



**CITY OF GILROY**  
**7351 Rosanna Street, Gilroy, California 95020**  
**SPECIAL EVENT PERMIT APPLICATION**

*Block Party; submit 10 days prior to event date.*  
*\* All other Events must submit 30 days prior to the event date\**

Application Received Date: (Entered by Staff)

Application # (entered by Staff)

Review and complete pages 1 to 4 and page 5 (if applicable); attach event layout map or route(s) map and (if applicable) a Certificate of Insurance and Endorsement. For amplified music or street closure, a Neighborhood Notification Sheet(s) and a Traffic Control Plan need to be turned in / completed.

**Block Party**

**All other Events**

**I. EVENT INFORMATION:** *Please Print Clearly*

Date(s) of Event: \_\_\_\_\_ Setup Start Time: \_\_\_\_\_ am / pm

Actual Time of Event: \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm Tear Down time: \_\_\_\_\_ am / pm

Title of Event: \_\_\_\_\_ Number of participants: \_\_\_\_\_

Name of Location if Applicable: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Is this event identical to one issued permit before: No  / Yes  If yes last date held: \_\_/\_\_/\_\_, Permit \_\_\_\_\_

**II. APPLICANT INFORMATION:**

Name of Applicant: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Email if available: \_\_\_\_\_@\_\_\_\_\_

Name of sponsoring group/business: \_\_\_\_\_

Address of Sponsoring Group: \_\_\_\_\_ Phone #: \_\_\_\_\_

Profit \_\_\_\_\_ or Non-Profit \_\_\_\_\_ (may be required to show proof of non-profit status or a Gilroy Business License)

Name of Main Contact Person **During** Event: \_\_\_\_\_

Contact's Address: \_\_\_\_\_

Home telephone #: \_\_\_\_\_ Business telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

**III. DESCRIPTION OF THE EVENT:** *Provide brief description of the event. For Block Party note street(s) to be blocked/cross street(s). Please add separate sheet if more room is needed.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parking provided:  on Street,  in Private Lot,  in Public Lot. No Parking signs needed? Yes  / No

Sanitation provided by:  Restrooms in building,  Restrooms on site,  Portables, if so provide quantity \_\_\_\_\_.

Please note for every 100 participants, you will need 2 bathroom stalls/portables and at least one handicapped facility for all public events.

Portable Vendor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\* Any application submitted less than thirty (30) days before the date, such event is proposed to be conducted is subject to denial based on lack of adequate time for approval. Any application that does not provide the minimum items required in each section is incomplete and the review may not be completed within the time needed to be approved.**

**IV. CHECK YES OR NO FOR EACH ITEM LISTED THAT APPLIES TO YOUR EVENT. If you check Yes to any item please include a brief explanation. Standard Conditions or other forms required is provided in *italics* and on the right additional conditions may be entered by City Staff.**

Event Description / Details		Standard Conditions	Staff Conditions / Comments
1.	Alcohol Consumption: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, needs ABC license to be submitted, contact ABC at 408-277-1200.</i>	
2.	Alcohol Sales: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, may need a Business License. Please contact the City of Gilroy's Finance Dept. at 408-846-0420.</i>	
3.	Will admission be charged: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Ticket Booth: Yes <input type="checkbox"/> No <input type="checkbox"/> Ticket Presales: Yes <input type="checkbox"/> No <input type="checkbox"/>		
4.	Live Band – Concert: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		<i>If yes, may need Neighborhood Notification Form and Security Service/Off-Duty PD.</i>
5.	Outdoor Amplified Sound/Music: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, needs Neighborhood Notification Form and may need Security Service/Off-Duty PD.</i>	
6.	Public Street Use/Street Blockage: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, needs Neighborhood Notification Form completed, post streets 24 hrs in advance, and have a traffic control map (see page 6-7, for requirements). VTA must be contacted 7 days before event/street closures at 408-321-2300 and submit a VTA letter of confirmation.</i>	
7.	Parade/Run/Walk/Bike Race: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		
8.	Street Fair and/or Car Show: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		
9.	City barricades and/or traffic signs requested (Downtown Events Only): Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, Public Works needs 2 weeks' notice with an already approved Traffic Control Plan.</i>	
10.	Use of City Temporary No Parking Signs: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, please contact the City staff at 408-846-0451. For Special Events only, not Block Parties!</i>	
11.	Food (pre-packaged/cooking/prepping/ demonstrating/distribution/vendors/catered/donated/sales): Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, needs, a Health Dept. Temp Food Permit, call 408-918-3400. Please Note: No open flames allowed in tents.</i>	
12.	Stage >30" high or Stage Lighting: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>No permit needed but accessible ramp to access stage must be provided.</i>	
13.	Open Flames, deep frying, or wood fires: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, needs to be 10' from combustibles and have a fire extinguisher.</i>	
14.	Power generators, Light strings: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>No permit needed by Building Department.</i>	
15.	Tents/Canopy: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, may need a Tent Permit, contact the Fire Marshal at 408-846-045.</i>	
16.	<b>Non-Profit</b> Retail/Food Sales Booths: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, may need a Sellers Permit/Sub-Permit for each vendor or a BOE-410D, as well as Business License to cover event. Please contact the State Board of Equalization at 800-400-7115 and City of Gilroy's Finance Dept. at 408-846-0420 for a Business License.</i>	
17.	<b>For-Profit</b> Retail/Food Sales Booths : Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		
18.	Table/chairs setup for food consumption: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:		
19.	Use of Public Park or Building: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, needs a park reservation from the Recreation Department / letter from Owner.</i>	
20.	Hazardous Materials (fuels/chemicals): Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, needs a Hazmat Permit, contact Fire Marshal.</i>	
21.	Carnival, Fair, Circus: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, needs City Council Approval 30 days advance. Contact City Clerk to Schedule.</i>	
22.	Use of Animals: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, please describe.</i>	
23.	Use/need of city potable water: Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	<i>If yes, contact Finance Dept. at 408-846-0420. If potable water is not available from a metered water service, fees for a hydrant meter may apply.</i>	

V. **ATTACH A CERTIFICATE OF INSURANCE WITH A CG2026 SPECIFIC ENDORSEMENT** (or other like/replacement form) – the certificate and specific endorsement both need to name the: **City of Gilroy, its officers, representatives, agents, and employees** as additional insured. The minimum general liability coverage level is \$1 Million for any events occurring in city parks, on city streets, on city sidewalks, in city parking lots, in city buildings, or taking place in any city facility. For Block Party, see page 5, line item 16.

VI. **APPLICANT TO ATTACH A DIAGRAM OF THE EVENT. INCLUDE THE FOLLOWING ELEMENTS:**

- **Show streets and map** of the event location. **Show street route** plan for parades, races, & walks.
- **Show entry/exit points:** Including barricades, fences, buildings, as tents, stage, booths, bleachers, trailers ticket booths and band location. *Note aisles of at least 44” wide leading to 2 separate exits are required when fencing/barricading used around an open area.*
- **Show all fueled equipment** like BBQs, cooking equipment, generators, or heaters.
- **Show sanitation facilities** include restrooms, portable toilets, hand-wash stations, gray water tanks, & dumpsters.
- **Identify the General Activity Areas,** like “game area,” “vendor area,” “food area,” “entertainment,” and show dining tables and /or seating arrangements. Show booths/tents/canopies.
- **Show Parking Plan** that identifies the parking areas to be used, including use of street parking, fields, and existing parking lots. Provide a count of spaces that could be used for the event attendees.
- **For performance events:** show stage/performance area. Indicate if there are curtains and props (all must be fire retardant), a stage, (under 30 inches high or have a building permit), and show seating and aisle widths (aisles to be 44” wide if serving seats on both sides, or 36 inches wide. Aisles to lead to each exit and rest-rooms). 2 Exits minimum.

VII. **APPLICANT TO ATTACH CONFIRMATION OF PARK RESERVATION OR OWNER LETTER:**

- For city reserved parks or facility, please attach your confirmation receipt.
- For use of a private owned land, parking lot, or building, please attach an owner approval letter. The letter must include permission for event, event date and time as well as have his contact information.

