



# FIRE DEPARTMENT SANTA CLARA COUNTY

14700 Winchester Blvd., Los Gatos, CA 95032-1818  
(408) 378-4010 • (408) 378-9342 (fax) • www.sccfd.org

## SPECIAL EVENTS INFORMATION SHEET

The following information shall be provided in order to process the special events permit:

Address of event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Date of event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

2. Type of event: \_\_\_\_\_

3. Number of people anticipated: \_\_\_\_\_

4. Size of tent or canopies: \_\_\_\_\_

5. Number of booths: Food/Cooking: \_\_\_\_\_ Vendor/Artist: \_\_\_\_\_

Tent/Booth Supplier(s): \_\_\_\_\_

7. Date tent/canopy being erected: \_\_\_\_\_ Date down: \_\_\_\_\_

8. Entertainment - what type: \_\_\_\_\_

9. Stages/Platform(s): \_\_\_\_\_

10. Carnival Rides: \_\_\_\_\_

11. Cooking (how prepared): \_\_\_\_\_

12. Will there be deep-frying? \_\_\_\_\_

13. Will there be BBQs or open flames? \_\_\_\_\_

14. Special Effects: \_\_\_\_\_

15. Source of power: Generator: \_\_\_\_\_ Electrical: \_\_\_\_\_

16. Source of heat: \_\_\_\_\_

17. Access Closure: \_\_\_\_\_

18. A Plot plan showing the tents, canopies and/or booths dimensions, and distances from other tents, canopies, booths, buildings, vehicle parking areas and roadways shall be provided.

19. A seating/table arrangement plan, if applicable, indicating the number of seats, seat spacing, aisle locations and widths, exit widths/locations and exit sign locations shall be provided on a floor plan. (For tents and canopies only).

Organized as the Santa Clara County Central Fire Protection District

*Serving Santa Clara County and the communities of Campbell, Cupertino, Los Altos,  
Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga*