



# City of Milpitas Special Event Guidelines

INFORMATION TO ASSIST YOU IN THE COMPLETION OF YOUR  
SPECIAL EVENT PERMIT APPLICATION



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## APPLYING FOR A CITY SPECIAL EVENT PERMIT

The City of Milpitas assists event organizers in planning safe and successful events that will have a minimal impact on residents and communities surrounding the event locations. The following information will help guide you through the City of Milpitas Special Event Permit Process and provide guidelines and requirements for special event management.

As you read through the Planning Guide and complete a Special Event Permit Application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information to us about the elements of event planning that relate to your special event.

On behalf of the City of Milpitas, thank you for contributing to the spirit and vitality of our community through the presentation of your event.

### SPECIAL EVENT PERMIT APPLICATION

The City of Milpitas requires a Special Event Permit for any portion of a special event venue or related event components that involves public property, public facilities, parks, sidewalks, street rights-of-way, or the temporary use of a private property. First Amendment events (public gatherings held for the purpose of exercising rights to free speech, religion, the press, and assembly) in public spaces, including parks, plazas, and public sidewalks, are exempt from the permit requirement.

The City of Milpitas does not issue Special Event Permits for any portion of a special event that falls under the control of another jurisdiction, for example, the Santa Clara Water Districts, San Jose, Fremont, etc.

### EVENT ORGANIZERS

The Milpitas Special Event Permit application has been designed to assist organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies, and regulations governing activities associated with the production and management of special events.

As an event organizer, it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement strategies that ensure the safety of your guest, and the surrounding environment affected by your event.

### APPLICATION SUBMITTAL DEADLINE

The permittee is responsible for submitting a completed Special Event Permit Application to the Planning Department or Recreation Department for park events no later than **70 business days** prior to the actual date of the event if the special event involves no street closures and allows applications to be submitted as early as one year before the event date. If the event includes street closures, even partial street or road closure, including for a parade or procession, a full application with completed materials is required at least **180 business days** in advance of the actual date of the event. If an application is submitted less than **70-180 business days** before an event, the City may be unable to deliver the required City services and/or authorize the event and the applicant may have to postpone, reschedule, or cancel the special event. Please note and as described later in the guidelines, the applicant may be required to obtain separate and additional permits issued by other Departments and must also be approved

and issued prior to setting up and hosting the event. If you are proposing to use a park as an avenue location, contact the Recreation staff to verify the availability and reservation of the park before you submit your application.

At the sole discretion of the City of Milpitas, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event.

#### **APPLICATION MUST BE COMPLETED**

The applicant must include a written description of the event theme, purpose, schedule of activities, entertainment, food, beverages (including alcohol), cleanup plan, trash, and recycling plan, sound and electrical, security, advertising, insurance, first aid, traffic, and other information.

The application should indicate all City services required to support the event. An event site diagram and/or route map must accompany the application, indicating the layout of all equipment (booths, stages, portable toilets, fencing, etc.); all street closures (including the number of lanes to be closed) and parking tow zones; the direction of travel of any parade, race, run or walk; and all other proposed event activities. However, for any event venue, the permittee must develop a diagram of the site.

A substantially complete special event permit application means a permit application where all relevant sections of the permit application have been completed, and each section includes enough detail that the information can be understood and assessed by the reviewing City department or agency.

All supporting attachments that relate to the particular event and its event components shall be submitted with the Permit Application. These attachments include: 1) the Applicant Letter of Acknowledgement authorizing the Primary Contact to work on its behalf; 2) Proof of IRS 501(c)(3) status by the applicant; 3) Site Plan, Route Map, and/or Fully Dimensional Close-up of Enclosed Area(s); 4) Recreation Department Park Reservation Form and/or other property use authorization. Additional information may be required. The City of Milpitas recognizes that some permit application documents are secured as part of the review process; therefore, City staff will initiate the permit application review process only after they determine that a permit application is substantially complete. During the review process, the City of Milpitas will accept proof of insurance and waiver form verification, as well as plan revisions that may not have been identified at the time of submittal.

#### **Applications Fees are non-refundable.**

**Examples of Special Events include, but are not limited to, concerts, parades, carnivals, fairs, festivals, block parties, public dances, street fairs, community events, sporting or athletic events, parties, meals, food truck gatherings, celebrations, and receptions. See the Special Event Permit application form for details about events that are exempt from permit requirements, including simple assembly (small gatherings not involving the use of equipment or temporary structures) and First Amendment events.**

#### **OTHER COST AND FEES**

In addition to the permit application fee, you may be assessed other city permit fees, department rates, and fees, costs, and fees associated with personnel or resources provided to your event by a city department, program or division, as well as fines that may be assessed by the City for the cost to repair and/or restore any public property damaged by an event receiving benefits under the provisions of the Special Events Ordinance.

## EVENT CANCELLATION

If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the Office of Special Events in writing no less than 48 hours in advance of the setup time for your event. Should personnel or other resources be dispatched to support your proposed event or an event activity that has been cancelled, the applicant will be assessed the cost of the services provided.

