



Special Event Permit Application

\$155 nonrefundable application fee

Completed application and all required attachments must be received with payment a MINIMUM OF EIGHT WEEKS prior to event.

Events help build community and celebrate the diversity, heritage and uniqueness of Sunnyvale. Thank you for selecting Sunnyvale as the site for your potential special event. The information you provide in this application will determine your eligibility to conduct the proposed event; please follow the instructions carefully and note that submitting a completed application does not mean you have received approval.

Event applicant must be authorized to sign and submit the application on behalf of the event organization.

Submit the application and all required attachments in-person, mail or email:

Location: Sunnyvale Recreation Center
Attn: Special Event Permit Team
550 E. Remington Drive Sunnyvale, CA 94087

Email: events@sunnyvale.ca.gov

Business Hours: Monday-Friday, 8:30 a.m. to 5 p.m.

Special Event Permit Line: 408-730-7345

Attach check made payable to City of Sunnyvale to pay the application fee. To pay with credit card (Visa/MC/AMEX/Discover), call 408-730-7345.

The Process:

- 1. Submit your completed application AT LEAST EIGHT (8) weeks before your event date.** Answer all the questions, pay the application fee and provide all required attachments by using the application instructions as a guide. The application will not be considered until all information and attachments are completed and received, or if the organization or applicant has unpaid balances to the City.
- 2. Application is accepted.** A receipt for the completed application will be emailed and include the Event ID identifier. For inquiries, refer to the assigned event ID in all correspondence.
- 3. Application processing:** The application is routed to City departments and the Santa Clara County Dept. of Public Health. The application is reviewed, within two to three weeks, by these departments in order to determine required conditions, additional permits or licenses, the scope and estimated cost of any City support services and insurance requirements. The departments that may be included are Public Safety, Fire Prevention, Recreation including facilities rental team, Environmental Services, Risk Management, Economic Development, Public Works Traffic and Transportation, Parks, Operations, Community Development Building and Planning. City employees from these departments may contact you for clarification of event details. When requesting to rent City facilities as part of the permit application, applicant is required to follow all facility rental policies including paying a security deposit to hold the event space. Facility rental policies can be found at Sunnyvale.ca.gov search facility rentals.
- 4. Pre-event Conditions/Denial:** Five weeks before your event, you will receive either an event conditional letter or an event denial letter. The conditional letter will approve the event, subject to required conditions that you must meet to hold the event. Conditions may include, but are not limited to, the following:

Certificate of Insurance showing evidence of a commercial liability and an Additional Insured Endorsement	Additional Permits and Fees (e.g. amplified sound, tents, stage, cooking, inflatables, carnival, damage deposit, etc.)
Facility and Park Reservations	Inspections (prior, day-of and post event)
Security Requirements	Food Temporary event Requirements
Garbage and Recycling Requirements	Traffic Control Services

- 5. Deadline to meet conditions:** 30 calendar days before event date, Insurance documents must be submitted into PINS Advantage and all City facility rental fees are due. 10 business days before event date, all requirements outlined on the conditional letter must be met. **If these requirements are not met by these deadline, the event can be denied.**
- 6. Official Permit:** One to eight days before your event, once all conditions have been met and confirmed, a Special Event Permit will be issued by the City. You will be required to have this permit in your possession during your event required by Sunnyvale Municipal Code 9.45 Special Event Permits. For more information, visit <https://www.sunnyvale.ca.gov/your-government/codes-and-policies> (or <https://ecode360.com/SU5020>).

Please note that any misrepresentation in the application or deviation from the final permit conditions may result in immediate revocation of the special event permit and the canceling of the event.



Special Event Permit Application

Attachment 1

Page 2 of 16

Event No: 2025-06-14-004

Date Received:

For City Use Only

SECTION 1: Organization/Applicant Contact Information

Organization: Sunnyvale Presbyterian Church <small>(Must be the insurer)</small>	Website: www.sunnyvalepres.com
Type of Organization: <input type="radio"/> For-profit <input checked="" type="radio"/> Nonprofit	TAX ID: 94-1457902 <input type="radio"/> Other:
Address: 728 W.Fremont Ave	City: Sunnyvale State: CA Zip: 94087
Organization Phone: 4087391892	Organization Email: carol@sunnyvalepres.com
Event Contact Applicant Name: Carol Heath <small>(Authorized by organization to submit application)</small>	Applicant Primary Phone: 408-839-9115
Applicant Email: carol@sunnyvalepres.com	Secondary Phone: 408-739-1892
Applicant Address: 856 Grape Ave	City: Sunnyvale State: CA Zip: 94087

SECTION 2: Event Information

Event Title: Sunnyvale Pride	<input type="checkbox"/> Yes, this event was held last year in Sunnyvale
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Event Type: (check all that apply)

<input type="checkbox"/> Private Event (Invite only)	<input checked="" type="checkbox"/> Outdoor Festival, Celebration or Street Fair
<input checked="" type="checkbox"/> Public Event (Open to the public)	<input type="checkbox"/> Parade or Procession
<input type="checkbox"/> Block Party	<input type="checkbox"/> Race, Fun Run or Walk or Bike Event
<input type="checkbox"/> Car Wash	<input type="checkbox"/> Charitable Event – What Cause?
<input checked="" type="checkbox"/> Community Event	<input type="checkbox"/> Other:

Event Location: Check and complete all applicable boxes. To reserve facilities/parks, call the Special Events Coordinator at 408-730-7345.

<input type="checkbox"/> City Reservable Facility.....	Name of Facility:
<input type="checkbox"/> City Park.....	Name of Park:
<input checked="" type="checkbox"/> Plaza del Sol, 200 W. Evelyn Ave.* <small>(Downtown Sunnyvale)</small>	
<input type="checkbox"/> City Street(s)*.....	Event Location Address/Cross streets:
<input type="checkbox"/> Private Property (including church/school)*, **...Event Location Address:	

Note: some event types are allowed in neighborhood parks.

*If planning an event in Downtown Sunnyvale, see page 3 to include your plan to notify businesses/organizations.

**Private property letter from owner (and tenant, if applicable) granting permission to use property must be attached.

Event Timeline:

Begin Setup <small>(do not include event start)</small>	Event Dates	Start and End Times <small>(do not include setup and cleanup times)</small>	Daily Attendance <small>(includes staff, volunteers, kids, adults, performers, etc.)</small>	Finish Cleanup <small>(do not include event end)</small>
Date 06/14/25	Date #1	Start 11:00 <input checked="" type="radio"/> a.m. <input type="radio"/> p.m. End 2:00 <input type="radio"/> a.m. <input type="radio"/> p.m.	Date #1 200	Date
Time 9:00 <input checked="" type="radio"/> a.m. <input type="radio"/> p.m.	Date #2	Start <input type="radio"/> a.m. <input type="radio"/> p.m. End <input type="radio"/> a.m. <input type="radio"/> p.m.	Date #2	Time 3:00 <input type="radio"/> a.m. <input type="radio"/> p.m.
	Date #3	Start <input type="radio"/> a.m. <input type="radio"/> p.m. End <input type="radio"/> a.m. <input type="radio"/> p.m.	Date #3	

Daily Total Number of Event Attendees by age:

Youth (<18 yrs): **100** Adults (18+ yrs): **100**☐ Check box if youth in attendance will have parents/guardians present. Total Event Attendance: **200**
(Total of all staff, volunteers, kids, adults, performers for ALL event days)

Number of attendees present during the most crowded period of event:

Event Description:

Provide a detailed description of your event that includes the purpose, theme, street closures, the schedule and types of activities offered (staging, entertainment, type of vendors, food, beverages, alcohol served, first aid).

Pride Event:

an LGBTQ+ celebration with DJ Music, speeches, and performances. We will have non-profit resource fairs from 11:00 am- 2:00 pm

Event Promotion - How do you plan to promote your event? (Check all that apply)

<input checked="" type="checkbox"/>	Social Media	<input type="checkbox"/>	Email Newsletter	<input type="checkbox"/>	Hang a 40 ft. banner at approved City location
<input type="checkbox"/>	Other: _____	<input checked="" type="checkbox"/>	Flyer/Postcard mailing	<input type="checkbox"/>	Website (URL: _____)

Describe your plans to notify businesses and/or residents impacted by this event. Include notice to businesses and/or residents impacted by this event. *Note: If holding event in Downtown Sunnyvale, giving notice include [Cityline](#), [Sunnyvale Downtown Association](#) and [Sunnyvale Chamber of Commerce](#) in addition to businesses impacted.*

We will give notice to the restaurants surrounding Plaza del Sol and the residents of the apartment complex that faces the Plaza.

We expect the restaurants around the plaza will enjoy more business on this day.

Specific Event Information: (Please answer all questions)

Yes No

<input type="radio"/>	<input checked="" type="radio"/>	Will the event require closure of any public street or traffic lane (including before, during and after your event)?							
<input type="radio"/>	<input checked="" type="radio"/>	Will there be any food and/or beverages prepared, sold or served at your event (e.g. catered, food concessions, etc.)?							
<input type="radio"/>	<input checked="" type="radio"/>	Will your event involve the serving and consumption of alcoholic beverages?							
<input type="radio"/>	<input checked="" type="radio"/>	Will there be any open flame, open burning or use of any open flame device during the event?							
<input type="radio"/>	<input checked="" type="radio"/>	Will this event feature any hands-on attractions (e.g. inflatables, animals, petting zoos, attraction rides, game booths, etc.)?							
<input type="radio"/>	<input checked="" type="radio"/>	Will there be any temporary structures? (e.g. tents, canopies, stage, portable toilets, etc.)							
<input checked="" type="radio"/>	<input type="radio"/>	Will you be using any amplified sound, generators, heaters and lights (e.g. public address [PA] system, DJ, boom box)?							
<input type="radio"/>	<input checked="" type="radio"/>	Is there an attendance fee?	Fee per person?	<input type="checkbox"/>	Fee collected in advance?	<input type="checkbox"/>	At event?	<input type="checkbox"/>	Both?
<input checked="" type="radio"/>	<input type="radio"/>	Are donations being accepted?		<input type="checkbox"/>	Collected in advance?	<input checked="" type="checkbox"/>	At event?	<input type="checkbox"/>	Both?
<input type="radio"/>	<input type="radio"/>	Are you interested in hanging a 40ft banner advertising your event at a designated City banner site? (Fees apply)							

If you answered **No** to **ALL** questions in this section, skip to **sections 11 – 16**.

If you answered **YES** to **ANY** of the question in this section, please complete the **sections 3 – 16**.

SECTION 3 - ROAD CLOSURES

Yes No

<input type="radio"/>	<input checked="" type="radio"/>	Will the event require closure of any public street or traffic lane <i>(including before, during and after your event)</i> ?
<input type="radio"/>	<input checked="" type="radio"/>	Are you planning a parade? <i>(Must include parade route identifying all streets impacted by event on traffic/detour plan)</i>
<input type="radio"/>	<input checked="" type="radio"/>	Will the event require closure of any state, county or other City roadway? <i>(Must obtain and submit approval from the respective jurisdiction)</i>
<input type="radio"/>	<input checked="" type="radio"/>	Will any VTA bus stops be impacted before, during or after your event?

