



# *City of Palo Alto Special Event Permit Application*



**Instructions:** To apply for a Special Event Permit, please read the Special Event Permit Application Instructions and then complete this application. Submit your application, including required attachments, no later than thirty (30) days before your event. Note: larger events may require an earlier submission.

REV August 31, 2005..by C.Baldwin

# Welcome!

*Palo Alto is a city that celebrates special events. From major conventions and international sports events to community based festivals, parades, and athletic activities, the City of Palo Alto is proud to host numerous events each year.*

*The following pages include the City of Palo Alto's Special Events Permit Application and accompanying instructions developed to guide you through the permit process.*

*After you complete the Permit Application please detach the pages from the booklet, paper clip and return the application to the Palo Alto Police Department. A representative from the Special Event Team will contact you upon receipt of the application and thereafter will serve as your primary point of contact for the processing of your permit.*

*This person will distribute copies of your application to all City Departments affected by your event. These departments will contact you individually only if they have specific questions or concerns about your event. While many public agencies joined together to make this application process simple and complete, please be aware, if directed, you may have to contact federal, state or local agencies in addition to the City of Palo Alto.*

*On behalf of the City of Palo Alto, we thank you for contributing to the spirit and vitality of our City through the staging of your event. Best wishes for a successful event!*

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## SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

### INTRODUCTION

A completed application may be filed as early as **one year** before the event, but **must be received no later than thirty (30) days** before the actual event date. Any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas requires a permit.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the event. We hope that you find these instructions helpful in completing the Special Event Permit Application.

### PROCEDURE

The permit application process begins when you submit a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your application, a liaison will help guide you through the permit process. Copies of the application are forwarded and reviewed by all affected departments and/or agencies. During the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide the Special Event Team with all pending documents. The Special Event Team must receive these items before issuing a Special Event Permit. (i.e.: certificate of insurance, secondary permits, etc.). Delays in providing these items often delay the Special Event Team's ability to finish the review and approve your application in a timely manner. In some cases, Special Event Permits are issued only a few days in advance of the event date.

### INTERNET / WORLD WIDE WEB

The City of Palo Alto provides a calendar of upcoming special events on the Internet. When a Special Event Permit is issued, the name, date, time, location, contact person and media referral information pertaining to the event may be posted on the calendar of events in the Palo Alto Home Page on the Internet. The City of Palo Alto Home Page can be accessed on the Internet at <http://www.cityofpaloalto.org>

### PARK EVENTS

If your event is to be held in a City park, it is your responsibility to contact the Recreation division in the Community Services Department (650)463-4900 in order to coordinate scheduling of the event. (Note: Special rules, regulations and restrictions may apply.) Most park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be available at all times. In other words, areas cannot be roped off or otherwise secured.

## EVENT INFORMATION

### TYPE OF EVENT

If your proposed event is not listed in this Event section, please check "OTHER" (on the below form) and attach a written description of the event.

### SETUP / ASSEMBLY / CONSTRUCTION

Some events may require more than one day to set up or the construction plan may be too complex to describe on the application. In these cases, attach a detailed plan with a timeline listing various times and locations where streets or public property will be impacted and when dismantling will be completed.

Type of Event:

Run

Walk

Bike Tour

Parade

Street Fair

Triathlon

Biathlon

Other (attach a written description): \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Dates(s): \_\_\_\_\_  
Month / Day(s) / Year

Total Anticipated Attendance: \_\_\_\_\_  
( \_\_\_\_\_ Participants)  
( \_\_\_\_\_ Spectators)

Location / Staging Area: \_\_\_\_\_

Actual Event Hours: \_\_\_\_\_ AM / PM - \_\_\_\_\_ AM / PM

Setup / Assembly / Construction Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM / PM

Please describe the scope of your setup/assembly work (specific details): \_\_\_\_\_

\_\_\_\_\_

Dismantle Date: \_\_\_\_\_ Completion Time: \_\_\_\_\_ AM / PM

List any street(s) and parking lots requiring closure as a result of this event. Include street name(s), day, date, and time of closing and time of reopening:

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT AND SPONSORING ORGANIZATION INFORMATION

### CHIEF OFFICER OF ORGANIZATION

This is the person who has overall authority of the sponsoring organization.

