

Thank you for your interest in planning a successful and safe event in Sunnyvale. Events are an important way to build community and celebrate the diversity, heritage and uniqueness of Sunnyvale. Depending on the nature of your event, you may need to obtain additional permits or approvals to ensure a well-planned, safe event. The City of Sunnyvale has created a simplified process to help you determine what type of City permits and approvals you will need.

1. Submit your **completed application** (sections 1-18) at least **EIGHT WEEKS BEFORE your proposed event date** with a check made payable to City of Sunnyvale for \$134 (nonrefundable processing fee). Fee may also be paid by Visa, MasterCard or Discover.

Completed applications may be:

- Delivered: Community Services Division, Recreation Center Front Desk, 550 East Remington Drive;
- Mailed: City of Sunnyvale, Attn: Recreation Services Event Permits, P.O. Box 3707, Sunnyvale, CA, 94088;
- Emailed: events@sunnyvale.ca.gov

NOTE: Incomplete applications will not be processed. Applications will not be processed until the processing fee is paid. Any unpaid balances owed to the City must be paid in full before an event application will be processed.

2. You will be sent an email acknowledgement that your application has been received. Your application will then be reviewed by City employees, which may take up to three weeks. During this time, you may be contacted by City employees for clarification of your event details.
3. After a full review of your application, you will receive either an event conditional letter or a denial letter. The conditional letter will outline requirements for your event, such as necessary permits, approvals and applicable fees. This may include, but is not limited to, the following:
 - Certificate of Insurance showing evidence of a commercial liability and an Additional Insured Endorsement
 - Facility and Park Reservations
 - Additional Permits and Fees (i.e., amplified sound, tents, stage, cooking, inflatables, carnival, etc.)
 - Security Requirements
 - Inspections (prior, day-of and post event)
 - Garbage and Recycling Requirements
 - Food Temporary event Requirements
 - Traffic Control Services
4. Once all the conditions have been met, a Special Event Permit will be issued by the City. You will be required to have this permit in your possession during your event. This is in compliance with Sunnyvale Municipal Code 9.45 Special Event Permits and Chapter 9.47 Extraordinary Public Safety Service Liability. Visit MunicipalCode.inSunnyvale.com for more information.

For further assistance, call the Recreation Services Division Event Coordinator at 408-730-7345 or email events@sunnyvale.ca.gov. Business hours are Monday through Friday, 8:30 a.m. to 5 p.m.



SPECIAL EVENT APPLICATION

Event ID#

For City Use Only

SECTION 1: Contact Information

Event Title: _____ Event Date: _____

Event Organizer Applicant Name: _____

Organization: _____

Phone: _____ Email: _____

Mailing Address: _____

Day-of-Event Contact: _____ Day-of-Event Phone: _____

SECTION 2: Event Information

Provide a detailed description of your event, the sequence and types of activities the event will include, event attendees, your event promotional plan, including any advertising directed to the public, etc.

TYPE OF EVENT

What type of event is this (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Outdoor Festival, Celebration or Street Fair | <input type="checkbox"/> Race, Fun Run or Walk, or Bike Event |
| <input type="checkbox"/> Car Wash | <input type="checkbox"/> Parade or Procession | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Community Event | <input type="checkbox"/> Private Event | |
| <input type="checkbox"/> Charitable Event | | |

TIMELINE

Set-Up: Date: _____ Start Time: _____ End Time: _____

Actual Event: Date: _____ Start Time: _____ End Time: _____

Clean-Up: Date: _____ Start Time: _____ End Time: _____

ANTICIPATED ATTENDANCE

Total: _____ Per Day: _____ Maximum Anticipated at One Time: _____

Totals should include all event attendees, volunteers, vendors, etc.

☐ YES ☐ NO Will this event be open to the public?

SECTION 3 - EVENT LOCATION

☐ YES ☐ NO Will the event be held at a City of Sunnyvale facility including rooms in any of the Community Center buildings (Recreation Center, Creative Arts Center, Indoor Sports Center, Senior Center and Sunnyvale Theatre), park buildings or picnic or field areas at a Sunnyvale Park?

If YES, which facility or park? _____

To reserve a City facility, please call the Community Center front desk at 408-730-7350.

If NO, where will your event be held (be specific): _____

If privately-owned property, include proof of approval from property owner (and tenant, if applicable) with this application.

EVENT PARKING

Describe where event attendees are expected to park their vehicles. If the event will require more parking than what is available, describe your plan for overflow vehicles.

SECTION 4 - ROAD CLOSURES

All road closures in Sunnyvale must be approved by the City of Sunnyvale Transportation and Traffic Manager. If your event requires the closure of any state, county or other city's roadway, you must obtain approval from the respective jurisdiction.

☐ YES ☐ NO Will this event require any City roads to be closed?
If NO, you can skip to Section 5 – Food.

If YES, how do you plan to manage the traffic control?

- ☐ I am requesting the City of Sunnyvale to perform the traffic control (fees will apply)
- ☐ I will be contracting out the traffic control and have included the event's temporary traffic control plan

If the traffic control will not be performed by the City and instead be contracted out, you are required to submit a temporary traffic control plan for City approval with this application. Plans must include all roads and intersections to be closed before, during and after the event. The City of Sunnyvale Traffic Control Plan Guidelines are available on the Special Events webpage.

What road(s) are you requesting to be closed? Be specific on exactly where the closures will occur.

Why do you need the requested road(s) closed and what will you be doing on them?

Provide the exact times you are requesting the road(s) to be closed:

Road Closed: Date: _____ Time: _____

Road Reopened: Date: _____ Time: _____

SECTION 5 - FOOD

☐ YES ☐ NO Will you provide food and/or beverages at your event (e.g. catered, food concessions, etc.)?

If NO, you can skip to Section 6 – Alcohol.

If YES, please describe: _____

NOTE: Temporary event permits and event authorizations must be obtained by the Santa Clara County Department Environmental Health Department (SCCDEH) when food is sampled, sold, prepared or given away to the public. Temporary Events are community events conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period that is civic, political, public or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by SCCDEH. Temporary Food Facilities (TFF) or food/beverage booths are food operations that operate whenever food or beverage (unpackaged or prepackaged) is distributed.

For Temporary Event Program details, forms, and fees, please visit
<https://cpd.sccgov.org/programs-and-services/temporary-events>.

Email questions to TempEvents@deh.sccgov.org or contact the SCCDEH at 408-918-3400.

Per muni code 5.39.010, foam (aka “Styrofoam™”) food ware is not permitted in Sunnyvale. Applicant is responsible for communicating this information to any food vendors.

☐ YES ☐ NO Will food be prepared or cooked at the event?

In addition to the Temporary Event Permit requirement, any cooking using an open flame requires an additional permit, a meeting with a Fire Protection Engineer at the One-Stop Permit Counter at least 10 days prior to your event and a day-of-event inspection.

Specify cooking method: ☐ Gas ☐ Electric ☐ Charcoal ☐ Other: _____

☐ YES ☐ NO Will Food Trucks be at your event?

If you are hosting your event at a City facility, any food service must be paid for before the event, including food trucks. Food trucks must stay in designated parking areas and are not permitted to sell to the public while providing food for your event, per muni code 9.62.070.

☐ YES ☐ NO Will food vendors/food concession tents be at your event?

If you are hosting your event at a City facility, any food service must be paid for before the event, including food concession tents. These vendors are not permitted to sell to the public while providing food for your event, per muni code 9.62.070.

☐ YES ☐ NO Will there be food warming using an open flame (e.g. Sterno)?

All canned-heat canisters (e.g. Sterno) cannot exceed 8 ounces. Any unburned fuel must be disposed of as hazardous waste.

If YES, please describe the method of food warming below and specify booths using an open flame on site map.

See next page for additional food requirements.

