CITY OF SONOMA

SPECIAL EVENTS POLICY

A. RIGHTS OF APPEAL

Any decision of the CSEC or the Special Event Coordinator regarding a Special Event application may be appealed to the City Council. Appeals must be filed with the City Clerk within fifteen (15) calendar days following the CSEC or Special Event Coordinator decision, unless the fifteenth day falls on a weekend or a holiday, in which case the appeal period ends at the close of the next working day at City Hall. Appeals must be made in writing and must clearly state the reason for the appeal. Appeals will be set for hearing before the City Council on the earliest available agenda. A fee is charged for appeals.

B. PURPOSE

The purpose of this policy is to set rules and processes that will guide the Community Services and Environment Commission (CSEC) and City staff in seeking an appropriate balance between the benefits of organized events and their associated impacts on the community.

C. COMMUNITY BENEFITS OF SPECIAL EVENTS

Special Events can create a sense of community for the City of Sonoma and Sonoma Valley by, among other things:

- Providing a gathering place for residents
- Establishing and maintaining local traditions
- Providing exposure and celebration of diverse cultures
- Showcasing the talents of local artists
- Enhancing the local economy by promoting Sonoma as a destination for tourists and shoppers
- Generating income for local community-serving non-profit organizations
- Generating funds to support public programs and projects
- Generating income for non-local causes
- Educating the public and increasing public awareness about issues of local concern

D. COMMUNITY COSTS OF SPECIAL EVENTS

Special Events can generate impacts to area residents and businesses and to the City of Sonoma by, among other things:

- Adding to traffic congestion and exacerbating parking problems
- Impinging on the use of public spaces for non-structured, passive enjoyment by area residents
- Having a negative impact on the health and appearance of public landscaping and on the condition of public buildings

- Adding direct expenses to the City budget for maintenance of public facilities
- Adding indirect expenses to City operations by diverting staff resources away from other high priority work programs and projects

E. SPECIAL EVENT APPLICATION AND PERMIT PROCESS

Every special event held on property or in a facility owned, leased, or otherwise controlled by the City of Sonoma requires a Special Event Permit.

This provision is not intended to regulate recurring program activities on public property, conducted by the City or by a lessee of City property, where the activity is specifically authorized by use permit and/or by the terms of the property lease.

1. Application Content and Deadlines

   a. A complete application must be submitted prior to a proposed event being considered for approval. An incomplete application will not be processed or scheduled for review until all information is submitted in accordance with this policy.

      1) For small scale events, complete applications must be submitted at least 21 days prior to the event.

      2) For all other events, complete applications must be submitted at least 120 days prior to the event. An exception to the 120 day submittal deadline may be granted provided 2/3 of the CSEC vote in the affirmative to grant the exception.

         Note: a special event shall not be advertised until the application has been approved by the Special Event Coordinator, CSEC, or City Council.

   b. A complete application must include the following:

      1) Special Event Application Form with required attachments.

      2) Payment of all required application fees, rental fees, costs and damage deposits.

      3) If the event includes an admission charge, sale of event promotional items such as, but not limited to clothing and souvenirs, charges to exhibitors or vendors for booth or display space, sponsorship involving cash donations to the sponsoring organization, on-site solicitation of donations or any other cash income, an event budget shall be submitted showing estimated income by source, estimated direct event production expenditures (including, but not limited to, the costs of goods to be sold) and a letter identifying the planned beneficiary(ies) of any excess of income over expenditures.

      4) Site plan:

         - Indicate the number and location of all proposed food vendors (including food trucks) barbeques, and generators (if proposed). The number of food venders allowed shall be at the discretion of the CSEC or the Special Event Coordinator. Indicate type, layout, and method of support for all proposed fencing (Note: staking or fencing to delineate activity areas is discouraged).