If NO to all questions in this section, you can skip to Section 4 – Food.

How do you plan to manage the traffic control?

<input type="radio"/>	Request the City of Sunnyvale perform the traffic control (fees apply - not available for all event types)
<input type="radio"/>	Plan to contract out the traffic control. Must submit Temporary Traffic Control plan attached to application.

What road(s), traffic lanes or sidewalks are you requesting to be closed?

Be specific on exactly where the closures will occur including before, during and after your event. If a parade is involved, identify the parade route as well as all streets impacted by the event.

Provide the exact times you are requesting the road(s) to be closed:

ROAD NAME	ROAD CLOSED						ROAD REOPENS					
	Date		Time		<input type="radio"/> a.m.	<input type="radio"/> p.m.	Date		Time		<input type="radio"/> a.m.	<input type="radio"/> p.m.
	Date		Time		<input type="radio"/> a.m.	<input type="radio"/> p.m.	Date		Time		<input type="radio"/> a.m.	<input type="radio"/> p.m.
	Date		Time		<input type="radio"/> a.m.	<input type="radio"/> p.m.	Date		Time		<input type="radio"/> a.m.	<input type="radio"/> p.m.
	Date		Time		<input type="radio"/> a.m.	<input type="radio"/> p.m.	Date		Time		<input type="radio"/> a.m.	<input type="radio"/> p.m.

What Santa Clara Valley Transportation Authority (VTA) bus stop routes may be impacted?

If requesting a road closure, select the bus route that may be impacted. If you are not sure, click on the last option. To see schedule and route map, click on Route number.

Yes No

<input type="radio"/>	<input type="radio"/>	Bus Route 20 (Milpitas BART - Sunnyvale TC)
<input type="radio"/>	<input type="radio"/>	Bus Route 21 (Stanford Shopping Center - Santa Clara TC)
<input type="radio"/>	<input type="radio"/>	Bus Route 53 (Sunnyvale TC - Santa Clara TC)
<input type="radio"/>	<input type="radio"/>	Bus Route 55/255 (Old Ironsides Stn - De Anza College)
<input type="radio"/>	<input type="radio"/>	Bus Route 56 Lockheed Martin - Monterey & Old Tully)
<input type="radio"/>	<input type="radio"/>	Bus Route 523/Rapid 523 (Sam Jose State - Lockheed Martin via De Anza)
<input type="radio"/>		Not sure if there will be an impact to a VTA bus route.

SECTION 4 - FOOD

Yes	No	
<input type="radio"/>	<input checked="" type="radio"/>	Will you provide any prepackaged or unpackaged food at your event? (e.g. samples, catered, food concessions, etc.)
		<input type="checkbox"/> Prepackaged food <input type="checkbox"/> Unpackaged food <input type="checkbox"/> Catered food <input type="checkbox"/> Food concessions
<input type="radio"/>	<input checked="" type="radio"/>	Will you provide any beverages at your event?
<input type="radio"/>	<input checked="" type="radio"/>	Will there be any food prepared or cooked at the event?
		Specify cooking method: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Charcoal <input type="checkbox"/> Other:
<input type="radio"/>	<input checked="" type="radio"/>	Will food trucks be at your event?
		How many food trucks? <input type="text"/> Deep Fryer? <input type="checkbox"/>
<input type="radio"/>	<input checked="" type="radio"/>	Will there be food vendors/food concession tents be at your event?
		How many food tents? <input type="text"/> Deep Fryer? <input type="checkbox"/>
<input type="radio"/>	<input checked="" type="radio"/>	Will there be food warming using an open flame (e.g. Sterno)? Describe below.
<input type="radio"/>	<input checked="" type="radio"/>	Will food be sold at your event?

If NO to all questions above, skip to Section 5 – Alcohol.

Per muni code 5.39.010, foam (aka “Styrofoam”) food ware is not permitted in Sunnyvale. Applicant is responsible for communicating this information to any food vendors.

Describe what food and/or beverages will be provided during your event:

NOTE: Temporary event permits and event authorizations must be obtained by the Santa Clara County Department Environmental Health Department (SCCDEH) when food is sampled, sold, prepared or given away to the public. Temporary Events are community events conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period that is civic, political, public or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by SCCDEH. Temporary Food Facilities (TFF) or food/beverage booths are food operations that operate whenever food or beverage (unpackaged or prepackaged) is distributed. For Temporary Event Program details, forms, and fees, please visit <https://cpd.sccgov.org/programs-and-services/temporary-events>.

Email questions to TempEvents@deh.sccgov.org or contact the SCCDEH at 408-918-3400.

Describe the method of food warming below. Specify which food booths/trucks using an open flame on site map.

All canned-heat canisters (e.g. Sterno) cannot exceed 8 ounces. Any unburned fuel must be disposed of as hazardous waste.

How will food be sold at your event?

If you are hosting your event at a City facility or City park, any food service must be paid for before the event, per muni code 9.62.070 and 9.62.080.

SECTION 5 – ALCOHOL

Yes No

<input type="radio"/>	<input checked="" type="radio"/>	Will your event SERVE alcoholic beverages?
		What type of alcohol are you planning on serving? <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Champagne <input type="checkbox"/> Liquor/mixed drinks
<input type="radio"/>	<input checked="" type="radio"/>	Will your event SELL alcoholic beverages? <i>(The sale of alcoholic beverages is NOT permitted in City Parks or Facilities)</i>
		What type do you plan to sell? <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Champagne <input type="checkbox"/> Liquor/mixed drinks

If NO, you can skip to Section 6 – Open Flame Other Than Cooking.

See **page 3** of Instructions: Completing the Special Event Permit Application to see what is allowed within a City Facility or park.

