

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 26, 2025

Dear Taiwanese Cultural and Sports Association,

Thank you for your application to hold a festival with the City of Cupertino during Fiscal Year 2025/2026.

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

August 23, 2025, 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, majority of these costs will be going to council to be considered being waived.

Kids N Fun Festival 2025	8/23/2025									
Recreation Costs		Days	Hours	Rate		Total				
Recreation Costs Recreation Coordinator						\$801.21				
		1	10	\$80.12						
Facility Attendant		1	10	\$61.79		\$617.90				
		Staff	Hours	Rate		Total				
Part Time Staff		2	10	\$22.08		\$441.60				
Total P & R Staff										1,86
Iotal F & R Stall				1					¥	1,00
			M-F 5pm			Fri 5pm-S				
<u>Facility Usage</u>	<u>Time</u>	Hours	Rate	Hou	<u>urs</u>	Rate	<u>Total</u>			
Friday (Set-Up)				_			44 000 00			
Memorial Park- 500 or less attendees	12pm -8pm			8		407	\$1,000.00			
Memorial Park - Amphitheatre	12pm-5pm			5		\$27.				
Quinlan- Cupertino Room	12pm-5pm			5		\$128.	-			
Quinlan- Social Room			4			\$96.	_			-
Quinlan- Conference Room			\$10.00)		\$40.	-			
Quinlan- Craft Room						\$36.	F			
Quinlan- Activity Room						\$36.				
Quinlan- Dance Room						\$36.	-			ļ
Quinlan- Music Room						\$36.	00 \$0.00			
Total Friday								\$1,777.50		
Saturday (Event Day) Memorial Park- Full Park	Oam Fam			9			\$2,000.00			
Memorial Park - Amphitheatre	8am-6pm			9		\$27.				
Quinlan- Cupertino Room	8am-5pm			9		_	00 \$1,152.00			
Quinian- Cupertino Room Quinlan- Social Room	9am-5pm			9	,	\$128.				
Quinian- Social Room Quinlan- Conference Room						\$25.				
Total Saturday						Ş25.	30.00	\$3,399.50		-
Sunday								33,333.3U		
Memorial Park- 500 or less attendees				1						1
Quinlan- Cupertino Room						\$128.	00 \$0.00			
Quinlan- Social Room						\$128.				
Quinlan- Social Room Quinlan- Conference Room						\$25.	-			
Total Sunday						Ų2J.	JO.00	\$0.00		
Total Facilities								\$0.00	\$5.177.00	

Sheriff's	Staff	Hours	Rate	Total				
Deputies, Sat.	2	11	\$155.00	\$3,410.00				
	1	7	\$155.00	\$1,085.00				
Total Sheriff Staff								\$4,495.00
Public Works	<u>Staff</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>				
Shift #1, Day 1	3	6	\$79.42	\$1,429.54				
Shift #2, Day 1	3	6	\$79.42	\$1,429.54				
Total PW Staff							\$2,859.08	
	Quantity	Days	<u>Rate</u>	<u>Total</u>				
Standard Barricades	20	5	\$0.28	\$28.00	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	11	1	\$42.39	\$466.29	(Calculated in hours)			
Changeable Message Sign	11	1	\$1.06	\$11.66	(Calculated in	hours)		
Total Equipment PW							\$587.63	
Total Public Works								\$3,446.71
Grand Total								\$14,979.41

Coming up:

 In June, festival fee waivers for fiscal year 2025/2026 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.

Kechelle Sander

Director of Parks and Recreation

Sonya Lee

Sonya Lee

Recreation Manager, Youth/Events/Facilities