



City Hall
10300 Torre Avenue
Cupertino, CA 95014-0255
Phone: 408.777.3354
Fax: 408.777.3333

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Interested Parties DATE: 1 July 2004

FROM: Ralph A. Qualls, Jr.
Director of Public Works

SUBJECT: Block Party and Special Event Process

Requirements for Block Party (no fee)

1. Applications and petition deadline - 30 days before day of special event.
2. Petition - 2/3rd support among block residents.
3. Time limit - 9.00 a.m. to dusk.
4. 20' clearance path for authorized vehicles as per Santa Clara County Fire Department.
5. Pedestrian and vehicle access -- available at all times for residents.
6. Noise control -- noise levels above 70 dBA (decibels) during daytime or above 90 dBA on continuous or repeated basis are prohibited.
7. No insurance requirements. City provides insurance coverage under a Special Event Liability Program with Diversified Risk Insurance Brokers. City subsidizes entire cost of insurance premium for special event up to 500 participants, **short form** (low-risk events such as, parade, footrace, or block party).
8. For high-risk special events (call for listing) insurance coverage, the Permittee may elect to use the City's insurance company. However, the City is not responsible for the complete cost of the policy. If the Permittee wishes to use the City coverage, the Permittee shall make an appointment with the City for pre-authorization, fill out the **long form** application, and request for insurance underwriter pre-approval.

Requirements for Special Event (fee required, please contact Public Works)

1. Applications and petition deadline - 30 days before day of special event.
2. Insurance shall be provided by **Permittee**.

Options

- One-day liquor permit fee (for liquor sales): beer - \$25, wine - \$35.
- Appearance by emergency vehicles such as Fire and Sheriff units is based on availability.

Process for Block Party & Special Event

1. **Permittee meets with Traffic Engineering Division staff to review requirements, options, and process.**
2. **Traffic Engineering Division staff gives packet, which include block party or special event process memorandum, permit application, petition, and emergency vehicle visit application forms.¹**
3. **Permittee completes applications, forms, and drafts layout plan with 20' clearance path in travel way.**
4. **Permittee submits block party or special event permit application, general terms and conditions, special event holder application - short or long form, petition, and layout plan.**
5. **Traffic Engineering Division staff reviews information and coordinate block party or special event with other agencies.¹**
6. **Director of Public Works approves block party or special event permit application**
7. **Traffic Engineering Division staff issues insurance and block party or special event permit with terms and conditions to Permittee.¹**
8. **Traffic Engineering Division staff notifies Sheriff, Fire, VTA, and Code Enforcement Officer of special event.¹**
9. **Permittee notifies block residents at least 72 hours before start of special event**
10. **Service Center staff delivers barricades and traffic signs to Permittee on last workday before the block party or special event and surveys and photographs existing conditions of street.**
 1. **On event day, the Permittee shall install the barricades, traffic signs as shown on City Standard Detail 8-6, and post a copy of the permit at each closure.**
12. **After event, Permittee removes barricades and traffic signs**
13. **Service Center staff will pick up barricades and traffic signs.**

**CITY OF CUPERTINO
SPECIAL EVENT PERMIT APPLICATION**

SPECIAL EVENT TITLE _____

Permit Applicant Name: _____ Daytime Phone No. _____
 Daytime Fax No. _____
 E-Mail Address _____

Address: (Home) _____

(Business) _____

Sponsoring Organization: _____ Daytime Phone No. _____
 Daytime Fax No. _____
Address: _____

2. Type of Special Event: _____
 Purpose of Special Event: _____

3. **Location:** _____

Date(s) of Special Event: _____ Total Days: _____
Time of Special Event: from _____ to _____
 Set up and preparation from _____ to _____
 Actual special event from _____ to _____
 Clean up and closeout from _____ to _____

Number of Participants and Spectators: Youth _____ Adult _____

6. **Commercial Sales?** Yes _____ No _____ **Type**

Sound Amplification? Yes _____ No _____

Alcoholic Beverages Sold? Yes* _____ No _____
 (*State Alcoholic Beverages Control Department Permit is required.)

Food Sold? Yes* _____ No _____
 (*County Environmental Health Department Permit is required.)

10. **Attach any layout plan, route, map, or traffic control plan with permit application.**

Parade Data (if applicable):
 Route: _____
 Portion of street(s) to be occupied: _____
 Assembly area: _____
 Termination area: _____

Number of parade participants: _____
 Vehicles: Number _____ Types _____
 Floats: Number _____ Types _____
 Animals: Number _____ Kinds _____
 Signs: Number _____ Kinds _____
 Barriers: Number _____

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12. Additional parking required? **Yes** **No**
No. of parking spaces needed. _____
Parking for Handicapped: _____
Handicapped access provided: **Yes** **No**
13. Additional security needed? **Yes** _____ **No** _____

14. For Office Use Only.
Supplemental information needed (to be completed by applicant if necessary).

**Special Event Permit
General Terms and Conditions**

Application must be completed and returned to the City of Cupertino Public Works Department Traffic Engineering Division, 10300 Torre Avenue, Cupertino, CA 95014, at least 30 days prior to the special event.

