

CITY OF CUPERTINO

Community Festival Information & Application



CUPERTINO

*Submit Applications to:
Cupertino Parks and Recreation Department
Attention: Events Coordinator, Recreation Coordinator
10185 N. Stelling Road
Cupertino, CA 95014
Telephone: (408) 777-3120
Email: Sonyal@Cupertino.org
Website: www.cupertino.org/events*

CONTENTS

I.	FESTIVALS AND CRITERIA	1
II.	APPLICATION MATERIALS	1
III.	FEE WAIVER/SPONSORSHIP.....	2
IV.	FEES AND SECURITY DEPOSIT.....	2
V.	EVENT AUTHORIZATION AND EVENT PERMIT.....	2
VI.	TIMELINE FOR APPROVAL.....	3
VII.	PRE-EVENT AND POST-EVENT MEETINGS.....	3
VIII.	PERMIT REQUIREMENTS.....	3
IX.	FOOD PERMIT REQUIREMENTS.....	4
X.	INSURANCE REQUIREMENTS.....	4
XI.	NEIGHBORHOOD NOTIFICATION	4
XII.	AMPLIFIED SOUND.....	4
XIII.	PARKING & ALTERNATIVE TRANSPORTATION.....	4
XIV.	STREET CLOSURES.....	5
XV.	SHERIFF DEPUTIES.....	5
XVI.	PORTABLE TOILETS.....	5
XVII.	GREEN EVENT.....	5
XVIII.	CLEANUP	6
XIX.	VENDOR GUIDELINLES.....	6
XX.	MARKETING	7
XXI.	BILLING	7
XXII.	CONTACT REFERENCE GUIDE.....	8
ATTACHMENT A	CITY OF CUPERTINO COMMUNITY FESTIVAL APPLICATION- FY 2022/2023.....	9
ATTACHMENT B	CITY SERVICES REQUEST FORM - FY 2022/2023.....	10
ATTACHMENT C	COMMUNITY FESTIVAL FEE MATRIX	11
ATTACHEMENT D	FESTIVAL PLANNING CHECKLIST AND TIMELINE.....	12
ATTACHMENT E	INSURANCE REQUIREMENTS AND SAMPLE.....	14
ATTACHMENT F	PARK REGULATIONS.....	15
ATTACHMENT G	VENDOR GUIDELINES FOR VENDORS.....	17
ATTACHMENT H	COMMUNITY FESTIVAL EVALUATION.....	18

I. FESTIVALS AND CRITERIA FOR CONSIDERATIONS

Thank you for considering Cupertino as a location for your community festival. Cupertino is well known for hosting a variety of cultural and community festivals throughout the year and encourages events that benefit the community. The information requested in this application will be used to determine your eligibility based on applicable policies, resolutions, and ordinances which are set by City Council. City staff will work closely with festival organizers so that events like the one you are proposing are successful.

Community Festivals are events that may:

- Interfere with the normal flow of pedestrian or vehicular traffic
- Require special accommodations, regulations of, or waiver of the usual traffic laws or controls
- Generate a crowd of spectators sufficient in size to obstruct, delay, or interfere with the normal flow of pedestrian or vehicular traffic
- Generate a crowd of sufficient size to restrict access to parks, recreation areas, city facilities, or other public areas
- Result in the need for police regulation, monitoring or control
- Produce debris and wear and tear on City grounds and property

The following minimum criteria must be met for Cupertino support of a Community Festival to be considered:

- The event application is submitted by a local tax exempt or civic organization that provides services to residents of Cupertino.
- The City is able to provide a date and venue that minimizes the impact to City facilities and does not conflict with other events

The following criteria will be considered when reviewing applications:

- The event provides cultural, social, recreational or educational activities for Cupertino residents
- The event demonstrates significant benefit to Cupertino residents
- The event benefits charitable causes in Cupertino and/or Cupertino businesses

Only complete applications will be accepted. Applications are considered a request for authorization only; submission does not mean that the event has been approved. For an event to be authorized, the event must pass the City Council approval process. To be given a final Event Permit, all required permits must be obtained and all fees and deposit(s) must be paid. Any misrepresentation in this application or deviation from the final permit conditions may result in revocation of the permit and the canceling of this or future events and/or of the event deposit.

II. APPLICATION MATERIALS

The Festival Organizer (Organizer) is responsible for submitting a complete Community Festival Application to the City by February for consideration in the following fiscal year July-June. The following items are required to be submitted with the application:

- **City of Cupertino Community Festival Application** – This is included in this packet of information (Attachment A)
- **City Services Request Form** – This is included in this packet of information (Attachment B) – This will include your request for city staff, police, buildings, barricades, etc. Also included is a Community Festival Operation Fee Matrix (Attachment C) which will give you an estimate on the cost.
- **Tax Exempt Status (IRS Form 501c with Tax ID #)**
- **Event Site Diagram(s) and/or Route Map** - Must accompany the application and indicate the proposed layout of all equipment (food and vendor booths, alcoholic beverage sales locations, food and beverage consumption areas, tent and canopy locations, stages, first aid and lost child facilities, information or headquarters area, trash and recycle container locations, portable toilets, vendor and public parking areas, bicycle corral, fencing, etc.), all street closures (including number of lanes to be closed) and parking tow zones, the direction of travel of any parade, race, run or walk, and all other proposed event activities.

- **Event Parking Plan**- Provide a summary of where vendors and participants would park in the surrounding area. This may be submitted as a diagram or map.
- **Event Description** - A brief event description of 50 words or less should be submitted for possible use in City brochures, websites, or other publications. For new festivals only, a detailed event description should also be submitted describing all aspects of the event including logistics, schedule of events, and any other relevant information.
- **Event Financial Report** - This should include a summarized expense and revenue report of the previous year's event. If this is the first year for the event, include a plan with an itemized estimate of expenses and revenue to be generated by the event.
- **Community Letters of Support (New Events Only)** - New events to Cupertino must submit letters of support along with an application.
- **Event Application Fee (New Events Only)** – New events must pay a \$75 application fee at Quinlan Community Center during business hours in person or by phone. (see Contact Reference Guide).