### APPLICANT

This may be the Chief Officer or a member of the sponsoring organization who has been authorized by the Chief Officer to apply for the permit to plan the event. This person must be available to work closely with the City's event planning staff throughout the permitting process.

### PROFESSIONAL EVENT ORGANIZER

The Chief Officer may contract with a professional event organizer to represent the sponsoring organization. This person may be authorized to plan the event and work with the city planners in implementing the plan. This person must be available to work closely with city planners throughout the planning process. A letter from the Chief Officer of the organization authorizing the applicant or professional event organizer to apply for this Special Event Permit on their behalf is required and must be attached as a cover letter to the submitted application.

### CONTACT PERSON "ON SITE" DATE OF EVENT

A person representing the sponsoring organization must be immediately available, on the site, with authority over all elements of the event. This person will usually be the APPLICANT of the authorized PROFESSIONAL EVENT ORGANIZER. The CONTACT PERSON should provide the city a cellular phone number, pager number, or designate some other way to contact them during the event.

Commercial (for profit)  
Noncommercial (nonprofit)

Sponsoring Organization: \_\_\_\_\_

Chief Officer of Organization (Name): \_\_\_\_\_

Applicant (Name): \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
City, State, Zip

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Please list any **professional event organizer** or **event service provider** hired by you that is authorized to work on your half to produce this event.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City, State, Zip

Contact person "**on site**" on day of event: \_\_\_\_\_ Pager / Cellular #: \_\_\_\_\_  
(Note: This person must be in attendance for the duration of the event and immediately available to City officials)

**REQUIRED:** Attach a written communication from the Chief Officer of the organization, which authorizes the applicant or professional event organizer to apply for this Special Event Permit on their behalf.

## FEES / PROCEEDS / REPORTING

**NOTE:** THIS SECTION APPLIES ONLY TO EVENTS THAT ARE CONDUCTED BY NON-PROFIT ORGANIZATIONS.

### TAX EXEMPT, NON-PROFIT

This refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to application. Please attach a copy of the IRS 501(c)(3) tax exemption letter to your application.

### SALES TAX

An applicant applying for a seller's permit to sell food or beverages should indicate Palo Alto as the origin of sales. This will ensure that the City receives its share of these taxes.

### ESTIMATED GROSS RECEIPTS

Applicants may attach a projected event budget in lieu of completing this section.

**NO**      **YES**

Is your organization a "Tax Exempt, nonprofit" organization? If YES, you must attach to this application a copy of your IRS 501(c)(3) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

Are admission, entry, vendor or participant fees required? If yes, please explain the purpose and provide amount(s):

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\$ \_\_\_\_\_ Estimated gross receipts including ticket, product and sponsorship sales from this event? Please explain how this amount was computed:

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\$ \_\_\_\_\_ Estimated expenses for this event?

\$ \_\_\_\_\_ What is the projected amount of revenue that the nonprofit sponsoring organization will receive as a result of this event?

## ROUTE MAP / SITE DIAGRAM

When planning a moving route, the Special Operations Sergeant of the Police Department is available to assist you in planning your route. Consider the following in your planning:

- ⇒ Impedance of emergency fire, police or paramedic vehicles
- ⇒ Conflict with public transportation such as buses, trolleys, and trains
- ⇒ Interference with people trying to reach hotels, the airport, their own residences, businesses, places of worship and public facilities

If your event involves street closures (permit may be needed), you will be required to obtain traffic safety equipment. Depending on the type of event, you may need barricades, traffic cones, signs, etc. It is your responsibility to obtain and properly place this equipment prior to commencing the event.

Any application for an event which impacts or requires closure of the public right-of-way, such as city streets and sidewalks, will be required to include a plan showing exact location of impacts and the plan for handling/detouring traffic around the event. All traffic control plans shall conform to the City's "Traffic Control Requirements", available from the Transportation Division.

In some situations when sufficient parking is not available, the event organizer may be required to provide a shuttle plan.

Mitigation measures are required for negative consequences imposed on others by your event. The City requires that notices be sent or hand delivered two weeks before each special event to business, residences, churches, etc. It would be helpful for you to get signatures in support of your event from those affected which will help show cooperation for the continuation of such events. Mitigation may include a notice in local community newsletters, flyers in business windows, local press releases including radio and television. Notices must reflect the date(s), day(s) time(s), location(s) and types of activities taking place during your event. The notice must give detour or alternate route information if normal access is affected or if transportation systems are impacted. Please attach a draft sample of the notice and a proposed list of recipients with your application.

Provide copies of notices that have been approved by VTA and others as appropriate. If your event impacts City lessees, provide a signed letter of acknowledgement from all affected lessees.

You may be required by the Palo Alto Police Department Traffic division to provide advisory signs (placed a minimum of two weeks prior to the event) if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

NOTE: Parking, traffic congestion and environmental pollution are all factors for concern with events. Please consider and encourage the use of car pools, public transportation, and alternate modes of non-polluting transportation when planning your event

Please provide a detailed description of your PARKING and SHUTTLE plans:

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Please describe your plan for DISABLED PARKING: \_\_\_\_\_

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Please describe your plans to notify all residents, business and churches impacted by the event: \_\_\_\_\_

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## **CONSESSIONS / RECYCLING / FIRE / PERMITS**

### **FOOD CONCESSIONS OR PREPARATION**

The City will allow you exclusive control and regulation of any concessionaires to be present in conjunction with your event if it takes place on City streets or in City facilities. You will want to provide a plan for regulation and controlling such concessionaires. Park regulations may vary so contact the appropriate division of Recreation Community Services Division for specific information.

Food facilities: the County of Santa Clara Department of Environmental Health provides guidelines. These should enable you to plan food handling, preparation and distribution in the most responsible and legal manner.

Health permits may be required by the County of Santa Clara if food or beverages are sold or given away during special events. Be sure to include your organization's IRS 501(c)(3) identification number in order to receive a "non-profit" classification number by the County Department of Environmental Health. Different permits, policies and procedures depend on your classification and the number of days in your event.

### **ALCOHOL**

The sale or furnishing of alcoholic beverages by non-profit organizations will require an additional permit from the State Department of Alcoholic Beverage Control (ABC). The permittee must obtain and take a Letter of Authorization from the City to the ABC before they will issue an ABC Permit (30 day process). This requirement may not be applicable in all cases so please consult with your City permit liaison official.

In many areas of the City, the public consumption of alcohol is illegal. The Special Event Permit from the City will likely prohibit the consumption of alcohol in the event venue outside of a controlled beer garden.

### **ANIMAL PERMIT**

Contact an Animal Control Officer in Animal Services at (650) 496-5972 or visit [www.papd.org](http://www.papd.org).

### **TOILET FACILITIES, SANITATION AND RECYCLING**

The Santa Clara County Department of Health Services recommends one (1) chemical toilet for every 250 people, or portion thereof. This figure is based upon the maximum number at your event during peak time.

You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving it better than you found it, you can have a highly beneficial impact on the Palo Alto community. Should you fail to perform adequate clean up or damage occurs to City property and facilities, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in a denial of future approval for a Special Event Permit or the requirement of a cash deposit or surety bond for future events. (Authorized placement locations for portable toilets and trash receptacles will be determined by the City of each event).

State law requires Palo Alto to recycle 50% of the waste we generate by year 2000. To reach these goals, everyone must participate. Recyclables generated at your event (i.e., aluminum cans, glass, cardboard, etc.) need to be recycled. Several organizations provide collection of recyclables at special events. For more information or assistance, please contact the City's Recycling Services.