## FINAL SPECIAL EVENT PERMIT

The final Special Permit issued by the City of Milpitas is valid only for the venue area(s) and event activities, including setup and dismantle, depicted on your site plan and as described in the Special Event Permit Application and any attachment and/or amendments made to the application during the review process. The City of Milpitas may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the Permit, additional requirements of the City of Milpitas, or requirements established in the Special Event Planning Guide may result in the immediate cancellation of the event, denial of future special event permit applications, or the requirement of a cash deposit. As discussed further below, other Departments may require separate permits to be obtained to allow for the Special Event, such as a Building Permit from the Building Department, Encroachment Permit by Public Works Department, and/or permits by the Fire Department.

## SPECIAL EVENT PERMIT PROCESS

The Special Event Permit Process is managed by the Planning Department and supported by the Special Event Review Committee.

The team is comprised of representatives from City departments, divisions, and programs, along with other public agencies that may be affected by or have regulatory authority related to elements of the event. The review process provides a coordinated approach to the planning, review, and on-site inspection of your event.

The permit application process begins when the City of Milpitas receives a completed Special Event Permit Application. Upon receipt of an application, the City of Milpitas will assign staff to assist applicants through the permit process. Acceptance of an application does not mean that the event has final approval or a confirmation of the request for an event permit. Copies of the application are forwarded to and reviewed by all applicable City departments. Throughout the review process, applicants will be allotted enough time to provide all pending documents (e.g., certificate of insurance, secondary permits, etc.). The City of Milpitas must receive these documents before issuing a Special Event Permit. Failure to provide these items in a timely manner often suspends the City review process and can delay the subsequent application approval.

**Careful completion of the form, plans, and other required materials and information will help avoid delays in processing. Applicants must follow the instructions and provide clear and accurate information, including the submittal of all supporting documentation with the application. Please consult your Special Event Permitting Agent for more detailed information.**

## SPECIAL EVENT-RELATED PERMITS

The permittee is responsible for obtaining all necessary permits. Before the event, the permittee must submit copies of any required permits to a Special Event Permitting Agent. An appointment is required to process alcohol, street closure, and/or parade permit with Special Event Permitting Agent. Several different special event-related permits may be issued independently of the Special Event Permit or may be required in conjunction with the Milpitas Special Event Permit.

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THE FOLLOWING IS A SUMMARY OF THE MOST COMMON PERMIT TYPES, AND YOU MAY BE REQUIRED TO OBTAIN THEM BASED ON THE PROPOSED EVENT VENUE, ACTIVITIES, COMPONENTS, ATTENDANCE, AND UNIQUE CIRCUMSTANCES OF THE EVENT.

**Alcohol Use Permit** - Milpitas Police Department: 408-586-2400

**Car washes** - Milpitas Public Works Department: 408-586-2600

**Building Permit** - Building Department: 408-586-3240

**Electrical Permit** - Building Department: 408-586-3240

**Food Permits** - County of Santa Clara Department of Environmental Health: 408-918-3400

**Neighborhood Block Party Permit** - Milpitas Police Department: 408-586-2400

**Park Use Permit** - Recreation 408-586-3210

**Public Assembly Permit** - Milpitas Police Department: 408-586-2400

**Tent, Canopy, and Membrane Structure Permit & Firework/Pyrotechnic/Special Effect/Laser Permit** - Milpitas Fire Department: 408-586-3365

## PARK USE

The Recreation Department maintains 30 community, neighborhood, mini-parks, and facilities. Organized events involving the use of public parks that will have groups of 50 or more people require a Park Permit. Special rules and regulations unique to each site may apply (e.g., use of alcohol, dogs off-leash, use of inflatables, party jumps, live entertainment, park hours, event moratoriums, etc.). If your event requires review by other city departments, you may be required to obtain a Special Event Permit in addition to the Park Permit. Suppose your proposed event includes the use of parkland, and it is determined that a Special Event Permit is required. In that case, your special event permit application is not complete without a Park Reservation form issued by the Recreation Department to use the requested venue:

See a complete [list of parks to rent](#), the max capacity, if parking is available, and more to help better plan your event.

## EVENT INFRASTRUCTURE

This section of the permit guidelines has been designed to help us better understand the buildout of your event venue, including the size and types of stages, tenting, canopies, and other structures you plan to use at your proposed event.

## STAGES, TENTS, CANOPIES, AND OTHER STRUCTURES

## STAGES

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Most events use standard-sized portable, mobile, or riser stages. The use of standard four-foot by eight-foot (4' x 8') risers placed either at a single level or stacked no more than three (3) levels, typically in eight-inch (8") increments, to create an elevated performance area typically does not require review by building officials. The use of portable trailers and mobile units is common and typically does not require a building permit if the stages remain affixed to the vehicle's wheels and a license plate is affixed to the vehicle. A building permit may be required if footings or a foundation are affixed to the ground.

Suppose your event plans include elevated platforms, walkways, seating areas, or stages for use by the general public that include a finished floor over thirty (30) inches above the lowest adjacent grade or floor. In that case, you will be required to obtain a building permit.

All stages must be accessible and meet local, state, and federal disability access laws, including the use of ramps, lifts, and safety handrails. Many portable stage units comply with accessibility requirements, but your responsibility is to ensure that your event plans meet all accessibility requirements.

## TENTS AND CANOPIES

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Under the provisions of the International Fire Code as amended by the State of California and the City of Milpitas, tents and canopies must be at least; ten feet (10') from cooking apparatus; and twenty feet (20') from any building. A certificate of Flame Resistance is required if cooking with an open flame under/within a tent.

Tents and Canopies exceeding 400 sq. ft. in area, with walls, will be required to obtain a Fire Permit

Tents and Canopies exceeding 2,000 sq. ft. in area or exceeding 50 ft. in dimensions will be required to obtain a Building Permit

You are responsible for the following requirements for the management of all tent and canopy areas:

## LOCATIONS

- Property lines, buildings, other tents, canopies, or temporary membrane structures must be at least twenty feet (20') from tent support wires, ropes, and guy wires.
- A twenty-foot (20') fire access lane must be maintained. The access route must be outside of support wires, ropes, and guy wires.
- A twenty-foot (20') fire lane must be provided around the entire event venue and connect with all required fire lanes around tents/canopies.
- Tents and equipment should never be an obstruction to a fire hydrant.
- A Fire brake of 12' is required for every 75' liner feet of continuous tenting
- All vehicle parking and other internal combustion engines must be at least twenty feet (20') from any tent/canopy.

- Additional authorization and/or on-site inspections may be required for tents/canopies positioned less than twenty feet (20') apart, are attached together and/or do not provide a twenty-foot (20') access lane

## INSTALLATION

- Many parks and other public sites have irrigation, pipes, and electrical components located inches below surface areas. Before using stakes to secure tents, canopies, or other event components, you must receive authorization to disrupt surfaces below ground.
- If tent stakes are authorized, they must be capped or covered.
- You cannot use water weighted vessels to anchor or secure
- Poles and their supporting anchor ropes, stakes, etc., must resist a minimum wind pressure of 20 lbs./square foot.
- Tents must be supported and braced to withstand minimum pressure/suction of 10 lbs./square foot.

## FIRE SAFETY

The Milpitas City Fire Department can assess safety issues regarding fire, buildings, tents, and the physical safety of all those involved in your event. You are required to contact them if any of these conditions exist (additional permits may be required):

- Fire extinguishers of a 2-A-10B: C Class rating shall be provided every seventy-five feet (75') of travel distance between tents/canopies and must be secured in an upright position and protected from vehicular traffic.
- Heating and cooking equipment shall not be located within ten feet (10') of exits, aisles, passageways, or combustible materials.
- Straw bale and other flammable material cannot be stored closer than thirty feet (30') from the outside of tents/canopies.
- Other Fire Safety Permits/Inspections Required
  - Electrical wiring is done
  - Changes are made to building exits or when the character or use of a facility is altered
  - Liquid or gas-fueled vehicle or equipment, for display or competition, inside a tent or building
  - Candles, open flame devices, flammable or combustible liquids or gases
  - Pyrotechnics/special effects
  - Cryogenics
  - Anytime a material, occupancy load, or operation is introduced into a tent or building that could possibly pose a hazard
  - Special amusements are provided, such as haunted houses
  - Fire watch may be required on events with over one thousand persons or special hazards, or compliance issues (for example, fireworks, non-compliance with rules and regulations on site)

CONTACT: Fire Department— 408-586-3365

## OTHER STRUCTURES

You must obtain a building permit if your event plans include any of the following structures.

- Sound and/or audio equipment support trusses over 8 ft in height
- Sign support structures (overhead signage) over 8 ft in height
- Overhead structures over 8 ft in height

## FOOD PREPARATION, TABLES, AND SEATING

If you intend to sell, serve, give away, or sample food or consumables products, including water or other beverages, at a public event, you must obtain a Temporary Food Facility Permit. Additionally, each food vendor at your event must also have a Temp Food Facility Vendor Permit. Different permits and procedures depend on your classification and the number of days of your event. The County of Santa Clara Department of Environment Heath issues food permits.

Permittees must present appropriate permits prior to the use of heating sources (e.g., electric, Sterno® or other open flames). Permittees are responsible for providing one fire extinguisher at each location where a heating source will be used.

Permittees may use food-warming equipment to maintain foods and beverages at warm temperatures if approved by the Milpitas Fire Department.

Cooking may be permitted in designated areas, and if cooking is identified in the permit application, it is subject to the approval of the Milpitas Fire Department.

The Milpitas Fire Department must approve the location, method, equipment, and facilities for cooking food and Special Events Permitting Agent and must conform to the Milpitas Fire Department Regulations. Permittees must present appropriate Santa Clara County Department of Environmental Health permits prior to cooking.

Temporary or permanent extension of existing water piping will require a Building Permit and inspection.

