

Application Fee → Small scale vs. large scale event <u>\$306-\$958</u>	\$	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$	750-00000-000-22950	
Parking Fee	\$		Other:
ALCOHOL PERMIT: <i>Attached form</i>	\$	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:			
STREET USE PERMIT: <u>\$519.00</u> <i>Attached form</i>	\$	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **		\$187 * for organizer for-profit; \$23** per vendor per event	
TOTAL DUE:	\$	<u>Application is incomplete until all fees are paid.</u>	

Approved as a small scale event, no further review necessary: Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features (including all temporary structures, fences) and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

Include on the map – location, dimensions and type of structure:
<ul style="list-style-type: none"> • Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc.
Include a list (map key) of each structure:
<ul style="list-style-type: none"> • Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used).
<ul style="list-style-type: none"> • Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval.
<ul style="list-style-type: none"> • Vendors require a one day event business license. For-profit events must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales.

* *Attach additional sheets as necessary to describe event components below.*

EVENT COMPONENTS: (Please indicate which of the following components are included in your event)

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|--|--|---|
| <input type="checkbox"/> Canopies or Tents | <input type="checkbox"/> Use of City Streets | <input type="checkbox"/> Banner Sign on historic directory (by permit only) |
| | <input type="checkbox"/> Reservation of Public Parking | <input type="checkbox"/> Water Needed |
| <input type="checkbox"/> Food Vendors (Vendor list required) | <input type="checkbox"/> Food cooked on site | <input type="checkbox"/> Electricity Needed |
| <input type="checkbox"/> Alcohol Permit and ABC | <input type="checkbox"/> Booths, Temporary Structures | <input type="checkbox"/> Barricades (security) |
| <input type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input type="checkbox"/> Amplified Sound or Music | <input type="checkbox"/> Fencing or delineating areas (by permit only) |

CANOPIES, TENTS & STAKING – Tents & Canopy standards are provided by the **Fire Department** during the SEC meeting review; heating and cooking safety is also reviewed. Due to underground utilities, **no stakes** - metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

FOOD VENDORS – Provide a **LIST** of all vendors before event (all must have a City business license); cooking safety reviewed by the Fire Department. If food vendors are selling direct to event participants, 40% is given back to a local non-profit. **Food vendors may use tents and canopies with CSEC event review and approval.**

VENDORS – Vendors must have a one day event business license. A vendor list must be provided to staff one week before the start of the event. The event Manager will make one payment (\$23 for each vendor) to the City. If a for-profit vendor is selling direct to public/participants, they must contribute 40% to the non-profit sponsor.

ALCOHOL SERVED – Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application. Following CSEC review, approval by the Police Chief and the City Manager will be required.

USE OF CITY STREETS & STREET CLOSURES – **Requires approval by the City Council and Police Department.** Submit a completed Permit Application for Use of City Streets along with your Use Application. Attach detailed maps that will be reviewed with the Police Department, showing streets and route being proposed. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by **Caltrans Encroachment Permit: 707-762-5540.**

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). _____

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). _____

RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. _____

ADDITIONAL PERMITS REQUIRED:

- | | |
|--|--|
| <input type="checkbox"/> City Alcohol Permit | <input type="checkbox"/> Caltrans Encroachment Permit |
| <input type="checkbox"/> City Street Use Permit (City Council) | <input type="checkbox"/> City Business License (all vendors) |
| <input type="checkbox"/> ABC Alcohol License | <input type="checkbox"/> Reservation of Public Parking |

SITE MANAGER:	Cell Phone:	Home Phone:
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Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those attending the function for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.

Signature of Applicant and Co-Sponsor(s)	Print Name (s)	Date
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Approved:	City of Sonoma	Date
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**Special Event Committee Review (SEC)
Conditions of Approval**

APPLICANT:

Must Schedule pre-event walk-through with **Parks Supervisor** Terry Melberg at (707) 933-2239 **two weeks before event** and attend a post-event site inspection (**1 day after event**).

Contact **Street Supervisor** Dean Merrill at (707) 933-2232 - **30 days prior to event**, for reserved parking, barricades, street closures, and reserved street parking.

COMMENTS-REQUIREMENTS:

PUBLIC WORKS: _____

STREET SUPERVISOR: _____

PARKS SUPERVISOR: _____

Port-O-Potties required: _____

Notify Sonoma County Transit Authority if Horseshoe closed: **(707) 585-7516**

POLICE DEPARTMENT: _____

FIRE DEPARTMENT: _____

SPECIAL EVENT COORDIANTOR: _____

Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.

Please indicate the location of all major features and activities associated with this event.

