



## Facility Rental Guidelines and Special Event Application

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### 1. Facility Rentals Guidelines

**(Please refer to our full list of guidelines and regulations detailed in your Rental Agreement)**

- A 50% deposit is required to reserve your date. The remaining balance is due 30 days prior to the event.
- A one-day **Certificate of Liability Insurance** for 1 million and a credit card number on file is required for all events.
- An **Event Layout, Furniture List, and Itinerary** must be submitted for approval at least 2 weeks prior to the event.
- Set up inside the TMA building must begin after 4:00 pm and end no later than 12:00 am. Set up and take down are included in that timeframe.
- Earliest set up at the Jamison-Brown House and Garden is 7:00 am; all rentals must end no later than 12:00 am. Set up and take down are included within that timeframe.
- **Outdoor amplified music** must end no later than 8:00 pm and requires a permit (See the Special Event Permit Guidelines below).
- The Triton Museum of Art does not provide setup, cleanup, or breakdown services.
- A selection of furniture is included in the rental fees. Linens are not provided.
- No animals, private outside exhibitions or displays are permitted inside the TMA, Jamison-Brown House, or Sculpture Garden. Only service animals are allowed inside the buildings.
- A 25% discount is given to qualifying 501 (c)3 non-profit organizations.

## 2. Special Event Permit Application (Outdoors Events Only)

**Note:** Information might change by the time of your application.

*The City of Santa Clara requires all events taking place outdoors to have a Special Event Permit.*

*Based on the type of event, you might also need to procure additional permits.*

-The **Special Event Permit** fee starts at \$320 for residents and organizations or \$26 for non-profit organizations. The Special Event Application process requires at least 60 days and begins after securing a rental contract with the Triton Museum and paying the rental deposit.

-If playing music outdoors, you might need to file an **Outdoor Amplification of Music** permit for \$72. Outdoor Amplified Music is to end no later than 8:00 pm.

-All vendors listed in your Special Event Application must have an active **City of Santa Clara Business License**. Your vendor may apply for a Santa Clara Business License here:

<https://business.santaclaraca.gov/>

As of April 2023, the fee for businesses that do not have a physical location in the city but will be working within the city is \$49.

They may also contact the Business Tax and License Unit [BusinessLicense@santaclaraca.gov](mailto:BusinessLicense@santaclaraca.gov) or (408) 615-2310 for additional information.

### **Note the Following:**

\*Vendors delivering items to the venue (For example, cake, food, etc.) will need an Active City of Santa Clara Business License. If picking up items from vendor/business, then they do not need to have an Active City of Santa Clara Business License. \*

-Both permit applications listed above will be emailed to you 60 days prior to your event.

### **Certificate of Liability Insurance & Endorsement Form**

-The City of Santa Clara requires a specific type of COI and Endorsement Form.

Specific text and examples will be included in your Renter Packet.

### **Ticketed Events & Alcohol Sales**

-If you plan to sell alcoholic beverages at your event, you are required to obtain licenses from the State's Department of Alcoholic Beverage Control (ABC) and the Santa Clara Police Department. Your licenses will have to be displayed on site at the event. If alcohol is being provided by a caterer, the caterer must have an ABC permit. Please contact [rthomas@santaclaraca.gov](mailto:rthomas@santaclaraca.gov) or (408) 615-4816 for more information.