Note: If you are hosting an event at a City Park, alcoholic beverages must be paid for before the event, per muni code 9.62.080.

SECTION 6 - OPEN FLAME OTHER THAN COOKING

Yes No

<input type="radio"/>	<input checked="" type="radio"/>	Will you have candles lit at your event? <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors
<input type="radio"/>	<input checked="" type="radio"/>	Will you have propane heat lamps where the flame is exposed at your event?
<input type="radio"/>	<input checked="" type="radio"/>	Will have you any other type of open flame not related to cooking? If yes, What type of open flame?

If NO, you can skip to Section 7 – Hands-On Attractions.

Describe the activity and device proposed to be used, specify where the open flame will be located and include dimensions of the open flame area and distances to all structures, property lines and combustible materials (including trees and bushes). Include this information your site map.

SECTION 7 - HANDS-ON ATTRACTIONS (Inflatables, animals, rides, etc.)

Yes No

<input type="radio"/>	<input checked="" type="radio"/>	Will there be inflatables at your event?	Qty:	Dimensions:
		If at a City park or facility, a generator is required. See Section 9 - Sound, Generators, Lighting		
<input type="radio"/>	<input checked="" type="radio"/>	Will there be live animals as part of the event?		
		What type of animals will be used in the event?		
		What is the purpose of the animals (petting zoo, part of a parade, etc.)?		
<input type="radio"/>	<input checked="" type="radio"/>	Will you have any parade floats at your event?	If yes, how many?	
<input type="radio"/>	<input checked="" type="radio"/>	Will your parade have a marching band, dignitaries or people walking?	If yes, describe	
<input type="radio"/>	<input checked="" type="radio"/>	Will there be cars in your parade?	If yes, how many?	
<input type="radio"/>	<input checked="" type="radio"/>	Will there be attraction (carnival) rides at your event?		
<input type="radio"/>	<input checked="" type="radio"/>	Will you have game booths at your event?		
<input type="radio"/>	<input checked="" type="radio"/>	Will you offer any other type of hands-on attraction?	List other here:	

If NO, you can skip to Section 8 – Temporary Structures.

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SECTION 8 - TEMPORARY STRUCTURES

Yes No

<input type="radio"/>	<input checked="" type="radio"/>	Will there be a stage? (Indicate below the size (W x L x H), number of each, and if each of them has a canopy cover)
<input type="radio"/>	<input checked="" type="radio"/>	Will there be tent/canopy larger than 10' X 10' at the event?
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Will any of the larger tent/canopies be enclosed?
<input checked="" type="radio"/>	<input type="radio"/>	Will there be tent/canopy 10' X 10' or smaller at the event?
<input type="radio"/>	<input checked="" type="radio"/>	Will any of the tents/canopies be used for a food booth?
<input checked="" type="radio"/>	<input type="radio"/>	Will there be tables set up INSIDE the tent/canopy?
<input checked="" type="radio"/>	<input type="radio"/>	Will there be tables set up OUTSIDE the tent/canopy?

If NO, you can skip to Section 9 – Sound, Generators and Lighting.

Type of Structure	Quantity	Dimension (W x L x H) or square feet
Stage <input type="checkbox"/> Canopy Cover?		
Stage <input type="checkbox"/> Canopy Cover?		
Tent/canopy larger than 10' x 10'		
Tent/canopy larger than 10' x 10' (Enclosed sides)		
Tent/canopy 10' x 10' or smaller	10	10 by 10
Tent/canopy 10' x 10' or smaller (Enclosed sides)		
Tent/canopy 10' x 10' or smaller (Food Booth)		

Describe the arrangement of the stage, tents and/or canopies including separation distances, and what you plan to do inside the tent(s):

We plan to use the stage area that is a part of the Plaza and then have vendor booths all around the edge of the labyrinth.

See page 4 of Instructions: Completing the Special Event Permit Application to see requirements.

SECTION 9 - SOUND, EQUIPMENT, GENERATORS AND LIGHTING

Yes No

<input checked="" type="radio"/>	<input type="radio"/>	Do you plan to have any sound amplification? <input checked="" type="checkbox"/> Music/DJ <input checked="" type="checkbox"/> Public address (PA) system <input type="checkbox"/> Other:
<input checked="" type="radio"/>	<input type="radio"/>	Will amplified sound equipment be used at your event? (e.g. speakers, microphone, boom box)?
<input type="radio"/>	<input checked="" type="radio"/>	Will you be using a generator(s)? (Indicate the placement of your generator(s) on the site map.)
<input type="radio"/>	<input checked="" type="radio"/>	Will you be using any lighting during your event?
<input checked="" type="radio"/>	<input type="radio"/>	Is electrical power required for sound amplification or lighting? <input type="checkbox"/> Portable generator <input type="checkbox"/> Other:
<input type="radio"/>	<input checked="" type="radio"/>	Will outdoor portable heaters be used? If yes, indicate heater type:

If NO, you can skip to Section 10 – Sales and Donations.

Please provide a description of intended use of the following:	
Amplified Sound	We will have speakers and microphones to play music and to have speakers and will
Generator	
Lights	

SECTION 10 - SALES AND DONATIONS

Note: Ticket sales must be done prior to event if hosting in a City Park. On-site sales are not allowed in City parks.

Any ticket or item sales for an event being held at a City facility or City Park must receive approval from the Superintendent of Recreation Services. Please provide details below.