## RESTROOMS AND SINK

The permittee must provide chemical or portable toilets as follows:

- 1 unit per 200 people if no alcohol is served
- 1 portable unit per 150 people if alcohol is served.
- 10% of the total number of units must be accessible.

If the event is longer than 8 hours, all portable toilets must be serviced and cleaned at least once during the event.

The provisions of hand-sanitizing facilities or sinks are recommended in restroom areas.

## RECYCLING AND TRASH MANAGEMENT

You are required to develop and implement plans that ensure the proper disposal of discarded waste material (trash, recyclables, and food waste) generated by your event and its attendees, including during setup and dismantling time frames associated with your event. The City does not provide street sweeping services or additional recycling or trash containers for special events, so please plan accordingly. After your event, the event venue and surrounding areas must be cleaned and returned to a condition equal to or better than the condition prior to the onset of your event activities.

Additionally, if an event has over 2000 attendees (daily) and is hosted by a local agency OR charges an admission for entry (even if the admission fee is \$0), then the event is defined as a large event under the state of California and must comply with state legislation Assembly Bill 2176 and Senate Bill 1383. As a large event, you will be provided with paperwork to submit regarding your waste management plan. In addition, your event will also be required to implement an Edible Food Recovery (ERF) program, meaning that you must donate any excess edible food from your event. More information can be found here:

[Educational One-Sheets](#) – Download the files labeled Large Event Organizers and Large Event Vendors Beginning immediately after an event, the permittee must remove all waste, litter, equipment, and signage placed by the permittee and must repair any damage to the area caused by the permittee's activities. Clean all debris and litter from the park, parking lot, street and/or sidewalk areas affected by the special event within four hours after the conclusion of the special event.

A permittee may be required to pay for a professional licensed cleaning service to provide continuous cleaning throughout the hours of the event and after the event to ensure that all trash generated from the event is clear. The permittee must provide a minimum of one (1) cleaning staff for every 200 persons in attendance. This may include an additional cost to cover power washing the venue if determined necessary by a Special Event Permitting Agent. Dumpsters can be placed prior to the event in the designated area determined by the Special Event Permitting Agent. The size and number of the dumpster(s) will be based on the anticipated size of the crowd and determined by the rental company calculations. The City of Milpitas has a franchise agreement with Milpitas Sanitation (MSI) for solid waste collection services. If dumpsters are needed for your event, they must be procured from MSI.

Upon completion of the Event, Permittees shall meet with City Staff to review the area's cleanup and determine if additional cleanup measures need to be taken or any repairs are needed. The permittee agrees to pay costs of repair or replacement for any and all damages to the area and other property, caused by permittee's officers, agents, employees, contractors (including independent contractors), exhibitors, registrants or other persons attending the event with the express or implied permission or invitation of permittee. Such responsibility shall not cover damage caused by the negligence or willful misconduct of the City, its officers, agents, contractors, or employees. Any final repair costs shall be determined by the Special Event Permitting Agent in his or her sole discretion, subject to the approval of the City Manager. In addition, the City shall select and approve the contractors that will conduct any repair work at the City facilities, in City's sole discretion. All repair costs approved by the Special Event Permitting Agent will be billed to the permittee and shall be paid by the permittee within 10 calendar days of receipt of such invoice.

Permittees shall not be permitted to physically alter the city areas without the written approval of a Special Event Permitting Agent. Nothing shall be attached in any way to the walls, doors, floors, ceiling, or fixtures without the written approval of a Special Event Permitting Agent.

## SAFETY EQUIPMENT AND FENCING

This permit application section has been designed to gain information regarding the safety equipment and fencing you plan to use to support your event plans.

Signage, safety equipment, and fencing are most commonly used to create venue boundaries, define beer gardens, delineate pedestrian areas from vehicles, and guide crowd behavior. The Manual on Uniform Traffic Control Devices (MUTCD) establishes the national guidelines for equipment used in the public right-of-way. Signage, safety equipment, and traffic control devices you use to support your event should follow the MUTCD.

Based upon your event's location, components, and configuration, you may be required by the Milpitas Police and Transportation Department to provide safety equipment such as barricades, traffic cones, directional signage, fencing, lighting, etc. All equipment must be free-standing unless otherwise authorized. It is prohibited to affix temporary signage and equipment to trees, light poles, traffic signs, etc. You are responsible for obtaining and properly placing this equipment prior to the beginning of your event in compliance with local and state laws. The City does not provide the required safety equipment.

Fencing is typically used to delineate all or portions of an event venue. Most events use freestanding fences. If you plan to use stakes, footings, or other materials, you must receive authorization to disrupt surfaces below ground level. If you use materials weighted by water to secure the fencing, do not release any water into the stormwater system. The Fire Department will also determine a maximum occupancy for the fenced area and a corresponding number of required accessible exits.

## POWER DISTRIBUTION

Portable and internally grounded Generators are exempt from requiring a Building Permit.

All other types of generators will require a Building Permit and inspection.

