

School of Arts & Culture

Mexican Heritage Plaza

Required Documentation for your event

Required Document	Information and Due Dates
Signed Contract, Deposits and Payments.	See payment schedule on your contract
General Liability Insurance - Required by the City.	See exhibit A of your contract: Due 10 days prior to the event.
Liquor Liability Insurance - Required by the City when alcohol is being sold or served during the event.	See exhibit A of your contract for requirements: Due 10 days prior to the event.
Secondary Employment Application and Contract - Required by the City - SEU Contract attached for events serving alcohol.	Required Police and/or Traffic Officers: The appropriate application is due the day in which the contract is signed. Payment for officers is due to each individual officer the day of the event.
Facility Layouts and Requests for equipment, audio visual and Theater equipment and services.	The event layouts and all requests are due to the event manager no later than 30 days prior to the event. Request within 30 days may not be able to be fulfilled.
Catering Application - If you are using an unapproved caterer, they must complete the required application and provide the School of Arts and Culture at MHP with all the required documentation no later than 90 days prior to the event.	Caterer must call and schedule a venue walk-through with the event manager prior to the event. Application and all documentation are due in the event office 90 days prior to the event.
Liquor License - The State of CA requires that you obtain a license to sell alcohol if you are selling alcohol or if alcohol is included in the price of admission or the entrance ticket.	A copy of your Liquor License is Due 10 days prior to your event. Only non-profit organizations may obtain a liquor license: SNJ.Direct@abc.ca.gov 100 Paseo de San Antonio, Room 119 San Jose, CA 95113, (408) 277-1200
Fire Safety Special Events Permit Application - Your event setup requires Fire Department Approval. Please fill out the required Permit Application.	Due with your signed contract – Depending on the type of event fees will be payable to San Jose Fire Department.
Floor plans for Fire Safety Approval - Required by the City of San Jose Fire Safety Department to scale plan showing all tents, canopies, structures, and all equipment on plan.	Due at 60 days prior to the your event: City Hall - Fire Safety Department 200 E. Santa Clara St., 2 nd floor Call 408-535-7752 Fees will apply and are payable to the Fire Department.
Street Closure Permit Application – Application attached	Street Closure fees are \$238 to be paid to SJPD Traffic Officer(s) required, Fax form to 408-272-9920.
Heath Permit - Required when serving or selling food to the public.	A copy of the permit is due 30 days prior to your event Contact the Consumer Protection Division 408-918-3400 or www.EHinfo.org – Fees apply
Seller's Permit - Required when selling taxable goods.	A copy of the permit is Due 10 days prior to your event Contact the California Department of Tax and Fee administration at 408-277-1231.
Raffle Registration - Required by the CA Attorney General.	A copy of the permit is due 30 days prior to your event. http://ag.ca.gov/charities/faq.php or call 916-445-2021.

All items checked on this form are documents, permits and/or licenses that you will need to obtain and supply prior to your event. Failure to meet these requirements will result in the cancellation of your event. The required documentation can be mailed, emailed, hand delivered or faxed to School of Arts and Culture at MHP.

1700 Alum Rock Avenue, SJ CA 95116 - Tel (408) 794-6240, Fax (408) 272-9920