Yes No

<input type="radio"/>	<input checked="" type="radio"/>	Is there an attendance fee (admission) to attend the event?
		Fee per person? \$
		Are these admission fees collected?: <input type="checkbox"/> In advance <input type="checkbox"/> At the event <input type="checkbox"/> Both in advance and at the event
		What is the admission fee covering? (e.g. event admission, food, drink tickets, etc.)
		How are you intending to sell tickets? (Include website or ticket platform you plan to use.)
<input type="radio"/>	<input checked="" type="radio"/>	Will anything else be sold at the event or do attendees need to pay for anything to participate in any aspect of the event (e.g. food, beverages, games, vendors selling goods and services, raffle drawing tickets, silent auction)?
		Are these additional costs/fees collected?: <input type="checkbox"/> In advance <input type="checkbox"/> At the event <input type="checkbox"/> Both in advance and at the event
		Explain the items that will be sold at the event (Include how the public will pay for these items):
<input checked="" type="radio"/>	<input type="radio"/>	Are donations being accepted?
		<input type="checkbox"/> Collected in advance? <input checked="" type="checkbox"/> At event? <input type="checkbox"/> Both?
		Describe how donations will be accepted: This is not for sure but we thought about having a Venmo or something similar set-up for people to help pay for the entertainment.
If you answered No to ALL questions in this section, skip to Section 11 - Event Parking .		

SECTION 11 - EVENT PARKING

Section is required for all special event applicants.

Event Parking - Provide a description of your parking plans including overflow parking (e.g. where event attendees will park).

Event attendees can park in any spot is the city including the underground parking under Plaza del Sol, the parking lots behind Murhphys Ave and any street parking.

List address of parking lots to be used for event parking. Include type and number of spaces available. If using privately owned parking lots, attach letter showing authorization of use.

Address/Location	Public	Private	No. of spaces	No. of spaces for disabled
	<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>	<input type="radio"/>		

Baylands Park Events ONLY

If event is not at Baylands Parks, skip to section 12.

There are approximately 400 parking stalls. All event attendees are required to pay the standard \$6 parking entry fee per car during the picnic season (April through October). Fees are collected at the park entrance. Park entrance opens at 8 a.m. daily.

BE ADVISED:

- Although approved special event permit holders have exclusive use of certain areas of the park, the park will remain open for use by the public.
- All trails and walking paths are not available for exclusive use by renters and must remain accessible to the public.
- Vehicles, including golf carts, are not permitted on park grounds at any time, not even to unload and load equipment.

Choose which parking fees payment option that you will utilize for the event.

<input type="radio"/>	Event attendees will be responsible to pay the standard entry fee for \$6 per car.
<input type="radio"/>	Event organizer will complete the Baylands Parking Pass Agreement to pay the parking fees for event attendees (a 10 percent discount is given through the agreement). If this method is chosen, the event organizer will provide parking passes to event attendees ahead of time to present to the gatehouse employees upon entry into the park. Event organizer will then be charged after the event for every parking pass that was collected. A hard copy of the parking pass must be presented. No soft copies will be accepted from phones or mobile devices.
<input type="radio"/>	Event organizer will pay \$2,000 to cover fees for the entire parking lot on the day of the event. This includes all event attendees and members of the public who visit the park that day.

NOTE: Many event attendees may be brought in by bus. Note, buses are not allowed to park within the Baylands Park parking lot. It is the responsibility of the driver to find an alternative place to park during the event.

SECTION 12: EVENT PROMOTION

Section is required for all special event applicants.

Yes No

<input checked="" type="radio"/>	<input type="radio"/>	Will you promote your event? (e.g. advertising online, social media, email, flyer distribution)
<input type="radio"/>	<input type="radio"/>	Do you plan to place any signs, decoration, banners or other advertisement about your event?
<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/> At event site <input type="checkbox"/> On private property other than event site <input checked="" type="checkbox"/> On public property or right-of-way such as light poles, telephone poles etc. <input checked="" type="checkbox"/> On public property at designated areas or community boards (note: fences at parks need permission).
<input type="radio"/>	<input type="radio"/>	Are you interested in hanging a 40 ft. banner advertising your event at a designated City banner site? (Fees apply)
If you answered No to ALL questions in this section, skip to Section 12 - Emergency Plan, Safety and Security .		

Describe how you plan to promote your event, including any advertising directed to the public?

We plan to use social media, posters and email groups.

Where do you plan to place any signs, decoration, banners or other advertisements?

All signs, decoration, banners or other advertisements must be removed immediately after event.

Any signage we put up would be in Plaza del Sol

City of Sunnyvale Banner Hanging Opportunity - \$400 hanging fee per banner, per location

Event may be eligible to hang a banner at a designated City location if it meets the following criteria:

- Be capable of attracting at least 500 participants
- Have free admission
- Encourage the celebration of our community’s character, heritage, diversity and uniqueness

All banner designs MUST be approved prior to hanging. We strongly recommend you do not purchase your banner until approval is granted. See page 5 of Instructions: Completing the Special Event Permit Application to learn about this process.

What location would you like to have your banner displayed?

☐ Community Center (E. Remington Drive) ☐ Butcher’s Corner (Wolfe Road and El Camino Real)

What day would you like to start displaying your banner? **Event Date:**

Specific posting date is subject to approval.

Include a description of what the banner will say and look like (Banner must include the organization name, event title, location, date, time, phone number & website, if applicable.):

SECTION 13 – EMERGENCY PLAN, SAFETY AND SECURITY

Section is required for all special event applicants.

Yes No

<input type="radio"/>	<input checked="" type="radio"/>	Do you plan to have a first aid area at your event? <i>If YES, provide location(s) on site map.</i>
<input type="radio"/>	<input checked="" type="radio"/>	Do you plan to hire private security officers for your event? <i>If YES, answer security question below.</i>
Required: Describe your emergency plan below.		

How do you plan to manage security?

<input checked="" type="radio"/>	Request the City of Sunnyvale Dept. of Public Safety to perform security (fees apply - not available for all event types)
<input type="radio"/>	Plan to contract out security.

