



Sunnyvale

Event ID: 2025-06-14-004**Event Title: Sunnyvale Pride****Organization: Sunnyvale Presbyterian Church**

May 6, 2025

Dear,

Thank you for your interest in organizing a special event in Sunnyvale. Upon reviewing your application for **Sunnyvale Pride on June 14, 2025**, the following conditions have been assigned to your event.

Please read this letter thoroughly. To ensure all condition are met, insurance policies **must be submitted by May 14, 2025**. Remaining conditions **must be met by June 6, 2025**, unless **otherwise noted**. Failure to meet these conditions will result in your event not being authorized to proceed.

Once all the pre-event conditions have been met, the special event permit team will issue you a Special Event Permit to the email address provided on the submitted application. **You are required to have a physical copy of the permit on-site with you during the event.**

For each pre-event condition, please contact the main contact person in each section if you have specific questions about their event conditions. For additional questions regarding your event, please feel free to contact us at 408-730-7345, or events@sunnyvale.ca.gov.

Niki Maser

Recreation Services Coordinator II

Special Event Permit Team

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Reservation & Fees

Main Contact: Niki Maser, 408-730-7345, events@sunnyvale.ca.gov

Pay fees in person at the Sunnyvale Community Center (550 E. Remington Drive) or over the phone with Niki.

Complete any required facility reservations, pay applicable fees, and/or obtain permits including:

Application Fee= \$155.00

WAIVED

Plaza del Sol Park Use Fee Non-Profit NO fundraising = \$140.00

Amplified Sound Permit = \$ 25.00

Staffing Fee for Park Worker III* = \$150.90

+ Refundable Damage Deposit = \$500.00

Total Fees Due = \$815.90

Fees Due By: May 14, 2025

Insurance

Main Contact: Risk Management Division, riskmanagement@sunnyvale.ca.gov

or call 408-730-7490.

Before permit is issued it must be approved by Risk Management, please allow time for approval process:

- Please send proof of insurance to Riskmanagement@sunnyvale.ca.gov

Site Logistics

Main Contact: Jonathan Howard, 408-220-5601, jhoward@sunnyvale.ca.gov

- Provide proof of rental of a minimum of 2 portable toilets 1 of which must be ADA compliant, and 1 hand washing station(s).
- Pay a \$150.90 fee for the staffing of **One (1) on-site Park Worker III**, for (check the reason below).
 - the monitoring of the event for **Two (2) hours**. Parks worker will inspect and ensure compliance to the park rules and special event conditions.
- Arrange a site meeting with Parks Supervisor (Jonathan Howard), 408-220-5601, jhoward@sunnyvale.ca.gov) to discuss the event layout and conditions of the permit. Be sure to bring the following to the meeting: **COMPLETED**

- Up-to-date site map
 - Detailed event itinerary
 - Delivery dates/times for the portable restrooms and dumpster (if required for event).
- Event organizer should plan to use a generator for event power. Outlets are not guaranteed to operate on the day of the event and have a 15-amp max.

Trash & Recycling

Main Contact: Mary Lindemuth, mlindemuth@sunnyvale.ca.gov, (p) 408-730-7484, (fax) 408-328-0728.

Special Event Garbage Containers and Dumpster Requirements

- As requested on your application, Ten (10) portable special event containers (Five (5) for trash, Five (5) for bottles/cans recycling) will be provided for your event at no-charge. Work with Mary to provide the following:
- Drop off and pick up location and time for the containers: **Sunnyvale Presbyterian Church**
- Contact information for the person who will be accepting the delivery
- It is recommended, but not required, to order a One (1) cubic yard dumpster for event waste from franchise hauler Specialty Solid Waste & Recycling and pay them directly. Call (408) 565-9900 to order. Let Mary know if you plan to order a dumpster.

Note: Based on 4/26/25 conversation with applicant on 3/26/25, garbage disposal options are:

- 1) order 1 CY dumpster and site on Taaffe St with Traffic's approval OR**
- 2) self-haul to SMaRT Station, 301 Carl Rd., Sunnyvale and email Mary the receipts OR**
- 3) self-haul to Sunnyvale Presbyterian Church's 3 CY garbage dumpster. The church has Tuesday garbage service so if the dumpster overflows with event waste, the church must call Sunnyvale Utilities at 408-730-7400 on Monday to request a special dump (charged service). Dumpster lids must always be able to completely close.**

Additional pre-event conditions: Applicant to let Mary know in advance which disposal option they select.