Temporary or permanent additions, changes, or relocation of existing electrical devices and/or power sources will require a Building Permit and inspection.

## AMPLIFIED SOUND

Noise generated by a person using the City property, including, without limitation, amplified sound, shall not be in a manner to create a disturbance of the peace, as described in Municipal Code. In determining whether a disturbance of the peace has occurred, the Milpitas Police Department may consider the nearby residences and offices.

The use of amplified sound for events is subject to the approval of the Special Event Permitting Agent. The use of amplified sound in the outdoor areas of the City must be limited to the following periods:

**Weekdays: Between 9 am and 10 pm.**

**Holidays and weekends: amplified sound must not commence before 10 am and end no later than 10 pm.**

In instances where there is a conflict between restrictions imposed by the Milpitas Police Department in issuing an amplified sound permit and these regulations, the Milpitas Police Department restrictions will prevail.

Other functions may be scheduled simultaneously in different portions of the Facility, park, or open area. The amplified sound used in connection with events shall not disrupt or interfere with other events or persons using other areas. Furthermore, Permittees shall immediately comply with the City's request to reduce the noise generated by their event.

**Any event using an amplified sound in a park must submit an amplified sound permit application to the Police Department. See Addendum C**

#### MARKETING/ADVERTISING/PROMOTIONS

The permittee shall seek City approval for all advertising or promotion in advance. The City shall have the right to review and approve all advertising aspects. City approval is not to be unreasonably withheld. Events may not be announced, and tickets may not be sold prior to the complete execution of the Permit being issued.

#### SIGNS AND BANNER

Nothing may be taped, nailed, tacked or otherwise affixed to ceilings, painted surfaces, columns, fabric, and decorative walls, or fire sprinklers. All decorative materials must be flameproof in accordance with fire regulations.

Signs, banners, and decorations may not be attached to trees, decorative architectural features, or public works of art.

All A-frame signs must be designed and/or weighted as necessary to resist tip-over under windy conditions.

All other signs and decorations of Events shall be placed only upon Permittees equipment, booths, stage, or other similar items comprising a permitted portion of the Special Event

#### OPERATIONAL PLAN

##### SECURITY

This permit application section has been developed to gain information about the security plan you intend to implement at your proposed event.

All Permittees for an event must submit a security plan for the approval of the Milpitas Police Department. The plan must list the proposed number of security personnel, their location, duties, and hours of service, and whether they have private security personnel.

The Milpitas Police Department shall consult with the Special Event Permitting Agent and Permittee on the Police Department's security requirements for indoor and outdoor events. The Milpitas Police Department will have the

final authority to require a minimum number of licensed private security guards, volunteers, staff positions, and traffic controllers necessary to staff your proposed event.

#### Number in Group; Guards/ Required

01 - 100	0
101 - 250	2
251 - 350	3
351 - 450	4

451 & over 4 + 1 for each additional 100 persons

A security plan must be submitted to the Special Event Permitting Agent with the application for approval no later than one hundred and twenty (120) days or sixty (60) days, depending on the type of event.

Additional security persons will be required if:

- Selling alcohol on-site during the Event Provide barricades to close off streets or other areas;
- Provide monitors for crowd control and security and establishes a liaison with the police department concerning security;

#### ALCOHOL MANAGEMENT

The service or sale of alcoholic beverages related to an event requires prior City approval. All events in the City involving alcohol require authorization from the Police Department.

The sale or service of alcoholic beverages shall follow all applicable laws, including regulations of the State of California, Department of Alcoholic Beverage Control. Permittees are required to obtain all appropriate licenses, permits, and insurance related to the distribution or consumption of alcoholic beverages.

Only a licensed caterer, non-profit company, or event planner may provide the service of alcohol. Authorization from the Milpitas Police Department, proof of Liquor Liability Insurance, and an appropriate permit from the State of California, Department of Alcoholic Beverage Control are required.

If alcoholic beverages are to be sold at the event, obtain the appropriate license from the State Department of Alcoholic Beverage Control, follow responsible beverage service practices and provide security adequate to maintain order, as determined by the chief of police or designee.

The following rules apply to alcohol services or sales on City of Milpitas public property:

- All alcohol must be sold and consumed within a fenced venue. (ABC license type will dictate the size and type of fencing.)

- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferable wristband.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.
- Attendees may be served no more than two standard drinks at a time. The City defines one standard drink size as:

-12 ounces beer

-5 ounces wine

-1-ounce distilled spirit/hard alcohol in a mixed drink

- Shots are not permitted
- Alcohol cups must be paper or plastic and be distinguishable from soda cups
- Service may begin at 9am and must conclude by 10pm on Sunday through Thursday and may begin at 9am and must conclude by 11pm on Friday, Saturday, and the day prior to a Federal, State, or City designated holiday.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water, and food, must be available at the event

## MEDICAL

You are required to establish a medical plan for your event. The most basic plan for small events with a low medical risk assessment is the designation of an event representative to call 9-1-1 and a representative on-site with CPR training certification. Events with a higher potential for risk are required to implement an appropriate medical plan to address the specific needs of the attendees and/or participants.

You are responsible for ensuring that all medical support personnel, whether paid or volunteer, have the appropriate licensing, certifications, and insurance to provide services at your event. The Milpitas Fire-Department has the final authority to require a minimum number of licensed medical providers, volunteer and staff positions, and Fire-Rescue Department other personnel necessary to support the medical and fire emergency access needs of the special event.

## VOLUNTEERS

The number and quality of volunteers you recruit can make or break your event. Participant safety often hinges on volunteers who know what they are doing. You must have more than enough trained volunteers or staff recruited to manage your event. If you are organizing events where traffic is controlled on a route (parades, processions, runs, walks, cycling events, etc.) your volunteers must wear safety vests or some form of similar and/or easily identifiable clothing.

Volunteers should be stationed properly to help drivers, spectators and participants get to their destinations. Locations of volunteers, as well as Police support, should be shown on your traffic control plan.

## TRANSPORTATION AND STREET CLOSURES

Transportation plans must comply with accessibility laws and should include the use of carpools, public transportation, and alternative modes of non-polluting transportation whenever possible.

The Milpitas Police and Traffic Department will determine if your event requires traffic control in order to facilitate vehicular and pedestrian movement on city streets and public right-of-way affected by your event.

The following are guidelines that should be incorporated into your transportation plan:

- Permittees are responsible, at their own expense, for providing control of the on-site parking prior to, during, and after the close of their event. A parking plan must be submitted to the Special Event Permitting Agent no less than required by the major or minor business days prior to the event.
- The City requires three (3) people to each one (1) spot formula to calculate the required off-street parking amount for the proposed event.
- All traffic control in the public right-of-way must be conducted by a representative of the police department or by a civilian who is certified in traffic control and authorized by the police department.
- All proposed street closures must be included in your permit application and be authorized by the police and transportation department.
- If you plan to implement a shuttle plan to support your event needs, you must include the property owner's approval for the property use in your transportation plan. Suppose approval to use the property is authorized by a property manager. In that case, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- Your transportation plan should not incorporate the use of nearby shopping center parking lots or other private property without the express written permission from the affected property owner(s). Suppose approval to use the property is authorized by a property manager. In that case, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- All parking must be under a 1/4 mile walk to the event. If it is over a ½ mile away, you will need a shuttle service and submit a detailed plan for execution as well as receipts for the shuttle service employed.
- Any taxi/limo drop-off/pick-up zones should be coordinated with the Milpitas Police and Transportation Department.
- You must include accessible parking and/or access in your event plans.
- If your event involves street closures, you must obtain traffic/safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted.

## STREET CLOSURE INFORMATION

Provide proof of advance notification to the affected residents and business persons throughout the surrounding areas of any street closure associated with the special event;

## No Parking Signage Posting Requirements

- No Parking signs must be posted 72 hours prior to your event start time.
- Verification that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from time of initial placement of the signage and a minimum of twelve (12) hours prior to your event setup start time is required.
- The documentation must be kept on file and provided to city representatives upon request.
- No Parking signs must be posted on the curb next to the roadway including red, yellow, white, and blue zone areas.
- No Parking signs must be placed a minimum of every 20 feet (20').
- Additional No Parking signs must be placed in areas where obstructions are present.
- Missing, collapsed, or damaged No Parking signs must be replaced at least daily and a minimum of twelve (12) hours prior to your event setup start time.

**The City of Milpitas public works is responsible for providing this service at full cost recovery.**

## ACCESSIBILITY

Your event plans must comply with all City, county, state, and federal disability access laws and regulations applicable to your proposed event activities. All temporary venues, related structures, and outdoor sites associated with your event must be accessible to all disabled persons. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be offered only to patrons with disabilities.

You must evaluate the unique components and activities associated with your proposed event to develop plans to ensure your event complies with all accessibility laws.

## SITE PLAN/ROUTE MAP

The site plan or route map you include with your permit application is a visual representation of all the infrastructure and operational event elements you describe throughout the permit application and should include any stationary elements and moving routes. The final Permit issued by the City of Milpitas will only be valid for the venue areas and event elements described in your permit application and site plan or route map. Modifications to your request may be required during the permit review process and will be incorporated in the final Permit. Following are guidelines to assist you in the development of your site plan or route map:

### Technical Specifications

- To ensure an appropriate review of your event plans, your primary site plan or route map should be computer-generated using scaled drawings and measurements to depict the components of your event.
- Site plans, route maps, and supporting drawings/diagrams should be submitted in PDF format and in an 8 1/2" x 11" or 11" x 17" standard format.
- There are many online mapping sites that provide basic mapping capabilities. If you utilize one of these mapping sites, you must use the 'plain', 'road', or 'parcel' view as the base to create your map. It is

important that reviewing authorities can clearly see the scaled dimensions, locations, and activities proposed on your map.

## Boundaries and Routes

- Your site plan or route map must include the names of all streets and/or areas that are part of the proposed event, including auxiliary parking and production areas.
- If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.
- The location of fencing, barriers, and/or barricades must be depicted on your site plan or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- Identification of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- All-access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map.

## Event Infrastructure

Your site plan or route map should include the location of all event infrastructure elements identified in your permit application including, but not limited to:

- Fencing, including beer gardens and production areas.
- Portable restrooms and sinks.
- Trash and recycle containers and dumpsters.
- Storm drains and run-off containment.
- Water stations, water, and ice supplies.
- Generators and other sources of electricity.
- Fuel storage facilities.
- Placement of any vehicles and/or trailers including production and shuttle areas.
- Portable, prefabricated, or site-built structures, bridges, staging, platforms, bleachers, or grandstands.
- Other related infrastructure components not listed above but included in your permit application.

## Event Operations

Your site plan or route map should include the location of all event operational elements identified in your permit application including, but not limited to:

- Stages and entertainment areas.
- Inflatables, mechanical rides, climbing walls, obstacle courses, games, petting zoo/animal rides, children/teen areas, sports demonstrations, and other activities.
- Tents, canopies, and/or booths.
- Booth identification of all vendors cooking with flammable gases, open flames, or barbecue grills. A close-up of the food and/or cooking area configuration with all fire extinguisher locations is required.
- Location of a beer garden(s). A close-up of the beer garden configuration(s) with all exit locations, serving fixtures, furniture, and tenting is required.
- Tables, seating, and other furniture
- Parking, accessible parking, drop-off, limo/taxi zone, shuttle locations, etc.

- Other related operational components not listed above but included in your permit application.

## Narrative

To supplement your site plan or route map, you must provide a detailed narrative and timeline of your event to better assist in the review of your event. The narrative should include details regarding the setup, sound checks, operations, and dismantling of your proposed event activities. If there is a moving route associated with your proposed event, you must include a turn-by-turn narrative and diagram that incorporates the names of all proposed street/lane closures, detours, etc.

## COMMUNITY OUTREACH/NOTIFICATIONS

As part of your event planning process, you must evaluate the potential impact of your event on the surrounding neighborhood or environment.

Your event plans should include outreach and mitigating measures that address potential impacts your event may have on the surrounding area in which the event activities are proposed to take place. Your outreach and mitigation efforts, along with the overall benefit of the event to the community and the region, will be incorporated in the permit application evaluation process. The following are guidelines to assist you in your community outreach efforts:

The City of Milpitas requires that notices/fliers be mailed or hand-delivered two (2) weeks prior to your event to all entities directly impacted by your event and its associated activities within 500 square foot radius of the event, or along the route/effect residents.

Notification must include the following information:

- Name of Event
- Location of Event (include route if applicable)
- Event hours
- Street closures time and detours (if applicable)
- Anticipated attendance
- Use of amplified sound (if applicable)
- Event organizers contact for further information or queries

## REQUIRED SIGNATURE AND SUBMISSION OF PERMIT APPLICATION

The Chief Officer of the Organization is required to sign the permit application. If the Primary Contact identified in the permit application is a person other than the Chief Officer of the Organization, that person is also required to sign the permit application. Currently, the City of Milpitas does not accept electronic signatures.

## FORM OF PAYMENT

After the Event, City Departments will bill the event Permittee(s) directly for any additional cost incurred. Some City Departments may require payment before the event.

The City of Milpitas provides City services on a full cost recovery basis. Departmental billings will reflect the actual costs of delivering City services for the event and may be higher or lower than cost estimates. However, if the original event plan was followed, the permittee does not request any additional services and no unusual circumstances required additional City services, the City guarantees that the City services invoice will not be over 10% of the cost estimate. All questions about the invoice should be directed to Special Event Permitting Agent. Payment is due within 30 days from the date of invoice to the individual departments

## INSURANCE REQUIREMENTS

Before final approval of your Special Event Permit Application is granted, an ACORD Certificate of Insurance reflecting Commercial General Liability insurance, Workers' Compensation insurance, and Liquor Liability insurance (if applicable) shall be provided, for the Host Organization and, as applicable, the Primary Contact, Private Security Service Provider, Medical Service Provider, and other service providers if required by the Finance Department.

All certificates of insurance must provide coverage for the duration of the event, including set up and tear down dates. The City's Finance Management Department has final authority regarding the insurance coverage and limits for the Special Event and can require insurance coverage from other service providers; place requirements on Event Components and/or modify Event Components in a Special Event due to the unique nature or risk of an Event or Event Component and require participant waivers.

### Certificates of Insurance Must Reflect:

#### COMMERCIAL GENERAL LIABILITY WITH LIMITS OF:

- \$1 million per occurrence
- \$2 million general aggregate

#### WORKERS' COMPENSATION WITH LIMITS OF:

- \$1 million (Required if the insured has paid employees)

#### LIQUOR LIABILITY

- Required if alcohol will be consumed at the event

## CERTIFICATE HOLDER MUST REFLECT:

City of Milpitas  
455 East Calaveras Blvd  
Milpitas, CA 95035-5411

## ENDORSEMENTS:

In addition to the certificates of insurance, the City of Milpitas requires proof of the following policy endorsements:

### COMMERCIAL GENERAL LIABILITY

- The policy must be endorsed to name "The City of Milpitas, its elected officials, representatives, employees, and agents" as additionally insured. You must provide a copy of the actual endorsement. Listing the City as an additional insured on the certificate of insurance is not enough.

