



City of Saratoga

SPECIAL EVENT PERMIT APPLICATION

Special Event Permits are required for parades, footraces, festivals, and block parties that close any sidewalk or street to regular traffic. Special Event Permits also apply to events occurring in parking districts that are owned and operated by the City. Applications must be submitted to the City Manager's Office no later than 40 days before the event. The cost of the permit is \$100 (Block parties are exempt). Make check out to the City of Saratoga. For more information, contact Administrative Analyst Brian Babcock in the City Manager's Office at (408) 868-1275 or bbabcock@saratoga.ca.us.

EVENT SPONSOR & CONTACT INFORMATION

Name:

Organization:

Phone:

Email:

Address:

EVENT INFORMATION

Event Name:

Event Date:

Event Hours:

Est. Attendance:

Set Up Start Time:

Clean Up End Time:

Location:

Type of Event:

Parade

Footrace

Festival

Block Party

Event Description:

Describe Road or Sidewalk Closures:

If roads or sidewalks are to be closed, please note specific location of road and/or sidewalk closures

Describe Proposed Method of Handling Vehicular & Pedestrian Traffic:

Include routes where traffic will be diverted, if roads or sidewalks are closed

Describe Proposed Sanitary Facilities:

Include number, location, and method of sewage and refuse disposal

Describe Food Handling and Preparation Procedures:

If food is to be sold or distributed, include food and beverages that will be available at the event

If Food Trucks will be used, describe the number of trucks:
Food trucks are required to have a current business licenses when operating in Saratoga.

Description of Sales Activity to be Conducted:
Include number of vendors, nature, size, and location of booths of stalls. Please note any vehicles, wagons, pushcarts, or other mobile units to be used in connection with sales

Describe Loudspeakers or Sound Amplifying Devices:
Include number, types, and locations

Describe Event Security:

Describe Method of Transportation for Event Participants:
Include how event participants are expected to get to the event, if private transportation is to be used then please note the company name, route to be used, and location of pick up/drop off

Describe Method for Removal of Litter, Debris, and Waste Created in Connection with the Event:

PARADES

Proposed Route:

Describe Types of Participating Vehicles, Floats, Bands, Marching Units, and Animals:

Number of Participating Vehicles, Floats, Bands, Marching Units, and Animals:

FOOTRACES

Proposed Route:

Assembly Area:

Time of Assembly:

BLOCK PARTY

Location of Event (For Example: Beginning House Address to Ending House Address, or Intersection to Intersection)

INSURANCE REQUIREMENTS

The applicant must provide liability insurance coverage in the amount of \$1 million. The insurance coverage should name the City of Saratoga, its officers, officials, employees, agents and volunteers as additional insured. Please include a "Certificate of Insurance" with "Additional Insured Endorsement" along with the Special Event Permit application. Block parties are exempt from this requirement.

_____ I will provide appropriate insurance for the special event. (Please initial)

ADDITIONAL PERMIT REQUIREMENTS (DO NOT FILL IN - FOR STAFF ONLY)

Depending on the type of event, additional permits described below may be required at the applicant's expense. City staff will work with the applicant to determine which, if any, of these items will be required.

City Requirements

- Security
Yes No Not Applicable
- Additional Restroom Facilities
Yes No Not Applicable
- Noise Exception Permit
Yes No Not Applicable

The applicant may also be subject to permits issued by other agencies, such as Caltrans Encroachment Permits, Santa Clara County Fire Special Event Approval, Santa Clara County Department of Environmental Health, or ABC License/Permit.

INDEMNIFICATION AGREEMENT

Applicant does hereby agree, on behalf of itself and its successors and assigns, to indemnify, defend and hold the its officers, officials, agents, employees, boards, commissions, and volunteers free and harmless from and against any and all claims, demands, causes of action, damages, liabilities, costs of expenses (including the cost of attorney's fees for defending any action brought against the City or any of its, officers, officials, agents, employees, boards, commissions, and volunteers), arising out of or in any manner relating to any form of loss, injury, or damage sustained by Applicant or any person as a result of the use for which the permit has been issued by City from the activity sponsored by such applicant or the use and occupation of city streets/ facility / park premises.

Applicant Name

Applicant Signature

Date

EVENT DIAGRAM/MAP

Attach a diagram or map of your event, if applicable. Indicate the location of parade or footrace routes, roads or sidewalks where regular traffic will be diverted, sanitary facilities, sales activity, loudspeakers and sound amplifying devices, structures or equipment to be erected or installed, and assembly areas.

RETURN COMPLETED SPECIAL EVENT PERMIT APPLICATION & PAYMENT TO:

Saratoga City Manager's Office | Attn: Brian Babcock
13777 Fruitvale Avenue | Saratoga, CA 95070
Email: bbabcock@saratoga.ca.us | Fax: (408) 867-8559