**VIII. STANDARD CONDITIONS:** *Read and Sign Bottom of Page.* ALL of the following Standard Permit Conditions apply to this activity. Also see pages 2 and 3 or attachments for specified conditions.

1. This PERMIT is ONLY for the event, date(s) and time(s) as specified on this application.
2. The event shall be kept in a clean and orderly manner free from trash, wastewater run-off and hazards.
3. The location shall be cleaned up afterward with no trash, debris or equipment left behind.
4. Any parade or procession, street closure or use is restricted to the route(s), location(s) and checkpoint(s) as shown/attached to this application.
5. Participant(s) in this activity agree to comply with restrictions applied to said activity by the California Department of Transportation (CALTRANS) or any other agency with applicable jurisdiction.
6. The movement of emergency vehicles shall have priority.
7. Any noise or music at this event shall be operated at a sound level not to exceed applicable City standards. Applicant(s) understand that any complaints of sound disturbance may result in cancellation of this permit.
8. Mobile sound devices will be operated only on the main arterials and will not go into residential districts.
9. Barricades and signs shall be obtained from a private supplier. The placement of said barricades and signs must be coordinated with the Gilroy Police Department and Public Works Department. Barricades and signs shall be in accordance with Traffic Control Plan guidelines.
10. Equipment and lighting used for said event shall not obstruct vehicular traffic.
11. The number of participants in proposed event shall be restricted to that stated on the application.
12. The applicant(s) agrees to obey all traffic laws applied to proposed activity as determined by the City of Gilroy.
13. "Disabled" vehicle parking stalls and any other access facility for the disabled shall not be blocked or made unusable by this event.
14. Applicant(s) understand and agree that security and traffic control may be required by the Gilroy Police Department.
15. Applicant(s) understand and agree that any permit required from the County Health Department is the responsibility of the applicant to obtain. Note: County Health can have food not meeting health standards destroyed immediately.
16. Do not place event signage on any public street, signpost, fence, sound-wall, pole or other public property. This includes anywhere within 10 feet of the street curb. Signage on private property is subject to property owner approval.
17. The approved Special Event Permit package must be available on-site during each approved event and must be presented to city staff upon request.

***Hold Harmless Applicant agrees to terms and all conditions of permit.***

I understand and agree that the City of Gilroy will be held harmless from any and all damages or injuries which might result from this activity and the applicant(s) will assume all responsibility and liability.

I understand that I must submit insurance documents / policies naming the City as "also insured," if required.

Any violation of the standard or added conditions may result in immediate revocation of permit and may be grounds for closure of the event and possibly subject to Administrative Citation.

I declare that I am authorized to make this application and that to the best of my knowledge and belief, all the information given herein is true, accurate and complete. I have the rights to use the property for this event.

The terms and conditions of this permit are herewith acknowledged and I agree to fully comply.

**I have read and understand all of the above:**      **Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



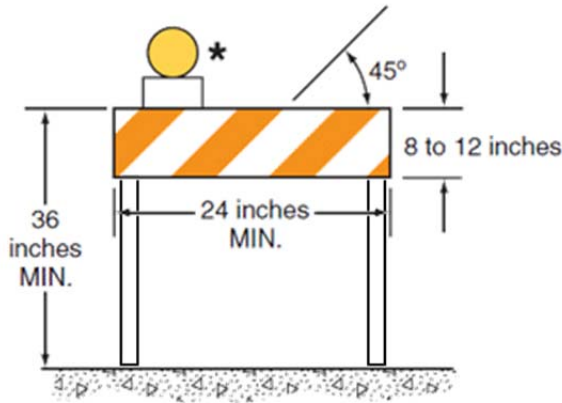
## X. TRAFFIC CONTROL PLAN GUIDELINES

- ALL SIGNS SHALL BE RETRO REFLECTIVE.
- ALL SIGNS SHALL BE INSTALLED ON TYPE II OR TYPE III BARRICADES (SEE LEGEND BELOW).
- ALL SIGNS SHALL BE MOUNTED TO BARRICADES AT LEAST 1-FOOT ABOVE THE TRAVEL WAY (MEASURED FROM BOTTOM OF SIGN).
- BARRICADES WITH SIGN(S) SHALL BE PLACED ON ROADWAY ADJACENT TO CURB UNLESS OTHERWISE INDICATED. PLEASE SEE NOTES FOR SIGN SPACING.
- BARRICADES AND/OR SIGNS SHALL NOT BLOCK DRIVEWAYS AND FIRE HYDRANTS AT ALL TIMES.