III. FEE WAIVERS/SPONSORSHIP

Organizers may request City sponsorship, waiving a portion of or all the associated fees (with the exception of deposits). City Council approval is required for any fee waiver or sponsorship. The Organizer should be present and available at any requested Parks and Recreation Commission or Council meetings to respond to questions. Approval for fee waiver/sponsorship and Event Authorization are generally finalized in June for the following fiscal year (See Item V. Timeline for Festival Authorization and Fee/Waiver Approval).

IV. FEES AND SECURITY DEPOSIT

Fees

See **Special Event Fee Matrix** for estimated fees and charges for services commonly required for festivals (Attachment C).

Note: Fee schedules are reviewed annually by staff and City Council. Any changes are generally approved in May and effective in July.

Security Deposit

A security deposit is due at a minimum of 30 days prior to the festival date. Receipt of payment is required before the City will issue the Event Permit. Deposit should be paid at the Quinlan Community Center front office (see Contact Reference Guide). The security deposit is fully refundable, as long as an organization adheres to the conditions of use requirements as outlined in this packet.

A portion of the security deposit could be withheld for things such as damage to City property, unauthorized vehicles on grass, fields, or pathways, insufficient trash removal, lack of adherence to hours of permitted use, inadequate parking monitors etc. The amount charged would be based on the cost of City staff time or expenses incurred in addressing an issue and/or repairing property damage.

Forfeiture of the entire security deposit could result if a festival producer (or its vendors) violate park or City ordinances, including the noise ordinance (see Attachment F or <https://codelibrary.amlegal.com/codes/cupertino/latest/overview>); or if a festival producer misrepresents factual information about an event or fails to provide required documentation or secure required permits.

V. EVENT AUTHORIZATION AND EVENT PERMIT

Once a proposed festival plan has been finalized and approved by the Director of Parks and Recreation and/or the Director of Public Works and/or the City Council, the City issues an **Event Authorization** notification to the Organizer. This allows the Organizer to begin planning and obtaining permits. Once all the required permits are obtained and submitted to the City,

an **Event Permit** will be issued.

Note: Neighbors of the event area will be notified and given an opportunity to provide feedback in advance of City Council consideration on any proposed new festival.

VI. TIMELINE FOR FESTIVAL AUTHORIZATION AND FEE WAIVER/SPONSORSHIP APPROVAL

Timeline for Festival Event Authorization and Event Permit is as follows:

February-Applications are due to City for consideration in the following fiscal year (July – June)

May-City Council will consider applications

June-City Council will finalize approval and fee waiver/sponsorship as part of the Budget Adoption. **Event Authorization** sent to the Organizer

Final City issued **Event Permit** will be issued when all required permits, documentation, and information are submitted to the City

VII. PRE-EVENT AND POST-EVENT MEETINGS

Once the Organizer receives Event Authorization, a **Pre-Event Meeting** with the Organizer and representatives from City departments will be scheduled. For new festivals, the meeting will be scheduled a minimum of 90 days prior to the festival. For established festivals, the meeting will be scheduled 30-45 days prior to the festival. The Organizer must attend this meeting. At this meeting, the Organizer will walk City staff through the proposed event plan in more detail. City staff will advise and approve an event plan that meets public health and safety standards, provides for the delivery of City services, and addresses the concerns of the community. The Organizer will be informed of all needed permits, required fees, conditions of use, and insurance requirements.

Note: Additional pre-event meetings may be held as deemed necessary by City staff.

The City will also conduct a mandatory **Post-Event Meeting** to evaluate and review the festival with the Organizer held within 30 days after the event. Event evaluation notes will be taken into consideration as to whether to approve future events, and/or in setting conditions of use for future event and facility permits. The evaluation will also consider if the Organizer complied with Festival policies and if the festival provided cultural, social, recreational or educational benefits to the community (see Attachment H Community Festival Evaluation).

VIII. PERMIT REQUIREMENTS

The Organizer is responsible for obtaining all necessary permits required but not limited to those outlined below. All contacts are also listed on the CONTACT REFERENCE GUIDE.

- For Facilities: City will issue facilities permits for specific buildings and venues as well as a final Special Event Permit once all information and permits are submitted
- For Tents/Canopies/Food Booths: [Santa Clara County Fire Department activity permit](#)
- For Food Served: [County Environmental Health Department permit](#)
- For Food Trucks:

[Santa Clara County](#) permits from the Santa Clara County Department of Environmental Health

[Cupertino Business License](#) from Cupertino Economic Development Division

- For Sale of Alcohol (Beer and Wine only) [Department of Alcoholic Beverage Control \(ABC\) permit](#)
- For Temporary Seller's Permit [California Department of Tax and Fee Administration](#)

IX. FOOD PERMIT REQUIREMENTS

Temporary food booth operators must comply with **Santa Clara County Fire Department** regulations and **Santa Clara County Environmental Health Services** regulations for operation of food booth(s) and/or food trucks. Santa Clara County Fire Department inspects food booths for compliance with public safety requirements, and Environmental Health Services regulates food preparation and handling as well as food booth construction. The Organizer is responsible for obtaining and submitting permit applications and fees to **Santa Clara County Fire Department** and to **Santa Clara Environmental Health Services** (permit should be obtained and submitted to City no later than 14 days before event).

X. INSURANCE REQUIREMENTS

Event Organization (listed on Community Festival Application) shall procure and maintain for the duration of the event, including any time required for setup or takedown of the event, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event arising from work or activities performed by the Event Organization, its agents, representatives, employees, or subcontractors.

The Organizer must submit an original copy of the certificate of insurance and endorsement to the City no later than 14 days before the event. **See Attachment E for Insurance Requirements**

XI. NEIGHBORHOOD NOTIFICATION

Organizer will deliver early **notifications** to nearby residents, by distributing a mailer that includes event information: dates, street closures, traffic detours, etc. A draft notification letter should be submitted to City for approval. City will approve the letter and provide the organizers with mailing labels for the residents adjacent to Memorial Park approximately 30 days before the event.