- Indicate type and layout of all proposed furniture (i.e. tables and chairs).

c. Costs associated with efforts required of City forces to provide traffic control, parking restrictions, special barricading, emergency medical services, on-site monitoring of events or other special event needs shall be the responsibility of the applicant and shall include all costs incurred by the City, including actual time, material and equipment costs. A cost estimate will be provided subsequent to staff review of the application. A deposit for estimated costs shall be provided prior to the application being considered by the CSEC. Payments and deposits for police services must be arranged through the Police Department with the Sonoma County Sheriff's Department.

d. Special Events proposing encroachments on the state highway or the closure of City streets must obtain the appropriate permits as set forth in Chapter 12.20 of the Sonoma Municipal Code.

e. New events that are unique in nature will be evaluated on a case-by-case basis and may be subject to City Council approval. All costs associated with efforts required of City forces to review the Special Event Permit application and provide comments related to event needs and City impact shall be the responsibility of the applicant. A cost estimate will be provided with initial application review; a deposit for estimated costs shall be provided at the time the application is submitted and is required to complete the application process.

f. Special events sponsored by, and, held on the property owned by other governmental agencies including, but not limited to the Sonoma Valley Unified School District, Sonoma County, and the State of California Department of Parks and Recreation, are not required to obtain Special Events Permits from the City. Such agencies are encouraged to consult with the Special Events Coordinator during the planning stages of such events to address community impacts such as traffic, parking, noise, security, etc.

2. <u>Staff Review</u>

a. Small-scale events may be reviewed and approved by the Special Event Coordinator, with or without interdepartmental review by the Special Event Committee (SEC).

b. Large-scale events, or events which in the judgment of the Special Event Coordinator raise unusual issues, will be subject to an interdepartmental review (prior to a decision by the Special Event Coordinator or by the CSEC). Interdepartmental review will be scheduled on an as-needed basis by the Special Event Coordinator. Interdepartmental review may result in recommended conditions of approval to be considered by the Special Event Coordinator or by the CSEC.

c. The CSEC may allow the review of large-scale reoccurring events by the Special Event Coordinator, with or without interdepartmental review by the SEC, provided zero violations of the Special Event Policy were indicated during the previous Post-Event Review.

3. CSEC Review

Applications for events requiring CSEC approval will be placed on the next available CSEC agenda after staff review is completed. Applications will not be scheduled for CSEC review and approval until all required information has been provided and all staff reviews have been completed. CSEC meetings are scheduled in conformance with Brown Act noticing requirements.

4. Findings

In making determinations about approval or conditions of a special event permit, the CSEC or the Special Event Coordinator shall consider and make findings regarding the following factors:

a. Does the application conform to all general and site-specific restrictions, requirements and guidelines as set forth in this Policy and in the Appendices hereto?

b. In the case of a recurring event, to what level did prior events adhere to all general and site-specific restrictions, requirements and guidelines and to specific conditions of approval, as indicated in post-event reports prepared by staff and in the post-event reviews conducted by the CSEC?

c. What are the nature and magnitude of the community benefits that are anticipated for this event, and, for recurring events, what was the magnitude of community benefits, including the value of donations to non-profit beneficiaries, realized by prior events?

d. What are the nature and magnitude of the community costs and impacts that are anticipated for this event and, for recurring events, what was the magnitude of community costs and impacts that were experienced in prior events?

5. Post-Event Review

Sponsoring organizations of large-scale events must attend a post event review at the next meeting of the CSEC that is held not more than ninety days after the event. The requirement for CSEC post-event review may be waived by the CSEC (if waved by the CSEC the review is required by the Special Events Coordinator). The event representative shall provide the event's complete and full financial statements (actual gross income and expenditures) to the Special Event Coordinator within seventy days after the event. The financial statement shall be prepared in accordance with Generally Accepted Accounting Principles, including a simple budget to actual analysis and detail of any overhead expense line that exceeds 10% of gross receipts. City staff shall provide completed post event evaluation for review and discussion at the post event review). Payment of all post event invoices, charges, fees or penalties must be received within thirty days of the post event review Proof of receipt of funds from the beneficiary(ies) of the event is required to be submitted.

Conditions of approval of subsequent years' events may be affected by the organization's failure to attend the mandatory post event review and/or to provide required information, which failure may also constitute grounds for denial of future years' event permits.

6. Modification of Approved Permit

Once an application is approved, no event shall be modified without prior approval of the CSEC or of the Special Event Coordinator, whichever approved the event. The Special Event Coordinator is authorized to approve minor modifications to events. Modifications that require CSEC approval include, but are not limited to, changes in the dates, duration, and location of the event.

7. Prohibitions

a) Inflatable Jumpers are not allowed in City Parks.

b) Stakes are not allowed to be inserted into the lawn area unless approved by the CSEC or Special Event Coordinator.

F. RESTRICTIONS, REQUIREMENTS AND GUIDELINES

1. Public Access to City Facilities During Events

Special Events shall not exclude the public from the general use of any park or public property or charge an entry fee to any City Park or public property during the course of the event. Fees may be charged for event participation.

2. Date and Location Preference

a. Date and location preference for City facility use is given to longstanding recurring events and to locally based City or Sonoma Valley organizations benefiting the community on a non-profit basis.

b. In order to qualify for a preference in conducting a regularly scheduled event, sponsors of recurring events shall submit a letter to the Special Events Coordinator by January 1 of the year in which the event is to take place indicating the date or dates and the location on which the event is expected to take place, being sure to include set-up and take-down dates This letter will be used for scheduling purposes only and will not constitute an application as required above.

c. A “master calendar” shall be prepared by City staff to assist with schedule coordination.

d. Upon receiving their approvals, all other events shall be placed on the master calendar on a first-come, first-served basis subject to location availability and adherence to policies limiting the number and frequency and the location of events.
Applicants are encouraged to submit an alternate venue location as a backup, along with the application for the desired venue.

e. Except for small scale events as defined herein, in no case shall two or more special events be scheduled on the same weekend at any given venue.

f. Series of Events – A Multiple Day Event permit may be issued at the discretion of the CSEC or the Special Event Coordinator for events meeting the following criteria: 1) Each event is one in a series of events; 2) The application for the permit is for all of the

events (dates); 3) The nature, purpose, location and target audience of each of the events (dates) are the same; and 4) The event is not for profit.

A Series of Events will be subject to one event application fee. Depending on the intensity of the proposed use CSEC or the Special Event Coordinator will determine whether the application fee is that of a small scale event or a large scale event. All other fees will be applicable for each day of use. (For instance a music series of five separate events will be required to pay one application fee and five daily use fees (rent, maintenance, security deposit, etc.).

3**.** Minimum Contributions (not applicable to locally based tax-exempt non-profit organization)

- Events that are sponsored by a for-profit organization (as defined in this policy) shall donate a minimum of 10% of gross revenue or 40% of the net profits (whichever is greater) to one or more locally based non-profit organizations. The amount of donation to each specified non-profit beneficiary shall be submitted at the post event review meeting.

Conditions of approval of subsequent years' events may be affected by the organization's failure to provide the required information regarding the required donation to non-profit beneficiaries, which failure may also constitute grounds for denial of future years' event permits. A copy of non-profit IRS form 990 or equivalent shall be required with subsequent year's Special Event Application submittal.

4. Limitations on the Sale of Wholesale Purchased Arts and Crafts

Arts and crafts sold at special events shall not be purchased wholesale and then sold retail at the event.

5. Proof of Insurance

a. Proof of insurance shall be provided at least one week prior to the commencement of any event.

b. No event shall commence set up or delivery of event supplies, materials, or equipment without required insurance documents submitted and verified by the Special Events Coordinator to meet all City requirements.

6. Plaza Park Events

For restrictions, requirements and guidelines applicable to events at Plaza Park, see Appendix A.

7. Depot Park Events

For restrictions, requirements and guidelines applicable to events at Depot Park, see Appendix B.

8. Events at All Other Venues

For restrictions, requirements and guidelines applicable to events at any venue other than Plaza Park and Depot Park, see Appendix C.

9. Unique Events and/or Locations

As determined by the City Manager, event locations or new events that are unique in nature may be referred to the City Council for review and approval.

10. Safety and Security

a. Crowd managers shall be provided by the event organizer for events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons, unless a lesser amount is established by the Fire Code Official. The event organizer shall contact the police department concerning security related issues and this information shall be provided in the required Public Safety Plan. The City may require professional security or contracted police department services for events where alcoholic beverages will be sold or consumed (with an estimated attendance in excess of 750 persons), or for any event for which the Special Events Coordinator or Police Chief determines identified public safety concerns warrant security.

b. The City reserves the right of full access to all activities at any time to insure all rules and laws are being observed. The City reserves the right to suspend any individual or group from using City facilities and property if their behavior is determined to be abusive, destructive or in violation of any City rule without refund. The City reserves the right to cancel any scheduled event.

c. All special events closing streets, or estimating 250 or more people must submit a Public Safety Plan with their application. Safety Plan must contain who is monitoring the event for safety and what is the action plan in the event of a minor or major injury or incident.

d. The Fire Department requires that all decorations be fire-retardant per Chapter 8 of the California Fire Code and no open flame or pyrotechnics are allowed without written approval from the Sonoma Valley Fire and Rescue Department (707) 996-2102.

e. Temporary tents and membrane structures having an area in excess of 400 square feet and individual tens (open on all sides) having a maximum size of 700 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit, inspection, and approval from the fire code official.

11 Restrooms

Events with attendance of 100 persons must provide portable restrooms as defined in the attached Restroom/Sink Estimator for Special Events unless a lesser amount is established by the Parks Supervisor, 10% of which must meet ADA specifications. At least one hand washing station shall also be provided.

12. Solid Waste and Recycling

All event applicants are required to submit a recycling and solid waste plan. Helpful hints for event planners will be provided as part of the special event application packet.

13. <u>Sales and Distribution of Food, Beverages, or Merchandise</u>

a. Any person or organization, including a non-profit organization, who is selling food or merchandise at a special event, must obtain a City of Sonoma business license, as provided in Title 5 of the Sonoma Municipal Code. Please call the City of Sonoma Finance Department at (707) 938-3681 for more information.

    1. Sponsoring organizations are required to cooperate with the City in assuring compliance with the City's business license requirements, for example, by providing lists of vendors and exhibitors upon request by the City.
    2. Sponsoring organizations shall cooperate with the City in programs to assure that all taxable retail sales occurring at events are reported as taking place within the City.

b. Events that are sponsored by a for-profit organization must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales.

c. Each participating food vendor shall obtain a City of Sonoma Business License. Each vendor shall post their business license in a readily visible location at or upon the vending station.

d. Each participating food vendor shall obtain a Sonoma County Health Department Permit to Operate. Each vendor shall post an SB180-"public right to know" sign in a readily visible location at or upon the vending station.

e. Food vendors shall comply with the County of Sonoma, Department of Health Services, Environmental Health & Safety Section temporary food facilities requirements and procedures.

G. FEES AND COSTS

1. The City Council shall from time to time by resolution as it deems necessary and appropriate provide for and set all rates, charges and fees for special event permit applications, use of, or impact to, City facilities and other costs related to special events.

2. The annual Fourth of July Parade and Plaza Event and the annual City party are sponsored by the City and the organizer of these events shall not be charged application, rental fee maintenance fees, or a damage deposit; however, said events shall be subject to the standard application, review, and approval process.

3. The Community Services and Environment Commission shall annually establish an appropriate rental fee for the Farmers' Market, as part of its annual review of the Farmers' Market Plaza Use Application.

4. The following events shall be exempt from paying the application fee, rental fee, and maintenance fee provided the Small-scale event may be reviewed by the Special Event Coordinator:

    a. Easter Egg Hunt
    b. Santa on the Plaza

H. DEFINITIONS

For the purpose of this Policy, the following definitions shall apply:

Application Processing Fee – Charges for staff time and expenses for processing special event permit applications. Application fees are established by the City Council by resolution.

City Property – Any City street, sidewalk, parking lot, park, plaza, or any other property owned or controlled by the City.

Crowd Manager – One or more people who are assigned the responsibility of maintaining safety of attendees during an event, duties include but are not limited to the following:

- Provide a safe environment.
- Be aware of and maintain event safety requirements required by the Special Events Coordinator.
- Conduct pre-event inspections to verify that the event safety requirements are in place.
- Use a portable fire extinguisher.
- Guide the crowd in an emergency.
- Identify problem attendees and what to do once they are identified.
- Coordinate with emergency responders.

Event – Includes special event.

Event Organizer – Any person or organization that conducts, manages, promotes, organizes, aids or solicits attendance at a commercial or non-commercial special event.

For-profit Organization -- A business or other organization whose goal is to return a profit to the owners.

Goods – Includes goods, wares, personal property, merchandise or any other similar item which is generally sold.

Gross Revenue – The sum of all cash received by an event organizer for a special event, including, but not limited to, admission charges, sale of event promotional items, charges to exhibitors or vendors for booth or display space, licensing, sponsorships, television, advertising, sale of goods, donations at the event and similar revenues and concessions.

Large-scale Events -- An event that, in the judgment of the Special Event Coordinator, meets one or more of the following three requirements: 1) requires more than two hours of total staff time for pre-event preparation and/or post-event rehabilitation of the event venue; 2) makes use of more than one sector of the Plaza only; and, 3) exceeds eight hours in duration (including time required for set-up and take down).

Locally Based Tax-exempt Non-profit Organization—An organization that qualifies as a tax-exempt non-profit organization and provides community benefit within Sonoma City, Sonoma Valley, or Sonoma County. Proof of tax exempt status must be submitted with application.

Longstanding Recurring Event – An event that has utilized the same City venue for 20 consecutive years.

Net Profit – The sum of all cash remaining after assets have been sold and related expenses have been paid.

Public Facility – Any property located within the Sonoma City limits and owned by the City of Sonoma or by any other governmental agency, such as the Sonoma Valley Unified School District, California State Parks or Sonoma County.

Public Safety Plan – A plan that address such items as emergency vehicle ingress and egress, fire protection, emergency egress or escape routes, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event.

Rental Fee - A fixed amount for the rental of all or a portion of a venue, based on the length of the event; where applicable a maintenance fee for facility rehabilitation/maintenance is included with the rental fee. Rental fees are established by the City Council by resolution.

Series of Events – A non-consecutive multiple day event such as concert series or farmer/art markets that have identical event set-up and dismantle times, site plans, and service providers.

Sidewalk – That portion of a highway or street, other than the roadway, set apart by curbs, barriers, markings or other delineation for pedestrian travel.

Small Scale Event – An event that, in the judgment of the Special Event Coordinator, meets all three following requirements: 1) requires less than two hours of total staff time for pre-event preparation and/or post-event rehabilitation of the event venue; 2) makes use of no more than one sector of the Plaza only; and, 3) does not exceed eight hours in duration (including time required for set-up and take down).

Solid Waste Recycling Plan – A written plan that achieves the following: 1) minimizes the production of solid waste; 2) provides for convenient recycling containers for event attendees and for event participants/vendors/etc. 3) provides for a sufficient number of trash receptacles for non-recyclable waste; and, 4) assures that the venue is returned to a trash-free and sanitary condition for use by the general public.

Special Event – An activity on public property open to the general public, with or without an admission charge. Special events include:

1. Any organized formation, parade, procession or assembly of persons, which may or may not include animals, vehicles or any combination thereof which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls; or,

2. Any organized assemblage of persons at any park or facility, owned by the City or by any other governmental agency, such as the Sonoma Valley Unified School District, California State Parks or Sonoma County which is to gather for a common purpose under the direction and control of a person; or,

3. Any other organized activity conducted by a sponsoring organization or person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, City property or facilities and the provisions of city services in response thereto.

Examples of special events include, but are not limited to concerts, parades, special interest shows or expos, markets, fairs, festivals, block parties, community events or mass participation sports (such as, marathons and running events, bicycle races or tours, etc.).

For the purpose of this policy, special events are distinguished from the following:

- Private events which may be authorized on public property but which are not open to the general public;

- Recurring program activities on public property, conducted by the City or by a lessee of City property, where the activity is specifically authorized by use permit and/or by the terms of the property lease;

- Events on private property.

Special Event Coordinator –- The person assigned by the city manager to carry out the duties and responsibilities set forth in this policy.

Special Event Permit - A permit issued under this Resolution.

Special Event Venue - That area for which a special event permit has been issued.

Street – A way or place of whatever nature publicly maintained and open to use of the public for purposes of vehicular travel. Street includes Highway 12.

Tax-exempt non-profit organization – An organization that is exempted from payment of income taxes by federal or state law and which has been in existence for a minimum of three months preceding the date of application for a special event permit. Proof of tax exempt status must be submitted with application.

Vendor – any person who sells or offers to sell any goods, food, beverages, or services within a special event venue.

CITY OF SONOMA
SPECIAL EVENTS POLICY

APPENDIX A

PLAZA PARK
RESTRICTIONS, REQUIREMENTS AND GUIDELINES

The following restriction, requirements and guidelines apply to all special events conducted at the Plaza Park.

1. Limitations on the number and frequency of events and on event activities

   a. Events exceeding eight hours in duration (including set-up and take-down time) shall not be scheduled in the Plaza Park on successive weekends between June 1 and October 1 of any given year.

      With the approval of the CSEC, exceptions may be granted to the following longstanding and cultural recurring special events: The Ox Roast, Hit the Road Jack, Flag Day Celebration, Fourth of July Celebration, the Valley of the Moon Vintage Festival and the Celebration of Mexican Independence Day.

   b. The Plaza Horseshoe Lawn shall not be available for active use, such as, but not limited to, tents, booths, umbrellas, tables, signs etc. during special events. This restriction is intended to allow an unobstructed view of City Hall a National Historic Landmark and to minimize damage to the lawn. With the approval of the CSEC, an exception may be granted for limited active use of the Plaza Horseshoe Lawn.

   c. Finish line delineation demarcations in the Plaza Horseshoe area taller than ten feet in height shall be prohibited unless specifically approved by the CSEC. Finish line delineation demarcations shall comply with the California Fire Code and provide a minimum clearance of 14 feet.

   d. No tents (greater than 100 square feet in area and a maximum height of 10 feet) or structures (including inflatables) shall be placed in the horseshoe area unless specifically approved by the CSEC.

   e. In order to minimize compaction and damage to the Plaza landscape during the wet season, Special Events shall be restricted to paved areas of the Plaza from and including November through May. Small scale events, as defined in this policy, may be allowed to use lawn area during the wet season.

   f. The number of Special Events held in the Plaza Park is limited to twenty-five events per calendar year. The Jazz Society Summer Music Series held on Farmers' Market nights and the Farmers' Market events shall be counted as one event.

2. Hours of Operation

   a. Special Events shall be limited to the following hours of operation, unless specifically approved by the CSEC:

- Monday through Thursday 5 p.m. to 7:30 a.m.
- Friday through Sunday, events may begin set up at 5 p.m. on Friday. Event cleanup shall be completed by 7:30 a.m. Monday morning.

3. Restroom Facilities

All events utilizing public restrooms shall be required to provide restroom monitors to ensure that no vandalism occurs during the course of the event and that restrooms are vacated, locked, cleaned, and resupplied at the close of the event. Event Sponsors shall be responsible for cleaning and supplying restrooms. Restrooms shall be monitored and cleaned (if necessary) at least once per hour during the event.

4. Noise

Amplified music shall not begin prior to 7 a.m. and normally cease no later than 10:00 p.m.; however, the CSEC shall have the authority to extend the time through the application review process if circumstances warrant an extension.

5. Event Banner

With approval of the CSEC or Special Event Coordinator, a banner may be displayed on the historic directory sign located on the southeast portion of the Plaza.

Banner Design and Fabrication Guidelines

- Banner schematic to be submitted and reviewed along with event application.
- The banner is to be sized compatible with the Historic Directory Sign policy.
- The banner is to be fabricated using marine acrylic, canvas, or other environmentally-friendly material.
- The banner may be displayed beginning the Monday prior to the event and must be removed the last day of the event. Banner installation shall be completed by City staff.

6. Food Vendors

Barbeques shall not be located adjacent to the City Hall building in an attempt to prohibit smoke fumes from entering the building and grease from damaging the exterior stone of the building.

7. Reserved Street Parking

Event applicants may request reserved on-street parking in conjunction with a Plaza event with the submittal of a Permit Application for Reserved Street Parking and shall be consistent with the applicable fee schedule. The CSEC or Special Event Coordinator shall make a recommendation to the Streets Supervisor as to the maximum number of parking spaces to be reserved.

CITY OF SONOMA
SPECIAL EVENTS POLICY

APPENDIX B

DEPOT PARK
RESTRICTIONS, REQUIREMENTS AND GUIDELINES

The following restriction, requirements and guidelines apply to all special events conducted at Depot Park.

1. Limitations on the number and frequency of events and on event activities

   a. Events exceeding eight hours in duration (including set-up and take-down time) shall not be scheduled in the Depot Park on successive weekends between June 1 and October 1 of any given year.

   b. In order to minimize compaction and damage to the Depot Park landscape during the wet season, Special Events shall be restricted to paved areas of the Depot Park from and including November through May. Small scale events, as defined in this policy, may be allowed to use lawn area during the wet season.

   c. The number of Special Events held in the Depot Park is limited to twenty-five events per year. The Farmers Market events shall be counted as one event.

2. Signage

   A banner advertising the event will be allowed in the Depot Park only with the approval of the CSEC. Banners shall not exceed six square feet, nor shall they be displayed for longer than the duration of the event; allowable display time commencing with the first day of the event. Appearance and content of the banner are subject to CSEC review and approval. Methods of supporting the banner and location in the Depot Park are subject to review and approval by the Public Works Administrator or his or her designee.

3. Restroom Facilities

   All events utilizing public restrooms shall be required to provide restroom monitors to ensure that no vandalism occurs during the course of the event and that restrooms are vacated, locked, cleaned, and resupplied at the close of the event. Event Sponsors shall be responsible for cleaning and supplying restrooms. Restrooms shall be monitored and cleaned (if necessary) at least once per hour during the event.

4. Noise

   Amplified music shall not begin prior to 8 a.m. and cease no later than 10:00 p.m.; however, the CSEC shall have the authority to extend the time through the application review process if circumstances warrant an extension.

CITY OF SONOMA
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APPENDIX C

ALL VENUES OTHER THAN PLAZA PARK AND DEPOT PARK RESTRICTIONS, REQUIREMENTS AND GUIDELINES

The following restriction, requirements and guidelines apply to special events conducted at venues other than Plaza Park and Depot Park

1. Restroom Facilities

   All events utilizing public restrooms shall be required to provide restroom monitors to ensure that no vandalism occurs during the course of the event and that restrooms are vacated, locked, cleaned, and resupplied at the close of the event. Event Sponsors shall be responsible for cleaning and supplying restrooms. Restrooms shall be monitored and cleaned (if necessary) at least once per hour during the event.

2. Noise

   Amplified music shall comply with the Noise Ordinance consistent with the Residential Power Equipment restrictions; however, the CSEC shall have the authority to extend the time through the application review process if circumstances warrant an extension.

3. Duration and Hours of Operation

   Hours of operation shall be established by the permitting authority based on the nature of the event and the nature of impacts on neighboring properties.

4. Other Conditions

   a. Other restrictions, requirements and guidelines for events at City venues other than Plaza and Depot Parks may be developed on a case by case basis during the application review to address specific impact or issues at such venues.

   b. Recommended conditions are identified through the staff review process; conditions for approval are moved forward with applications that require CSEC approval.

   c. As determined by the City Manager, event locations or new events that are unique in nature may be subject to City Council approval.