INFORMATION REGARDING FOOD AT EVENT:

- Event with food (including beverages) being provided ONLY from participating Santa Clara County Mobile Food Facilities (MFFs) - food trucks/trailers/carts.
 - Temporary Event permits by SCCDEH are not required. Event coordinator must verify MFF permits are valid by requesting only a copy of their MFF permit or MFF renewal/initial inspection report. **Event Coordinator must have copies of these permits to show the Fire Protection Inspector on day of the event.**
- Event with prepackaged food and bottled/canned beverages ONLY and food service does not exceed 4 hours in duration.
 - Obtain an event authorization from SCCDEH and submit form(s) to SCCDEH via mail, in-person or via email at least 2 weeks prior to event.
- Event with open food and beverages.
- Temporary Event permit is required. Submit event packet along with applicable fees in-person or via mail at least 2-weeks prior to the event. However, if submitting via email, event packet must be submitted **at least 3-weeks** prior to the event to allow time to invoice and receive proof of payment by the 2-week deadline. Payments received after the 2-week deadline will be assessed late penalties.
- Non-profit organization will receive 100% of the food (including beverages) donated from for-profit food facilities. Food facilities will not receive monetary benefit only public recognition for their donation.
- Craven Act Exemption - complete SCCDEH forms and submit to SCCDEH via mail, in-person or via email at least 2 weeks prior to event.
- Private event providing food (including beverages) – contact SCCDEH.

For Temporary Event Program details, forms, and fees, please visit

<https://cpd.sccgov.org/programs-and-services/temporary-events>.

Email questions to TempEvents@deh.sccgov.org or contact the SCCDEH at 408-918-3400.

See Section 13 – WASTE MANAGEMENT PLAN for requirements regarding food waste from your event.

SECTION 6 – ALCOHOL

If alcohol will be served at your event, you will be required to provide liquor liability coverage on your certificate of insurance.

☐ YES ☐ NO **Will your event involve the serving and consumption of alcoholic beverages?**

*If your event is being held at a Sunnyvale Park, per muni code 9.62.070, alcohol is permitted in picnic areas only in conjunction with a meal and as long as attendees conduct themselves in an orderly manner. Alcohol is limited to beer, wine and champagne. Hard alcohol, including mixed drinks and cocktails are **NOT** permitted in any park or City Facility.*

What are you planning on serving?

☐ YES ☐ NO **Will alcohol be sold at your event?**

*If you plan to sell alcoholic beverages at your event, you are required to obtain a permit from the state Department of Alcoholic Beverage Control (ABC). The sale of alcoholic beverages is **NOT** permitted in Sunnyvale Parks or City Facility.*

How do you plan to sell alcohol?

If you are hosting an event at a City Park or City Facility: Any alcoholic beverages must be paid for before the event, per muni code 9.62.070.

SECTION 7 - OPEN FLAME OTHER THAN COOKING

☐ YES ☐ NO Will there be any open flame, open burning or use of any open flame device during the event?

If **YES**, please describe the activity and device proposed to be used, specify where the open flame will be located and include dimensions of the open flame area and distances to all structures, property lines and combustible materials (including trees and bushes) on your site map.

SECTION 8 – EMERGENCY PLAN, SAFETY AND SECURITY

☐ YES ☐ NO Do you plan to have a first aid area at your event?

If YES, make sure to provide the location(s) on your site map.

☐ YES ☐ NO Do you plan to hire private security officers for your event?

If **YES**, please describe how many security officers you plan to hire and what their role(s) will be.

NOTE: For events including but not limited to fairs and festivals, a minimum number of security officers in readily identifiable clothing marked "SECURITY" may be required. City employees will provide the exact number of officers needed in your event conditional letter based on your event details.

If attendance is anticipated to exceed 1,000, trained crowd control managers are required in accordance with CFC Sec.403.3. During the event, you must provide at least one trained crowd manager for every 250 persons anticipated. Approved on-line training is available at www.crowdmanagers.com.

Describe your emergency plan, including your communications procedures:

SECTION 9 - RESTROOM FACILITIES

You may be required to provide portable toilets and hand washing stations, unless you can substantiate the sufficient availability of both Americans with Disabilities Act (ADA) and non-accessible facilities in the immediate area of the event site which will be available during your event. If required, City employees will provide the exact number of portable restrooms and hand washing stations to order (based on your event details) in your event conditional letter.

List the number of permanent restrooms available and open at the event site and if you plan to order portable restrooms (toilets and handwashing units).

_____ **Number of Permanent Restrooms Available and Open During the Event:**

How many portable restrooms are you planning to order?

_____ **Number of Portable Restrooms**

_____ **Number of Portable Handwashing Units**

Note: 1) portable toilets do not all have built-in handwash sinks. 2) at least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility. 3) Mobile Food Facilities (MFFs) must also operate within 200 feet from an approved restroom.

SECTION 10 - TEMPORARY STRUCTURES

☐ YES ☐ NO **Will you be using any tents that are 10' x 10' (pop-up size) or smaller?**

If **YES**, list how many, their sizes (dimensions or square feet), arrangement of the tents including separation distances, and what you plan to do inside the tent(s):

☐ YES ☐ NO **Will you be using any tents or canopies larger than 10' x 10'?**

All tents larger than 10' x 10' will require an additional permit, a meeting with a Fire Protection Engineer at the One-Stop Permit Counter at least 10 days prior to your event and a day-of-event inspection.

If **YES**, list how many, their sizes (dimensions or square feet), arrangement of the tents including separation distances, and what you plan to do inside them:

☐ YES ☐ NO **Will you be using a stage?**

*All stages must be ADA compliant and comply with the applicable provisions of the City of Sunnyvale's Standards for Outdoor Assembly Events. **In addition, the event organizer may need to submit engineering plans at the One-Stop Permit Counter as part of the conditional letter requirements.***

SECTION 11 - HANDS-ON ATTRACTIONS

- ☐ YES ☐ NO Will this event feature any hands-on attractions, such as inflatables, petting zoos, rides, etc.?
If your event is being held at a Sunnyvale Park, a generator must be rented in conjunction with any inflatables to be used as a power source. Power from the outlets located in the picnic areas may not be used to power inflatables.

If YES, please describe:

SECTION 12 - SOUND, GENERATORS AND LIGHTING

- ☐ YES ☐ NO Will you be using any amplified sound [e.g. public address (P.A.) system, DJ, boom box]?

If YES, please describe:

- ☐ YES ☐ NO Will this event utilize a generator(s)?
If you are utilizing a generator(s), make sure to include the location(s) on your site map. Keep the following in mind:
- Generators must be located at least 20 feet from of a booth or tent and at least 10 feet from an inflatable.
 - Generators must be separated from contact with the public by physical guards, fencing or a barrier.
 - Generators must be caution taped off and placed on top of platforms to avoid damaging turf and native grasses.

If YES, please describe the intended use:

- ☐ YES ☐ NO Will you be using any lighting?

If YES, please describe:

SECTION 13 - WASTE MANAGEMENT PLAN

You are responsible for keeping the event site tidy and litter-free at all times. You are also responsible for cleaning up and disposing all your trash and recycling. All event applicants must submit a waste management plan. If you plan to hire a zero waste special event service provider, submit the signed contract.

NOTE: Food vendors may not take their wastes with them. See next page for requirements that event organizer MUST provide.

How do you plan to manage the event waste generated at your event?

☐ **I plan to manage the event waste on my own.**

If you plan to hire an approved zero waste special event service provider you can skip this section.

Describe how you plan to manage and dispose of all recyclables and event waste during and after your event.

As part of your plan, indicate the number of personnel assigned to the following tasks below:

- _____ Number of people setting up event waste containers prior to the event.
- _____ Number of people cleaning up litter during the event. *(This includes all plastic bags, food wrappers, plastic utensils, lids, straws, cardboard boxes, etc.)*
- _____ Number of people emptying full waste containers during the event
- _____ Number of people transporting garbage and recyclables bags to dumpsters during and at the end of the event.

☐ **I plan to hire an approved zero waste special event service provider to manage the event waste.**

Below are the City-approved zero waste event service providers. Please contact them directly for more information on the services available to best meet your event waste reduction and recycling needs.

1. Nothing Wasted Consulting
Melissa Baxter: melissa@nothingwastedconsulting.com, 858-837-2178
2. San Jose Conservation Corps
www.sjcccs.org
Mario Pichardo, Director of Zero Waste, mpichardo@sjcccs.org, 669-204-3473

EVENT ORGANIZER REQUIREMENT WHEN FOOD VENDORS ARE PRESENT

Per the temporary event requirements, food and beverage vendors are not permitted to take their wastes with them (unless providing edible food recovery per SB 1383 requirements). Event organizers **MUST** provide the following (as applicable):

- Garbage dumpsters
- Liquid waste containers
- Use existing janitorial sink available for liquid waste disposal
- Grease waste containers
- Metal waste containers for spent charcoal

PORTABLE SPECIAL EVENT CONTAINERS

Portable special event trash and recycling containers may be available for you to use for your event, at **NO** cost. See photos and details below.

☐ YES ☐ NO Are you interested in receiving portable special event containers for your event?

If YES, how many special event containers are you requesting: _____ containers of each (recycling and garbage)

A maximum of 25 containers each is available. Food scrap recycling containers are available upon request. *Disclaimer: If you marked YES, City Environmental Services staff will contact you regarding availability and requirements. * A \$50 fee will apply per container that is not returned or is returned in damaged condition.*

Recycling (Cans and Bottles)	Garbage
<p>ClearStream Recycling Container</p> <p>Details:</p> <ul style="list-style-type: none">- Recycling liners included- Use for beverage containers (plastic, aluminum and glass)	<p>Landfill Container Details:</p> <ul style="list-style-type: none">- Trash liners included- Use for disposable food ware (cups, plates, utensils, takeout boxes, etc.) napkins, plastic wrap and bags, and food scraps



Here are other waste management conditions that we may require based on the event details you provide in this application. If required, City employees will give you more information in your conditional letter:

- A meeting at the event site with City employees to discuss the event layout, conditions of the permit, event garbage/recycling and the clean-up process.
- Events with over 150 people may be required to order a dumpster from the City's franchise hauler for the event waste (fees apply). Event organizers will be required to dispose of all event waste in the dumpster that you rent.
- Depending on the size of your event and whether you have food service, you may be required to recycle food scraps separately.

SECTION 14 - SALES AND DONATIONS

Any ticket or item sales for an event being held at a City facility must receive approval from the Superintendent of Recreation Services. Please provide details below.

☐ **YES** ☐ **NO** **Will event attendees have to pay a fee to attend the event?**

If **YES**, what is the fee covering? i.e. food, drink tickets, event admissions, etc.

☐ **YES** ☐ **NO** **Will event attendees have to buy a ticket to attend the event?**

If **YES**, note ticket sales are not allowed at event site. All ticket sales must be done prior to event.

How do you intend to sell tickets by pre-sale?

If you are selling tickets online, please include the website location or ticket platform you plan to sell from.

☐ **YES** ☐ **NO** **Will anything be sold at the event?**

If **YES**, please explain the items that will be sold at the event:

☐ **YES** ☐ **NO** **Will donations be taken at the event?**

If **YES**, please describe:

☐ **YES** ☐ **NO** **Will you have non-food vendors?**

If **YES**, please describe:

SECTION 15 – SITE MAP

Provide a detailed site map for your event. Your site map must include all items below that apply to your event:

- ☐ An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area and any roads or lane closures being requested.
- ☐ Any temporary structures including tents, canopies, stages, booths, inflatables, etc. *
- ☐ Food booths and cooking areas, including the location(s) for any food-prep trailers and cooking appliances.
- ☐ Placement of trash and recycling containers and event dumpster.
- ☐ On-site restrooms and the location for portable toilets and hand-washing stations.
- ☐ Generator locations or sources of electricity.
- ☐ All anticipated parking locations.
- ☐ The location of first-aid areas, information booths, security booths, etc.
- ☐ The locations of fencing, barriers or barricades. For outdoor events that have fences, include the exit locations and any removable fencing for emergency access.
- ☐ Placement of promotional signs or banners.
- ☐ Locations of all other event activities.
- ☐ If the event involves a moving route of any kind (such as a parade or race), indicate the direction of travel, including the starting and ending locations.