XII. AMPLIFIED SOUND

Amplified sound is any sound that is enhanced by mechanical or electronic means. Noise levels above 70 dBA (decibels) at the neighborhood property line are prohibited. The City may place additional restrictions on the decibel output or on the hours allowed for any amplified sound request. City staff will take periodic decibel readings throughout the event. A decibel readings chart will be available upon request from the Organizer or the public. Event organizers are required to comply with City staff or public safety directions regarding amplified sound during an event. Failure to do so could result in forfeiture of the event deposit and denial of future event proposals.

XIII. PARKING AND ALTERNATIVE TRANSPORTATION PLAN

Parking

An event parking plan must be submitted with the Community Festival Application. Memorial Park events with 500 or more attendees are required to reserve the De Anza College Parking Lot (see Contact Reference Guide). Events at the Civic Center with 500 or more attendees should speak with City representative about parking options.

Event Organizers must have designated parking lot monitors for restricted access parking areas including but not limited to City parking lots, unloading/loading zones, and residential parking areas. Parking monitors are required from the beginning to the end of the event. Monitors must be 18 years and older.

Alternative Transportation

The City encourages the use of alternate transportation to the automobile and has developed and implemented a network of bicycle lanes and bicycle routes throughout the City. The Cupertino Bikeways Map found here: <http://www.cupertino.org/Modules/ShowDocument.aspx?documentid=1177> displays all bike lanes and routes. Event Organizers should encourage event attendees to travel via bicycle or by using alternative transportation methods. Providing bicycle corrals and/or valet bike checks is one way to encourage alternative transportation methods.

XIV. STREET CLOSURES

The Organizer must specify the location and times street closures are desired. Adjacent residents and businesses must be taken into consideration. The final closure schedule and traffic plan will be determined by the City. If the public normally parks vehicles within the closed area, a tow zone must be established.

“No Parking” signs are provided by the City’s Public Works Department. Signs are posted on barricades. “No Parking” signs are posted 72 hours prior to establishing a tow zone. The number and placement of street barriers will be determined by the City. The Public Works Department will supply and distribute the necessary cones and barricades. Applicable fees will be incorporated into the event charges (see Attachment C Community Festival Fee Matrix).

XV. SHERIFF DEPUTIES

Most Festivals will require Sheriff Department Deputies. Any closure of public streets will require Sheriff Deputies on site to ensure public safety. The City will arrange for the appropriate number and location of Sheriff Deputies. The cost of the Deputies will be incorporated into the total event cost and an estimate provided (see Attachment C Community Festival Fee Matrix). The final payment will be invoiced to the festival organizer, if applicable.

XVI. PORTABLE TOILETS

Portable Toilets – Organizer shall be responsible to provide portable toilets and indicate their location on the site diagram. Location/layout shall indicate that all portable toilets are located on level sites with appropriate clear path-of-travel (minimum of 48” wide) to the toilet entrance. Hand washing facilities must be provided. One ADA toilet must be in each grouping of portable restrooms.

- Organizer may be asked to provide copies of rental agreements for commercial portable toilets and their designated location(s).

XVII. GREEN EVENT REQUIREMENTS

To minimize waste going to landfill and maximize material recovery, all events held on City property must offer recycling, composting, and trash collection services. The waste plan must follow the guidelines below. To support successful materials management, Recology provides trash, recycling, and composting bins for rental. All materials generated or provided by vendors and event organizers must meet the following guidelines:

- No polystyrene (Styrofoam) on City property.
- Create a central waste collection area to consolidate materials. Depending on the event size and quantity of vendors, multiple consolidation areas may be ideal.
- If not already arranged, place containers side-by-side in the same order for each station. (Compost>Recycle>Landfill) Ensure signage is visible so that event attendees can identify materials to be placed in trash, recycling, and composting bins.
- Organizer should designate a material monitor to oversee each waste station for the event duration. This individual would educate attendees and vendors on what materials can be placed in each container to

maximize onsite recycling and composting. In addition, they would monitor and replace bags as they become full or heavy.

Note: Contact Cupertino's Environmental Programs Division with any questions (See Contact Reference Guide).

XVIII. CLEANUP

Cleanup – The Organizer must prepare an event cleanup plan and discuss this at the pre-event meeting. The plan must indicate: 1) sufficient staff/volunteers to handle cleanup throughout the day and after the event; and 2) sufficient equipment placed in effective locations (dumpsters, totes, trash receptacles, hot coal barrels, and grease barrels). Insufficient clean-up could result in forfeiture of the event deposit and denial of future proposals.

- Booths, stages, and other equipment must be removed immediately following the event to permit trash and garbage cleanup.
- Cleanup should be completed by 9 a.m. the following day, with private properties given top priority.
- Organizer may be asked to provide copies of rental agreements for commercial dumpsters and their designated location(s).

XIX. VENDOR GUIDELINES

In order to ensure public safety, protect City property, and minimize impacts on adjacent neighbors, festival vendors must adhere to vendor guidelines. It is the Organizers responsibility to not only comply with all vendor guidelines, but also monitor and ensure compliance by the vendors. Failure to do so may warrant a citation and possible fines. Organizers must provide each vendor a copy of Festival Vendor Guidelines (Attachment G) and Park Regulations (Attachment F).

