



## SPECIAL EVENT APPLICATION

91 ASHFIELD ROAD, ATHERTON, CA 94027

PH 650-752-0500 FAX 650-688-6528

**\$75 nonrefundable fee**

**Note:** Applications should be submitted a minimum of 60 days before the event to allow adequate time to process, should it be necessary to go to the planning commission.

**Title of Event:** Town of Atherton Centennial Celebration

**Date(s) of event:** Sunday, September 24, 2023

**Hours of the event:** 11:00 AM to 3:00 PM  
(If different each day, please note)

**Location(s) of the event in Atherton:** 80 Fair Oaks Lane

**Type of Event:** PROCESSION ☐ WALK-A-THON ☐ BIKE-A-THON ☐ HOUSE TOUR ☒  
OTHER Community celebration

**SPONSOR OF EVENT AND CONTACT PERSON:**

**Contact Person:** Rachael Londer

**Phone Number:** 650-752-0577 **Fax Number:** \_\_\_\_\_

**Email:** RLonder@ci.atherton.ca.us

**Name of organization:** Town of Atherton

**Mailing address:** 80 Fair Oaks Lane

**Contact person day of event (if different than above):** same as above

**Phone Number:** <sup>cell-</sup>650-520-9279 **Fax Number:** \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**Total number of participants and visitors expected per day:** 300

**Description of activities:** history booths, catered food, live jazz bands on library deck

**Parking plan (if applicable):** Shuttle every 15 minutes from overflow parking at HPP to town center. Drop off location on attached map.

Type of advertising do you plan to do: Press release, online marketing,  
banners @ Marsh + Town Center

If this is a procession event, please attach route showing all locations in Atherton of sign postings, monitor locations, rest stops, etc.

Will there be a need for directional signs? ☒ yes ☐ no  
If yes, attach a map with proposed locations.

Will there be a tent over 700 sq. ft installed? ☐ yes ☒ no  
If yes, a Tent Permit is required and can be obtained with the Menlo Park Fire District.

Will there be a need for security or traffic control? ☐ yes ☒ no  
If yes, attach a description of what is needed and how you propose to meet the need.

If the event is on public property, attach certificate of insurance and for the event in the amount of at least \$2,000,000 naming the Town of Atherton as additional insured.

Will there be amplified music or voice? ☒ yes ☐ no  
If yes, indicated when and where. The Town has strict restrictions on amplified sound. Please check the regulations to ensure that your event is in compliance.

Will there be a need for town services? ☐ yes ☐ no Town hosted event  
(There may be extra charges for these services.)

Street barricades? ☐ yes ☒ no Police protection? ☐ yes ☒ no

Traffic control? ☐ yes ☒ no Other? ☐ yes ☒ no

Describe what you need and when: N/A

On the basis of this application, your event may be approved by the building official, or it may require review by the Planning Commission. If it is eligible for staff approval, the cost for the application is \$75.00. Applications should be submitted a minimum of 60 days before the event to allow adequate time to process, should it be necessary to go to the planning commission.

On behalf of the Town of Atherton, I guarantee that we will conduct this event in accordance with the laws of the town of Atherton. I certify that I have received and read ordinance 499 regulating special events, which covers the basic laws and rules that apply to special events within the Town of Atherton.

Signature: R. Fawcett Date: 7/26/23