2. An approved Special Event Permit is required and must be in the possession of the permittee at the special event.
3. The permittee may provide at his/her expense the following additional services as determined necessary by the City of Cupertino. The needs will be determined following the review of the application.

Additional sheriff protection and/or traffic control personnel.
First aid, including ambulance, doctors and nurses.
Fire protection service.
Sanitary facilities over and above those available by the City.
Other, such as parking, garbage, private security, etc.

4. The right to revoke permission for a special event at any time is retained by the City of Cupertino, and no rebates or refunds of fees will be made because of such termination.
5. Groups shall leave special event location, assembly area, route, and termination area in a clean and orderly condition.
6. No advertising or promotional materials shall not be posted on telephone, power, street light poles, electrical cabinets (i.e. meter, traffic signal), traffic signal poles or other City features on public right-of-way.
7. If alcoholic beverages are sold, permittee must have permit from State Alcoholic Beverages Control Department.
8. If food is sold, permittee must have a permit from County Environmental Health Department.

I HEARBY CERTIFY THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT, AND AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF CUPERTINO, ITS 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 SPECIAL EVENT. I ALSO AGREE, IF APPROVED, TO COMPLY WITH ALL SPECIAL PERMIT TERMS OR CONDITIONS, AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY TERM AND CONDITION, OR ANY VIOLATION OF LAW MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE SPECIAL EVENT, DENIAL OF FUTURE SPECIAL EVENTS AND/OR CRIMINAL PROSECUTION.

DATE: _____

NAME PRINTED: _____

SIGNATURE: _____

CITY OF CUPERTINO
SPECIAL EVENT HOLDER APPLICATION – SHORT FORM
(To be attached to Permit Application – Do not send to Diversified Risk)
(City Insurance Coverage)

Name and Address of Permit Holder (Same as on Permit Application Form):

Event Contact Person: _____
(Authorized to sign all documents)

Daytime Phone Number: _____

EVENT INFORMATION

Date(s) Held: _____ Time: _____
(Include set-up and take down days):

Location of Event: _____

Detailed Description of Event: _____

Total Attendance (per day) including all participants, spectators, guest, exhibitors, performers, entertainers, volunteers, and employees:

| | | |
|------------------|-----------------|------------------|
| Day One: _____ | Day Four: _____ | Day Seven: _____ |
| Day Two: _____ | Day Five: _____ | Day Eight: _____ |
| Day Three: _____ | Day Six: _____ | Day Nine: _____ |

| | | | |
|--|------------|-----------|-----------------|
| <u>Additional Exposures</u> | <u>Yes</u> | <u>No</u> | How many? _____ |
| Vendors/Exhibitors/Concessionaires? | | | |
| Caterer? | | | |
| Liquor Served? | | | |
| Liquor Sold? | | | |
| Food/Non-Alcoholic Beverages Served? | | | |
| Food/Non-Alcoholic Beverages Sold? | | | |
| Entertainment Activities? (Provide a List) | | | |

Have you held this event or a similar event in the past? Yes No
If yes, have accident, incidents, claims or loss arisen from such event? Yes No

Please review contracts and attach a separate sheet, listing names and addresses of all parties requiring to be named as Additional Insured.

The event premium includes a premium charge for the owner/lessor as additional insured.

CITY OF CUPERTINO

PETITION TO CLOSE STREET FOR A SPECIAL EVENT

We, the undersigned, hereby petition the City of Cupertino to close _____
(Street Name)
between the intersections of _____ and _____ or from _____
(Street Name) (Street Name)
_____ to hold a _____ on _____
(Street Name) (Special Event) (Date)

One signature per household in favor, is represented in the petition.

| | Household Address | Name (Print) | Signature |
|-----|-------------------|--------------|-----------|
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Emergency Vehicle Visit / Information Request Form *(Optional)*

**** Please submit this form at least two weeks prior to event date.**

Name: _____ Today's Date: _____

Address: _____

Phone Number: _____ (home) _____ (work)