Describe how many security officer(s) you plan to hire and what their role will be at the event.

Answer should explain what security officers will wear to distinguish themselves, what hours they will work and a primary contact person if hiring a security company.

Describe your emergency plan, including your communications procedures:

It is our hope that Sunnyvale Public Safety would be present at this event to prevent any possible problems that stem from LGBTQ+ hate.

☐ Attendance of 1,000 people or more requires trained crowd managers in accordance to CFC Sec.403.3.

Trained crowd managers are required for facilities or events where more than 1,000 persons congregate. During the event, one trained crowd manager is required for every 250 people. See page 6 of Instructions: Completing the Special Event Permit Application to see requirements.

SECTION 14 - RESTROOM FACILITIES (REQUIRED)

Section is required for all special event applicants.

Items to Consider:

1. Portable toilets do not all have built-in hand-wash sinks
2. At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility
3. Mobile Food Facilities (MFFs) must also operate within 200 feet from an approved restroom

Yes No



<input checked="" type="radio"/>	<input type="radio"/>	Will you have access to permanent restrooms that will be open and available at the event site during the event?
		If YES, list the number of permanent restrooms available and open at the event site.
<input type="radio"/>	<input checked="" type="radio"/>	Do you plan to provide portable toilets and/or hand-washing sinks at your event? If YES, provide location(s) on site map.
		If YES, list the number of portable ADA restroom(s) you plan to order.
		If YES, list the number of portable regular restroom(s) you plan to order.
		If YES, list the number of hand-washing units you plan to order. (Required if food is being served)

You may be required to provide portable toilets and hand washing stations unless you can substantiate the sufficient availability of both Americans with Disabilities Act (ADA) and non-accessible facilities in the immediate area of the event site which will be available during your event. See page 6 of Instructions: Completing the Special Event Permit Application to see requirements.

SECTION 15 - WASTE MANAGEMENT PLAN (REQUIRED)

Section is required for all special event applicants.

Yes No

<input type="radio"/>	<input checked="" type="radio"/>	Will you have food vendors at your event? If YES, see page 6 of Instructions: Completing the Special Event Permit Application for waste requirements that your organization MUST provide.	
<input type="radio"/>	<input checked="" type="radio"/>	Do you plan to manage event waste on your own?	
		If YES, as part of your plan, indicate the number of personnel assigned to the following tasks:	
			Number of personnel setting up event waste containers prior to the event.
			Number of personnel cleaning up litter during the event. (This includes all plastic bags, food wrappers, plastic utensils, lids, straws, cardboard boxes, etc.)
			Number of personnel cleaning up event containers and disposing of all garbage and recycling at the end of the event.
<input type="radio"/>	<input checked="" type="radio"/>	Do you plan to hire an approved zero waste special event service providers to manage event waste?	
<input checked="" type="radio"/>	<input type="radio"/>	Are you interested in receiving FREE* portable special event containers for your event? A maximum of 25 containers are available and must be grouped together. Note: you are not guaranteed to receive these containers. If you marked YES, City staff will notify you of availability and requirements.	
		Quantity:	Quantity:
		Garbage	Recycling (Cans and Bottles)
		Landfill Container	Clear-stream Recycling Container
		Details:	Details:
		<ul style="list-style-type: none"> • Trash liners included • Use for disposable food ware (cups, plates, utensils, etc.) napkins, takeout boxes, plastic wrap and bags and food scraps 	<ul style="list-style-type: none"> • Recycling liners included • Use for beverage containers (plastic, aluminum and glass)
			
			Note: plastic and paper cups are not recyclable
<input type="radio"/>	<input checked="" type="radio"/>	Do you have secure location to store these containers at the event site before and after the event?	
		*A \$50 fee will apply per container that is not returned or is returned in damaged condition.	

Required: If you answered YES, you must answer the additional question on next page.

Note: If garbage services are required, it is the responsibility of the event applicant to cover those costs.

If you plan to manage event waste on your own, describe how you plan and dispose of all recycling and event waste during and after your event. Include the number and size of trash and recycling containers that will be used and where you will dispose of the waste during (should containers become full) and after the event. Note: Food vendors may not take their food waste with them.

If you plan to hire an approved zero waste special event service, below are the City approved providers.
Contact them directly for information on the services available to best meet your event waste reduction and recycling needs.
Note: Food vendors may not take their waste with them.

Nothing Wasted Consulting	San Jose Conservation Corps
Melissa Baxter melissa@nothingwastedconsulting.com 858-837-2178	www.sjcccs.org (click on Programs, then Recycling) Mary Le, Zero Waste Operations Manager mle@sjcccs.org 408-472-7093

SECTION 16: INSURANCE & INDEMNIFICATION REQUIREMENTS

Section is required for all special event applicants.

Event Organizer shall provide insurance as follows submitted into PINS not later than 30 days in advance of the event.	Initial:	CMH
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The City requires that Applicant/Permittee maintain insurance requirements on the Pacific Insurance Network System (PINS). Applicant/Permittee shall procure and maintain, at its own expense during the life of the Permit, policies of insurance against claims for injuries to persons or damages to property which may arise from or in connection the services provided by the Applicant/Permittee, their agents, representatives, or employees. Certificates and endorsements as specified in this application shall be provided to the City Risk Manager for approval prior to Applicant/Permittee (or subcontractor(s)) performing services under this Permit.