## FIRE DEPARTMENT REQUIREMENTS

Before a permit can be issued the Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, air-supported structures, canopies or any fabric shelters. Guidelines for fire safety considerations can be found at <http://www.unidocs.org/fire.html>. The fire Department may require an inspection at your cost before and/or during the event. For more information or assistance, please contact the City's Fire Department at 650-329-2184 (Please see the Check List below)

## FIRE DEPARTMENT SPECIAL EVENT CHECK-OFF LIST

The following is a list of common issues that may need to be addressed for any special event happening within the City of Palo Alto. The list may not contain all relevant issues for a given event, and may contain issues that are not relevant. (Check all that apply)

* Can the event be classed as a carnival or a fair?	
* Are there to be any tents or canopies? What are (is) their sizes and/or configurations?	
Are there to be any outdoor stages or reviewing platforms?	
* Is there an area to be used as an assembly area that is not ordinarily classed as assembly area?	
* Will there be any audience seating areas? If so, how many seats, and how will they be arranged?	
* Will there be any portable generators? Diesel fueled? LPG fueled? Natural gas fueled?	
Will there be any portable heaters? If so, how are they fueled? How are they installed?	
* Are there any outdoor cooking areas or booths, stoves, Bar-B-Q's, or deep fat fryers?	
** Has the County been notified about outdoor cooking? (408) 299-6072 (Christine Crosby)	
Will there be any outdoor eating areas? How are the tables and chairs arranged?	
Is there to be a parade vehicle staging area?	
* Will there be any campfires, bonfires, fireworks, torches, candles, or pyrotechnics?	
** Is there to be any outdoor electrical wiring? How are the wires to be protected?	
* Are there any hazardous materials such as propane, butane, gasoline, diesel tanks or helium cylinders?	
Is the event scheduled to happen at night? Is there adequate emergency lighting and exit signs?	
* Is there a need for stand-by Paramedics or EMTs?	
** Are any roads or sidewalks going to be closed, barricaded, chained, or blocked?	
Is access adequate for emergency vehicles?	
Is the event going to create any dead-end fire access routes?	
Will there be any vehicle parking within 30 feet?	
Is there adequate exiting from the event? Is there adequate lighting along the exit path?	
Is the event likely to block any existing exits from nearby buildings?	
* Are there any fire permits needed? Fees paid? Inspections completed?	
* Will a Fire Watch be needed to mitigate any outstanding code violations?	
Will fire extinguishers be needed? What are the sizes and types?	
Is the fire hydrant access being blocked?	
Will there be any day-care at the event? Describe the exiting from this area?	

\* Specific Fire Department permits and/or fees may be required

\*\* Permits may be needed from other agencies, in addition to Fire Department approval

# BUILDING PERMITS

Review by the Development Center may be required before your event. You will be notified if your event requires a review depending on the components of your event.

**NO      YES**

Does the event involve the sale or use of alcoholic beverages?

Will items or services be sold at the event? If YES, please describe: \_\_\_\_\_  
\_\_\_\_\_

Does this event involve a moving route of any kind along streets, sidewalks or highways? If YES, attached a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route.

Does this event involve a fixed venue site? If YES, attach a detailed site map showing all streets impacted by the event.

In addition, to the route map required above, please attach a diagram showing the overall lay-out and set-up locations for the following items:

- ⇒ Alcoholic and Nonalcoholic Concession and/or Beer Garden Areas.
- ⇒ Food Concession and/or food preparation area(s).

- Please describe how food will be served at the event: \_\_\_\_\_  
\_\_\_\_\_
- If you intend to cook food in the event area please specify method:  
\_\_\_\_\_ GAS      \_\_\_\_\_ ELECTRIC      \_\_\_\_\_ CHARCOAL      \_\_\_\_\_ OTHER: (specify) \_\_\_\_\_

⇒ Portable and/or permanent toilet facilities.

- Number portable toilets: \_\_\_\_\_ **REQUIRED ►** [One(1) for every 250 people or portion thereof]
- Number of ADA accessible toilets: \_\_\_\_\_ **REQUIRED ►** [10% of total portable toilets]

NOTE: Unless applicant can substantiate the availability of both accessible and non-accessible facilities in the immediate area of the event site available to the public during the event. City will determine the total number of toilets on a case-by-case basis.

