



Los Altos Special Event Permit Application

Special Event

A Special Event Permit is required for any special event hosted within the City of Los Altos. A “special event” means:

- Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk or other public right-of-way owned or controlled by the city which does not comply with applicable traffic regulations, laws or controls; or
- Any organized assemblage of one hundred fifty (150) or more persons at any public place or property which is to gather for a common purpose under the direction or control of a person; or
- Any other organized activity involving one hundred fifty (150) or more persons conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, public place or property and which may require the provision of city public services in response thereto; or
- Any organized activity conducted in any public place or property, such as a City street, sidewalk, alley or other right-of-way, or private property which generates a crowd of spectators sufficient in size to obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic or to restrict access to parks, recreation areas or other public areas; or
- Any event that requires a special event permit through Santa Clara County Fire.

Examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, street fairs, community events, mass participation sports (such as marathons and other running events), athletic or sporting events, and community celebrations and observances conducted on public property or public rights-of-way.

A special event is **not**:

- Any event that does not qualify for any of the above; or
- Any event solely held on private property with no impact to the public right of way; or
- Block parties, which are run through a separate permit process.

Application Fees

Listed below are the application fees that will be charged in addition to the actual departmental services charges incurred in connection with or due to the permittee's activities under the permit unless said service charges are funded, partially funded or waived by action of the City Council. If it's a city sponsored event based on Resolution No. 2015-23, the fee is waived for full-sponsored city sponsorship or half for half-sponsored city sponsorship.

Application fees were adopted by City Council on 9/26/2023 and are effective as of 1/1/2024.

Event Type	Applicant Type	Application Fee	Additional Fees
New Event	For-Profit	\$500	Actual departmental services charges
New Event	Non-Profit	\$400	Actual departmental services charges
Ongoing Event	For-Profit	\$200	Actual departmental services charges
Ongoing Event	Non-Profit	\$150	Actual departmental services charges

Date Received: _____
Fee Paid: _____

Event

Title of Event: _____

Date(s) of Event: _____

Sponsoring Organization

Sponsoring Organization: _____

Phone Number: _____

Address of Sponsor: _____

Business License Number: _____

Primary Contact

Name: _____

Phone Number: _____

Email: _____

Address: _____

Event Description of Activities

Event Details

Location of Event: _____

Attach a complete site map with the following:

- Outline of the event site including the names of streets.
- If the event involves a moving route of any kind (such as a parade), include the direction of travel, the starting location and ending destination.
- Street closures and no parking zones.
- Location of barriers or barricades, include any removable barriers for emergency access.
- Location of all stages, platforms, booths, cooking areas, etc.
- Placement of vehicles or trailers used for the event.

- Placement of portable toilets/restroom facilities.
- Location of free speech area.
- Location of ADA accommodations if necessary.

Times of Event:

- Set up & Preparation From _____ to _____
- Actual Event From _____ to _____
- Clean-up & Closure From _____ to _____

Estimated attendance number:

- _____ People
- _____ Animals
- _____ Vehicles
- _____ Vendors
- _____ Volunteers

Will there be participation fees?

- Admission: Yes or No \$ _____ Per person
- Participant: Yes or No \$ _____ Per vendor
- Others: Yes or No \$ _____ Other fees

Entertainment

- Will sound amplification be used? Yes or No
- Will there be live music? Yes or No
- Will alcoholic beverages be served? Yes or No
 - Type: Beer/Wine or Spirits
- Will alcoholic beverages be sold? Yes or No
 - If yes, check with Alcohol Beverage Control for proper permitting and submit documentation to City.

Food Service

- Will there be food service? Yes or No
- What type of food service? Pre-packaged or Cooked on site
 - If cooked, check with Santa Clara County Health and Santa Clara County Fire for proper permitting and submit documentation to City.

Gas Usage

- Will propane gas be used? Yes or No
 - If yes, check with Santa Clara County Fire for clearance information.
- Will compressed gas be used? Yes or No
 - If yes, check with Santa Clara County Fire for clearance information.

Event Infrastructure

- Will a street, partial street, parking spaces, or parking lot need to be closed, even temporarily, during the event? Yes or No
 - List areas to be closed off on the Site Map.
- Will a sidewalk need to be closed, even temporarily, during the event? Yes or No
 - List areas to be closed off on the Site Map.

- Will tents, canopies or portable booths be utilized? Yes or No
 - If yes, check with Santa Clara County Fire for proper permitting and submit documentation to City.
- Will your organization provide first aid or emergency medical services? Yes or No

Insurance Requirements

- Each sponsor will be required to have a Certificate of Liability Insurance for \$1,000,000, per Los Altos Municipal Code Ordinance 9.25.090 – Insurance.
- Each permit includes the following provisions:
 - Permittee agrees to defend, indemnify, and hold the city, its officers, employees, and agents harmless from any claims, damages, expenses, or liability arising from permittee's actions during the event.
 - Permittee is responsible for defending the city, its officers, agents, and employees against any legal actions or claims and covering any resulting settlements or judgments at permittee's own cost.

Requested Assistance from City

- Will you need Public Works and Police assistance to shut down a street for the event?
 Yes or No
 - List areas to be closed off on the Site Map.
- Will you need Public Works to turn on electricity for the event? Yes or No
 - List areas you need electricity on the Site Map.
- What other assistance will you need from the City? Be specific.

Required Attachments

- Special Event Permit Application
- Application Fee
- Complete Site Map
- Certificate of Liability Insurance
- Alcohol Beverage Control License (if necessary)
- Santa Clara County Health Department Permit (if necessary)
- Santa Clara County Fire Department Permit (if necessary)

Certification

I hereby certify the foregoing statements to be true and correct and agree to defend and indemnify and hold harmless the City of Los Altos, its City Council, officers, agent, employees and volunteers from and against any and all loss, damages, liability, claims, suits, costs and expenses, 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 and understand that failure to comply with any condition or violation of law may result in the immediate cancellation of the event, denial of future events and / or criminal prosecution.

Name: _____

Signature: _____

Date: _____

After thoroughly completing the application, please return all required documents with the application fee to the Los Altos City Manager's Office at econdev@losaltosca.gov