taxes.

*This concludes the information portion of this application! There are many details that must be addressed but the Special Events Team is here to help you! The Special Events Team Coordinator will obtain all City of Palo Alto-required permits for you and schedule all necessary inspections with your cooperation. Please complete the following fill-in application in its entirety.*





Location / Staging Area: \_\_\_\_\_

Actual Event Hours: \_\_\_\_\_ till \_\_\_\_\_

Setup /Assembly / Construction Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

Please describe the scope of your setup / assembly work: \_\_\_\_\_

Dismantle Date: \_\_\_\_\_ Completion Time: \_\_\_\_\_

List any **street(s) or parking lots requiring closure** as a result of this event. Include street name(s), day, date, and time of closing and reopening: \_\_\_\_\_

List any **parking lots** you require exclusive use of (rental) or individual **parking spaces** needing to be reserved (exact location, duration, please include diagram as needed: \_\_\_\_\_

List what areas of the **public right-of-way that will be impacted**, blockage of sidewalks, alleys, partial road blockages that will occur: \_\_\_\_\_

**FEES / PROCEEDS / REPORTING**

**No Yes** Is your organization a “Tax Exempt, non-profit” organization? If YES, must attach your IRS 501(c)(3) tax exemption letter with this application.

**No Yes** Are admission, entry, vendor, or participant fees required? If YES, please provide the Amounts: \_\_\_\_\_

\$ \_\_\_\_\_ Estimated gross receipts including ticket, product and sponsorship sales from this Event? Please explain the amounts and computation: \_\_\_\_\_

\$ \_\_\_\_\_ Estimated expensed for this event?

\$ \_\_\_\_\_ What is the projected amount of revenue that the non-profit organization will receive as a result of this event?

**SITE / ROUTE SPECIFICS**

Please provide a detailed description of your PARKING and SHUTTLE plans: \_\_\_\_\_

Please provide your plan for DISABLED PARKING (if using existing spaces, indicate # and location): \_\_\_\_\_

Please describe your Accessibility Plan for access at your event by individuals with disabilities: \_\_\_\_\_

Please describe your procedures for both crowd control and Internal Security: \_\_\_\_\_

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

**Yes No** Have you hired any **professional security** organization to handle security arrangements for this event? If YES, please list:

Security Organization: \_\_\_\_\_

Security Address (City, state, zip): \_\_\_\_\_

Security Director Name: \_\_\_\_\_ Bus phone: \_\_\_\_\_

**Yes No** Is this a night event? If YES, please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators: \_\_\_\_\_

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

Please indicate what arrangements you have made for providing **FIRST AID STAFFING** and **EQUIPMENT**?

# \_\_\_\_\_ Ambulance(s): How provided? \_\_\_\_\_

# \_\_\_\_\_ Doctors: Names and specialties: \_\_\_\_\_

# \_\_\_\_\_ Nurses: Names and specialties: \_\_\_\_\_

# \_\_\_\_\_ Paramedics: How provided? \_\_\_\_\_

# \_\_\_\_\_ Emergency Medical technicians: How provided? \_\_\_\_\_

\_\_\_\_\_ Or will you rely on basic 911?

Please write the number of portable/available toilets at the location:

Number portable toilets: \_\_\_\_\_ **REQUIRED** (One for every 250 people or portion thereof)

Number ADA accessible toilets: \_\_\_\_\_ **REQUIRED** (10% of total portable toilets)

\_\_\_\_\_

Number of waste stations you will provide: \_\_\_\_\_ (A waste station is a set of three containers where one is blue and is for recycle, one is green and is for compost, and one is black and is for garbage.)

Describe your Zero Waste plan (waste reduction, reuse, recycling, and composting measures) for this event:

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

Please describe how food will be served at the event: \_\_\_\_\_

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

If you intend to cook food in the event area, please specify the method (check all applicable):

Gas                      Electric                      Charcoal                      Food Truck

\_\_\_\_ Other (explain): \_\_\_\_\_

**Yes No** Does the event involve the sale or use of alcoholic beverages?  
If "Yes," check:              sale or              use  
If "Yes," describe method (bar, beer truck, etc.): \_\_\_\_\_

**Yes No** Will items or services be sold at the event? How do you report sales tax? Please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 CA Resale Permit # \_\_\_\_\_

**Yes No** Are there any musical entertainment features to your event or loudspeakers being used? If YES, please complete the following:  
 Please describe the sound equipment that will be used for your event: \_\_\_\_\_  
 \_\_\_\_\_  
 Please describe how electronic equipment will be powered and quantity (generator, building outlet, etc.):  
 \_\_\_\_\_  
 Number of stages: \_\_\_\_\_ Number of bands: \_\_\_\_\_  
 Type of Music: \_\_\_\_\_

**Yes No** Will sound amplification be used? If YES, please indicate:  
 Start Time: \_\_\_\_\_ - Finish Time: \_\_\_\_\_

**Yes No** Will sound checks be conducted prior to the event? If Yes,  
 Start Time: \_\_\_\_\_ - Finish Time: \_\_\_\_\_

**Yes No** Any inflatable hot air balloons or similar inflatable devices? If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_

**Yes No** Any Fireworks, rockets, or other pyrotechnics? If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_

**Yes No** Any signs, banners, decorations, or special lighting? If YES, describe: \_\_\_\_\_  
 \_\_\_\_\_

**\*PLEASE ATTACH YOUR SITE MAP DIAGRAM HERE (include placement of all structures, tents, portable toilet, waste station placement, tables, chairs, fencing, barriers, cones, generators, vendor booths, display areas, platforms or stages, vehicle or trailer locations, food eating areas, food cooking/preparation booths, alcoholic beverage sales areas, first aid location, etc.):**

