



Permit and Licenses

- **City of Santa Clara Business Licenses:** (Required for all 3rd party vendors hired for any event)

- All 3rd party vendors hired to work the event must have a City of Santa Clara Business License and be prepared to provide the license number.
- If a business does not have one and does not provide services to the City of Santa Clara often- they still need to fill out the online application. This process can take 2-4 weeks for approval.
- To fill out the online application, visit:

https://business.santaclaraca.gov/Apply/GettingStarted/BusinessLicense?_gl=1*93htm2*_ga*MjY1OTU5MTE4LjE2OTQ4MDQ0MDU.*_ga_FQLHWRKEWJ*czE3NDY4MzlyMjUkbzI2JGcwJHQxNzQ2ODMyMjI1JGowJGwwJGgw

- **ABC permits:** Do you need one? If you:

- Plan to sell alcoholic beverages at your event- **Yes**
- Are serving alcohol and the event is open to the public- **Yes**
- Are planning a private-ticketed- event and serving alcohol- **Yes**
- Have a silent or live auction at your event and are serving alcohol- **Yes**
- Have a free, private event with no auction, no set drink/raffle ticket for guests- **No**
- * If alcohol is being provided by a caterer, the caterer must have an ABC permit.

If Yes:

- The renter is required to obtain the correct license applications from the State's Department of Alcoholic Beverage Control (ABC), sign it, have the Museum sign it, and the Santa Clara Police Department.
- The Facility Rentals and Events Administrator does not provide counsel on ABC licenses or types.
- The fully signed application is to be submitted with a check or money order in person 10-30 days out from the event.
- They will not accept or approve the fully executed application and check if it is given prior to 30 days or less than 10.
- For more information, visit: <https://www.abc.ca.gov/licensing/frequently-asked-questions/>

- **Special Event Outdoor Permits:** (Outdoor events only)

- The City of Santa Clara requires an Outdoor permit when renting a bundle that includes the Gardens.
- The name on the Application must match the name on the Museum Facility Use contract.
- The price per application is dependent on the renter's City residency, and a discounted rate is available for local non-profit organizations. Please refer to a City representative for this information.
- Special Event Permits need to be submitted to the City of Santa Clara 60 days prior to the event.

- Once a Triton Museum Contract is signed, the Facilities Rentals Administrator will send a copy to the City to initiate the Outdoor permit application process. A City representative will then reach out by email to the renter as it gets closer to the 60 day deadline.

*It is important to complete all requirements and assigned deadlines in a timely fashion when filling out this permit application, or the permit may not be approved.

- **Amplified Sound Permit:** (Outdoor events only)

- If using amplified sound outdoors, an amplified sound permit will need to be approved through the City and local law enforcement. The City has a curfew in place for amplified sound in accordance with local City ordinances, but the Triton requires all amplified sound outdoors to end no later than 8 PM, out of respect for the community that surrounds our museum. This is noted in our Facility Use Contract.
- Speakers need to be directed towards the Museum and Don Ave, away from the parking lot. Amplified music cannot exceed 55 decibels. A Museum Experience Representative will monitor the sound levels using a decibel reader. They may ask you to turn down the volume, if necessary.
- For more information on Outdoor permits, visit:

<https://www.santaclaraca.gov/recreation-community/events/events-permitting/special-events>