



10300 Torre Avenue
Cupertino, CA 95014-0255
Phone: 408.777.3354
Fax: 408.777.3333

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Interested Parties DATE: September 5, 2007

FROM: Ralph A. Qualls, Jr.
Director of Public Works

SUBJECT: Block Party Process and Special Event

Requirements for Block Party (no fee permit / insurance)

1. Applications and petition deadline - **30 days before day of special event.**
2. Petition - 2/3rd support among block residents.
3. Time limit – 9:00 a.m. to dusk.
4. 20' clearance path for authorized vehicles as per Santa Clara County Fire Department.
5. Pedestrian and vehicle access -- available at all times for residents.
6. Noise control -- noise levels above 70 dBA (decibels) during daytime or above 90 dBA on continuous or repeated basis are prohibited.
7. The City provides insurance coverage, under a Special Event Liability Program with Diversified Risk Insurance Brokers for **low-risk** (Hazard Class I & II) events including block parties, walk-a-thons, parades, etc. In addition, the City subsidizes the entire cost of insurance premiums.
8. Insurance coverage for **high-risk** (Hazard Class III, IV, V) events including bicycle races, footraces, roller skate/roller blade etc., the Permittee may elect to use the City's insurance company. However, the City is not responsible for the complete cost of the policy. Please call Public Works at 408.777.3354 for preliminary approval, some Hazard Class events may not be allowed in the City.

If pre-authorized by the City and the Permittee wishes to use the City coverage, the Permittee shall make an appointment, fill out the application supplied by Diversified Risk Insurance Brokers, and request for insurance underwriter pre-approval.

Requirements for Special Event (no fee permit – direct cost)

- ✓ Same as above, less item 2 and 3.
- ✓ Direct cost for traffic control, Sheriff Department, and City Crews.

CITY OF CUPERTINO
BLOCK PARTY and / or SPECIAL EVENT PERMIT APPLICATION

Type of Event: (Block Party, Parade , Bike Ride, Footrace, Torch Run, Other):

-
1. Permit Applicant Name: _____
 2. Sponsoring Organization: _____
 3. Daytime Phone No.: (408/650) _____ E-Mail Address _____
 4. Address of Applicant: _____
 5. Location of Event: _____
 6. Date of Event: _____ (calendar drop down)
 7. Time of Event: from _____ to _____
 5. Number of Participants and Spectators: Youth _____ Adult _____
 6. Commercial Sales (if applicable): Yes _____ No _____
 7. Sound Amplification (if applicable): Yes _____ No _____
 8. Alcoholic Beverages Sold? Yes* _____ No _____
(*State Alcoholic Beverages Control Department Permit is required.)
 9. Food Sold? Yes* _____ No _____
(*County Environmental Health Department Permit is required.)
 10. Attach any layout plan, route, map, or temporary traffic control plan with permit application.

=====

Emergency Vehicle Visit / Information Request – Block Party only
Please check all that apply:

- ___ I would like a fire truck to make an appearance at the block party (one-hour maximum, based on availability).
Preferred time of arrival: _____ to _____
- ___ I would like a Sheriff's vehicle to stop by (one-hour maximum, based on availability).
Preferred time of arrival: _____ to _____
- ___ I would like an ambulance to visit the neighborhood (one-hour maximum, based on availability).
Preferred time of arrival: _____ to _____
- ___ I would like an Emergency Preparedness display (one-hour maximum, based on availability).

Please send me information about the following:

- ___ Emergency preparedness
- ___ Fire safety
- ___ Neighborhood Watch
- ___ Block Leader Program

Please contact me about presentation on:

- ___ Emergency preparedness
- ___ Neighborhood Watch

Block Party Event Permit General Terms and Conditions

1. Application must be completed and returned to the City of Cupertino Public Works Department Traffic Engineering Division, 10300 Torre Avenue, Cupertino, CA 95014, at least 30 days prior to the special event.
2. An approved Special Event Permit/Letter is required, must be in the possession of the permittee at the event, and posted at each closed street section.
3. The permittee may provide at his/her expense the following additional services as determined necessary by the City of Cupertino. The needs will be determined following the review of the application.
 - Additional sheriff protection and/or traffic control personnel.
 - First aid, including ambulance, doctors and nurses.
 - Fire protection service.
 - Sanitary facilities over and above those available by the City.
 - Other, such as parking, garbage, private security, etc.
4. The right to revoke permission for a special event at any time is retained by the City of Cupertino, and no rebates or refunds of fees will be made because of such termination.
5. Groups shall leave special event location, assembly area, route, and termination area in a clean and orderly condition.
6. No advertising or promotional materials shall be posted on telephone, power, street light poles, electrical cabinets (i.e. meter, traffic signal), traffic signal poles or other City features on public right-of-way.
7. If alcoholic beverages are sold, permittee must have permit from State Alcoholic Beverages Control Department.
8. If food is sold, permittee must have a permit from County Environmental Health Department.
9. No jump houses or animals within City public right-of-way.
10. The permittee must have available, minimum fifty (50) foot garden hose connected and ready to use and a portable fire extinguisher.