**\*PLEASE ATTACH YOUR ROUTE MAP/TRAFFIC MAP HERE (If your event involves a moving route of any kind along streets, sidewalks, or highways, You must provide a detailed map showing the direction of travel and a written narrative explaining the route. If you have a fixed venue site, please show a side map of how the surrounding streets will be impacted):**

**\*PLEASE ATTACH a written DETAILED DESCRIPTION of your event including any detailed components of your event such as the use of vehicles, animals, rides, etc.**

**FIRE DEPARTMENT CHECKLIST- Please respond to all of the following questions:**

**YES NO** Can the event be classified as a carnival or fair?

**YES NO** Will there be any tents or canopies? (Number, H x L x W size, configuration):  
 \_\_\_\_\_  
 \_\_\_\_\_

**YES NO** Are there any outdoor stages or platforms? (Number, H x L x W size, configuration):  
 \_\_\_\_\_  
 \_\_\_\_\_

**YES NO** Will there be an assembly area not ordinarily used for assemblies? (# of people) \_\_\_\_\_  
 Explain: \_\_\_\_\_

- YES NO Will there be any fixed audience seating areas? How many seats? \_\_\_\_\_
- YES NO Will there be any outdoor eating areas? Number tables/chairs: \_\_\_\_\_
- YES NO Are there any outdoor cooking areas, stoves, food carts, food trucks, booths, BBQ's or deep fryers?  
Number/type: \_\_\_\_\_
- YES NO Has the Santa Clara County been notified about the outdoor cooking?
- YES NO Will there be any portable generators? (Number/type fuel) \_\_\_\_\_
- YES NO Will there be any campfires, bonfires, torches, candles, or pyrotechnics? Explain: \_\_\_\_\_  
\_\_\_\_\_
- YES NO Will you have any outdoor electrical wiring? Describe plans for wire protection: \_\_\_\_\_  
\_\_\_\_\_
- YES NO Will there be any hazardous materials on site such as propane, butane, gasoline, diesel tanks, or helium cylinders? (Type/quantity) \_\_\_\_\_
- YES NO Is there a need for stand-by Paramedics, EMT's, or Fire watch? \_\_\_\_\_
- YES NO Will any roads or sidewalks be closed, barricaded, chained, or blocked? Where: \_\_\_\_\_  
\_\_\_\_\_
- YES NO Is there adequate emergency vehicle access to your event?
- YES NO Will the event create any dead-end fire access routes?
- YES NO Will there be any vehicle parking within 30 feet of your event?
- YES NO Is there a parade vehicle staging area? Where: \_\_\_\_\_
- YES NO Do you have an adequate exit path for your event with adequate lighting along it?  
Describe: \_\_\_\_\_
- YES NO Is the event likely to block any existing exits from nearby buildings?
- YES NO Will your event occur outside normal business hours for Fire Department Inspections?
- YES NO Will any fire hydrant access be blocked during this event? Where: \_\_\_\_\_
- YES NO Will there be daycare at this event? Describe exit plan for Daycare personnel: \_\_\_\_\_

**NOTIFICATIONS**

Please describe your plans to notify all residents, businesses, churches impacted by the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH YOUR LETTER OF NOTICE TO SURROUNDING RESIDENTS TO THE APPLICATION:**  
(Include what streets, businesses, addresses you are sending this to)

**PROMOTION / ADVERTISING / MARKETING**

YES NO Will this event be promoted, advertised, or marketed? If YES, please describe: \_\_\_\_\_  
\_\_\_\_\_

**YES NO** Will there be any live media coverage during your event? If YES, explain: \_\_\_\_\_

OPTIONAL: The applicant acknowledges and agrees to allow the City to publish the contact person and media referral telephone numbers on the internet in conjunction with the Calendar of Upcoming Events in the City of Palo Alto. If you have a home page and want us to link with our calendar please provide your internet address for your home page: \_\_\_\_\_

**Signature** if ok to post on website: \_\_\_\_\_

**Refer all event public inquiries and /or media requests for this event to:**

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

**INSURANCE REQUIREMENTS**

Insurance for your event will be required before final permit approval (copy must be provided).

Name Insurance Agency: \_\_\_\_\_ Agent name: \_\_\_\_\_

Phone: \_\_\_\_\_ Policy number : \_\_\_\_\_

Address (city, state, zip): \_\_\_\_\_

**AFFIDAVIT OF APPLICANT**

**ADVANCED NOTICE OF CANCELLATION REQUIRED:** If this event is canceled, notify the Palo Alto Police Department Special Operations at [alex.afanasiev@cityofpaloalto.org](mailto:alex.afanasiev@cityofpaloalto.org) or 650-329-2459. Otherwise, City personnel and equipment may be needlessly dispatched and approvals of your future permit applications may be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the Palo Alto rules and regulations for special events. I understand that this application is made subject to the rules and regulations established by City Council and/or the City Manager or the City Manager’s designee. Permittee agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the virtue of this use permit. I agree to pay all such possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Palo Alto.

Name of Applicant (PRINT): \_\_\_\_\_

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

Have you attached the following?

- Did you get a signature of approval from your City Department contact (if applicable) ?
- Site Map diagram of event including the placement of all structures.
- Route Map / Traffic pattern map
- Detailed written description of your event
- Letter of notice to surrounding residents/businesses
- Copy of Certificate of Liability Insurance policy or policies
- Copy of County Health Permit(s)
- Completed Encroachment Permit Application
- Completed Noise Exception Permit Application
- Other Permit Applications (as applicable)