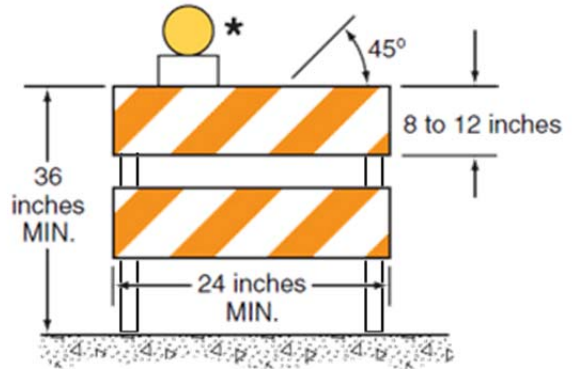


*Please note the above is an example; your event or block party may need different items!*

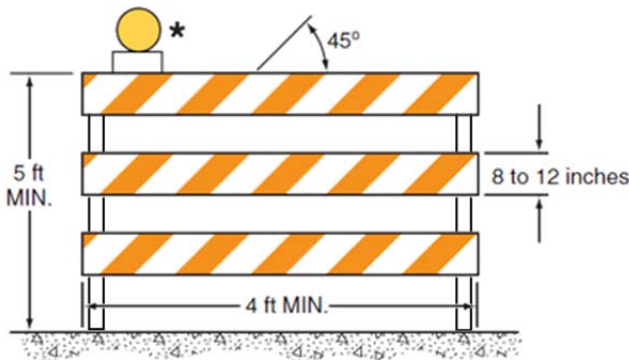
**TRAFFIC CONTROL PLAN GUIDELINES (CONTINUED)**



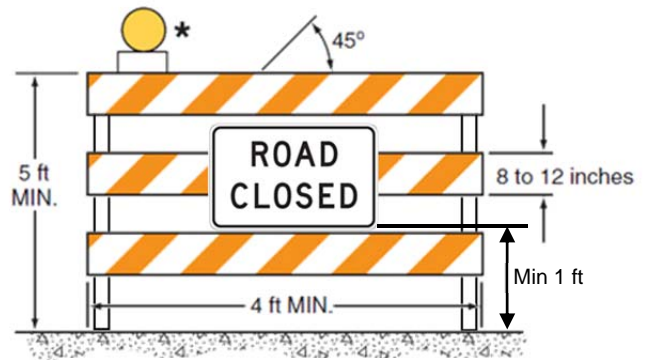
**Type I Barricade**



**Type II Barricade**



**Type III Barricade**



**Example of sign installation**

**\*Warning Lights are required for all closures after 4 pm!**

**NOTE**

- A barricade is placed in the lane where traffic will stop.
- Rail stripes widths shall be 6", except that 4" wide stripes may be used if rail lengths are less than 36".
- The sides of barricades facing traffic shall have alternating orange and white retro reflective rail faces.
- Use only crashworthy barricades.
- Anchor barricades that may overturn in the wind with appropriate ballast, such as sandbags or water jugs to prevent overturning. Do not use objects that will not deform in a collision such as rocks and concrete blocks.
- Secure ballast to legs/base of barricade. Do not place ballast on top of any striped rail.
- Homemade barriers such as sawhorses and wooden posts do not meet the required standards and are not allowed.

Source: California Manual on Uniform Traffic Control Devices 2012 (CA MUTCD 2012)

**VENDORS\***

- CRESCO EQUIPMENT RENTAL, 6300 CHESTNUT ST., GILROY, CA. 95020 (408) 846-1830
- UNITED RENTALS, 6390 CHESTNUT STREET, GILROY, CA. 95020 (408) 848-2510

\*ALL VENDORS ARE LISTED AS REFERENCES ONLY AND ARE NOT ENDORSED OR RECOMMENDED BY THE CITY OF GILROY. VENDORS WISHING TO BE ADDED TO THIS LIST SHOULD CONTACT THE ENGINEERING DIVISION AT (408) 846-0451. MOST VENDORS REQUIRE A 24 HOUR NOTICE FOR LARGE ORDERS.

**NEIGHBORHOOD NOTIFICATION SHEET  
 For Special Events / Block Party  
 REQUIRED FOR STREET CLOSURES and OUTDOOR AMPLIFIED SOUND**

**Obtain signatures from all addresses affected by street closures or event.  
 For live music or DJ's include addresses within a 100 yard radius.  
 (Please make appropriate copies)**

ADDRESS	NAME/SIGNATURE	DATE	Approval	If No, Why? / Notes
			Yes <input type="checkbox"/> / No <input type="checkbox"/>	
			Yes <input type="checkbox"/> / No <input type="checkbox"/>	
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			Yes <input type="checkbox"/> / No <input type="checkbox"/>	

**If unable to secure a signature from tenant(s), please indicate address and a reason in the notes column.**



**This Page to be completed by City Staff Only**

For Residential Block Party only, approval from **C, F, and I** is required. All other events require a response from each department.

**City Division / Department Review**

**Approved**

**I. COMMUNITY DEVELOPMENT DEPARTMENT**

- A. **Planning:** Print Name \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No  N/A   
 Conditions: \_\_\_\_\_
- B. **Building:** Print Name \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No  N/A   
 Conditions: \_\_\_\_\_
- C. Fire Prevention/Hazardous Material:** Print Name \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No  N/A   
 Conditions: \_\_\_\_\_
- D. **Pretreatment:** Print Name \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No  N/A   
 Conditions: \_\_\_\_\_

**II. RECREATION DEPARTMENT- Only required when a park or recreation facility is rented.**

- E. **Recreation:** Print Name \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No  N/A   
 Conditions: \_\_\_\_\_

**III. PUBLIC WORKS DEPARTMENT**

- F. Traffic:** Print Name \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No  N/A   
 Conditions: \_\_\_\_\_
- G. **Public Works/Engineering:** Print Name \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No  N/A   
 Conditions: \_\_\_\_\_

**IV. ADMINISTRATIVE**

- H. **Risk Manager:** Print Name \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No  N/A   
 Conditions: \_\_\_\_\_
- Insurance policy for \$1,000,000 liability coverage with City listed as also insured & endorsement attached: Yes  No  N/A

**V. POLICE DEPARTMENT:**

- I. Authorized by:** Print Name \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Yes  No  N/A   
 Conditions: \_\_\_\_\_
- Police Officers required? Yes  No  *If yes, please make checks payable to the City of Gilroy*
- |  |                         |                    |                 |
|--|-------------------------|--------------------|-----------------|
| No. of Off-Duty Officers required: _____ | Total Hr(s) each: _____ | Cost Per Hr: _____ | Total: \$ _____ |
|--|-------------------------|--------------------|-----------------|
- Private Security Required? If yes, attach for processing. Yes  No  No. Required \_\_\_\_\_ Total Hr(s) \_\_\_\_\_
- Valid ABC License required? Yes  No  License No. \_\_\_\_\_
- J. Police Reserves/Explores required Yes  No  *If yes, please take payment to the Police Dept. Lobby!*
- |  |                         |                    |                 |
|--|-------------------------|--------------------|-----------------|
| No. of Reserves/Explores required: _____ | Total Hr(s) each: _____ | Cost Per Hr: _____ | Total: \$ _____ |
|--|-------------------------|--------------------|-----------------|

**VI. FINANCE PROCESSING REQUIRED:**

Yes  No  *If yes invoice(s) to be taken to Finance window!*

- K. **Reviewed by:** Print Name \_\_\_\_\_ Payment Date to Finance: \_\_\_\_\_
- Gilroy City Business License required? Yes  No  License No. \_\_\_\_\_ License Fee: \$ \_\_\_\_\_
- Sellers Permit/Sub-Permit Required? Yes  No  **TOTAL FEES DUE: \$ \_\_\_\_\_**