E-mail: _____

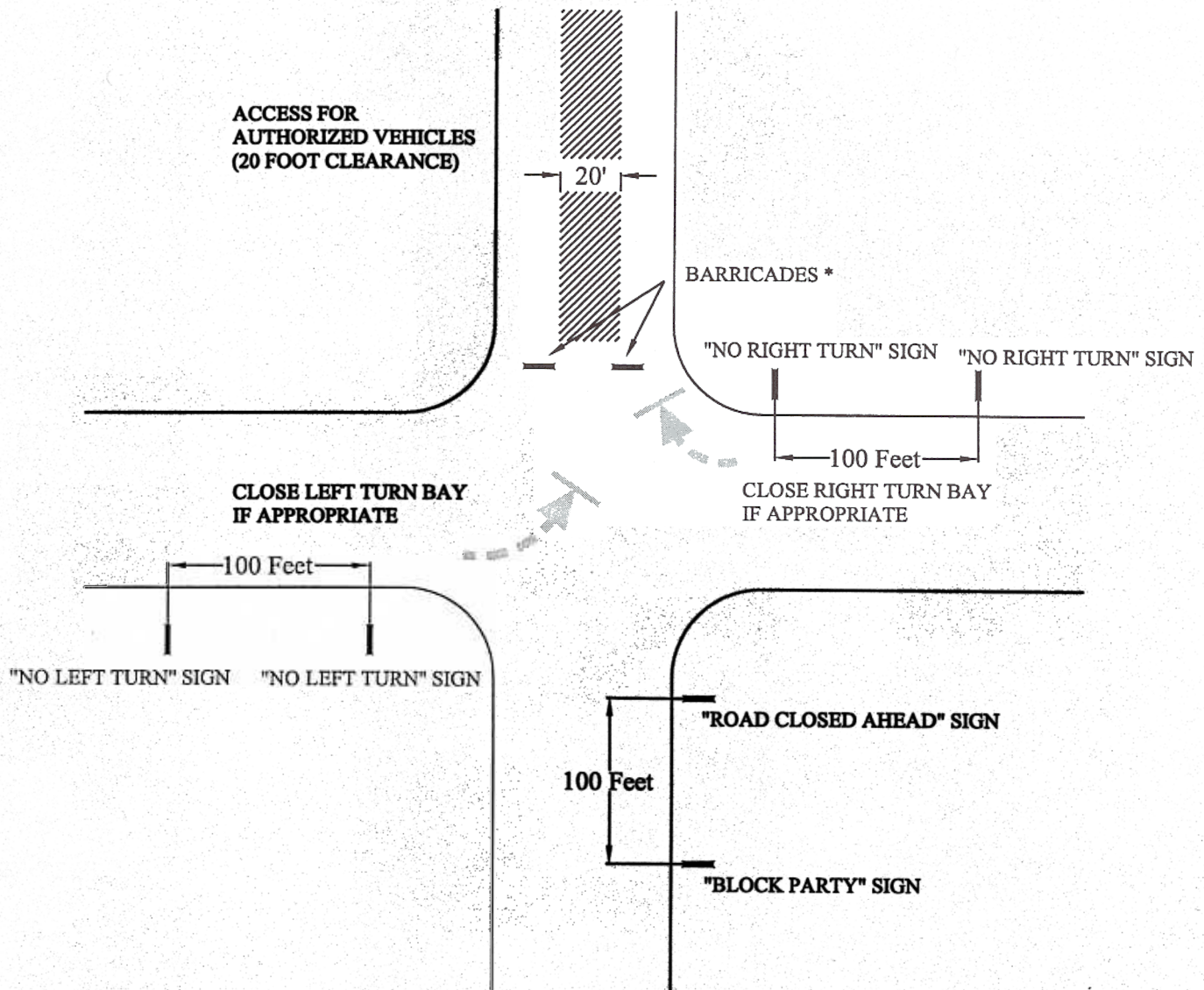
Date/Time of Block Party: _____ at _____ a.m. / p.m.

Number of Participants: _____

Please check all that apply:

- I would like a fire truck or engine to make an appearance at the block party (one-hour maximum, based on availability).
Preferred time of arrival: _____ to _____
- I would like a police vehicle to stop by (one-hour maximum, based on availability).
Preferred time of arrival: _____ to _____
- I would like an Emergency Preparedness display (two-hour maximum).
- Please send me information about the following:
 - Emergency preparedness
 - Fire safety
 - Neighborhood Watch
 - Block Leader program
- Please contact me about a presentation on:
 - Emergency preparedness
 - Neighborhood Watch

**For more information, contact Laura D. Lee, Community Relations, at 777-3331,
or e-mail: laural@cupertino.org.**



* BARRICADES WITH "ROAD CLOSED" AND "BLOCK PARTY" SIGNS (PERMITTEE SHALL POST A COPY OF THE INSURANCE & PERMIT AT EACH APPROACH CLOSED)

NOTES:

1. CITY SHALL FURNISH ALL BARRICADES AND SIGNS.
2. BLOCK PARTY PERMITTEE SHALL MAINTAIN A 20 FOOT CLEARANCE PATH IN THE TRAVEL WAY AT ALL TIMES.

LEGEND:

▬ BARRICADE W/SIGN

TYPICAL CLOSING OF BLOCK

CITY OF CUPERTINO
STANDARD DETAILS

APPROVED BY:

Tracy
City Engineer

DATE:

1-9-03

8-6