- Vendor set-up shall begin no earlier than 7 a.m. (Ord. 13.04.190A)
- Vendor takedown shall not extend beyond 7 p.m.
- Vehicles in violation of the parking restrictions will be towed away at owner's expense.
- Food vendors must protect all pavements to ensure prevention of grease soiling and spatter. Food grease must be disposed of properly. IMPROPER DISPOSAL OF FOOD GREASE MAY RESULT IN CITATION AND FORFEITURE OF DEPOSIT.
- Tents will be secured using water barrels or concrete blocks. Absolutely no stakes will be driven into the ground. Inflatables may be the only exception to this policy.
- Booth spaces may only be marked with water-soluble material.
- Day of event promotional signs may be displayed in the interior of the event area. Signs may not be placed on the sidewalk or in the public right-of-way. Signs may not be staked into the ground.
- Vending activity will be limited to the event site area approved by the City. Vending activity must not block or impede pedestrian movement, access to business or residential properties, cause congestion, or create any public hazard.
- Each vendor must clean his/her area of operation and remove all goods and equipment at the close of the event.
- Vendors must extinguish all coals before dumping them in a designated receptacle.
- Vendors of taxable goods or services must meet California Board of Equalization permit requirements (p. 9)

Park Specific Guidelines

- Organizer/Vendors are not allowed to drive a vehicle into the park for any purpose, including unloading of supplies and equipment. (Ord. 13.04.150) All unloading must be done curbside.
- Golf carts may be used to transport supplies and equipment through parks. A licensed driver over 18 years of age must drive golf carts.

Memorial Park Guidelines

- Cupertino Senior Center parking lot is by permit only between the hours of 8 a.m. and 5 p.m. Monday through Friday.
- The existing parking restrictions on Christensen Drive and Anton Way will remain in effect.
- Neither vendors nor patrons are allowed to park at the Cupertino Sports Center.

Booth Vendor Unloading Instructions - Vendors will be permitted to unload/load supplies and equipment from designated locations and times. It is imperative that vendors unload their vehicle and immediately move their vehicle before

transporting their supplies to their booth. Vendors are advised to bring a minimum of two people to assist with unloading. Below are possible unloading/loading schedules for Memorial Park. Specific times and locations will be set by City staff for each event based on approved traffic plan, safety, and crowd control considerations.

Memorial Park Vendor Usual Unloading/Loading Schedule:

Morning Unloading Schedule by location

Saturday	7 a.m. to 10 a.m.	Stevens Creek Boulevard and Anton Way
Saturday	7 a.m. to 10 a.m.	Alves Drive
Sunday	7 a.m. to 10 a.m.	Stevens Creek Boulevard and Anton Way

Afternoon Loading Schedule by location

Saturday	4 p.m. to 6:45 p.m.	Stevens Creek Boulevard Only
Saturday	4 p.m. to 6:45 p.m.	Alves Drive
Sunday	4 p.m. to 6:45 p.m.	Stevens Creek Boulevard and Anton Way

Alternate vendor unloading locations may be proposed by Organizer with accompanying traffic plan. Outside of the unloading/loading times, Stevens Creek Boulevard and Anton Way are **NO STOPPING/NO PARKING ZONES**.

XX. MARKETING

In a joint effort to make community festivals in Cupertino successful, the City may promote approved events via social media, brochures, and on the City’s website. Events are encouraged to submit photos and event schedules. Organizers should submit a copy of any marketing materials with City information to City for approval.

City of Cupertino Logo

Organizers must comply with brand guidelines for use of the City of Cupertino logo. City staff can provide Organizer with guidelines upon request.

Sponsorship List

If any fees are waived by the City, festival organizers will list the City of Cupertino as a sponsor in all marketing material, commensurate with the level of financial support in your festival’s sponsorship benefit package.

Banner Locations:

Organizers may request a marketing banner be displayed at City-operated locations. There are three City-operated banner locations:

1. Quinlan Community Center (corner of N. Stelling and Alves)
2. Memorial Park (Corner of Anton and Stevens Creek Blvd.)
3. Across Stevens Creek Blvd. (Between Portal Ave. and Perimeter Rd.)
 - o Banners hung across Stevens Creek Boulevard may be requested through the Public Works Department (see Contact Reference Guide) – *Additional fees associated with this location* (see Attachment C Community Festival Fee Matrix).
 - Approval will be on a case-by-case basis.
 - The maximum time a banner may be hung is fourteen (14) days. This time may be reduced if there are scheduling conflicts.
 - Size guidelines for Quinlan Community Center and Memorial Park locations: Banners must be between 6’ and 12’ in length. Banner height may be a maximum of six feet. **The ideal size is 4’ x 12’ with wind slits.**
 - The City is not responsible for damage done to a banner by wind or weather.

XXI. BILLING

After the event, City departments will finalize the amount owed to the City covering labor, vehicle and equipment use, and any other costs incurred in providing event support, if applicable. The City will prepare and email a final invoice to the Organizer within 14 days after the event. The final invoice will reflect the actual costs of delivering City services for the event, and final billing may be higher or lower than the cost estimates.

XVIII. CONTACT REFERENCE GUIDE

City of Cupertino

Parks and Recreation Department Office

10185 North Stelling Road, Cupertino, CA 95014
(408) 777-3120 | www.cupertino.org/recreation
Office Hours: Monday through Friday, 8 a.m. to 5 p.m.

Cupertino Public Works Department

10555 Mary Avenue, Cupertino, CA 95014
(408) 777-3269

Cupertino Environmental Programs Division

10300 Torre Avenue, Cupertino, CA 95014
environmental@Cupertino.org | (408) 777-3354

Cupertino Economic Development Division (Cupertino Business License)

10300 Torre Avenue, Cupertino, CA 95014
econdev@Cupertino.org | (408) 777-7607

Regulatory Agencies

Department of Alcoholic Beverage Control

100 Paseo de San Antonio Room 119, San Jose, CA 95113
(408) 277-1200 | <https://www.abc.ca.gov>

California Board of Equalization

250 S. Second St., San Jose, CA 95113
(408) 277-1231 | www.boe.ca.gov/

County of Santa Clara Department of Environmental Health

155 Berger Drive, Suite 300, San Jose, CA 95112
(408) 918-3400 | www.ehinfo.org

Santa Clara County Fire Department

14700 Winchester Blvd., Los Gatos, CA 95032
(408) 378-4010 | www.sccfd.org

Parking for Memorial Park

Abundant Life Church

10100 North Stelling Rd., Cupertino, CA 95014
(408) 252-2668 | www.alagonline.com

De Anza College

21250 Stevens Creek Blvd., Cupertino, CA 95014
Hinson Campus Center, Lower Level
(408) 864-5555 | www.deanza.edu/parking

Other Vendors

Recology South Bay

650 Martin Avenue, Santa Clara, CA 95050
(408) 725-4020 | www.recology.com

Attachment A

CITY OF CUPERTINO COMMUNITY FESTIVAL APPLICATION- FY 2022/2023 (To be Returned to City Representative)

Community Special Events shall be approved only for local tax exempt or civic organizations that provide services to residents of Cupertino. Attach a letter of intent explaining the community benefit to Cupertino, its residents, and/or businesses

ORGANIZATION: _____

NON-PROFIT TAX ID NO.: _____ **WEBSITE:** _____

Request for Fee Waivers? Yes No

ADDRESS: _____
Street City State Zip

PROPOSED EVENT TITLE: _____

TYPE OF EVENT (i.e., festival, walkathon, street fair, parade) _____

EVENT ORGANIZER: (This will be the information posted for the public to obtain event information)

Name Phone Email

EVENT ORGANIZER – SECONDARY:

Name Phone Email

PROPOSED EVENT DATE(S): _____ **Event Start Time:** _____ **Event End Time:** _____

Setup date/time: _____ **Clean up date/time:** _____

No earlier than 7 a.m. Friday

No later than 9 a.m Monday

PROPOSED LOCATION(S):

Memorial Park (10185 N Stelling Rd.) Quinlan Community Center (10185 N Stelling Rd.) Cupertino Senior Center (21251 Stevens Creek Blvd.) Civic Center Plaza (10350 Torre Ave.)

Library Field (10350 Torre Ave.) Community Hall (10350 Torre Ave.) 5k, walkathon, parade: _____
Start/Finish - Attach course map w/ list of street closures

Alcoholic Beverages Sold? Yes No If yes, list the types: _____

Food Sold? Yes No If yes, list the types: _____

Estimated Number of Vendor Booths: _____ **Types of Vendor Booths:** _____

Total Estimated Event Attendance: _____

Staff, Volunteers, Vendors, Guests

Amplified sound: _____ **Start time:** _____ **End time:** _____
Description No earlier than 10 a.m. No later than 10 p.m.

Portable Toilet Drop off location: _____ **Delivery Date/Time:** _____ **Pick Up Date/Time:** _____
Attach Map

Recology drop off location: _____ **Delivery Date/Time:** _____ **Pick Up Date/Time:** _____
Attach map

Street Closure location(s): _____ **Time:** _____
Attach map. Street closures may require traffic control officers.

AS AN AUTHORIZED REPRESENTATIVE OF THE ORGANIZATION CONDUCTING THIS EVENT, I HEREBY DECLARE THAT:
I have received the Special Event Application and Information Packet. I have included all mandatory attachments with this application. The information contained in this application and attachment(s) is true and correct to the best of my knowledge.

Applicant Name (print) _____ **Applicant Signature** _____ **Date** _____

Attachment B

CITY SERVICES REQUEST FORM- FY 2022/2023 (To be Returned to City Representative with Application)

City Services Request Form	Please fill in date and time your event is requesting access to city facilities, and equipment.							
	Date	Setup Time	Date	Event Day, Day 1 Time	Date	Event Day, Day 2 Time	Date	Clean Up Time
Quinlan Community Center								
Cupertino Room (280/240 cap.)								
Cupertino Room Kitchen								
Social Room (80 cap.)								
Conference Room (20 cap.)								
Gazebo								
Memorial Park	Date	Setup Time	Date	Event Day, Day 1 Time	Date	Event Day, Day 2 Time	Date	Clean Up Time
Memorial Park- Full Park Access								
Memorial Park- Partial (Stevens Creek side <u>ONLY</u>)								
Memorial Park- Partial (Field behind the Quinlan Community Center <u>ONLY</u>)								
Amphitheater								
Electrical Power Access								
Non-Potable Water Access								
Cupertino Senior Center	Date	Setup Time	Date	Event Day, Day 1 Time	Date	Event Day, Day 2 Time	Date	Clean Up Time
Reception Hall (200/175 cap.)								
Reception Hall Kitchen								
Bay Room (40 cap.)								
Arts and Crafts Room (40 cap.)								
Class Room (26 cap.)								
Conference Room (10 cap.)								
Cupertino Civic Center	Date	Setup Time	Date	Event Day, Day 1 Time	Date	Event Day, Day 2 Time	Date	Clean Up Time
Community Hall (170/152 cap.)								
Library Field								
Civic Center Plaza								
Public Works Equipment List	Amount	Date Needed	Date Returned	Staging Location	Description of Use			
Standard Barricade								
K-Rail Barricade (needed for road closures)								
Traffic Cones								
Temp. Traffic Control Sign & Stand								
Changeable Message Signs								

