CITY OF CUPERTINO

PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
CUPERTINO.ORG

March 11, 2026

Dear Taiwanese Cultural and Sports Association (TCSA),

Thank you for your application to hold a festival with the City of Cupertino during Fiscal Year 2026/2027.

Your event application has been reviewed, and you are receiving **Event Approval** for your festival on:

August 22, 2026, from 8 a.m. to 6 p.m. (actual event time 10 a.m. to 4 p.m.)

Our Recreation Coordinator for Events and Festivals, Christina Lopez, will work with you to implement your festival with the City of Cupertino. Your final **Event Permit** will be issued when all required permits and fees are submitted. The Festival Application and Information Packet should continue to be a resource for you for the festival organization process. This packet will detail which permits and what information is due to the city as we move toward your festival date. Christina will also set up pre-festival meetings with your organization and continue to communicate by email for any information needed. In order to be transparent with your organization, I have included all of the charges that come along with your festival. Since fee waivers were requested, the majority of these costs will be going to council to be considered being waived.

Kids N Fun Festival 2025	**8/22/2026**	10am-4pm			set-up time 8am-6pm (10 hours)			
Recreation Costs	**Days**	**Hours**	**Rate**	**Total**				
Recreation Coordinator	1	12	$83.48	$1,001.76				
Facility Attendant	1	10	$63.79	$637.90				
	Staff	**Hours**	**Rate**	**Total**				
Part Time Staff	1	11	$19.70	$216.70				
	1	15	$19.70	$295.50				
Total P & R Staff								**$2,151.86**

Facility Usage	**Time**	**Hours**	**M-F 5pm Rate**	**Hours**	**5pm-Sun Rate**	**Total**		
Friday (Set-Up)								
Memorial Park- 500 or less attendees	12pm -8pm			8		$1,000.00		
Memorial Park - Amphitheatre	12pm-5pm			5	$27.50	$137.50		
Quinlan- Cupertino Room	12pm-5pm	5	$30.00		$128.00	$150.00		
Quinlan- Social Room			$20.00		$96.00	$0.00		
Quinlan- Conference Room			$10.00		$40.00	$0.00		
Total Friday							**$1,287.50**	
Saturday (Event Day)								
Memorial Park- Full Park	8am-6pm			10		$2,000.00		
Memorial Park - Amphitheatre	8am-6pm			10	$27.50	$275.00		
Quinlan- Cupertino Room	8am-6pm			10	$128.00	$1,280.00		
Quinlan- Social Room					$60.00	$0.00		
Quinlan- Conference Room					$25.00	$0.00		
Total Saturday							**$3,555.00**	
Sunday								
Memorial Park- 500 or less attendees								
Quinlan- Cupertino Room					$128.00	$0.00		
Quinlan- Social Room					$60.00	$0.00		
Quinlan- Conference Room					$25.00	$0.00		
Total Sunday							**$0.00**	
Total Facilities								**$4,842.50**

Sheriff's	Staff	Hours	Rate	Total				
Deputies, Sat.	2	11	$201.50	$4,433.00				
	1	7	$201.50	$1,410.50				
Total Sheriff Staff								**$5,843.50**
Public Works	**Staff**	**Hours**	**Rate**	**Total**				
Shift #1, Day 1	3	7	$77.31	$1,623.51				
Shift #2, Day 1	3	7	$77.31	$1,623.51				
Total PW Staff							**$3,247.02**	
	Quantity	**Days**	**Rate**	**Total**				
Standard Barricades	25	5	$0.28	$35.00	Wed-Sun			
Standard Barricades	20	3	$0.28	$16.80	Thurs-Sun			
Traffic Cones	50	2	$0.38	$38.00	Thurs-Sun			
Krail	2	2	$0.56	$26.88	Fri-Sat			
Temp. Traffic Control Sign and Truck	12	1	$42.39	$508.68	(Calculated in hours)			
Changeable Message Sign	12	1	$1.06	$12.72	(Calculated in hours)			
Total Equipment PW							**$638.08**	
Total Public Works								**$3,885.10**
Grand Total								**$16,722.96**

Coming up:

- In June, festival fee waivers for fiscal year 2026/2027 will be considered by the City Council. If your festival is approved for fee waivers, we will send a **Festival Fee Waiver Approval Notification** to you after the June Council meeting.

We look forward to a partnership with your organization to hold a successful festival for our residents and local community.

Please direct any questions to Christina Lopez at christinal@cupertino.gov or at (409) 777-1308.

Rachelle Sander

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Director of Parks and Recreation

Sonya Lee

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Recreation Manager, Youth/Events/Facilities