- ⇒ First aid facilities and ambulance locations
- ⇒ Tables and chairs
- ⇒ Fencing, barriers and/or barricades
- ⇒ Generator locations and/or source of electricity
- ⇒ Canopies or tent locations
- ⇒ Booths, exhibits, displays or enclosures
- ⇒ Scaffolding, bleachers, platforms, stages, grandstands or related structures
- ⇒ Vehicles and/or trailers
- ⇒ Other related event components not covered above
- ⇒ Trash containers and dumpsters

NOTE: It is **required** that you have one (1) garbage container and one (1) recycling container for every increment of 400 people. Garbage and recycling containers must be paired together. For more information, please contact the City's Recycling Program at 650-496-5910. You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event, the area must be returned to a clean condition. The City does not provide street sweeping services for special events.

Number of trash cans: \_\_\_\_\_ Trash containers w / lids: \_\_\_\_\_

Dumpsters w / lids: \_\_\_\_\_ **REQUIRED** ▶ [One (1) for every increment of 400 people]

Recycling containers \_\_\_\_\_ [We appreciate your efforts and encourage recycling at your event]

Describe your plan for clean-up and removal of waste and garbage during and after the event: \_\_\_\_\_

## ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

Event organizers must be certain that all event activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of State Law. A police officer who determines that noise from your event is offensive to others may require you to stop the noise. Also, the police may order musical entertainment to end if it incites a crowd to become unruly and risks injury.

Banners, pennants, flats, signs, streamers, inflatable displays and similar devices are regulated by local ordinance. The number and location for these items will be determined by the City. In certain areas and under certain conditions these items are prohibited. Please contact our office for specific applications.

**NO YES**

Are there any musical entertainment features related to your event? If YES, please state the number of stages, number of bands and type of music.

Number of stages: \_\_\_\_\_ Number of bands: \_\_\_\_\_

Type of music: \_\_\_\_\_

Will sound amplification be used? If YES, please indicate:

Start time: \_\_\_\_\_ AM/PM - Finish time: \_\_\_\_\_ AM/PM

Will sound checks be conducted prior to the event? If YES:

Start time: \_\_\_\_\_ AM/PM - Finish time: \_\_\_\_\_ AM/PM

Please describe the sound equipment that will be used for your event: \_\_\_\_\_

\_\_\_\_\_

Any inflatable hot air balloons or similar inflatable devices? If YES, please describe: \_\_\_\_\_

\_\_\_\_\_

Any fireworks, rockets, or other pyrotechnics? If YES, please describe: \_\_\_\_\_

\_\_\_\_\_

Any signs, banners, decorations, special lighting? If YES, please describe: \_\_\_\_\_

\_\_\_\_\_

## SAFETY / SECURITY / ACCESSIBILITY

### CROWD CONTROL AND INTERNAL SECURITY

Event Organizers are required to provide a safe and secure environment for their event. This is accomplished through sound preplanning and anticipating potential problems and concerns. The size, type, time of day, and location of the event, as well as the overall activities, are all areas that need to be analyzed in depth. Events having the potential to draw a large crowd, such as street fairs or concerts, are of particular concern. Most events require the services of a professional licensed security company. A representative of this company, commonly known as a security consultant, will work closely with you to review and analyze your proposed event. The security consultant will determine points of concern and anticipate potential problems. The consultant will make recommendations to rectify the concerns and/or problems, and when appropriate, recommend the number of private security guards needed. The Police Department may require a minimum number of licensed private security guards and/or police officers to adequately staff the event.

### ACCESSIBILITY PLAN

“Accessible” describes a site, building, facility or portion thereof that can be approached, entered, and used by persons with disabilities. It is the applicant’s responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to the event.

All indoor and outdoor sites for special events must be accessible to persons with disabilities. If a portion of the area is inaccessible, an alternate area must be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

Disabled access may include parking, restrooms, telephones, clear paths of travel, transportation, accessible vendors and booths. If all areas are not accessible a map or program must be provided to attendees indicating the accessible restrooms, parking, phones, drinking fountains, etc.