Attachment C

COMMUNITY FESTIVAL FEE MATRIX 2022

FACILITY USE with COSTS	Cupertino Non-Profit		Non-Resident Non-Profit	
	Setup/Clean Up Before 5 p.m. Fri.	Event Day After 5 p.m. Fri.	Setup/Clean Up Before 5 p.m. Fri.	Event Day After 5 p.m. Fri.
New Event Application Fee	\$ 75			
City Staff Support	Actual Cost (\$15 to \$70/hour/staff)			
Public Safety Officers	Actual Cost (\$121 to \$156/hour/officer)			
Security Deposit (Refundable)	\$ 1000			
Quinlan Community Center	10185 North Stelling Road			
Cupertino Room (280/240 cap.)	\$30/ hour	\$80/ hour	\$48/ hour	\$128/ hour
Social Room (80 cap.)	\$20/ hour	\$60/ hour	\$32/ hour	\$96/ hour
Conference Room (20 cap.)	\$10/ hour	\$25/ hour	\$16/ hour	\$40/ hour
Gazebo	\$55/ 2 hours		\$75/ 2 hours	
Memorial Park	21121 Stevens Creek Boulevard			
Memorial Park Special Event Permit	\$ 2000 full park / \$1000 half park		\$ 2000 full park / \$1000 half park	
Picnic Area	\$113/ day		\$154/ day	
Amphitheater	\$55/ 2 hours		\$75/ 2 hours	
Gazebo	\$55/ 2 hours		\$75/ 2 hours	
Cupertino Senior Center	21251 Stevens Creek Boulevard			
Reception Hall (200/175 cap.)	\$30/ hour	\$80/ hour	\$48/ hour	\$140/ hour
Bay Room (40 cap.)	\$22/ hour	\$36/ hour	\$27/ hour	\$45/ hour
Arts and Crafts Room (40 cap.)	\$22/ hour	\$36/ hour	\$27/ hour	\$45/ hour
Classroom (26 cap.)	\$20/ hour	\$32/ hour	\$24/ hour	\$40/ hour
Conference Room (10 cap.)	\$10/ hour	\$25/ hour	\$16/ hour	\$40/ hour
Cupertino Civic Center	10300 Torre Avenue			
Community Hall (170/152 cap.)	\$30/ hour	\$80/ hour	\$48/ hour	\$128/ hour
Library Field	\$ TBA		\$ TBA	
Civic Center Plaza	\$ TBA		\$ TBA	
Public Works Equipment Rental Fees (for reference—Staff will calculate based on application)				
Banners across Stevens Creek	\$525			
Standard Barricade	\$0.24/ day			
Flashing Barricade	\$0.47/ day			
Traffic Cone	\$22.92/day/ per 100			
Encroachment Permit	\$394 - \$678 (depending on location)			
Temp. Traffic Control Sign & Stand	\$2.73/ day			
Changeable Message Signs	\$11.03/ hour			

These are the common costs associated with special events. Fees may vary depending on the event plan, timeline, building use outside of rooms on the fee scheduled as well as city services requested and required. Organizers will receive a cost estimate of city services based upon agreed event plan.

Attachment D

FESTIVAL PLANNING CHECK LIST & TIMELINE

Due to City in February for Approval in the following fiscal year (July – June)

- Submit Application this includes:
 - Completed City of Cupertino Community Festival Application (See Attachment A)
 - City Services Request Form (See Attachment B)
 - Tax Exempt Status (IRS Letter with Tax ID #)
 - Event Site Diagram and/or Route Map (include Parking Plan)
 - Event Parking Plan
 - Event Description
 - Event Financial Report
 - Community Letters of Support (New Events Only)
 - Event Application Fee (New Events Only)

30 to 60 DAYS PRIOR TO FESTIVAL

- Pre-event meeting(s) scheduled with City
- Secure required permits from appropriate departments or agencies:
 - Santa Clara Department of Environmental Health (Food Booths)
 - Santa Clara County Fire Department (Tents, Canopies, Food Booths)
 - California Board of Equalization (Vendor Booth Sales)
 - Cupertino Economic Development Division (Cupertino Business License)
 - Alcoholic Beverage Control Daily License (Serving Alcoholic Beverages, Beer and Wine Only)
- Banner Request to City
- Send draft notification letter for neighboring residence and organizations (45 days prior to event) and send final notification letter to residences and organizations (30 days prior to event)

30 DAYS PRIOR TO FESTIVAL

- Submit:
 - Finalized off-site parking plan, including parking monitor locations
 - Street closure/ lane closure plan
 - Clean-up plan
- Submit security deposit to the City at Quinlan Community Center front desk
- Submit finalized off-site parking plan, including parking monitor locations
- Submit finalized street closure/lane closure plan

14 DAYS PRIOR TO FESTIVAL

- Submit copies of all applicable permits to the City
- Submit insurance requirements

Attachment D

FESTIVAL PLANNING CHECK LIST & TIMELINE continued

14 DAYS PRIOR TO FESTIVAL

- Submit proof of portable toilet and Recology arrangements (14 days prior to event)
- Receive final Event Permit from City once all items are permits, proof of insurance, proof of portable toilets, and proof of Green event requirements are submitted

7 DAYS PRIOR TO FESTIVAL

- Submit final vendor list and locations
- Submit final event entertainment/activities schedule
- Pre-event site walkthrough with City Staff

POST-EVENT

- Receive final invoice for City services (Within 14 days after event)
- Meeting with Organizer and City Staff (Within 30 days after event)
- Submit payment in full for City services (Within 30 days of invoice)

Attachment E INSURANCE REQUIREMENTS

Event Organization shall procure and maintain for the duration of the event, and for any time required for setup or takedown of the event, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event arising from work or activities performed by the Event Organization, its agents, representatives, employees or subcontractors.

Minimum Scope of Insurance

Coverage shall be *at least as broad as*:

1. Insurance Services Office Form CG 0001 covering Commercial General Liability on an “occurrence” basis.

Minimum Limits of Insurance

Event Organization shall maintain limits no less than:

1. **General Liability:** (Including operations, products and completed operations.)
\$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Event Organization to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Other Insurance Provisions

The general liability policy is to contain, or be endorsed to contain, the following provisions:

1. **The City of Cupertino, its City Council, Boards and Commissions, Officers, Officials, Employees, Agents, Servants, Volunteers and Consultants** with respect to liability arising out of work or operations performed by or on behalf of the Event Organization including materials, parts or equipment furnished in connection with such work or operations. Policy language or endorsement must be at least as broad as ISO Form CG 20 10, 11 85 edition or 07 04 revisions).
2. For any claims related to this project, the **Event Organization’s insurance coverage shall be primary** insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Event Organization’s insurance and shall not contribute with it.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

Event Organization shall furnish the City with original certificates and amendatory endorsements verifying coverage required by this clause. All certificates and endorsements are to be received and approved by the City before the setup for the event begins. However, failure to obtain the required documents prior to setup or the event shall not waive the Event Organization’s obligation to provide them. The City reserves the right to require complete, certified copies of all insurance policies and endorsements required by these specifications at any time.

Waiver of Subrogation

Event Organization hereby grants to City a waiver of any right to subrogation which any insurer of said Event Organization may acquire against the City by virtue of the payment of any loss under such insurance. This provision applies regardless of whether or not the City has requested or received a waiver of subrogation endorsement from the insurer.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Attachment F PARK REGULATIONS – CITY OF CUPERTINO

13.04.120 Use of Park Property.

No person in a park shall do any of the following:

A. Wilfully mark, deface, disfigure, injure, tamper with or displace or remove any buildings, bridges, tables, benches, fireplaces, railing, paving or paving material, water lines or other public utilities or parts or appurtenances whatsoever, either real or personal;

B. Litter, soil or defile restrooms. No person over the age of six years shall use restrooms and washrooms designed for the opposite sex;

C. Dig or remove any soil, rock, stones, trees, shrubs or plants, down timber or other wood or materials, or make any excavation by tool, equipment, blasting or other means or agency. It is unlawful to gather firewood or to collect within the park any type of plant material for the purpose of building a campfire;

D. Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon or across such lands, except on special written permit issued under this chapter;

E. Go upon any lawn or grass plot, where prohibited by the parks and recreation department, and where such prohibition is indicated by proper and legible signs;

F. Damage, cut, carve, transplant or remove any tree or plant, or injure the bark, or pick the flowers or seeds of any tree or plant. Nor shall any person attach any rope, wire, or other contrivance to any tree or plant. No person shall dig in, or otherwise disturb any grass area, or in any way injure or impair the natural beauty or usefulness of any areas;

G. Climb any tree or walk, stand or sit upon any monuments, vases, fountains, railing, fences, or upon any other property not designated or customarily used for such purposes;

H. Hunt, molest, harm, frighten, kill, trap, chase, tease, shoot or throw missiles at any animal, reptile, or bird; nor shall any person remove or have in his possession the young of any wild animal, or the eggs or nest or young of any reptile or bird. Exception to the foregoing is made in that snakes known to be deadly poisonous, such as rattlesnakes, or other deadly reptiles may be killed on sight;

I. Use any system for amplifying sounds, whether for speech or music or otherwise, unless an exclusive use permit is first secured.

(Ord. 531, § 12, 1972)

13.04.130 Behavior of Persons in Parks.

No person in a park shall do any of the following:

A. Bring to a park any alcoholic beverages, and no person may drink alcoholic beverages at any time in a park, except picnickers, who may bring to a park, and drink, beer or wine with their picnic meal, so long as they conduct themselves in an orderly manner;

B. Enter or remain in a park while under the influence of intoxicating liquor or any drug;

C. Have brought, or have in his possession, or set off, or otherwise cause to explode or discharge or burn, any firecrackers, torpedoes, rockets, or other fireworks or explosives of inflammable material, or discharge them or throw them into any such area from land or any highway adjacent thereto. This prohibition includes any substance, compound, mixture or article that, in conjunction with any other substance or compound would be dangerous from any of the foregoing standpoints;

D. No person having the control or care of any dog, shall suffer or permit such dog to enter or remain in a park or sport field, unless posted for such use, and then only if it is led by a leash of suitable strength not more than six feet in length, unless it is permitted to be off-leash by the City as part of a City-authorized event or program; and the owner and the attendant shall be responsible for any damage caused, in any event, by such dog, even if on leash;

E. Lead, ride, drive, keep or let loose any animal, reptile or fowl of any kind, without a permit to do so from the Director of parks and recreation;

F. Make or kindle a fire for any purpose, except at places provided for such purpose, unless prior special permission be obtained therefor from the Director;

G. Enter an area posted as "Closed to the Public," and no person shall use, or abet the use of, any area in violation of posted notices;

H. Play or bet at or against any game which is played, conducted, dealt, or carried on for money, chips, shell, credit or any other representative of value, or maintain or exhibit any gambling table or other instrument of gambling or gaming, or play any game prohibited by any other ordinance of the City;

I. Sleep, or protractedly lounge, on the seats, benches, or other areas, or engage in loud, boisterous, threatening, abusive, insulting, or indecent language, or engage in any disorderly conduct or behavior tending to a breach of the public peace;

Attachment F PARK REGULATIONS – CITY OF CUPERTINO continued

J. Use, carry, or possess firearms of any description, or air rifles, spring guns, bow and arrows, slings or any other forms of weapons potentially dangerous to wild life or to human safety. Shooting into park areas from beyond park boundaries is prohibited;

K. Solicit alms or contributions for any purpose, whether public or private, without prior permission from the City Council;

L. Use or allow the use of powered model airplanes except in areas so designated by the department of parks and recreation;

M. Play or practice golf or use golf clubs in any area of the park not designated for such use;

N. Indulge in riotous, boisterous, threatening or indecent conduct.

O. No person shall skate or rollerblade in a manner that causes damage to park amenities or threatens the safety or well being of park patrons. Skating or rollerblading is prohibited on raised surfaces where signed.

P. Feeding Waterfowl Prohibited. No person shall feed or in any manner intentionally provide food to any waterfowl (geese, ducks, or coots) in any City park.

(Ord. 13-2105, § 2, 2013; Ord. 12-2101, § 1 (part), 2013; Ord. 1945, 2004; Ord. 1886, (part), 2001; Ord. 531, § 13, 1972)

13.04.140 Sanitation Requirements.

No person in a park shall do any of the following:

A. Throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, bay or other body of water in or adjacent to any park or any tributary, stream, storm sewer or drain flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution of such waters;

B. Dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, refuse or trash on the grounds thereof. Such items shall be placed in the proper receptacles where these are provided; and, where such receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence, and properly disposed of elsewhere.