Minimum Scope and Limits of Insurance. Contractor shall maintain limits not less than:

- Commercial General Liability:** coverage written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage. ISO Occurrence Form shall be at least as broad as CG 0001.
- Automobile Liability:** coverage with statutory limits required for the State of California applying to all owned, non-owned, or hired vehicles used in conjunction with this Permit for bodily injury and property damage. Proof of coverage is required.
- Workers' Compensation:** Statutory Limits and Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- Liquor Liability** (if alcohol is being served or sold): If serving alcohol, Liquor Liability coverage written on an occurrence basis with limits not less than \$1,000,000 per occurrence.
- Minors** (if working directly with minors): the Certificate of Insurance must include coverage for molestation and sexual abuse with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Deductibles, Self-Insured Retentions and Other Coverages:

Any deductibles or self-insured retentions must be declared and approved by the City of Sunnyvale, Risk Manager. The Applicant/Permittee shall guarantee payment of any losses and related investigations, claim administration and defense expenses within the deductible or self-insured retention.

The aforementioned insurance requirements can be met through any combination of self-insured, primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

Other Insurance Provisions:

During the term of the Agreement, the City of Sunnyvale, its officers, officials, employees, agents, and volunteers are to be covered as an additional insured in the Applicant/Permittee's commercial general liability policy (and if applicable, liquor liability and sexual abuse and molestation policies) with respects to liability arising out of activities performed by or on behalf of the Applicant/Permittee; products and completed operations of the Applicant/Permittee; premises owned, occupied or used by the Applicant/Permittee. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sunnyvale, its officers, officials, employees, agents, or volunteers.

During the term of the Permit, the Applicant/Permittee's Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sunnyvale.

For any claims related to this project, the Applicant/Permittee's insurance shall be primary. Any insurance or self-insurance maintained by the City of Sunnyvale, its officers, officials, employees, agents and volunteers shall be excess of the Applicant/Permittee's insurance and shall not contribute with it and shall be at least as broad as ISO CG 20 01 04 13.

Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sunnyvale, its officers, officials, employees, agents or Volunteers.

The Applicant/Permittee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Sunnyvale.

Any umbrella or excess Insurance Liability policies shall be true "following form" of the underlying policy coverage, terms, conditions, and provisions and shall meet all of the insurance requirements stated in this document, including the additional insured, SIR, and primary and non-contributory insurance requirements for the benefit of City (if agreed to in a written Permit or agreement) until all coverage carried by or available to the Applicant/Permittee's primary and excess liability policies are exhausted and before the City's own Insurance or self-insurance shall be called upon to contribute to a loss.

The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the Applicant/Permittee's policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.

Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, and who are admitted and authorized to do business and in good standing in California unless otherwise acceptable to the City of Sunnyvale's Risk Manager.

Verification of Coverage:

Applicant/Permittee shall furnish the City of Sunnyvale with an original Certificate of Insurance effecting the coverage required. The certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City of Sunnyvale, Risk Manager prior to commencement of work.

The Applicant/Permittee shall provide certificate(s) evidencing renewals of all insurance required herein prior to the expiration date of any such insurance. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

For all insurance policy renewals during the term of this Permit, Applicant/Permittee shall submit insurance certificates reflecting the policy renewals through PINS.

Subcontractors:

In the event Applicant/Permittee hires a contractor or sub-contractor to perform any services within the scope of this Permit, Applicant/Permittee shall require all contractors/sub-contractors to comply with all indemnification and insurance requirements required hereunder in favor of the City. Failure to require such indemnity, defend and hold harmless will be grounds for termination of this Permit. For purposes of Indemnity and Additional Insured Endorsement requirements, services shall be deemed to be performed for the City if the service is performed for or by parties who have been issued a Permit by the City. Any certificate of insurance issued as required by this Permit, where the insurance documents provide additional insured status per written agreement/contract, this Permit shall be deemed a contract or agreement for any party performing services under the terms and conditions under this Permit.

Applicant/Permittee shall not allow its duly approved or authorized agents or contractors, or any subcontractors of its duly approved or authorized agents or contractors, to perform any services under this Permit until Applicant/Permittee has proof of insurance or copies of insurance policies of the types and in the coverage amounts required of the Applicant/Permittee by the City for this Permit. Such insurance and all required endorsements must be in full effect prior to performing services. Applicant/Permittee shall furnish separate certificates and certified endorsements naming City as an additional insured, and Applicant/Permittee shall either include its duly or authorized agents or contractors and all subcontractors as insureds under Applicant/Permittee's insurance policies and separate certified endorsements naming City as an additional insured from each of Applicant/Permittee's duly approved and authorized agents or contractors and all subcontractors of each duly approved and authorized agent or contractor.

Applicant/Permittee shall in form its duly approved or authorized agents or contractors and all subcontractors of the indemnity and insurance provisions of this Permit and provide them with copies of those provisions. Any duly approved or authorized agents or contractors shall be required to sign the Permit and acknowledge that they have read and understood the indemnity and insurance requirements and agree to be bound by them.

Indemnification and agreement to pay for unanticipated City services:

Except as to the sole negligence or willful misconduct of the City, the Applicant or Permittee shall defend indemnify and hold the City, and its officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees, which arise out of or is in any way connected with the community event authorized herein. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of Applicant or Permittee or of Applicant or Permittee's employees, subcontractors, agents or volunteers. **By signing this application, the applicant acknowledges that they may be billed for any unanticipated costs for City services arising from the event as a result of changes to the event or inaccurate application information.**

Applicant Signature:

Date:

SECTION 17 – SITE MAP AND MANDATORY ATTACHMENTS

Section is required for all special event applicants.

Required to be submitted with every application. For direction, reference "Instructions: Completing the Special Event Permit Application.		Applicant Initials: CMH
Detailed Event Description: Attach a detailed description of your event that includes the purpose, the sequence, event accessibility and types of activities offered (entertainment, type of vendors, food, beverages, alcohol served), number of event attendees, first aid, security and setup/cleanup.		
Event Site Diagram: A detailed drawing of the event site depicting the proposed layout. For private property: highlight all residential units and indicate the linear feet from the event boundary to streets and residences		
Please check ALL applicable boxes and indicate each of the checked item(s) on the Event Site Diagram.		
<input type="checkbox"/>	Festival Site festival site must be kept separate from Parade Route and Staging Area(s)	
<input type="checkbox"/>	Tent and/or Canopy Placement(s) with Correct Measurement(s)	<input type="checkbox"/> Stage Placement(s) with Correct Measurement(s)
<input type="checkbox"/>	Water Station Placement(s) for Walk/Run Event	<input type="checkbox"/> Back Stage Area Placement(s)
<input type="checkbox"/>	Suggested Public Parking Area(s)/ Lot(s)	<input type="checkbox"/> Permitted Vendor and Performer Parking Area(s)
<input type="checkbox"/>	Event Entrance(s) and Exit(s)	<input type="checkbox"/> Proposed Street Closure(s)
<input type="checkbox"/>	Generator Placement(s)	<input type="checkbox"/> Outdoor Heater Placement(s)
<input type="checkbox"/>	Food/Cooking Booth Placement(s)	<input type="checkbox"/> Food Truck Placement(s)
<input type="checkbox"/>	Wine Booth Placement(s)	<input type="checkbox"/> Beer Booth Placement(s)
<input type="checkbox"/>	Table and Chair Placement(s)	<input type="checkbox"/> Liquor Booth Placement(s)
<input type="checkbox"/>	Garbage Bin Placement(s)	<input type="checkbox"/> Recycling Bin Placement(s)
<input type="checkbox"/>	First Aid Station Placement(s)	<input type="checkbox"/> Children's Activities Area(s)
<input type="checkbox"/>	Vendor Load-in Route	<input type="checkbox"/> Vendor Load-out Route
<input type="checkbox"/>	On Site Security Placement(s)	<input type="checkbox"/> Dumpster Location(s)
<input type="checkbox"/>	Regular Restroom Placement(s)	<input type="checkbox"/> ADA Restroom Placement(s)
<input type="checkbox"/>	Information Booth Placement(s)	<input type="checkbox"/> Ticket Booth Placement(s)
<input type="checkbox"/>	Non-Food Vendor Booth Placement(s)	<input type="checkbox"/> Display Vehicle Placement(s)
<input type="checkbox"/>	VIP Area Placement(s)	<input type="checkbox"/> Fenced Area (if gated event, include 20 feet wide Fire access point)
<input type="checkbox"/>	Parade Staging Area(s) if on multiple locations and streets	<input type="checkbox"/> Parade Route
<input type="checkbox"/>	Parade Egress Route if parade attendees use different exits	<input type="checkbox"/> Parade Start and Finish Point
Route Map: For parades, runs/walks on streets or sidewalks: A map route, start and finish points, direction of movement and street closures including the specific lane(s) requiring closure.		
Private Property Letter (Including Private Parking Lot): A letter from the property owner (or an agent authorized by the owner) must be included with this application. The letter should be on company letterhead acknowledging their approval of the event, knowledge of the date, time, and activities scheduled to take place. Contact information (address, email, and phone) for this individual should be included in the letter. The Assessor's Parcel Number (APN) is also required.		
\$155 Application Fee: The nonrefundable fee is paid upon submission of this application.		

See next page for Section 17 - Declaration.

SECTION 17 - DECLARATION

Section is required for all special event applicants.

- 1. I am the authorized representative of the applicant/organization and have the authority to submit this application on its behalf.
- 2. The information contained in this application and attachment(s) is true, complete and correct to the best of my knowledge.
- 3. Applicant acknowledges and understands that the application submission is not an authorization to host the event. All marketing materials, websites and social media outlets shall not list or indicate an event hosted with the City of Sunnyvale prior to receiving the conditional letter issued by the City. In addition, marketing materials may not include the City of Sunnyvale logo without written permission from the Chief Communication Officer.
- 4. Applicant agrees not to hold the City responsible for any delay or other consequences, including financial or contractual, to applicant resulting from applicant's failure to timely comply with permit conditions and requirements.
- 5. Applicant agrees to provide proof of required insurance and endorsements electronically through PINS, defend, indemnify and hold harmless City, and pay for unanticipated City services as required in section 15.
- 6. Applicant has reviewed and understands the information contained in this application and will adhere to required arrangements listed within this application and forthcoming conditional letter requirements.
- 7. Applicant understands that the event conditional letter may require applicant to pay actual costs of city services required for the event, and agrees to pay such costs by the conditional letter due date.
- 8. Applicant is responsible for obtaining all approvals and paying all fees associated with materials, including musical or visual arts composition, and agrees it shall not use copyrighted material for this event unless and until it has obtained all approvals and paid any license fee or other fee required by the copyright owner. Without limitation of any other provision, Applicant's indemnification of City includes indemnifying and saving City harmless from and against any and all liability or responsibility whatsoever for any copyright infringement of and/or other violation under any copyright law.
- 9. Applicant confirms that all information listed in this application is true and correct, and agrees to conduct the event consistent with the description set forth in this application and follow all requirements outlined in an event conditional letter issued by City, which shall be forthcoming if City approves this application. Applicant further understands and agrees that deviation from the event details contained in this application and/or failure to comply with any and all event conditions and deadlines specified in City's conditional letter will result in revocation of approvals and cancellation of the event, and that any consequences of such revocation or cancellation shall be Applicant's sole responsibility.

Event Contact Applicant Name:
(Authorized by organization to submit application)

Carol Heath

Title:

Director of Community Life at Sunnyvale Presbyterian Church

Applicant Signature:

Date: