



CUPERTINO

OFFICE OF COMMUNITY DEVELOPMENT

City Hall

10300 Torre Avenue • Cupertino, CA 95014-3255

(408) 777-3308 • Fax (408) 777-3333 • planning@cupertino.org

Special Events Permit

Name of Business: _____

Business Address: _____

Contact Person: _____ Phone/Cell: _____/_____

Contact E-Mail: _____ Fax: _____

Contact Address(if different than above): _____ City/Zip: _____/_____

Description of Special Event: _____

Please attach the following exhibits:

1. Site Plan showing location of special event on property (dimensioned or scaled).
2. Letter of description/justification.

Typical things to address on your site plan & event description include, but are not limited to:

Date & Time, provide the contact name & number for person in charge, & in attendance, on the day(s) of the event.

ADA Accessibility & Restrooms

Guest Parking, overflow plan if applicable

Electricity, show where & how electricity will get to & from affected areas

Temporary structures? Show dimensions & use (booth, shade structure, stage, etc)

Amplified Sound? Music?

Outdoor cooking? Show & detail where, what, how?

Alcohol to be served? Provide information re: applicable Alcoholic Beverage Control license(s).

The applicant agrees to hold the City, its officers, agents, employees, and volunteers harmless from all damages, costs, or expenses in law or equity that may at any time arise or be asserted because of damage to property or personal injury received by any reason of or in the course of a special event.

Applicant's Signature _____

Date: _____

Date Received: _____ **Planner:** _____

Approved by:

FIRE _____

SHERIFF _____

PUBLIC WORKS _____

BUILDING _____

CODE ENFORCEMENT _____

PLANNING _____