I HERABY CERTIFY THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT, AND AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF CUPERTINO, ITS CITY COUNCIL, OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LOSS, DAMAGES, LIABILITY, CLAIMS, SUITS, COSTS AND EXPENSES, WHATSOEVER, INCLUDING ATTORNEY'S FEES, REGARDLESS OF THE MERIT OR OUTCOME OF ANY SUCH CLAIM OR SUIT ARISING FROM OR IN ANY MANNER CONNECTED TO THE REQUESTED SPECIAL EVENT. I ALSO AGREE, IF APPROVED, TO COMPLY WITH ALL SPECIAL PERMIT TERMS OR CONDITIONS, AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY TERM AND CONDITION, OR ANY VIOLATION OF LAW MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE SPECIAL EVENT, DENIAL OF FUTURE SPECIAL EVENTS AND/OR CRIMINAL PROSECUTION.

Agree

Disagree



**CITY OF CUPERTINO
PETITION TO CLOSE STREET FOR A BLOCK PARTY EVENT**

We, the undersigned, hereby petition the City of Cupertino to close (Street) _____ between the intersection of (Intersection Street) _____ and (Intersecting Street) _____ to hold a/an (Event) _____ on (Date) _____. One signature per household is represented below. Must be eighteen (18) years of age to sign.

	Household Address	Name (Print)	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

**Cupertino Parks and Recreation Department (408) 777-3120
Block Party**

Recreation Leader Reservation Form

****This form must be turned in 30 days prior to event date to ensure leader availability****

**** Recreation Leaders are not available on City holidays and are based on staff availability****

Name: _____ Today's Date _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

Time of Block Party _____ A.M./P.M. Time Leaders are needed _____ A.M./P.M.

Date of Block Party _____

Number of People Attending Block Party _____ Number of Children Attending _____

Age Range of Children Attending _____

In consideration for the acceptance of my application for participation in or prescience at the aforementioned activity, I HEREBY WAIVE, RELEASE AND DISCHARGE the Cupertino Parks and Recreation Department, the Cupertino Public Facilities Corporation, the City of Cupertino, and the County of Santa Clara, their agents and employees FROM AND AGAINST ANY AND ALL LIABILITY FOR ANY LOSS, PERSONAL INJURY, INCLUDING DEATH, OR PROPERTY DAMAGE THAT MAY HAVE ARISEN OUT OF, OR IN ANY WAY CONNECTED WITH, MY PARTICIPATION OR PRESENCE AT THE AFOREMENTIONED EVENT, EVEN THOUGH THAT LIABILITY MAY HAVE ARISEN OUT OF NEGLIGENCE OR CARELESSNESS ON THE PART OF THE PERSONS OR ENTITIES MENTIONED ABOVE OR HEREIN RELEASED, BUT DO NOT RELEASE THE ABOVE MENTIONED PERSONS OR ENTITIES FROM THEIR FRAUDULENT OR INTENTIONAL ACTS OR FOR THEIR NEGLIGENT VIOLATIONS OF STATUTORY LAW.

Furthermore, I assume all responsibility and agree to indemnify the City of Cupertino for any loss, damage or injury to myself or my property which may have been caused by negligence or any act of any person connected in any way with the aforementioned event. I understand that the City of Cupertino does not guarantee the construction, condition, or safety of the facilities or the equipment that this Release Agreement is to be binding on me, my heirs and assigns. I/we agree to allow use of my/our photograph for program publicity. I HAVE READ THE ABOVE, UNDERSTAND ITS MEANING AND VOLUNTARILY SIGN IT, PARENT OR LEGAL GUARDIAN MUST SIGN FOR PARTICIPANTS UNDER 18 YEARS OLD (Proof of age may be required).

Signature of Requester

Amount Paid If Applicable \$ _____



FOR OFFICE USE ONLY

Date received _____	Date processed _____	Problem Letter mailed/faxed _____	Confirmation mailed/faxed _____
Received by _____	Processed by _____	Problem Letter mailed by _____	Confirmation mailed by _____
Refund due of \$ _____	Credit Memo issued for \$ _____	Check # _____	Returned Check _____

Block Parties
Optional Recreation Services

Guidelines

Cupertino Parks and Recreation Department will provide the following services for qualifying Block Parties:

- Two recreation leaders will come to the location of the block party and conduct games and activities, provide information on parks and recreation programs, and distribute a city park map and the seasonal recreation brochure. The leaders will be on site for one hour.

To qualify for this service, the block party sponsor must:

- Make application to the department at least thirty (30) days prior to the event via a form that will be included in the block party “How To” kit.
- The block party sponsor must sign the city’s waiver of liability for participation in the recreational activities. Each participating individual (or guardian if a minor) may also have to sign a waiver of liability.
- Eligible block parties must have a minimum of 25 participants. For groups of 50 or more, additional leaders will be required and a fee of \$20 will be assessed for each additional leader.
- A maximum of two (2) block parties can be scheduled on a given day.