

What is a SPECIAL EVENT?

Any large scale meeting, concert, live music, assembly, blocking of streets, parade or procession, or use of sound amplifying system of any kind or any other similar display constitutes a Special Event and requires a SPECIAL EVENT PERMIT. A SPECIAL EVENT PERMIT needs to be applied for least 30 days prior to an event.

A PRIVATE EVENT means that guests are invited or are part of a club/organization, and attendance is limited to those invited or part of the club or organization, whether the event is free or a fee is collected.

PUBLIC EVENT means that the event is open to anyone passing by, whether paying to get in or free

PUBLIC PROPERTY means a City street, alley, park, or City owned lot. Public School sites are not owned or operated by the City of Gilroy. Contact GUSD offices at 8710 Arroyo Circle for their use requirements/application.

PRIVATE PROPERTY means, schools, churches, business locations, apartments, vacant or undeveloped property. (Any property not City owned). A permission letter or contract from a private property owner or owners representative is required for events not on your own property.

BLOCK PARTY is an event where a group of homes wants to have traffic restricted on their street during a group event. No fixtures may be placed in the street, and a Special Event Permit is needed.

ADDITIONAL City Council approval is required for any amusement rides, carnival, circus, fair, or menagerie 30 days prior to the event. Contact the City Clerk to get on a Council Agenda. A completed and reviewed application will be required by the City Clerk. **Temporary Car Sales** require a **Conditional Use Permit**, contact the City Planning Office.

SPECIAL EVENT PERMIT PROCESS

1. **Obtain the Special Event Application Form.** It can be found on the City Web page below.

<http://www.cityofgilroy.org/cityofgilroy/business/forms/default.aspx>
1. **If renting a City Park**, call the Recreation Department **first** and process a reservation.
2. **Complete the Special Event application form.** Complete pages 1 & 2, sign page 3 and 4 if applicable, and attach a site plan. Include a traffic control plan and neighborhood notification plan if blocking streets. If you are using any Public Property a Certificate of Insurance naming the City of Gilroy as also insured, including an endorsement page, must be provided.
3. **Turn in the form 30 days prior to the event date** to Christina.Ruiz@cityofgilroy.org.
4. **Each Thursday** morning the Special Event applications are reviewed by City Staff. If there is additional information requested or the application was found incomplete you will be contacted and asked to make the application complete. If the application was approved you will be contacted via email.
5. **Final processing.** If there are any fees due, call the Finance Department and/or or mail a check to: Attn: Business Licensing/Special Event Permits 7351 Rosanna St Gilroy, CA 95020.

ANY PUBLIC event that sells or distributes food shall follow the County Department of Health Food Safety Requirements and obtain permits from them as required. Call DEH at 408-918-3400 for temporary event food permitting information.



Planning Your Event

The City of Gilroy Special Event Permit

Helping Gilroy's
Community Have Safe
Events and Activities

City of Gilroy
7351 Rosanna Street
Gilroy, CA 95020
408-846-0400

Web Site:
<http://www.cityofgilroy.org/cityofgilroy/>

Building, Planning, Public works:
408-846-0451

Finance 408-846-0420
Fire Marshal 408-846-0436
Recreation 408-846-0460

TO DETERMINE IF A SPECIAL EVENT PERMIT or OTHER APPROVAL IS REQUIRED:

Use Column 1 and 2 below to determine if a Special Event Permit is required. Start on the left Event Type and then go across to the applicable Column 2 box for the basic requirements. See Column 3 for other permits that may be required for your event/activity in addition or instead of a Special Event Permit.

Blocking Streets for Events requires a Traffic Control Plan and Neighborhood Notification Sheet located on pages 5-7 of the Special Event Application. The Special Event Application Form shows the barricades that must be obtained by the applicant. If no parking in the street is desired the applicant must follow proper posting requirements 24 hrs prior to the event. The Neighborhood Notification Sheet on Page 7 of the application requires signatures from affected homes and businesses. Obtain these forms from Engineering.

Many activities do not require a Special Event Permit but there may be other permits that are required. Check the Table below to see what kinds of activities require separate permits. If you are getting a Special Event Permit these permits below must be obtained at the same time.

Column 1 EVENT TYPE	Column 2 PERMITS / APPROVALS REQUIRED
PRIVATE PARTY AT PRIVATE RESIDENCE.	<ul style="list-style-type: none"> No Special Event Permit Required unless for street closure. City Noise Restrictions Apply! Contact the Police Department for noise rules. <i>See Column 3 for other kinds of permits.</i>
PRIVATE or PUBLIC EVENT at an indoor location (Hall, Restaurant, Church, Business, etc).	<ul style="list-style-type: none"> Location must have a Fire Code Assembly Permit and a Business License. Location subject to Building, Fire and Zoning Codes. <i>If above not met A Special Event Permit is Required</i>
PRIVATE EVENT in a City park or private event in a City operated building.	<ul style="list-style-type: none"> Complete Recreation Department Reservation Form and Confirm Reservation Recreation will advise if Special Event Permit or Other permits required Insurance Certificate and Endorsement required for 1 million Dollars liability and naming City as also insured.
ANY PUBLIC EVENT outdoors, not part of the normal use for this location; including any concert with amplified or live music, or promoted events at restaurants/bars, car shows, fairs, festivals or carnivals.	<ul style="list-style-type: none"> Special Event Permit required. Complete entire Form and submit. Applications must be submitted 30 days prior to the Event. See other side for events that require additional City Council Approval.

Column 3 ADDITIONAL PERMITS	
If event includes:	Permit or Plan Required
Tents or Canopy over 700 sqft or food cooking booths.	Obtain a Tent Permit from the Fire Marshal. Tent sales restricted to a total of 30 days a year.
Pit cooking of goat or pig, temporary food cooking booths, bonfires and any recreational fire outside of a BBQ or fireplace.	Obtain outdoor cooking fire Permit from the Fire Marshal there may be certain restrictions and/or conditions.
A stage or platform more than 30 inches high, Temporary Stage or Festival Lighting.	Obtain a Building and/or Electrical Permits from the Building Division of BLES.
Blocking a street.	Special Event Application, Traffic Control Plan and Neighborhood Notification Sheet required. If applicable "No Parking" posted to street.
Public Dancing and/or serving of alcoholic beverages.	Some locations may be restricted. ABC Permit must be obtained 10 days prior.
Pyrotechnics or use of Chemical Products or Hazardous Materials.	Obtain a Permit from the Fire Marshal. Location restrictions may apply.
Fund Raising Car Wash For local non profits only.	Obtain separate Permit from Chemical Control. Water must be contained.