



## Planning Department

### Special Event Application

408.586.3279 | [planningdepartment@milpitas.gov](mailto:planningdepartment@milpitas.gov) | [www.milpitas.gov/295/Planning](http://www.milpitas.gov/295/Planning)

455 East Calaveras Boulevard

Milpitas, CA 95035

Thank you for your interest in planning a successful and safe event in Milpitas. Events are a great way to build community and celebrate diversity, heritage, and uniqueness. Depending on the nature of your event, you may need to obtain additional permits or approvals to ensure a well-planned event.

**Submit your completed application at least 70 business days before your proposed event date for Regular, Minor, and Major events, and if the event includes street closures at least 180 business days before.** If the application is not submitted within this time frame, the application may be rejected as not having been timely filed. *Remember that acceptance of your application and payment of the review fee should not be construed as final approval or confirmation of your request.*

The appropriate City Department will review the application(s), including but not limited to Police, Fire, Building, Planning, Public Works, Engineering, and Recreation & Community Services, to obtain required approvals and conditions for such events. **Please note that these other departments may require that you obtain separate permit(s), in addition to the Special Event Permit, before you may proceed with event setup and implementation.** You may refer to the [Special Event Guidelines](#) for details about additional permits that may be required. We strongly recommend that you apply for any other required permits well in advance of your setup and/or scheduled event date(s).

Submit your completed permit application via e-mail at [planningdepartment@milpitas.gov](mailto:planningdepartment@milpitas.gov).

Event Classification & Examples	Anticipated Crowd Size	Amplified sound	Equipment Involved	Consecutive number of days (Including set up and tear down)
Exempt event (e.g. private gatherings and parties, First Amendment Events, National Night Out)	N/A	N/A		
Simply Assembly	<150	Not allowed	No placement or use of equipment or temporary structures	Single Day
Minor Events	<250	Not allowed	Yes	Single Day
Regular Events	250 - 1000	May be allowed	Yes	1-4

Event Classification & Examples	Anticipated Crowd Size	Amplified sound	Equipment Involved	Consecutive number of days (Including set up and tear down)
Major Events	>1000	May be allowed	Yes	4-7

## APPLICATION FEE

Please see the Planning Department Fee Schedule for current permit fee amounts:

<https://www.milpitas.gov/405/Fees-Methods-of-Payment>

## APPLICANT CONTACT INFORMATION

### Property Owner Information

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Signature (required): \_\_\_\_\_

### Applicant for Event Information

Representative Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Code: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Name(s) of representatives who will be present at the event and be responsible for the event's activities:

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

Is the applicant a Milpitas-based business, organization, or resident? ☐ Yes ☐ No

Is the applicant a Nonprofit Organization?

☐ Yes ☐ No \*If yes, please provide 501(c)3 number \_\_\_\_\_

If you want to request a Fee Waiver or Reduction, please see the information about the City's [Non-Profit Donation/Fee Waiver Program](#) and complete [this form](#).

## AFFIDAVIT OF APPLICANT

I hereby certify the foregoing statements to be true and correct and agree to indemnify, defend, and hold harmless the City of Milpitas, its Mayor, City Council, officers, agents, and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses, whatsoever, including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, including those listed in the special event planning guide and other documents provided by City representatives, and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events without administrative recourse rights and/or criminal prosecution.

**Applicant Signature:** \_\_\_\_\_

## SUMMARY OF EVENT DETAILS

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

**Description of Event:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Location Address:** \_\_\_\_\_ **Park Name:** \_\_\_\_\_

### Event Category

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Athletic/Recreation     | <input type="checkbox"/> Concert/Performance    | <input type="checkbox"/> Fun Run/Walk     |
| <input type="checkbox"/> Exhibits/Misc.          | <input type="checkbox"/> Farmers/Outdoor Market | <input type="checkbox"/> Commercial Event |
| <input type="checkbox"/> Festival/Celebration    | <input type="checkbox"/> Circus/Carnival        | <input type="checkbox"/> Charitable Event |
| <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Mobile Car Wash        | <input type="checkbox"/> Other _____      |

**Operation Plan for Event** (Rental of park areas is from 8:00 am until dusk. However, this is helpful for the Maintenance Staff):

