



**CITY OF MORGAN HILL**  
**Community Services Department**  
City of Morgan Hill  
17575 Peak Avenue  
Morgan Hill, CA 95037

## **SPECIAL EVENT PERMIT APPLICATION**

**Please review the Special Event Permit application and instructions prior to completing the application form. The following documents include the application and instructions to help guide you through the special event permitting process. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the community and residents surrounding the events.**

It is unlawful for any person to conduct a meeting, assembly, parade, procession or any similar display of any kind, or to use a sound amplifying system, or to serve and/or sell alcohol, or cause or permit the same upon any public street, alley, park, dedicated open space, or any other public building or grounds in the city unless there has first been obtained from the city manager a special event permit to do so, and such permit shall be carried by the person heading or leading such activity. (Morgan Hill Municipal Code (MHMC) § 12.16.020.)

**A Special Event Permit is required** for events (i.e. a meeting, assembly, parade, procession, or any similar display of any kind) that are held on any public street, alley, park, dedicated open space, or any other public building or grounds in the city when any of the following apply:

- The total anticipated attendance, counting all persons present, including spectators, can reasonably be expected to be more than 50 people;
- A sound amplifying system is being used; or
- Alcohol will be served and/or sold.

**A Special Event Permit is not required** when any of the following apply:

- The total anticipated attendance, counting all persons present, including spectators, can reasonably be expected to be less than fifty persons;
- Funeral processions;
- Students of the schools going to and from classes or when constituting a part of their educational activities under the immediate direction and supervision of the proper school authorities; or
- A governmental agency within the scope of its functions.

**IN ORDER TO PROVIDE SUFFICIENT TIME TO ENSURE THAT YOUR EVENT'S NEEDS CAN BE MET, THE SPECIAL EVENT PERMIT APPLICATION SHOULD BE SUBMITTED AT LEAST 90 DAYS BEFORE THE DATE OF YOUR EVENT.**

**EVENTS WITH 50 - 499 PARTICIPANTS - \$273**  
**EVENTS WITH 500 PARTICIPANTS OR MORE- \$772**

Please submit permit application to:  
Nichole Martin, Community Services Supervisor  
City of Morgan Hill  
17575 Peak Avenue  
Morgan Hill, CA 95037  
408.310.4694  
[nichole.martin@morganhill.ca.gov](mailto:nichole.martin@morganhill.ca.gov)



**SPECIAL EVENT PERMIT APPLICATION**

**NAME OF EVENT:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

**TYPE OF EVENT (check all that apply):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> RUN/WALK          | <input type="checkbox"/> FESTIVAL/CELEBRATION                | <input type="checkbox"/> CHARITABLE EVENT    |
| <input type="checkbox"/> PARADE/PROCESSION | <input type="checkbox"/> CONCERT/PERFORMANCE                 | <input type="checkbox"/> ATHLETIC/RECREATION |
| <input type="checkbox"/> COMMERCIAL EVENT  | <input type="checkbox"/> OUTDOOR MARKET/CARNIVAL/STREET FAIR |  |

**DESCRIPTION OF EVENT:**

**START TIME & END TIME OF THE EVENT:** \_\_\_\_\_

**SET-UP BEGINS - DATE AND TIME:** \_\_\_\_\_

**CLEAN UP COMPLETED - DATE AND TIME:** \_\_\_\_\_

**ANTICIPATED ATTENDANCE:** \_\_\_\_\_

**MAXIMUM NUMBER IN ATTENDANCE AT ONE TIME:** \_\_\_\_\_

**WILL YOU BE CHARGING ADMISSION?** \_\_\_\_\_

**IF SO, PLEASE PROVIDE DETAILS:** \_\_\_\_\_

**EVENT ORGANIZER:** \_\_\_\_\_

**ORGANIZATION ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE and E-MAIL ADDRESS:** \_\_\_\_\_

**NAME & CELL PHONE NUMBER OF CONTACT THE DAY OF THE EVENT:**  
\_\_\_\_\_

**FOR PUBLIC EVENTS: WOULD YOU LIKE YOUR EVENT TO BE LISTED ON OUR DIGITAL DISPLAY SIGN AND/ OR LISTED ON OUR CITY CALENDAR OF EVENTS?**  
\_\_\_\_\_

**TRAVEL ROUTE** (if applicable): Provide a detailed description of the route to be traveled by street name and direction of travel. Please include a map of the route.

**STREET CLOSURES** (if applicable): Provide a detailed description of requested street closures including the names of streets to be closed, the specific date(s) the street will be closed, the specific time the street will be closed by and the specific time that the street will be re-opened by. Please include a detailed closure plan.

**EVENT MAPS:** Attach a reproducible map or maps clearly showing important event information such as entry/exit points, set-up and dismantle locations, staging areas, start/finish areas, area for post event festivities, location of booths, stage locations, trash containers, portable toilets, parking area, etc.

**CLEANING:** (if applicable) Describe your maintenance plan during and after the event including type, location and the number of trash containers and dumpsters to be provided and who will be providing the service.

**PORTABLE TOILETS:** May be required depending on the location and size of the event. Please describe the desired placement location and drop off/ pick up date and times.

#### **SALE OF MERCHANDISE AND FOOD/BEVERAGES**

Will merchandise, food or beverages be sold at the event? (Check one)  **YES**     **NO**

If yes, describe:

If yes, submit completed "Estimated Number of Temporary Sellers" form to the City no later than 30 days prior to the event; individual vendors are required to file a "Local Tax Allocation For Temporary Sales Locations" forms together with their tax returns.

#### **ALCOHOL**

Will alcohol provided/served/sold? (Check one)  **YES**     **NO**

If yes, contact Alcohol Beverage Control for a permit at (408) 277-1200. Also, additional liquor insurance is required. Provide Alcohol Beverage Control Permit from the State Board of Equalization no later than 30 days prior to the event.

**AMPLIFIED SOUND**

Will amplified sound equipment or a live band be used? (Check one)  YES  NO

If yes, describe:

**SIGNS AND BANNERS REQUEST**

Will there be temporary signs or banners to advertise the event? (Check one)  YES  NO

If yes, indicate, number, and location of signs and banners:

If yes, provide an approved Temporary Sign Permit no later than 30 days prior to the event; if the sign or banner encroaches on or over City Property also attach an approved Encroachment Permit no later than 30 days prior to the event.

**FOOD**

Will food be cooked, prepared or sold at the event? (Check one)  YES  NO

If yes, describe:

If yes, contact the Santa Clara County Department of Environmental Health at (408) 918-3400. Provide a copy of the permit no later than 30 days prior to the event.

**TENTS OR CANOPIES**

Will there be tents or canopies? (Check one)  YES  NO

If yes, describe the location and the size of each:

Tents, canopies and temporary membrane structures are regulated by the Morgan Hill Fire Department. A tent or temporary membrane structure having an area in excess of 400 sq ft may be required to have a permit and/or inspection prior to being erected. Permits and approvals shall be in accordance with requirements of the local fire code official. The event organizer will be notified if an inspection and additional fees are required.

**MEDICAL SERVICES/ FIRST AID:**

Will you have medical services available at your event? (Check one)  YES  NO

If yes, please describe the services, agency/provider and contact information.

**SECURITY SERVICES:**

Will you have security at your event? (Check one)  YES  NO

Please describe your procedures for security and crowd control and identify the name of the security company you intend to use.

**REQUEST FOR CITY SERVICES**

Will additional City services be required? (Check one)  YES  NO

If yes, describe the services (i.e. Police officers for security or traffic control, Public Works assistance for irrigation shut-off, etc.)

The City will provide the Applicant with estimated costs of the services requested. Applicants are required to pay for City costs of all City services provided. After the event, the City will send the Applicant a letter summarizing all incurred City costs and request final payment. Previously paid fees, including Special Event Permit fees and/or deposit(s) for the event will be credited towards actual City costs in the final calculation. The City, depending on the assessed risk, may require the Applicant to pay a refundable cleaning and damage deposit for the use of City property (i.e. the use of a City park).

***The Applicant will be notified when the Special Event Permit has been approved and will receive a signed copy. The Permit is to be available at the special event.***

**PLEASE GIVE THIS DOCUMENT TO YOUR INSURANCE AGENT**



### **SPECIAL EVENT INSURANCE REQUIREMENTS**

USER shall obtain CITY approved insurance. USER shall maintain comprehensive general liability insurance (including coverage for damages to rented property) with policy limits of at least \$1,000,000 per occurrence. For general liability insurance policies, USER agrees to the following terms and shall provide CITY with a separate endorsement which states that the policy contains the following language:

- The CITY, its elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers are named as additional insureds; and,
- the insurer waives the right of subrogation (the right of recovery against others) against CITY elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers; and,
- insurance shall be primary non-contributing.

If alcohol will be served or sold, host liquor liability must be stated within the insurance policy.

USER shall maintain Workers' Compensation Insurance, as required by law.

USER shall maintain Automobile Insurance, as required by law. Please submit a declaration with the statement of policy limits.

All insurance required shall be carried only by responsible insurance companies licensed and admitted, or otherwise legally authorized to carry out insurance business, in California with a current A.M. Best's rating of no less than A:VII.

USER shall furnish CITY with copies of all policies or certificates, whether new or modified, promptly upon receipt. No policy shall be canceled or materially changed except after thirty (30) days' notice by the insurer to CITY.

If an individual or group is unable to provide the City with adequate liability insurance coverage, the City has contracted with Alliant Insurance for applicants to purchase (pending approval) the required insurance. Note: Alliant Insurance does not provide insurance for jump houses.

**For additional information contact Shadia Hrichi, Risk Manager at [shadia.hrichi@morganhill.ca.gov](mailto:shadia.hrichi@morganhill.ca.gov) or 408.310.4695. Please submit all insurance documents to Nichole Martin at [nichole.martin@morganhill.ca.gov](mailto:nichole.martin@morganhill.ca.gov).**



### APPLICANT CERTIFICATION FOR SPECIAL EVENTS

The Applicant agrees to indemnify and hold harmless the City of Morgan Hill for any and all claims regarding the below named event. The Applicant agrees to protect, defend, and hold harmless the City of Morgan Hill, its elective or appointed boards, officers, agents, and employees from any and all claims, liabilities, expenses or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property. This applies to the Applicant, Applicant's agents, officers, or employees, subcontractors, or independent contractors hired by the Applicant.

This hold harmless agreement shall apply to all liability, regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Applicant.

The person signing this Certification declares that he/she has the authority to bind the Applicant, and that Applicant is bound by all terms of this Certification. The person signing this Certification agrees that they will provide a copy of this Certification to the governing board and director of the Applicant, and to the Applicant's insurers. In the event that the signatory lacks such duly granted authority, said undersigned signatory personally assumes all liability for fees, costs and damages.

The Applicant further agrees to repay the City for any and all incurred costs, damage and clean-up to parks, streets, facilities, buildings or other property owned by the City which result from the below named event.

The Applicant agrees to comply with the permit issuance conditions as stipulated in Section 12.16.050 of the City of Morgan Hill Municipal Code, and any other requirements of the City of Morgan Hill.

---

Print Name of Event

---

Print Applicant or Organization

---

Applicant\Organization Signature

---

Date