### WORKERS' COMPENSATION

- The policy must be endorsed to provide the City of Milpitas with a Waiver of Subrogation. A copy of the actual endorsement must be provided. Referencing the Waiver of Subrogation on the certificate of insurance is not enough.

### REQUIRED INSURED ENTITIES

All the above-listed insurance requirements apply to each of the following entities:

- Event Organization
- Primary Contact (if not an employee or volunteer of the Event Organization)
- Private Security Service Provider
- Medical Service Provider
- Other, if required by the City's Finance Department

### WAIVER FORMS

Any and all waiver forms the Host Organization or City requires its Event participants to execute shall specifically include:

- The City of Milpitas, its elected officials, representatives, employees, and agents

### SUBMITTAL INFORMATION

If you have not included all your insurance documents with your Special Event Permit Application at the time of submission, send copies of the remaining documents to the permit agent.

No Permittee shall be required to comply with the insurance requirements of this section if the activity proposed for the special event is protected by the First Amendment to the United States Constitution, and the applicant produces evidence that complying with the insurance provision is impossible or so financially burdensome that it would preclude the proposed special event from occurring.

## ADDENDUM A – FEE SCHEDULE

City departments may provide the following event support services at full cost recovery for Major events only. At the pre-event meeting, the Special Event Permitting Agent will determine which services must be provided by City staff. Then, based on the total estimated cost of services to be proved at a pre-event meeting, a deposit account would be created to reflect the estimated cost. After the event, the cost would be reviewed and applied to the deposit and any excess will be refunded or overage billed.

- Tow zone signposting/removal
- Fire inspection (food booths, tents, floats, fireworks)
- City-owned stage setup
- Barricade, cone, fence delivery/installation/removal
- Park support (pressure washing, litter pickup, trash recycling, removal, and site management)

Based on the event plan developed in advance by the permittee and presented and discussed at the pre-event meeting, City departments will submit event services cost estimates to the Special Event Permitting Agent. Suppose City staff finds it necessary to change the event plan after the pre-event meeting, resulting in more (or fewer) City services being required. In that case, a Special Event Permitting Agent will advise the permittee of the revised cost estimates. Suppose the permittee changes the event plan after the pre-event meeting, resulting in more (or fewer) City services being required. In that case, it is the permittee's responsibility to inform a Special Event Permitting Agent immediately so that City departments can prepare revised cost estimates, if time allows.

If the permittee makes changes to the event plan immediately prior to or on event day, it will not be possible to prepare revised cost estimates. In this instance, the City will bill the permittee for the actual services delivered. The City's special events permitting process is a full cost-recovery program.

**Fire Department Fees (408-586-3365)**

**Building Fee (408-586-3240)**

**Facility Park Rentals, Options, and Pricing: (408-586-3210)**

ADDENDUM B – INSURANCE CERTIFICATE SAMPLE



Policy Number:

Date Entered: 9/9/2019

DATE (MM/DD/YYYY)  
9/9/2019

**CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		CONTACT NAME: PHONE (A/C, No. Ext): [REDACTED] FAX (A/C, No.): [REDACTED]
INSURED	<p>[REDACTED]</p> <p>[REDACTED]</p>		INSURER(S) AFFORDING COVERAGE INSURER A: AMERICAN ALTERNATIVE INSURANCE CORPORATION
			NAIC #
			INSURER B:
			INSURER C:
			INSURER D:
			INSURER E:
			INSURER F:

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:				
THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		X	[REDACTED]	[REDACTED]	[REDACTED]	EACH OCCURRENCE \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
							MED EXP (Any one person) \$ 5,000	
							PERSONAL & ADV INJURY \$ 1,000,000	
							GENERAL AGGREGATE \$ 3,000,000	
							PRODUCTS - COMPIOP AGG \$ 3,000,000	
							\$	
	AUTOMOBILE LIABILITY  ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
							\$	
	UMBRELLA LIAB EXCESS LIAB	OCCUR	CLAIMS-MADE				EACH OCCURRENCE \$	
	DED	RETENTION \$					AGGREGATE \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE \$	
							OTHE- \$	
							E.L. EACH ACCIDENT \$	
							E.L. DISEASE - EA EMPLOYEE \$	
							E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED AS REGARDS TO THE PROPERTY LOCATED AT:  
[REDACTED]

30 DAYS NOTICE OF CANCELLATION

CERTIFICATE HOLDER	CANCELLATION
CITY OF MILPITAS, 455 EAST CALAVERAS BLVD, MILPITAS, CA 95035	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE [REDACTED]

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