Town of Hillsborough
Application for Fundraising Event Permit
Procedure/Guidelines

A completed application must be submitted to the City Clerk's office for review. The completed application must be submitted a minimum of 70 days prior to the date of the City Council meeting for events of 201 or more guests, and/or more than one day. Applications consisting of 200 guests or less, a one-day event, and not more than four locations must be submitted 45 days prior to the event.

A complete application will include the following:

(Please check off each completed item.)

- ☐ The completed application form
- ☐ Chlorofluorocarbon-Processed Food Packaging Agreement
- ☐ Standard Hold Harmless Agreement
- ☐ Insurance Certificate
- ☐ Sign Advertising Fee $175
- ☐ Parking / transportation and traffic plan indicating the location of parking and the proposed shuttle transportation route (if applicable), and written permission from the property owner for proposed parking on private property
- ☐ Application Fee $500
- ☐ Category I – 200 Guests (or less), a 1 day event/not more than 4 locations (public hearing <u>not</u> required)
- ☐ Category II – 201+ Guests, and/or more than one day

If applicable, a public hearing will be scheduled to consider the application for the Fundraising Event. City Council meetings are held on the second Monday of every month. Notices are mailed to property owners located within a 500' radius of the property where the event is to be held.

The number of events permitted in Town is limited due to the inconvenience imposed on the neighborhood and safety concerns of the Police, Fire and Building Officials.

The length of an event is limited based on the location, traffic, neighborhood concerns and staff recommendations. Day parking is discouraged along Skyline Boulevard, and night parking (after sundown) is prohibited.

It is the applicants' obligation to control the occupant load in the home during the event, based on the maximum allowable per day as determined by the Fire and Building Department, or the event may be shut down.

Fundraising Event
Public Notice Guidelines

1. The applicant will obtain from the City Clerk the following:

   - The "Public Notice" for your event
   - A mailing list of the property owners who are required to receive the "Public Notice"

2. The applicant must prepare stamped (not metered) plain business-size envelopes. Include the Assessor's Parcel Number and the property owner's name and address exactly as they appear on the mailing list. You may photocopy the list onto labels; or onto a sheet of paper and cut and carefully tape the addresses onto the envelopes. Be sure that foreign addresses have sufficient postage. Each envelope must have:

   - The following return address: **Town of Hillsborough**
1600 Floribunda Avenue
Hillsborough, CA 94010

   - Print clearly on the front lower left corner: **"Official Public Notice"**

   Note: Rubber stamps for both of these items are available for your use at the counter in the City Clerk's Office.

3. Photocopy an adequate number of copies of the "Public Notice" for all the property owners on the mailing list. Fold and insert one into each prepared envelope. **Do not seal the envelopes**.

4. **Please do not mail the envelopes.** Return the prepared envelopes to the City Clerk's Office. A due date for the public notices will be given to you when you receive the mailing list.

   No exceptions can be made to this deadline due to legal requirements the affected neighborhood must receive a full 15-day notice before the public hearing.

   If you have a question or problem with these instructions, please resolve it with staff prior to your deadline. Please call 650/375-7412 with questions.

   Failure to complete these requirements properly and on time will result in the postponement of the public hearing.

Town of Hillsborough
Application for Fundraising Event Permit

Soliciting contributions for charitable purposes pursuant to the provisions of Chapter 5.16 of the Municipal Code

Date Received: _____ Application No. _____ Category I or II: _____

City Council Approval **Not Required** ☐ City Council **Approval Required** ☐

Please Type or Print Clearly

_____

Organization's Name

_____

Address City State Zip

_____

Applicant's Name

_____

Address City State Zip

Day Phone Number: _____ Home Phone Number: _____

Description of Event: _____

_____

Location(s) of Event: 1) _____

2) _____

3) _____

4) _____

Date(s) of Event: _____ Total Number of Operating Days: _____

Fill In Operating Days and Hours of Event (include evening hours):

Monday	_____	_____	Saturday	_____	_____
Tuesday	_____	_____	Sunday	_____	_____
Wednesday	_____	_____			
Thursday	_____	_____			
Friday	_____	_____			

Information about the Event

Please complete this form (if not applicable, mark N/A)

Total number of guests expected (during the entire event): _____

Average number of guests expected per day: _____

Projected busiest time of day: _____
Projected busiest day of week: _____

Will invitations be sent? _____ Is the event by invitation only? _____
Number of invitations to be sent: _____

Will tickets be issued? _____ Sold at the door? _____
Advance sales? _____ Both? _____

Will tickets be date and/or time stamped? (explain) _____

Number of staff personnel on duty daily: _____
Will this number increase at busy times/days? _____

Do you have a plan to control the number of people in the home? _____
(please attach plan)

Transportation provided by: Mini Bus ( ) Shuttle Bus ( ) Private Car ( )

Event will be held: Indoors ( ) Outdoors ( ) Both ( )

Will food be served? _____ Sold? _____ Catered?_____

If catered, by whom? _____

Will music be played and/or loudspeakers used? _____ Inside _____ Outside _____
(California. Penal Code Section 415-Disturbance of the Peace enforced by the Hillsborough PD)

Will tents be used? _____ If so, how many? _____ Why type? (open/enclosed) _____
(If tent(s) are to be used, contact the Fire Department to obtain a permit)

Officers of the Organization: I.R.S. Exempt? Yes _____ No _____

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Other: _____

Information about the Event

Please complete this form (if not applicable, mark N/A)

Continued . . .

- In case of an emergency, the Police and Fire Department require a 24 hour phone number where a responsible person for the event can be reached

Key contact person for the Event:

_____

Name 24 Hour Phone

_____

Address City State Zip

Back-up contact person for the Event:

_____

Name Phone

_____

Address City State Zip

Will there be time required to ready the location for the event, or restore the location after the event? _____ If yes, please indicate the dates, times and description:

_____

_____

Solicitation to be made by:

☐ Television ☐ Newspaper ☐ Radio ☐ Direct Mail ☐ Telephone

☐ Personal Contact ☐ Other: _____

Area(s) of solicitation:

_____

What is the purpose / object of the event?

_____

Will items or services be sold during the event? _____

List name(s) of any person or firms who will directly or indirectly benefit from the event, other than the applicant of the event:_____

_____

Town of Hillsborough
Sign Advertising for Fundraising Events

Chapter 5.16.040 (F) of the Hillsborough Municipal Code

If an applicant wishes to erect one or more signs advertising the fundraising event in Town, the following requirement shall apply:

1. The applicant shall complete the event sign portion of the fundraising event permit application and submit the event sign filing fee, where applicable, in the amount of $175.
2. Fundraising event signs that have been previously approved by the City Council in connection with a prior holding of the same fundraising event may be used for subsequent holdings of the same event without further approval or fee payment. The applicant shall indicate on the fundraising event permit application that the sign in question is the exact same sign (either the actual sign or a virtually exact replica) that was previously approved for the event by the City Council.
3. Fundraising event signs not previously approved by the City Council shall not be posted until such approval has been granted. The applicant shall provide the following information on the fundraising event permit application with respect to the proposed sign(s):
    a. Location(s) where sign(s) to be posted;
    b. Dimensions, colors, and materials;
    c. Copy of the proposed sign(s);
    d. Where applicable, written permission from the homeowner or, if the homeowner is not the occupant, from the occupant, authorizing the placement of the fundraising event sign on such person's residential property.
4. The restrictions as to dimensions and coloring set forth in Section 10.80.030 shall not apply to fundraising event signs.
5. The City Council may approve, reject, or modify the applicant's request based on the effect on the public safety and welfare.
6. Approved fundraising event signs may be put up no sooner than three weeks before the event begins and shall be taken down no later than one week after the event ends.

Previously Approved ☐ New Application ☐ Fee Required ☐

Sign Location(s): 1) _____

2) _____

3) _____

4) _____

Acknowledgement of Guidelines

I certify (or declare) under penalty of perjury that the foregoing is true and correct to the best of my knowledge. I understand that any and all costs required for security, traffic control, and/or fire safety services related solely to this event will be at my expense. I also understand that the failure to comply with any of the guidelines and conditions set forth by the Town of Hillsborough may cause this event to be suspended or stopped at any time.

Print Name: _____

Title: _____

Signature: _____ Date: _____

- Attach any additional information you feel may be important.
- This application will be forwarded to the Building Department, Fire Department and Police Department for review. Each department will have a list of conditions for your event that must be complied. If you have any questions, please contact the City Clerk at 650/375-7412.
- A meeting including the applicant and Hillsborough staff may be required. The meeting will be to review the details of the event, answer questions and concerns and make some preliminary recommendations.
- Contact the Police, Fire and Building Department to inquire of any special conditions and/or considerations for the proposed event.

Building Department	Tim Anderson	650/375-7420
Fire Department	Rocque Yballa	650/558-7618
Police Department	Pat Barrett	650/375-7470

Town of Hillsborough
Statement Regarding
Chlorofluorocarbon-Processed
Food Packaging

(To be completed by food supplier and/or caterer)

I, _____, hereby acknowledge that I have agreed to supply food packaging to _____ (Applicant) in connection with the charitable fundraising event proposed to be held by the Applicant within the Town of Hillsborough. I further acknowledge that under the provisions of Section 8.10.020 (f) of the Hillsborough Municipal Code, applicant's fundraising activity constitutes a "restaurant" activity and is, therefore, an activity subject to the provisions of Chapter 8.10 of the Code regarding food packaging processed with Chlorofluorocarbons (CFCs).

I hereby represent and warrant that, as a supplier of food packaging to the Applicant, I will supply only food packaging which is not manufactured with CFCs. I understand that the term "food packaging" includes all bags, sacks, wrappings boxes , containers, bowls, plates, trays, cartons, cups, straws, lids, or similar items which are not intended for reuse, on or in which any foods or beverages are placed or packaged on the Applicant's premises.

I am aware that any false statement regarding the use or non-use of CFCs in the manufacture of any food packaging supplied to the Applicant is a violation of Chapter 8.10 of the Hillsborough Municipal Code and is unlawful.

Print Name: _____ Phone: _____

Signature: _____ Date: _____

TO BE COMPLETED BY APPLICANT

Applicant: _____ Phone: _____

Signature: _____ Date: _____

Town of Hillsborough
Hold Harmless Agreement

(The standard Town of Hillsborough Hold Harmless Agreement is required as a matter of policy for all organizations and individuals conducting activities in the Town or involving the Town.)

The _____ hereby agrees that to the extent of the assets of the _____, it shall defend, indemnify, and hold the Town of Hillsborough free and harmless against all action, claims, losses, liabilities, or demands, and against all costs, expenses, and attorney's fees arising, directly or indirectly, or accruing on account of or in any way related to (a) the _____, to be conducted on _____, 20_____, (b) any services provided, directly or indirectly, by or on behalf of the Town of Hillsborough in connection therewith, (c) the use of any facilities or equipment owned or operated by or on behalf of the Town of Hillsborough in connection therewith, and (d) an actual or alleged act or omission of any employee or agent of the Town of Hillsborough or any personnel working under the Town's supervision in connection therewith. This obligation shall not be qualified or eliminated by any allegation, finding, judgment, or verdict that the Town or any of its personnel is responsible for a passively negligent act or omission.

Signature: _____ Date:_____

Title: _____

*** An insurance certificate naming the Town of Hillsborough as additionally insured for an amount of $500,000.00 must accompany this agreement**