**Set-up/Preparation Date:** \_\_\_\_\_ **Time** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Event/ Function starts Date:** \_\_\_\_\_ **Time** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Dismantle/Tear Down Date:** \_\_\_\_\_ **Time** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Total number of event dates, including set-up and tear down?** \_\_\_\_\_

**Anticipated Attendance Total:** \_\_\_\_\_ **Per Day:** \_\_\_\_\_

**Will the function be open to the public?** ☐ Yes ☐ No

**Will an admission fee be charged?** ☐ Yes\* ☐ No  
\*If yes, how much? \_\_\_\_\_

**Will tickets be sold in advance?** ☐ Yes\* ☐ No  
\*If yes, how will you sell tickets? \_\_\_\_\_

**Is this a fundraising event?** ☐ Yes ☐ No

**Will donations be solicited onsite?** ☐ Yes ☐ No

**Have you previously held this event in Milpitas?** ☐ Yes\* ☐ No \* If yes, previous Permit Number # \_\_\_\_\_

**Is this planned as a recurring event?** ☐ Yes\* ☐ No \*If yes, what dates will it occur?  
(Maximum four event dates per calendar year)

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

**Have you previously held this event in other cities?** ☐ Yes\* ☐ No \*If yes, when/where \_\_\_\_\_

**If you've held this event before in Milpitas or other cities, have the police ever been dispatched to the event?** ☐ Yes\* ☐ No

\*If yes, please explain the circumstances. \_\_\_\_\_

## MARKETING AND PUBLIC RELATIONS

**Will this even be marked, promoted, or advertised in any manner?** ☐ Yes ☐ No

**Where/how are you advertising the event? (check all that apply)**

☐ Facebook ☐ Instagram ☐ Next-door ☐ E-mail list

Print advertising: \_\_\_\_\_ Website: \_\_\_\_\_

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

**Do you have a sample of the notice you propose distributing two weeks before the event?**

☐ Yes, \* ☐ No \*If yes, attach it to your application.

## HEALTH, SAFETY, AND SECURITY

**Will you have on-site First Aid?** ☐ Yes\* ☐ No \*If yes, who is providing it?

\_\_\_\_\_

**Will you have on-site private security during the event?** ☐ Yes\* ☐ No \*If yes, which company and how many security officers? \_\_\_\_\_

(Attach a copy of Private Patrol Operator's License)

**Please describe your medical plan, including your communication plan, the number, certification levels, and types of resources that will be at your event. (First aid tent location on site map)**

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

**Please describe your security plan, including crowd control, internal security, or venue safety, or attach the plan to this application (attach additional sheet(s) as needed):**

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

## PARKING AND TRAFFIC PLAN

**Will your event involve using onsite or offsite parking lots and/or a shuttle plan?** ☐ Yes\* ☐ No

\*If yes, please describe or provide the following information below:

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*Please provide the following information:*

- ☐ Proof that adjacent property owners were notified of the event
- ☐ Proof that adjacent property owners granted permission for event attendees to park on the adjacent property proposed for event parking
- ☐ Adequate disabled parking
- ☐ Adequate publicity and signage to direct event attendees to available parking
- ☐ Other efforts to provide shuttle services to and from the event site, and/or to provide information on alternative transportation such as carpooling, BART, and Bus Transit.

## ENTERTAINMENT AND RELATED ACTIVITIES

**Will your event include amplified sound?** ☐ Yes ☐ No

**If yes, what times are you requesting an amplified sound?** Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Describe the sound equipment that will be used at the event: \_\_\_\_\_  
\_\_\_\_\_

**If your event involves entertainers, submit a list of all acts performing and schedule.**

**Will the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics?** ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**Does the entertainment include any inflatables (bounce house, obstacle course, etc.)?** ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**Does the entertainment include any carnival rides?** ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**Does the entertainment include any animals (petting zoo, pony rides, etc.)?** ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**Does entertainment include vehicles (car shows, displays, etc.)?** ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

#### VENUE SET-UP/EQUIPMENT

**Are any areas required to be blocked to the public or held for ticketed attendees?** ☐ Yes ☐ No

**Is electricity required for any vendors or entertainment?** ☐ Yes ☐ No

**Are you setting up sound equipment?** ☐ Yes ☐ No

**Will you have a sound technician?** ☐ Yes ☐ No

**Are you setting up light equipment?** ☐ Yes ☐ No

**Will you have a light technician?** ☐ Yes ☐ No

You may be required to provide portable restroom facilities at your event unless you can demonstrate enough availability of both ADA-accessible and regular parking stalls in the immediate area of the event site, which will be available to the public during your event.

**Are you bringing portable restrooms?** ☐ Yes\* ☐ No

\*If yes, how many total? # \_\_\_\_\_ # of ADA accessible? \_\_\_\_\_ # of Hand washing stations? \_\_\_\_\_

Which company? \_\_\_\_\_

**Will your event include the installation of stages or platforms?** ☐ Yes\* ☐ No

If yes, indicate the number and corresponding size and height (include on the site map)

\*If yes, will security be hired to stay overnight? ☐ Yes\* ☐ No

\*If yes, which security company will be used and how many officers?

**Will your event include tents and canopies?** ☐ Yes\* ☐ No

If yes, indicate the number and corresponding size (include on the site map). Tents and canopies must be appropriately secured with weights to avoid blowing over.

For questions about tents/canopies/temp structure, permit information, or to plan for an inspection, please contact Fire Prevention at 408-586-3365

**Are you bringing dumpsters/recycling containers?** ☐ Yes\* ☐ No

\*If yes, how many? \_\_\_\_\_

Which company? \_\_\_\_\_

Please note that Milpitas Sanitation (MSI) is the only authorized hauler within the City of Milpitas. Please contact MSI to arrange collection services for your event. You may contact them at (408) 988-4500 or [info@milpitassanitation.com](mailto:info@milpitassanitation.com).

Please describe your plan for cleanup and removal of discarded materials (garbage, recyclables, food waste) during and after your event:

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#### STREET CLOSURE INFORMATION

**Are you requesting any temporary street closures?** ☐ Yes\* ☐ No \*If yes, please provide a street map.

The event will occupy: ☐ One lane ☐ Two lanes ☐ Half of street ☐ Full Street ☐ Sidewalk only

Closure Type: ☐ Rolling Street Closure (Street opens to regular traffic after participants pass)  
☐ Hard Street Closure (Street closed for an extended period and/or event equipment will be placed in the street for the duration of the event; no vehicle access)

Street Name: \_\_\_\_\_ Cross Street: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Street: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Street: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Street Name: \_\_\_\_\_ Cross Street: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Attach additional pages or materials needed to display the request. **Street closure reviews require a minimum of 180 days prior to event date to provide adequate review time by City Departments.**

#### FOOD/NON-FOOD VENDORS

**Will food be served at the event?** ☐ Yes, free of charge ☐ Yes, for sale ☐ No

**Will there be any on-site cooking?** ☐ Yes ☐ No

What will the method(s) be used? ☐ Gas ☐ Electric ☐ Charcoal ☐ Other

**How many tented food vendors?** \_\_\_\_\_ **How many food trucks?** \_\_\_\_\_

What is your plan for disposing of grease, charcoal, and /or water?

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**Does the event include non-food vendors, information vendors, and sponsors?** ☐ Yes\* ☐ No



**If yes, Complete attachment “A”** – Vendor information for all participating vendors in the event. A \$10 Daily Business License (for one-day events) will be assessed to allow vendors to sell within the City of Milpitas.

**For additional information on food vending, contact the County of Santa Clara Department of Environmental Health:** <https://www.sccgov.org/sites/cpd/programs/MFF/Pages/home.aspx>  
(408) 918-3400

## ALCOHOL

**Does your event involve the use of alcoholic beverages?** ☐ Yes\* ☐ No

\*If yes, please check all that apply:

☐ Free/Host Alcohol ☐ Alcohol Sales ☐ Beer and wine ☐ Beer, wine and Distilled Spirits

Please attach a separate sheet with a detailed description of your security plan to ensure the safe sale or distribution of alcohol at your event.

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

## SITE PLAN/ROUTE MAP

Your event site plan/route map should be submitted in PDF format and include but not be limited to:

Please follow [this link](#) or refer to the Guidelines to see examples of site plans.

