

Application Questionnaire For Major/ Minor Special Events

In accordance with County Ordinance and to process the application efficiently, the applicant should provide detailed information for all of the following elements, as applicable. The application should explain if any element is not applicable. Applicant may provide additional sheets as needed.

Please provide the following information:

1. Name of organization and website address:

2. Time of the event:

3. Date of the event:

4. Location of the event:

5. Contact person working with the Department during the permit approval process and the individual's contact information (phone number and email address)

6. Day of the Event Contact person's Name and contact information to be used during the event (phone number and email address)

7. Anticipated Number of participation and attendance for the event:

8. Is a site map included in application package denoting the Area(s) designated for parking?

9. Is a site map included in application package denoting the Area(s) designated for registration?

Is a site map included in application package denoting the Area(s) designated for refreshments?

Is a site map included in application package denoting the Area(s) designated for start/ finish:

Is a site map included in application package denoting the Area(s) designated for awards/ other?

10. Is a Traffic Control Plan identifying the roads (or portions thereof) proposed for temporary closure, provisions for accommodating pedestrian and vehicular traffic and use of temporary traffic control devices, including traffic cones, barricades signs, pavement markings and traffic control officers (on foot, bicycles, motorcycles, or cars) Included with the event application?

11. Is a site map and explanation included in application package denoting provisions for first aid, sanitary and emergency facilities, including provisions for handicap accessible sanitary facilities?

12. Will the event be using event monitors?

If the event is using event monitors, how will the event participants be noticed of the permit conditions?

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13. Is a copy of the Public Outreach Notification included in the event application?

Please identify how the Event Coordinator will be notifying all businesses and residents who may be directly affected by the conduct of the event:

14. Will there be any structure on private property?

Is Proof of consent by a private property owner(s) to place a structure on private property included in the event application?

15. Please list the Pre-event activities impacting the road:

16. Number and type of vehicles at the event:

Number and type of animals at the event:

Is an explanation of how the event intends to comply with animal protection ordinances and laws, if applicable included in the application?

Number and type of structures at the event:

If applicable, inspection and approval of structures for fire safety by the Santa Clara County Fire Department is required, is copy of approval from County Fire Marshal Office included in event application?

17. National Pollutant Discharge Elimination System stormwater compliance program, if applicable, included in the application?

18. What are the Provisions for use of garbage containers, clean-up and restoration of roads and public property

19. What are the Provisions for use of amplified sound or public address systems

20. What are the Provisions for the sale and/or distribution of food and/or beverages at the event and plans to obtain the appropriate permits from the Santa Clara County Department of Environmental Health

21. What are the Provisions for the sale of alcohol at the event and plans to obtain the appropriate state and local permits?

Please print your name:

Signature

Date