

San Carlos Parks & Recreation Department
Special Event Permits
600 Elm Street
San Carlos, CA 94070
Phone: (650) 802-4112
hpacheco@cityofsancarlos.org



Application Fee
Check box that applies:
 New Event: \$400
 Repeat Event: \$375
Baseball/Soccer Tournament:
 New Event: \$350
 Repeat Event: \$300

SPECIAL EVENT PERMIT APPLICATION

Please read the Special Event Permit Guidelines before completing.
Allow a minimum of 60 days for processing. Large events and first time events may require longer processing period.

APPLICANT INFORMATION

Please print or type. If you need more space, please attach an additional page to complete your answers.

Name: _____ Phone #: _____

Address: _____

City: _____ Zip: _____ Email: _____

Name of Sponsoring Organization: _____

Type of Organization: _____

Non-Profit Tax ID # (if applicable)

San Carlos Business license # (if applicable)

Name of Contact Person prior to and during the event: _____

Day phone: _____ Evening phone: _____ Cell phone: _____

EVENT INFORMATION

Type of Event: _____ Date of Event: _____

Event Times: set up _____ start of event _____ end of event _____ clean up ends _____

Requested Event Location: _____

(Please be specific, facility name and area i.e.: ball field, picnic area, turf, parking lots, street(s) or building room(s).)

If fundraiser, name of beneficiary: _____

Estimated number of people in attendance: _____ Youth _____ Adults

Estimated % of San Carlos residents served at this event: _____

Estimated # cars at event site at any given time: _____

Describe specific activities planned during the event:

Please note that the approval of this event will involve compliance with all City of San Carlos Ordinances and established Fire, Police, Public Works and Parks Department regulations.

Please describe the health and safety plan for this event:

Proposed type and use of equipment (including equipment and vehicles to be brought into the facility, nature and duration of the use of such equipment, amplified sound and exterior lighting needs):

Food/Beverage Service (if any) – Explain whether you will have a caterer or food truck, what will be served, how it will be served and any set up needs that you will be addressing:

Plan for garbage collection/recycling at event: _____

Specify sales of goods, participant/entrance fees (if any):

Commercial activities, commercial solicitation, and solicitation for donations, not associated with and supportive of city programs or city-sponsored activities for which a permit has been issued by the director, shall comply with all applicable laws, including those requirements for County and State permits.

The following items are required to be submitted with this application:

1. Payment of permit fee
2. Site maps/Diagram indicating the layout of all equipment (food & vendor booths, alcohol beverage sales location, tent & canopy locations, stages, first aid facilities, information/headquarters area, trash & recycle container locations, portable toilets, vendor & public parking areas, fencing, etc.), all street closures (including number of lanes to be closed) and parking tow zones; the direction of travel of any parade, race, run or walk; and all other proposed event activities.
3. Certificate of Insurance
4. Security Plan, Traffic Control Plan, Crowd Control and Emergency Response Plan, and Alcohol Management Plan for event, if applicable.
5. Caterer or food truck – current San Carlos business registration and proof of insurance including commercial liability and auto, if applicable. *
6. Band or other entertainment – proof of insurance including commercial liability, if applicable. *

**Applicant is liable for verifying all required, up-to-date business registration and insurance for all vendors participating in the special event.*

If you are interested in purchasing special event insurance through the City of San Carlos, please check:

As the applicant, I hereby certify that the information I have provided on this form and attachments are complete and accurate to the best of my knowledge. I have read the Special Event Permit Guidelines. I agree to abide by the terms set forth in this application, and the rules & regulations of the San Carlos Parks & Recreation Department. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by the City of San Carlos. In consideration for being permitted to participate in the special event, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of San Carlos, its' officers, officials, employees, volunteers and agents from and against any and all loss, liability, expense, claim, cost, suits and damages of every kind arising out of or in connection with the performance and action of this permit. Additionally, Applicant waives and releases the City, its officers, officials, employees, volunteers, and agents from any and all claims, causes of action, allegations, or assertions that may arise relating to infection of any person by COVID-19 or other communicable disease that occurs, or is alleged to occur, during the performance and action of this permit. Applicant also agrees to defend, indemnify, and hold City harmless from any and all claims, causes of action, allegations, or assertions made against City or City's employees arising from or relating to actual or alleged infection occurring during the performance and action of this permit, except where caused by the sole negligence or willful misconduct of the City.

Signature of Applicant _____ Date _____

Please submit application, fee, and attachments to the Parks & Recreation Department at address on at top of page 1.