☐ An outline of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.

☐ The location of fencing, barriers, and/or barricades. Indicate any removable fencing for emergency access.

☐ The provision of a minimum twenty-foot (20') emergency access lanes throughout the event venue.

☐ The location of first aid facilities and ambulances.

☐ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.

☐ A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills

☐ Generator locations or source of electricity.

- ☐ Placement of vehicles or trailers.
- ☐ Exit locations for outdoor events that are fenced or locations within tents and tent structures.
- ☐ Identification of all event components that meet accessibility standards.
- ☐ Other related event components not listed above

#### CHECKLIST FOR A COMPLETED APPLICATION

Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Milpitas, please make sure that the following steps have been completed:

- ☐ Signed and dated your application
- ☐ Event site plan, including accessibility, and parking
- ☐ Certificate of Insurance and Endorsement to your Insurance Policy
- ☐ Event security plan
- ☐ Barricade, Waste, Street Sweeping, other services contracts ☐ N/A
- ☐ Final Vendor List 10 days prior to each event date ☐ N/A
- ☐ Provided a copy of your security company's Private Patrol Operator's License ☐ N/A
- ☐ Event medical plan
- ☐ Event shuttle plan ☐ N/A
- ☐ Complete entertainment list and schedule ☐ N/A
- ☐ Included letters of impacted entities and community groups within your venue area, acknowledging they are aware of the anticipated event and have no concerns.
- ☐ Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship, and other entities
- ☐ A copy of your IRS 501(C)(3) tax exemption letter ☐ N/A
- ☐ Included any County, State, or Federal permits that may be required to hold your event in the selected venue ☐ N/A

OTHER REVIEWS/PERMITS THAT MAY BE NEEDED IN CONJUNCTION WITH A SPECIAL EVENT PERMIT (NON-REFUNDABLE)

Please see the [City of Milpitas Master Fee Schedule](#) for current permit fee amounts:

Building Department (408-586-3240) [BuildingPermitCenter@milpitas.gov](mailto:BuildingPermitCenter@milpitas.gov)

- Generator Permit: Greater than 5000 kw
  - Portable generator(s) (permit fee based on number of generators and time of inspection [during or after office hours])
- Tent Permit/ Electrical Permit

Fire Prevention Department (415) 558-3300

Application is due ten days before the event (14 days for pyrotechnics, fireworks, and flame events).

- Tent/Canopies/Membrane Structures
- Pyrotechnics/Open Flame
- Beverage Dispenser with CO2
- Temporary Assembly (Indoors or outdoors), with or w/out a tent (permit fee based on occupancy [number of attendees])

Engineering Department (408) 586-3316

- Street Encroachment Permit (fee included as part of Planning Major Special Event Permit fee).

Police Department (408) 586-2402

- Amplified sound request

## Outside Agencies

### *FOOD AND BEVERAGE VENDORS, INCLUDING FOOD BOOTHS, FOOD TRUCKS, AND BARS:*

Submit the application packet to the Department of Public Health's Temporary Events Program. For the application forms and requirements, visit DPH's Temporary Event Health Permits page. For questions, contact: County of Santa Clara Department of Environmental Health: 408-918-3400

### *SERVING LIQUOR:* If applicable, submit ABC Special Event Liquor License application and security plan:

**FIRST:** To the Milpitas Police Department (MPD) Permit Officer for an initial decision,

**SECOND:** Then, if approved by MPD, submit the application to the CA Department of Alcoholic Beverage Control/ABC (100 Paseo de San Antonio, Room 119 San Jose CA, 95113). ABC will only accept an application between 30 and 3 days before the event. Refer to "Alcohol Management & Licensing" for more information. ABC for alcohol services: <https://www.abc.ca.gov/>

### *Mobile Car Wash*

Please apply for an Industrial Wastewater Discharge Permit from the City of San Jose prior to Planning approval of your business license (required because the City of San Jose regulates the City of Milpitas's wastewater runoff). You can apply here [Industrial Wastewater Discharge Permits | City of San José \(sanjoseca.gov\)](https://www.sanjoseca.gov/Industrial-Wastewater-Discharge-Permits).