

CITY OF MENLO PARK

Special Event Application

701 Laurel Street, Menlo Park, CA 94025 Ph: 650-330-2223 Fax: 650-330-2242



| | | | | | |
|---|-----|--|--|---|-------------|
| Applicant Name: | | | | | |
| Organization Name: | | | | | |
| Name of Event: | | | | | |
| Address: | | City: | | State: | Zip: |
| Home Phone: | | Alternate Phone: | | | |
| E-mail Address: | | Fax: | | | |
| Estimated Attendance: | | Event open the public: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Number of Event Staff: | | Number of Event Volunteers: | | | |
| Purpose of Event: | | | | | |
| Location of Event (please be specific and attach map): | | | | | |
| Event Timeline | Day | Date | Start Time | End Time | Total Hours |
| <i>Set up/Preparation</i> | | | | | |
| <i>Special Event</i> | | | | | |
| <i>Tear down/Clean up</i> | | | | | |
| Do you plan to use a City building or park? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Do you plan to use Private Property: Yes <input type="checkbox"/> No <input type="checkbox"/> | | If yes, do you have written approval from Private Property owner: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| City Facility Reservation Permit Included: Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> | | If yes, provide address of location: | | | |
| Any City streets closed? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Any sidewalks blocked? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Traffic Control Plan Included: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> | |
| Name of streets: | | | | | |
| Renting barricades from City: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | Park sprinklers turned off: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Amplified sound (i.e. Music, PA system): Yes <input type="checkbox"/> No <input type="checkbox"/> Time of use: | | | | | |
| Temporary lighting: Yes <input type="checkbox"/> No <input type="checkbox"/> Please describe: | | | | | |
| Charge for event: Yes <input type="checkbox"/> No <input type="checkbox"/> \$_____/person | | | Event is reoccurring more than annually?: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Is this event a fundraiser: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | Proof of 501c3: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Will alcohol be served: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | ABC Permit Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> | | |
| Will you be selling alcohol: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | |
| Will food be served: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | I will apply for San Mateo County Temporary Event Food Permit: Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> | | |
| Will you be selling food: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | |
| Selling any other items: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | Menlo Park Business License: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Describe: | | | | | |
| Will portable rest rooms be provided: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | No. of portable toilets _____ No. of ADA compliant portable toilets _____ | | |
| Will you be using a tent, canopy, or other temporary structure? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | Please describe: | | |

SECTION 2: EVENT NARRATIVE

If additional space is needed please attached any supplementary documents.

Event Description

Briefly provide a description of the event, including activities, timeline, and sequence of events:

Parking

Describe where event participants are expected to park their vehicles:

Security / Emergency Action Plan / Risk Management Plan

Describe the security plan, including crowd control (including the security company name, contact information, and the amount of security personnel):

Americans with Disabilities (ADA) compliance

Describe how the event will be accessible to people with disabilities (such as parking, restrooms, and accessible path of travel to all event functions):

Recyclables and garbage handling

Describe the plan for cleanup and removal of recyclable goods and garbage during and after the event (include if additional street sweeping will be arranged).

Please note: For larger events where additional garbage removal will be needed, please contact Recology at www.recologysanmateocounty.com or call (650) 595-3900. Failure to remove trash from event will result in a \$250 fine.

SECTION 3: SITE MAP CHECKLIST

Please provide a **detailed** site plan/route map of the event on a separate sheet. If site map is larger than 11x17 size paper, please provide SIX (6) copies of this map in application packet. The map should include the following information:

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Outline of event site, including names of streets or areas that are a part of the venue and surrounding area. If the event includes a moving route (i.e. parade or run), indicate the direction of travel and start/finish locations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any street or lane closures |
| <input type="checkbox"/> | <input type="checkbox"/> | The locations of fencing, barriers or barricades. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of first-aid facilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all stages, platforms, booths, food areas, trash containers, tents, etc (include dimensions) |
| <input type="checkbox"/> | <input type="checkbox"/> | Generator locations and/or source of electricity |
| <input type="checkbox"/> | <input type="checkbox"/> | Placement of vehicles or trailers used for the event (include dimensions) |
| <input type="checkbox"/> | <input type="checkbox"/> | Anticipated parking locations and number of parking (include ADA parking) |
| <input type="checkbox"/> | <input type="checkbox"/> | Placement of promotional signs or banners |
| <input type="checkbox"/> | <input type="checkbox"/> | Placement of portable restrooms (including labeling ADA restrooms) |
| <input type="checkbox"/> | <input type="checkbox"/> | Exit locations for events with fences |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all event activities |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of temporary lighting |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of sound system |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire truck access to existing building/structures shall remain clear and unobstructed (20 feet minimum) |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire equipment shall remain clear and unobstructed (25 feet minimum) |
| <input type="checkbox"/> | <input type="checkbox"/> | For large event, traffic impact and traffic handling plan including re-routing of vehicles, bicycles, and pedestrians. |

Note: Incomplete and vague site maps will delay the permit process.

SECTION 4: INSURANCE INFORMATION

A Certificate of Liability Insurance must be provided and must contain the following:

- The special event permit name must be listed as the one “insured.”
- The policy must not expire before the planned event date.
- The policy must be for a minimum of \$1,000,000 unless otherwise specified.
- The “description” should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be noted as “additional insured.”

A special event permit **will not** be issued until the required application fees, insurance, and other supplementary materials, as indicated in the Special Event Application, have been received. A special event permit issued for a private function on private property is not required to submit proof of liability insurance to the City.

SECTION 5: PUBLIC NOTIFICATION

Public Notification will be required for some permits based on your application. If noise ordinance is exceeded, the Planning Division will prepare a public notice to be mailed to all property owners, residents, and businesses within 300 feet of the subject property. The notice will state the decision of the City and will serve as the noise permit unless the request is appealed. The Planning Division will mail the notices on the decision date, which starts the 10-day appeal period. If the Planning Division does not receive an appeal in writing, the decision will become effective on the 11th day. If the decision is appealed, the item will be scheduled for the next available Planning Commission meeting. The Planning Commission generally meets on the first and third Mondays of every month. The minimum lead-time between an appeal and a Planning Commission meeting is approximately 3-weeks. The decision will also be posted at the Civic Center and on the City's web page: www.menlopark.org.

SECTION 6: FIRE DISTRICT NOTIFICATION

If necessary, you will be asked to seek approval of the Menlo Park Fire Protection District. They will be informed of any street closures and other impacts to emergency services. Please keep in mind that there are several streets within Menlo Park that cannot be closed because they are deemed primary response routes. You must receive Conditional of Approval from the City prior to contacting the Fire District.

SECTION 7: POLICE STAFFING

For events requiring Police assistance, the Police Department will review the application and be involved in the initial meeting with the applicant. Based on the details for the event, the Police Department will provide an estimate of costs based on the number of officers needed and hours needed at the event (payment of 50% of estimated Police services is due before your permit can be issued). Post event, an invoice will be provided to the applicant for Police services (based on incurred costs, minus any pre-paid amount). Any additional costs incurred that were not anticipated such as extra staffing or longer hours will be billed to the applicant. All payments are due to the Menlo Park Police Department by contacting Sgt. Scott Mackdanz at (650) 330-6389. Non-payment for Police assistance after the event will result in the inability to apply for a special event permit in the future, until any balance is paid in full.

SECTION 8: PARK USAGE

Rental fees for special events held on city parkland, picnic areas, or tennis courts may be applied and are subject to availability. Please review the city's Master Fee Schedule for current park usage fees. Additionally, the organizing party of an event held in these areas is responsible for following all park rules, usage guidelines, and city ordinances. Sharon Park is reserved for weddings only.

SECTION 9: SOUND

Approval of a Special Event permit does not necessarily exempt the planned event from the requirements of Chapter 8.06 (Noise) of the Menlo Park Municipal Code. All sources of sound measured from any residential property shall not exceed 50 dBA during the "Nighttime" hours, or 60 dBA during the "Daytime" hours. Nighttime hours are considered the period between 10 p.m. and 7 a.m. daily. If you believe your planned event could exceed the noise limitations set by Chapter 8.06 of the Municipal Code, please discuss the noise permitting requirements with a member of the Planning Division. A noise permit can be obtained as part of the Special Events permit application, subject to review and action by the Planning Division and the public notification and appeal process set forth in Section 5. The Planning Division can be reached at (650) 330-6702 or by email at planning@menlopark.org.

SECTION 10: CONFIRMATION

Please check all that apply:

- I have read all policies regarding the Special Event Application process.
- I have reviewed the Special Event Permit FAQs.
- I have read and will abide by all Sections as written and described herein.
- I am submitting the most current version of the Special Event Permit Application found at: www.menlopark.org/eventpermits
- I am providing the correct payment with my application.
- I have filled out all portions of this application completely and to the best of my knowledge.

I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, property, or equipment, as a result of the occupancy of said facility or property by my group/organization. I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of out of the event for the actions (active or passive) of invitees', event participants, event sponsors, and event spectators while on the property, or resulting from this reservation of the facilities or use or property. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities or property. If any portion of the Special Event is held on non-city owned property I have included letters of approval for each respective property owner.

 Signature of Applicant Date

Payment Information:
 Cash Check Visa Mastercard Amount _____ (\$125 minor / \$250 major)
 Account # _____ Exp. _____ Account Holder Name _____

I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card. Checks payable to: City of Menlo Park.
 Authorized Signature: _____

Note: There is a \$30 charge for returned checks. Additional fees from other city departments may be required before permit maybe issued, please refer to the Master Fee Schedule for updates on current fees.

Office Use Only:

Date Permit Submitted: _____ Project No. _____
 Permit Payment: \$ _____ Date _____ Processed By _____

| Approval: | Department | Received | Fee | Paid | Signature | Date |
|--|-----------------------------|----------|------------------|--------------------------|-----------|-------|
| | Police | _____ | _____ (50% Est.) | <input type="checkbox"/> | _____ | _____ |
| | Planning | _____ | _____ | <input type="checkbox"/> | _____ | _____ |
| | Public Works Engineering | _____ | _____ | <input type="checkbox"/> | _____ | _____ |
| | Public Works Maintenance | _____ | _____ | <input type="checkbox"/> | _____ | _____ |
| | CSD/Recreation | _____ | _____ | <input type="checkbox"/> | _____ | _____ |
| REQUIRED: Yes <input type="checkbox"/> No <input type="checkbox"/> | Fire District | _____ | _____ | <input type="checkbox"/> | _____ | _____ |

Event Permit Coordinator: _____

- Application Initial Review Complete
- E-mail Acknowledgement Sent to Applicant (Date: _____)
- Application Sent to Permit Committee
- Site Map Complete
- Insurance Certificate Provided
- Other Agencies Permits Included
- Public Notification Complete
- Approved to exceed noise ordinance: Yes No
- Staff Approvals Complete
- Traffic Control Plan Approved (Street closures only)
- Conditions-of-Approval or Denial Letter Sent (Date: _____)
- Other Department Fees Paid
- Barricade Rental Information (Requesting _____ 3' barricades and _____ 12' barricades)
- Final Copies Sent to Approving Staff

Special Event Permit Application Approval:

 Signature of Permit Coordinator Date