(Ord. 531, § 14, 1972)

13.04.150 Vehicle Requirements.

No person in the park shall do any of the following:

A. Fail to comply with all applicable provisions of the Vehicle Code of the state in regard to equipment and operation of vehicles, together with such regulations as are contained in this chapter and any other ordinances of the City regulating traffic;

B. Fail to obey all traffic officers and park employees who are hereafter authorized and instructed to direct traffic in the parks in accordance with the provisions of this chapter and such supplementary regulations as may be issued by the Director;

C. Fail to observe carefully all traffic signs indicating speed, direction, caution, stopping or parking and all other signs posted for proper control and to safeguard life and property;

D. Ride or drive a vehicle at a rate of speed exceeding fifteen miles an hour, except upon such roads as the City may designate by posted signs for speedier travel;

E. Drive any vehicle on any area except paved roads or parking areas, or such other areas as may be specifically designated as temporary parking areas by the department of parks and recreation;

F. Park a vehicle in other than an established or designated parking area, and such use shall be in accordance with the posted directions there, and with the instructions of any attendant who may be present;

G. Ride a motorcycle, motor bike, or similar vehicle in any park, except where used to transport invalid persons;

H. Ride a bicycle on other than a paved road or path. Notwithstanding the foregoing, no person may ride a bicycle on a paved road or path where such activity is prohibited by posted signage. A bicyclist may wheel or push a bicycle by hand over any grassy area, wooded trail, or over any other area in which bicycle riding is otherwise prohibited;

I. Ride a bicycle other than on the righthand side of the road paving as close as conditions permit, and bicycles shall be kept in single file when two or more are operating as a group. Bicyclists shall at all times operate their machine with reasonable regard to the safety of others, signal all turns, pass to the left of any vehicle they are overtaking and pass to the right of any vehicles they may be meeting;

J. Ride any other person on a bicycle, except where the bicycle is built for operation by more than one person;

K. Leave a bicycle in a place other than a bicycle rack where a bicycle rack is provided and there is space available;

L. Leave a bicycle lying on the ground or paving, or set against trees, or in any place or position where other persons may trip over or be injured by it. (Ord. 2014, 2008; Ord. 531, § 15, 1972)

Vendor Guidelines to be given to each vendor for the day of Event:

- Vendor set-up shall begin no earlier than 7 a.m. (Ord. 13.04.190A)
- Vendor takedown shall not extend beyond 7 p.m.
- Vehicles in violation of the parking restrictions will be towed away at owner's expense.
- Food vendors must protect all pavements to ensure prevention of grease soiling and spatter. Food grease must be disposed of properly. IMPROPER DISPOSAL OF FOOD GREASE MAY RESULT IN CITATION AND FORFEITURE OF DEPOSIT.
- Tents will be secured using water barrels or concrete blocks. Absolutely no stakes will be driven into the ground. Inflatables may be the only exception to this policy.
- Booth spaces may only be marked with water-soluble material.
- Day of event promotional signs may be displayed in the interior of the event area. Signs may not be placed on the sidewalk or in the public right-of-way. Signs may not be staked into the ground.
- Vending activity will be limited to the event site area approved by the City. Vending activity must not block or impede pedestrian movement, access to business or residential properties, cause congestion, or create any public hazard.
- Each vendor must clean his/her area of operation and remove all goods and equipment at the close of the event.
- Vendors must extinguish all coals before dumping them in a designated receptacle.
- Vendors of taxable goods or services must meet California Board of Equalization permit requirements (p. 9)

Park Specific Guidelines

- Organizer/Vendors are not allowed to drive a vehicle into the park for any purpose, including unloading of supplies and equipment. (Ord. 13.04.150) All unloading must be done curbside.
- Golf carts may be used to transport supplies and equipment through parks. A licensed driver over 18 years of age must drive golf carts.

Memorial Park Guidelines

- Cupertino Senior Center parking lot is by permit only between the hours of 8 a.m. and 5 p.m. Monday through Friday.
- The existing parking restrictions on Christensen Drive and Anton Way will remain in effect.
- Neither vendors nor patrons are allowed to park at the Cupertino Sports Center.

Booth Vendor Unloading Instructions - Vendors will be permitted to unload/load supplies and equipment from designated locations and times. It is imperative that vendors unload their vehicle and immediately move their vehicle before transporting their supplies to their booth. Vendors are advised to bring a minimum of two people to assist with unloading. Below are possible unloading/loading schedules for Memorial Park. Specific times and locations will be set by City staff for each event based on approved traffic plan, safety, and crowd control considerations.

Attachment H COMMUNITY FESTIVAL EVALUATION

Estimated Attendance: _____

Event provided cultural, social, recreational, and/or educational activities that benefited the community: Yes No
Comments: _____

Event organizer complied with the City policies, applicable laws, ordinances, and regulations: Yes No
Comments: _____

Event organizer submitted complete paperwork on time: Yes No
Comments: _____

The traffic plan was effective (including alternative transportation methods): Yes No
Comments: _____

The parking plan for festival participants was effective: Yes No
Comments: _____

Amplified sound at acceptable range: Decibel Range: _____ Yes No
Comments: _____

City equipment returned in good working order: Yes No
Comments: _____

Event organizer applied green event practices: Yes No
Comments: _____

Event site clean throughout event: Yes No
Comments: _____

Event site clean post-event: (Clear of debris, litter, food and grease debris was properly disposed) Yes No
Comments: _____

Vendors:

Vendor setup plan and timing was effective: Yes No
Comments: _____

Vendors cleaned up booth area: Yes No
Comments: _____

Vendor parking plan was effective: Yes No
Comments: _____

Equipment Rental Company (tents, tables, chairs): Adhered to Vendor Guidelines: Yes No
Comments: _____

Carnival Rides: Adhered to Vendor Guidelines: Yes No
Comments: _____

Booth Vendors: Adhered to Vendor Guidelines: Yes No
Comments: _____

Food Vendors: Adhered to Vendor Guidelines: Yes No
Comments: _____

The marketing plan was effective: Yes No
Comments: _____

Community engagement was effective: Yes No
Comments: _____

STAFF COMMENTS:
