



**SANTA CLARA
COUNTY PARKS**

SPECIAL EVENT GUIDE

Santa Clara County Parks and Recreation Department

298 Garden Hill Drive, Los Gatos, CA 95032-7669

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WELCOME TO SANTA CLARA COUNTY REGIONAL PARKS!

Located at the southern end of San Francisco Bay, Santa Clara County is the largest of the San Francisco Bay Area's nine counties. The County's Regional Parks System offers over 48,000 acres in 24 separate parks available to host special events with a wide diversity of facilities set amongst spectacular scenery.

We welcome the opportunity to work with you to help ensure the success of your event. The following pages outline the process in applying for a special event permit. Should you have any questions along the way, please feel free to contact our staff for assistance.

STEP 1

You may obtain a Parks Special Event Guide at the Parks Administration Office located in Vasona Park, 298 Garden Hill Drive, Los Gatos, CA 95032-7669. You may also call our Park Use Coordinator at (408) 355-2220 to have a Special Event Guide mailed to you.

STEP 2

When preparing your application, please include the following information:

1. A completed Special Event Permit Application.
2. A completed Supplemental Questionnaire
3. A diagram of your proposed set up in the park and a written outline of the event.
4. Please include all the following information.
 - Name and description of the type of organization you represent. Is it a non-profit organization? (Non-profit groups must have State/Federal non-profit ID number.)
 - Type of event, purpose and attendance. Open to the public?
 - Will entry/participation fees be charged or items sold? If so, what type? Prices?
 - Do you require amplified sound? For what purpose?
 - Will alcoholic beverages be served? What type?
 - Is this an annual event? If so, what was last year's attendance, including participants and spectators, and location?
 - What special services or facilities do you require (i.e., parking, electricity, water, trash bins, banner hanging, special set up, bleachers, etc.)?
 - What methods of publicity and promotion are you going to employ if any?
 - Are you going to need security arrangements and what provisions have you provided?

STEP 3

Turn in your completed application and pertinent information to the Park Use Coordinator at the Parks Administration Office located in Vasona Park, 298 Garden Hill Drive, Los Gatos, CA 95032-7669.

Your application will be reviewed and expedited so that you can receive conditional approval or denial. At that time you will be notified of all applicable fees and requirements. The date will be held on a first come first serve basis for two weeks pending your notification to our office and payment of fees. **If we do not hear from you within two weeks, your dates will be released and you will then need to re-apply to ask for the same date.**

STEP 4

Contact the park's Senior Park Ranger no less than two weeks prior to your event. An on-site meeting may be required. A permit will be issued when all permit requirements have been met, all fees paid and the County has signed the permit.

STEP 5

After the permit has been issued, Parks Staff will be available to assist you or answer any questions you may have to help make your event a success.

STEP 6

If you must cancel your event for any reason, notify the Park Use Coordinator in writing at the Parks Administration Office, 298 Garden Hill Drive, Los Gatos, CA 95032-7669. The following fees apply:

Cancellation Fees:

- Cancellations made 7 working days prior to the event receive a partial refund of fees less a ten-dollar (\$10) cancellation fee.
- Cancellations made less than 7 working days prior to the event forfeit all fees. Any deposits, such as cleaning/damage deposits, are refunded in full.

PERMIT REQUIREMENTS

There are various requirements that may be requested as conditions of your permit. Here is a partial list of some of those requirements (fees are subject to change without notice):

Special Event Permit Fee

- \$100 for events with 1-50 people
- \$250 for events with 51-99 people
- \$485 for events with 100 to 500 people
- \$750 for events with over 500 people
- \$900/day Commercial Filming Permit
- \$250/day Filming for Training/Community Use (non-profit)

Cleaning/Damage Deposit

A refundable clean-up/damage deposit may be required.

Waiver of Fees

The Director may waive fees in exchange for public service performed in County Parks or in exchange for donations equal to or greater than the amount of the fee.

Youth Organizations

Youth Organizations with verified tax-exempt status are eligible to a 50% reduction in fees for picnic area rentals Monday - Thursday (holidays excluded).

Proof of Insurance

Proof of insurance is required for all events. A comprehensive general liability insurance policy with a minimum limit of \$1,000,000 per occurrence and a \$2,000,000 aggregate is required naming the "County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara, and the officers, agents, and employees of the County of Santa Clara, individually and collectively." as additional insured. An endorsement is required. Coverage provided by the endorsement shall be primary.

Doing business in the park and/or fund raising

Parks may issue special event permits/park use permits for organizations conducting business in the park. The Permittee shall pay County a percentage of the gross receipts to be negotiated with the County. Factors affecting the percentage will include the following: for profit status, non-profit organizations with Federal or State tax exempt status or non-profits organized for the purpose of assisting youths, senior citizens or persons with disabilities. These amounts must be paid within 10 working days of your event. This fee does not apply to pledges or agency donations.

Additional Facilities

You may be required to supply portable restrooms depending on the type and size of event and the availability of park restroom facilities.

Additional Parking

You must provide off-site parking if deemed necessary.

Clean-up

You must clean up and remove all garbage and waste materials. Additional clean up or damages attributed to your event will be billed at actual County cost. These costs will be credited against your cleaning/damage deposit and the outstanding balance, if any, will be billed to you.

Additional Fees

The County must be reimbursed for all County services provided such as setting up, providing electricity and coordinating event day activities in an amount not to exceed the actual costs of said services.

Vehicles.

No vehicles may be driven or parked "off-road", on turf, or in areas not designated for such use. Most parks require vehicle entrance fees.

Rules and Regulations

You must comply with all applicable City, County, State and Federal rules and regulations.

This is a list of partial requirements. The Director of Parks and Recreation reserves the right to set conditions and requirements suitable to the safe, reasonable and orderly use of the park. A permit may be revoked for cause.

If you have any questions please call the Park Use Coordinator at: (408) 355-2220

HELPFUL COMMUNITY CONTACTS

Coordinating Events with Light Rail and Bus Operations

Santa Clara County Transit Marketing Department (408) 321-7507

Food Permits

Santa Clara County Health Department (408) 918-3400

Liquor License

Alcoholic and Beverage Control Department, State of California
(408) 277-1200

Temporary Sellers Permit

State Board of Equalization
(408) 277-1231, Press 1 for English and "0" for the Receptionist

Thank you for joining us to better serve the recreational needs of Santa Clara County!