



Planning Department

Special Event Application

408.586.3279 | planningdepartment@milpitas.gov | 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.

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

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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:

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.

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

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: _____

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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?

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: [\(408\) 918-3400](https://www.sccgov.org/sites/cpd/programs/MFF/Pages/home.aspx)

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

- 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://sanjoseca.gov/).