



Memorandum

Date: November 17, 2023

To: City Council

From: Christina Turner, City Manager

Subject: Special Event Permit Process – Security Requirements and Information

Special events occur throughout the year in Morgan Hill. Events occurring on public property within the City with attendance of more than 50 people, alcohol served or sold, amplified music, and or a jump house or other entertainment attraction, require a special event permit. All permits are reviewed by the City Departments that are impacted. The Police and Fire Departments provide the review and impose requirements related to security and fencing.

The special event permit process begins with the submission of a completed application and threat assessment form. These documents are available at the following link:

- <https://www.morganhill.ca.gov/DocumentCenter/View/474/Special-Event-Application>

These documents ask questions about the planned event including the event date, location, contact, anticipated attendance, road closures, security and EMS, City services requested, and more to aid in the permitting review process. In particular, the threat assessment form collects information from event organizers that is used specifically by public safety to plan for the events and impose requirements for events.

Along with the application, supportive documentation is required such as insurance, event maps, traffic control plans, and copies of notifications.

Applications are required to be submitted 4 to 6 months in advance. Events with 50-2,500 anticipated attendees must submit their application packet 4 months in advance. For events with an anticipated attendance of over 2,500, applications are due 6 months in advance.

Once the completed application is submitted, the application, threat assessment, maps/traffic control plans, and other submitted documentation is sent to various departments within the City for review. Review is done by the Fire Department, Morgan Hill Police Department, Engineering Division, Maintenance Division, and, depending upon location, the Recreation Division. Each department provides requirements based on the information included in the event permit application and supportive documentation.

The Morgan Hill Police and Fire Departments specifically provide comments and requirements related to the safety and security of the event. It is important to note that no two events are the same. Every event is different and with the differences, there are different threats and risks, which result in specific requirements being issued for each event. The Police and Fire Departments utilize best practices to develop the requirements and plan for the events. It is also important to note that no two event organizers plan in the same manner. Some event organizers are strong planners that develop strong safety and security measures on their own, while others are inexperienced and struggle to develop appropriate plans. Ultimately, the security and or fencing requirements depend upon numerous event attributes, which does not allow for a standard one size fits all security and safety plan for all events.

These requirements established by Public Safety and other Departments are turned in to the Community Services Supervisor that works on the administration of the permitting process. These requirements are then communicated to the event organizer and included in the final event permit documentation. Should an applicant disagree with event requirements, meetings with Departments are scheduled and those issues are discussed. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the community and residents surrounding the events.