

Special Event Permit Fee Reduction for Neighborhood Associations and Schools

Effective on July 1, 2014, Neighborhood Associations and Schools can earn credit for volunteer hours served through the City of San José’s Adopt-a-Park Program to further reduce the Event Permit Fees associated with a Special Park Use event.

The number of registered volunteer hours within a one (1) year timeframe will reduce the Neighborhood Association & School Event Permit Fees from 25% up to 100% (excluding the Application Processing Fee).

Example: 40 Volunteer Hours = 25% reduction
 80 Volunteer Hours = 50% reduction
 120 Volunteer Hours = 75% reduction
 160 Volunteer Hours = 100% reduction

Current Listed Fee Category	For Profit Organization Event Permit Fees	Non-Profit Organization Event Permit Fees (valid 501 c3)	Neighborhood Association & Schools Event Permit Fees
Application Processing Fee	\$40	\$40	\$40
Small Event *	\$1,100	\$550	\$140
Medium Event *	\$2,000	\$1,000	\$250
Large Event *	\$2,800	\$1,400	\$350
Set up/Take down (Small Event)	\$300	\$150	\$38
Set up/Take down (Large/Medium Event)	\$600	\$300	\$75

A cleaning and damage deposit is NOT required prior to issuance of final permit. However, applicants are required to pay for the actual cost of any damages, repairs and staff time associated with their event. Applicants will be billed post event for these actual costs.

* Event Size	Definition:
Small Event	Activity which meets both of the following criteria: (1) is scheduled for a duration of less than four (4) hours (excluding setup and take-down time); and (2) will involve four (4) or fewer booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials.
Medium Event	Activity which does not meet the criteria for a Large Scale Park Event but which meets at least one of the following criteria: (1) is scheduled for a duration of four (4) to five (5) hours (excluding setup and take-down time); and (2) will involve five (5) to eight (8) booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials.
Large Event	Activity which meets one of the following criteria: (1) is scheduled for a duration of six (6) or more hours (excluding setup and take-down time); and (2) will involve nine (9) or more booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials.