



Town of Hillsborough Application for Fundraising Event Permit Procedure/Guidelines

A completed application must be submitted to the City Clerk's office for review at 1600 Floribunda Avenue, Hillsborough, CA 94010. 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. For questions, please call 650-375-7412 or email lnatusch@hillsborough.net.

A complete application will include the following:

(Please check off each completed item.)

- Completed application form
- Standard Hold Harmless Agreement
- Insurance Certificate
- Sign Advertising Fee \$175 (if applicable)
- 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
- \$500 Application Fee: Category I – 200 Guests (or less), a 1-day event/not more than 4 locations, or
- \$580 Application Fee: Category II – 201+ Guests, and/or more than one day (City Council approval at a City Council meeting required)

If applicable, the fundraising event permit application will be scheduled for the City Council to consider approval of the application. City Council meetings are held on the second Monday of each 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 Official.

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

Town of Hillsborough
Application for Fundraising Event Permit

Soliciting contributions for charitable purposes pursuant to the provisions of [Chapter 5.16](#) of the Hillsborough 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 _____

Email Address: _____

Day Phone Number: _____ Alternate Phone Number: _____

Description of Event: _____

Location(s) of Event: 1) _____
2) _____
3) _____
4) _____

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

Indicate 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 Police Department)

Will tents be used? _____ If so, how many? _____ What 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 (Continued)

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

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
---------	------	-------	-----

Email

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 Phone

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

If an applicant wishes to place one or more signs advertising the fundraising event in Town, the following requirements 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. Only two banners will be allowed at any one time at the Town designated banner locations. The locations are as follows:
 - a. Walnut Avenue parking lot on Floribunda Avenue
 - b. Golf Course Drive/Black Mountain Road
 - c. Skyline Boulevard/Summit Drive
5. Banners must be 6 feet wide by 3 feet high.
6. The City Council may approve, reject, or modify the applicant's request based on the effect on public safety and welfare.
7. Approved fundraising event signs may be put up no sooner than two weeks before the event begins and shall be taken down immediately after the event ends.



Sign Previously Approved New Application Fee Required

Preferred Location(s): 1) _____
 2) _____
 3) _____

Town of Hillsborough Acknowledgement of Guidelines

I 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	Christine Reed	650-558-7617
Police Department	Nick Chinca	650-375-7456

**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.

Applicant: _____
Signature: _____ Date: _____
Title: _____

*** An insurance certificate naming the Town of Hillsborough as additionally insured for an amount of \$1,000,000.00 must accompany this agreement.**