*Tents or Canopies

For tents 10' by 10' or smaller, additional permits will not be required if you follow the rules below:

- **NO** more than seven 10' by 10' tents without sides are allowed to be located adjacent to one another. Groups of seven 10' by 10' tents must be separated by at least 10 feet.
- **NO** more than four 10' by 10' tents with sides are allowed to be located adjacent to one another. Groups of four 10' by 10' tents must be separated by at least 10 feet.

If you are planning on using tents or canopies larger than 10' by 10', an additional permit from the Department of Public Safety will be required. See the City of Sunnyvale's Standards for Outdoor Assembly Events document located on the Special Events Webpage for details.

Event Accessibility:

Your event should do its best to accommodate a wide range of abilities. Making your event more accessible widens your reach, makes your attendees feel welcome, and creates an environment of inclusion, diversity and positivity. Some planning tips to help make your event accessible include; ordering ADA accessible portable restrooms and ramps for stages, paying attention to things like the width between tables, chairs, and booths, keeping pathways clear, paying attention to the size and color of font on signage, and training event greeters to help attendees with accessibility needs.

SECTION 16: Displaying a Community Event Banner

Event Title: _____

The City of Sunnyvale displays banners for public events at two locations: The Community Center (along E. Remington Drive, between Michelangelo and Manet drives) and Butcher's Corner (Wolfe Road and El Camino Real). **The cost to hang a banner is \$400 and must be paid when you submit this application.** To display a Community event banner on City property, the event must meet the following criteria:

- Be capable of attracting at least 500 participants.
- Have free admission.
- Encourage the celebration of our community's character, heritage, diversity and uniqueness.

☐ YES ☐ NO **Are you interested in advertising your event at one of the City's banner sites?**

If YES, please answer the following questions.

What day would you like to start displaying your banner? ____/____/____ **Event Date:** _____

Specific posting date is subject to approval. Generally, banners display for two weeks prior to the event. Depending on the number of requests for banner space, if you would like to hang banner longer (additional two weeks), an additional banner fee (\$400) must be paid before banner reservation extension can be confirmed. In the event of conflicting requests for space, the Recreation Manager determines which events are approved. Banners are removed in a timely manner.

What location would you like to have your banner displayed?

- ☐ Community Center (E. Remington Drive)
☐ Butcher's Corner (Wolfe Road and El Camino Real)

Include a description or draw what the banner will say and look like: (banner design must be approved)

The banner must include the organization name, name of event, location, date, time, phone number & website, if applicable).

Banner Height =

Banner must be dropped off at the Sunnyvale Community Center at least one week prior to the approved display date. Extra fees may apply if adequate time is not given.

Next Steps after Application:

The Event Coordinator will notify you if your request has been approved and confirm the hang date for your banner. After you have been notified that your banner request is approved, purchase your banner according to specifications listed below. You are responsible for the design, creation and cost of the banner. **We strongly recommend that you do not purchase your banner until approval is granted.**

Banner Specifications:

The banner must meet the following:

- 40 ft in length
- Height should be 4 feet tall
- Holes with grommets for hanging the banner should be spaced every 3 feet
- The banner must have adequate wind slits

You are required to supply **four 5-foot lengths of 3/8" diameter cotton or nylon rope for hanging the banner** at the time you turn in your banner. Failure to supply the rope will result in a delay of your banner on display.

SECTION 17: INSURANCE & INDEMNIFICATION REQUIREMENTS

The City requires that Applicant/Permittee maintain insurance requirements on the Pacific Insurance Network System (PINS). Applicant/Permittee shall procure and maintain, at its own expense during the life of the Permit, policies of insurance against claims for injuries to persons or damages to property which may arise from or in connection the services provided by the Applicant/Permittee, their agents, representatives, or employees. Certificates and endorsements as specified in this application shall be provided to the City Risk Manager for approval prior to Applicant/Permittee (or subcontractor(s)) performing services under this Permit.

Minimum Scope and Limits of Insurance. Contractor shall maintain limits not less than:

1. **Commercial General Liability:** coverage written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage. ISO Occurrence Form shall be at least as broad as CG 0001.
2. **Automobile Liability:** coverage with statutory limits required for the State of California applying to all owned, non-owned, or hired vehicles used in conjunction with this Permit for bodily injury and property damage. Proof of coverage is required.
3. **Workers' Compensation:** Statutory Limits and **Employer's Liability:** \$1,000,000 per accident for bodily injury or disease.

Industry Specific Coverages:

- ☐ If serving alcohol, **Liquor Liability coverage** written on an occurrence basis with limits not less than \$1,000,000 per occurrence.
- ☐ If serving directly with minors, the Certificate of Insurance must include coverage for **molestation and sexual abuse** with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Deductibles, Self-Insured Retentions and Other Coverages:

Any deductibles or self-insured retentions must be declared and approved by the City of Sunnyvale, Risk Manager. The Applicant/Permittee shall guarantee payment of any losses and related investigations, claim administration and defense expenses within the deductible or self-insured retention.

The aforementioned insurance requirements can be met through any combination of self-insured, primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

Other Insurance Provisions:

During the term of the Agreement, the City of Sunnyvale, its officers, officials, employees, agents, and volunteers are to be covered as an additional insured in the Applicant/Permittee's commercial general liability policy (and if applicable, liquor liability and sexual abuse and molestation policies) with respects to liability arising out of activities performed by or on behalf of the Applicant/Permittee; products and completed operations of the Applicant/Permittee; premises owned, occupied or used by the Applicant/Permittee. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sunnyvale, its officers, officials, employees, agents, or volunteers.

During the term of the Permit, the Applicant/Permittee's Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sunnyvale.

For any claims related to this project, the Applicant/Permittee's insurance shall be primary. Any insurance or self-insurance maintained by the City of Sunnyvale, its officers, officials, employees, agents and volunteers shall be excess of the Applicant/Permittee's insurance and shall not contribute with it and shall be at least as broad as ISO CG 20 01 04 13.

Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sunnyvale, its officers, officials, employees, agents or volunteers.

The Applicant/Permittee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Sunnyvale.

Any umbrella or excess Insurance Liability policies shall be true "following form" of the underlying policy coverage, terms, conditions, and provisions and shall meet all of the insurance requirements stated in this document, including the additional insured, SIR, and primary and non-contributory insurance requirements for the benefit of City (if agreed to in a written Permit or agreement) until all coverage carried by or available to the Applicant/Permittee's primary and excess liability policies are exhausted and before the City's own Insurance or self-insurance shall be called upon to contribute to a loss.

The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the Applicant/Permittee's policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.

Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, and who are admitted and authorized to do business and in good standing in California unless otherwise acceptable to the City of Sunnyvale's Risk Manager.

Verification of Coverage:

Applicant/Permittee shall furnish the City of Sunnyvale with an original Certificate of Insurance effecting the coverage required. The certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City of Sunnyvale, Risk Manager prior to commencement of work.

The Applicant/Permittee shall provide certificate(s) evidencing renewals of all insurance required herein prior to the expiration date of any such insurance. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

For all insurance policy renewals during the term of this Permit, Applicant/Permittee shall submit insurance certificates reflecting the policy renewals through PINS.

Subcontractors:

In the event Applicant/Permittee hires a contractor or sub-contractor to perform any services within the scope of this Permit, Applicant/Permittee shall require all contractors/sub-contractors to comply with all indemnification and insurance requirements required hereunder in favor of the City. Failure to require such indemnity, defend and hold harmless will be grounds for termination of this Permit. For purposes of Indemnity and Additional Insured Endorsement requirements, services shall be deemed to be performed for the City if the service is performed for or by parties who have been issued a Permit by the City. Any certificate of insurance issued as required by this Permit, where the insurance documents provide additional insured status per written agreement/contract, this Permit shall be deemed a contract or agreement for any party performing services under the terms and conditions under this Permit.

Applicant/Permittee shall not allow its duly approved or authorized agents or contractors, or any subcontractors of its duly approved or authorized agents or contractors, to perform any services under this Permit until Applicant/Permittee has proof of insurance or copies of insurance policies of the types and in the coverage amounts required of the Applicant/Permittee by the City for this Permit. Such insurance and all required endorsements must be in full effect prior to performing services. Applicant/Permittee shall furnish separate certificates and certified endorsements naming City as an additional insured, and Applicant/Permittee shall either include its duly or authorized agents or contractors and all subcontractors as insureds under Applicant/Permittee's insurance policies and separate certified endorsements naming City as an additional insured from each of Applicant/Permittee's duly approved and authorized agents or contractors and all subcontractors of each duly approved and authorized agent or contractor.

Applicant/Permittee shall in form its duly approved or authorized agents or contractors and all subcontractors of the indemnity and insurance provisions of this Permit and provide them with copies of those provisions. Any duly approved or authorized agents or contractors shall be required to sign the Permit and acknowledge that they have read and understood the indemnity and insurance requirements and agree to be bound by them.

*Except as to the sole negligence or willful misconduct of the City, the Applicant or Permittee shall defend indemnify and hold the City, and its officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees, which arise out of or is in any way connected with the community event authorized herein. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of Applicant or Permittee or of Applicant or Permittee's employees, subcontractors, agents or volunteers. **By signing this application, the applicant acknowledges that they may be billed for any unanticipated costs for City services arising from the event as a result of changes to the event or inaccurate application information.***

Signature: _____ **Date:** _____



Submitting Insurance Information

Note: only electronic documents are accepted.

WHAT DOES THE CITY USE?

PINSAdvantage.com is used to track **Certificates of Insurance** and all related documents.

WHAT IS THE PROCESS?

PINS starts with the City of Sunnyvale. The City emails the Vendor/Contractor requesting proof of insurance through the PINS platform. The email request includes directions on how to provide the required insurance documents through PINS. The Vendor/Contractor simply forwards the email request to their Insurance Agent(s) and the Insurance Agent(s) logs into www.PINSAdvantage.com. Once the Insurance Agent(s) logs in, insurance documents are uploaded and the insurance certificate is completed online.

***Note:**

Vendors/Contractors will receive the insurance request email from: no-reply@pinsadvantage.com

Thank you for your compliance!



Need assistance? Contact the City's Risk Management Team at riskmanagement@sunnyvale.ca.gov or 408-730-7490.

[SAMPLE INSURANCE REQUEST EMAIL]

To: [Vendor/Contractor Company Name]

The City of Sunnyvale is requesting proof of insurance for [Contract/Agreement]. Please be advised we have automated our insurance certificate tracking using PINS Advantage. Your agent(s) will need to provide us with the insurance certificate and any associated documentation through the following website: <https://www.pinsadvantage.com/>

Please forward this email to any Agent handling your Insurance.

Please follow the instructions below:

- Login to PinsAdvantage.com
- Register as new Agent
- Enter this Job Code: XXXXX#x##Xx#
- Complete Agent Registration
- Log in using User Name and Password
- Click add Certificate
- Enter this Job Code: XXXXX#x##Xx#
- Complete sections of the Certificate applicable to your Agency, and include the required Endorsements

Thank you,
City of Sunnyvale
emailaddress@sunnyvale.ca.gov
(###) ###-####

Disclaimer: This email was generated through PINS Advantage.