Please describe your procedures for both Crowd Control and Internal Security: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your Accessibility Plan for access at your event by individuals with disabilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### REQUIRED ►

It is the applicant’s responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to this event.

NO YES

Have you hired any **professional security** organization to handle security arrangements for this event? If YES, please list:

Security organization: \_\_\_\_\_

Security organization address: \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip)

Security Director (name): \_\_\_\_\_ Business phone: \_\_\_\_\_

Is this a night event? If YES, please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators:

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Please indicate what arrangements you have made for providing **FIRST AID STAFFING** and EQUIPMENT?

# \_\_\_\_\_ Ambulance(s): How provided? \_\_\_\_\_ PUC License # \_\_\_\_\_

# \_\_\_\_\_ Doctors: Names and specialties: \_\_\_\_\_

# \_\_\_\_\_ Nurses: Names and specialties: \_\_\_\_\_

# \_\_\_\_\_ Paramedics: How provided? \_\_\_\_\_

# \_\_\_\_\_ Emergency Medical Technicians: How provided? \_\_\_\_\_

## PROMOTION / ADVERTISING / MARKETING / INTERNET INFORMATION

**NO**    **YES**

Will this event be promoted, advertised or marketed in any manner? If YES, please describe:

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Will there be any live media coverage during your event? If YES, please explain: \_\_\_\_\_

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Applicant acknowledges and agrees to allow the City to publish the contact person and media referral telephone numbers on the internet in conjunction with the Calendar of Upcoming Events in the City of Palo Alto. If you have a home page and want us to link with our calendar please provide your internet address for your home page:

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Refer all event public inquires and/or media inquires for this event to:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## EL CAMINO BALLPARK BANNER POLICY

1. Non-Profit organizations advertising Palo Alto based community events or organizations advertising Palo Alto based non-profit events may hang banners at the El Camino Ballpark.
2. The El Camino Ballpark is located at 400 El Camino Real, across the street from Stanford Mall.
3. Groups may be allowed the use of the El Camino Ballpark no more than two (2) times in a twelve-month period.

4. Groups will be charged a fee of \$40.00 for every 15 days or no charge if cosponsored by the City. Banner permits can be issued for a maximum of 45 days. Please make checks payable to the City of Palo Alto. Checks are due when the application request is confirmed.
5. Banners must be removed with in five (5) working days from the date of the expiration of the temporary permit. Please claim banners at the City’s Code Enforcement Division, located at the Development Center. Banners not claimed may be disposed of at the discretion of the Code Enforcement Division.
6. To ensure that your banners are effective and properly placed at the El Camino Ballpark, the following standards must be met:
  - a) Banners cannot exceed 60 square feet.
  - b) Banners must be made from heavy-duty canvas or awning type of material.
  - c) Half moon air holes must be cut into the banner every five (5) feet of length in order to avoid tearing or ripping.
7. The City of Palo Alto assumes no responsibility or liability for the banners, theft, damage or injury that may result from the placement of banners at the El Camino Ballpark.
8. The City of Palo Alto reserves the right to remove any and all banners at any time.

Applicant: \_\_\_\_\_

**Banner Wording:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Display Dates: \_\_\_\_\_

**INSURANCE REQUIREMENTS**

**REQUIRED** ► Insurance for your event will be required before final permit approval.

Name of Insurance Agency: \_\_\_\_\_ Agent’s name: \_\_\_\_\_

Business phone: \_\_\_\_\_ Policy number: \_\_\_\_\_ Policy type: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

For final permit approval, you will need commercial general liability insurance that names “the City of Palo Alto, its officers, employees and agents” as an additional insured and any other public entities impacted by this event (i.e. CalTrain, County of Santa Clara, CALTRANS, etc.). Insurance coverage must be maintained for the duration of the event. Insurance requirements depend upon the risk level of the event. Please contact Human Resources for details.

The City and other impacted agencies must be named as an “additional insured.” Please obtain the required insurance and mail an original insurance certificate to: City of Palo Alto, Special Events Coordinator, 275 Forest Ave., Palo Alto, CA 94301.

