

Community Services & Environment Commission

Wednesday, March 13, 2013 – 6:30 PM

City Hall Conference Room

No. 1 The Plaza



Commissioners: Christopher Petlock-Chairman, Anna Whitmore-Vice Chair, Kimberly Blattner, Harry Blum (Alternate), Lynn Clary, Melinda Kelley, Gabriel Lanusse, Carole Latorre, Ryan Wilbanks, Michael Thomas

AGENDA

COMMENTS FROM THE PUBLIC: At this time, members of the public may comment on any item not appearing on the agenda that are within the subject matter jurisdiction of the commission.

1. MINUTES OF February 13, 2013
2. SONOMA VALLEY HIGH SCHOOL SENIOR PROJECT- PUBLIC SERVICE ANNOUNCEMENT
3. EVENT REVIEWS: ***These applications begin review at 7:00 pm**
 - 3.1 Cinco de Mayo 5/6
 - 3.2 Ox Roast 6/1-2
 - 3.3 Hit Road Jack 6/2
4. DISCUSSION: EARTH DAY EVENT APRIL 21st
5. REPORTS: SUB-COMMITTEE'S AND EXISTING IDEAS/INITIATIVES:
 - Transportation: (Walking, Bicycling, Transit, and other vehicle use): Commissioners: Clary, Latorre, Thomas
 - Natural Resources and Sustainability: (Grey Water Systems, Solar Programs, GHG Reduction, Resource Protection, Water Quality, Conservation and Recycling, Open Space District): Commissioners: Clary, Kelley, Petlock, Thomas. Sustainability Day.
 - Community Health, Recreation and Open Space: (Personal Health, Parks, & Recreation). Commissioners: Clary, Lanusse, Latorre.
 - The Tree Committee Meeting: (Participates on Tree Committee as voting member and review tree removal requests; Tree City USA Certification). Commissioners: Blattner, Lanusse, Whitmore.
 - Farmers' Market and Special Event Concerns: Commissioners: Blattner, Blum, Petlock, Whitmore, Wilbanks.
6. CSEC EVENT MONITORS
7. CLOSING COMMENTS/ ACTION ITEMS:
8. ADJOURNMENT (Next regular meeting is Wednesday, April 10, 2013)

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting at City Hall, located at No. 1 The Plaza, Sonoma CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the City Council regarding any item on this agenda after the agenda has been distributed will be made available for inspection at City Hall, No. 1 The Plaza, Sonoma CA during regular business hours.

Debra Rogers, Management Analyst

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (707) 933-2216. Notification 48-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

MEMO

To: Community Services and Environment Commission
Staff: Debra Rogers, Management Analyst
Meeting Date: March 13, 2013
Agenda Item: Plaza Park Use Application

2013 Cinco de Mayo

Sponsor: Sonoma Valley Teen Services
Date of use: May 5, 2013; Sunday
Area(s) of use: Plaza Horseshoe, Back Parking Lot, Amphitheater

Discussion

The Special Event Committee considered the event application on February 26, 2013.

Items Discussed:

- Police:
 - No Alcohol being served.
 - Small-time DJ and local Kid band in Amphitheater only until 5:00 p.m.
 - Event security done by Teen Center personnel in “security” vests.
 - No security contract this year with S.P.D.
 - No dogs on the Plaza.
 - Police Dispatch Number: 996-360.

- Fire:
 - Special event checklist given for event day inspection.
 - Event inspection day of the event.
 - Primarily: Maintain 20’ emergency vehicle access around entire horseshoe, follow propane safety requirements, and safety of inflatable structures.

- Public Works:
 - Arrange for pre event meeting with Parks Supervisor Terry Melberg at 933-2239 two weeks prior to the event.
 - Mandatory post event meeting 8:00 a.m. first working day subsequent to the event.
 - Contact Sonoma Garbage Collectors for additional Recycle Bins as directed by Parks Supervisor.
 - Two Portable bathrooms (one A.D.A. accessible required).
 - Contact Sonoma County Transit to alert that Horseshoe will be barricaded during your event (they will then pull buses in along Napa Street for passengers versus coming around the Horseshoe).

Staff Comments:

Cinco de Mayo was last held on the Plaza in 2010 by a different sponsor. This will be the first year that Sonoma Valley Teen Services is the sponsor for Cinco de Mayo; therefore there are no Post Event Evaluations.

Plaza Use Committee Members: Public Works Parks and Street Department Supervisors, Police Chief, Fire Chief, Event Coordinator.

Committee recommendation: Approve the Plaza Use Application for 2013, subject to the Conditions of Approval and CSEC approval.

