

Santa Clara County Sheriff's Office



Event Security Request / Instructions and Application



Applicant Instructions: You are required by the Santa Clara County Sheriff's Office to complete a Fairgrounds Security Event Application before holding any event at the Santa Clara County Fairgrounds or areas under control of the Fair Management Corporation (FMC). The application must be received by FMC at least 30 DAYS prior to the event.

APPROVAL OF THIS APPLICATION IS REQUIRED PRIOR TO THE EVENT

To assist you in obtaining approval for your event, please complete the accompanying form(s) and send directly to the Sheriff Services coordinator noted below with a private security plan and event layout at least 30 days prior to the first date of the event. If you have questions about these instructions, the application, or the security needs for your event please call Sgt. Jim Stephens @ 408-808-4573 Please Submit forms to SO.PAYJOBS@shf.sccgov.org.

SECURITY: The Sheriff's Office will determine the security needs for your event after submission of the application. IF YOU ARE HIRING A PRIVATE SECURITY COMPANY A COPY OF THE SECURITY CONTRACT / AGREEMENT WILL BE REQUIRED 10 DAYS PRIOR TO THE EVENT. This agreement must include the number of guards assigned with their arrival and departure times. Security must be on-site at least 30 minutes before and after the event. The security company MUST be licensed by the State of California.

PAYMENT: Payment must be made in full at least 10 business days prior to the event. Payment must be made by cash or cashier's check (made payable to Santa Clara County Sheriff's Office). NO PERSONAL CHECKS WILL BE ACCEPTED. The cancellation of an event requiring 6 or more deputies will be charged a \$250.00 processing fee. Contact the Pay Job Coordinator at (408) 299-4700 for more information.

NON-PROFIT ORGANIZATIONS: If your event is for a non-profit organization or the applicant for the event is a non-profit organization a letter of approval signed by the president or chairperson on organization letterhead must accompany the application.

IDENTIFICATION: A valid photo identification issued by a Municipal State or Federal agency is required for the person making the application for the permit. A PHYSICAL ADDRESS is required (post office boxes are not permitted). A copy of the identification used may be made at the time the application is submitted.

ADVERTISEMENTS: Copies of all media promotional materials including television and radio copy, web sites, and print advertisements must be provided prior to their distribution.

OTHER REQUIREMENTS: This application is separate from any other applications or permits required by any other agencies or organizations (i.e. fire department, building department, Fair Management Corp., etc.).

I have read all the requirements and information on this form and I have completed the information as accurately as possible. I understand that incomplete forms will be rejected and that untruthfulness in completing this form will result in denial of the application.

Applicant's Signature: _____

Date: _____

Both pages must be signed and returned with your application.

Santa Clara County Sheriff's Office

Fairgrounds Event Application

PLEASE PRINT - ILLEGIBLE INFORMATION WILL DELAY APPROVAL

Event Name: _____

Date(s) of Event: _____ Time of Event: Start _____ End: _____

Nature of Event: _____

EVENT ORGANIZER

Company Name: _____

Owner's Name: _____

Phone #: (____) _____ Driver's License #: _____ State: _____ D.O.B. ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

CONTACT PERSON (One of these persons must be on-site during the event.)

#1) Name: _____

Phone #: (____) _____ Driver's License #: _____ State: _____ D.O.B. ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

#2) Name: _____

Phone #: (____) _____ Driver's License #: _____ State: _____ D.O.B. ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

EVENT DETAILS

Has this event (or similar ones) been held before? Yes _____ No _____ (continue on other side if necessary)

Dates: _____ Venues: _____

Has promoter held any events before? Yes _____ No _____ (continue on other side if necessary)

Dates: _____ Venues: _____

Number of attendees expected daily: _____ Basis for Estimate: _____

Alcohol? Yes _____ No _____ Circle: Beer / Wine / Hard Liquor

Music? Yes _____ No _____ Circle: Band / DJ / Inside / Outside

If Yes, style: Big Band / Swing / Rock / Hip-hop / Classical / Country-Western / New Age / Other

Security Company: _____ Contact: _____ Phone #: (____) _____

I understand that an incomplete form or untruthful answers may result in a denial of this application. By signing this application, I agree to any law enforcement checks that the Sheriff's Office may deem necessary prior to approval of this application, including criminal history reviews and reference checks at prior venues.

Applicant's Signature: _____ Date: _____

Both pages must be signed and returned with application.