Attachments:

Plaza Use Application – 2013
2013 Proposed budget

RECEIVED

DEC 20 2012

CITY OF SONOMA



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476
(707) 933-2206



PLAZA PERMIT APPLICATION

Name of Event: Cinco De Mayo Today's Date:

Sponsoring Organization: Sonoma Valley Teen Services

Event Type: [] New Event [X] Returning Event [] Non Profit Tax-exempt organization

Event Contact Person: ROBERT REYES Title: Treasurer

Mailing Address: 17440 Sonoma Hwy Sonoma CA 95476

Daytime phone: 707-332-7761 Evening phone: 707-332-7761

Cell Phone: 707-332-7761 E-mail: rreyes@redwoodca.org FAX:

Plaza Area(s) Requested

Request options: [] SE Section [] NW Section [X] Amphitheater [X] Horseshoe Pavement [] NE Section [] SW Section [X] Rear Parking Lot

Hours of Use (Include Set-up & Clean-up)

Table with columns: EVENT DATES, Start Time - Set-Up, Event Start Time, Event End Time, End Time - Tear Down & Clean-up, Estimated Attendance. Includes handwritten entries for dates and times.

THIS SECTION TO BE COMPLETED BY STAFF:

Main fee table with columns: Rental Fees Per Day, Maintenance Fees, Refundable Deposits. Includes sub-tables for fees per section and total calculations.

Handwritten notes: Barrel # of attendees DR

Summary table with columns: Item, Amount, Code, Insurance/Permit info. Includes Application Fee, Rental Fees, Maintenance Fees, etc.

Date Fees Received: _____ By: _____ \$: _____ Receipt #: _____

Date Fees Received: _____ By: _____ \$: _____ Receipt #: _____

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

Port-O-Potties required: _____

Schedule for review by the Special Event Committee and CSEC

Post Event CSEC Meeting Date: _____ (no more than 90 days after the event)

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT: Attach additional sheets as necessary. Include the number, type, size and material of all structures, furniture, trailers, tents, canopies, booths, BBQs, generators, cookhouses, stages, tables, chairs, signs, vendors, etc.

SEE Attached.

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

- Use of City Streets *
- Publicity Banners or Signs
- Alcohol Served **
- Canopies or Tents (stakes) ***
- Barricades Needed
- Booths or Other Temporary Structures
- Food Vendors
- Admission Charge
- Electricity Needed
- Amplified Sound or Music
- Food cooked on site
- Staff review: Mandatory****

* Use of City Streets – Requires approval by the City Council. Submit a completed Permit Application for Use of City Streets along with your Use Application. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by Caltrans: 707-762-5540. Call SCTA for any change to bus stops (closure of Plaza Horseshoe): 707-576-7433.

** Alcohol Served – Requires approval by the Police Chief and the City Manager. Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application.

*** Stakes – Due to underground utilities, no metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

**** Applicant – Must arrange & attend a pre-event site inspection with Parks Supervisor Terry Melberg, Call 707-933-2239, two weeks prior to the event.

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). *SEE Attached.*

SECURITY PLAN: Please describe your Security Plan, Attach additional sheets as needed.

SEE Attached

ACCESSIBILITY PLAN: Please describe your Accessibility Plan. Attach additional sheets as needed.

SEE Attached.

RECYCLING PLAN: Special Events Waste Minimization Planning Form. Please attach for all events.

PLAZA EVENT MAP: On the attached map of the Plaza indicate the location of all major features and activities associated with the event. Include the location of fencing, barricades, first aid facilities or ambulances, stages, platforms, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, generators, vehicles, trailers, exit locations, etc.

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

Print Name

Date

Approved: _____ City of Sonoma _____ Date

Event Summary

ADDITIONAL PERMITS REQUIRED:

- City Alcohol Permit (Approved by City Manager)
- City Street Use Permit (Approved by City Council)
- City Encroachment Permit
- Other _____
- ABC Alcohol License
- Caltrans Encroachment Permit
- City Business License

*NON-PROFIT
NO \$*

Post Event CSEC Meeting Date: _____ (no more than 90 days after the event)

STAFF COMMENTS OR CONDITIONS:

- Applicant must arrange and attend a **pre-event** site inspection with Parks Supervisor (707)-933-2239
- Applicant must arrange and attend a **post-event** site inspection with Parks Supervisor (707)-933-2239
- Applicant must provide a copy of the organization's **tax exempt status letter**
- Applicant must provide a current budget and previous year **financial statement**

Public Works Comments: MEET 2 WEEKS PRIOR TO EVENT WITH PARKS SUPERVISOR

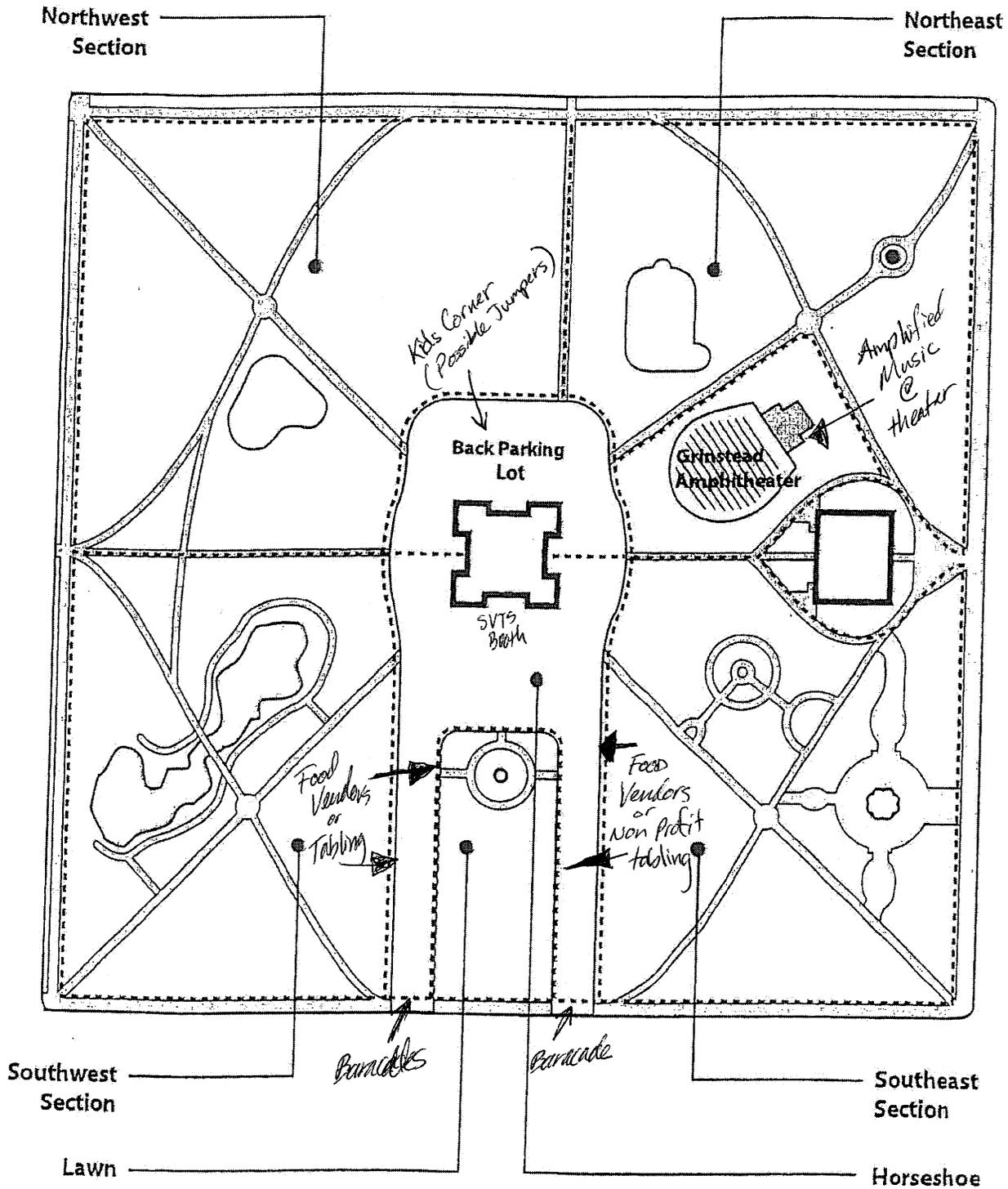
Police Department: NO ALCOHOL BEING SERVED. SMALL-TIME DJ AND LOCAL KID BAND IN AMPHITHEATER ONLY UNTIL 5PM. EVENT SECURITY DONE BY TEEN CENTER PERSONNEL IN 'SECURITY' VESTS. NO SECURITY CONTRACT THIS YEAR WITH S.P.D. - DISPATCH # 996-3601

Fire Department: SPECIAL EVENT CHECKLIST GIVEN FOR EVENT DAY INSPECTION. PRIMARILY 20' EMERGENCY VEHICLE ACCESS AROUND ENTIRE HORSESHOE. PROXIMATE SAFETY. WILL REQUIRE EVENT DAY INSPECTION. (INCLUDING INFLATABLE STRUCTURES) (X)

Date CSEC Approved: _____

CSEC Post Event Meeting Comments:

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



Plaza Event Map

Security Plan: Our plan consists of volunteers with an assigned head of security chosen by the event coordinator. The security team is composed of seven individuals including the security coordinator. There will be two shifts assigned. The first shift will be staffed by a total of two security personnel. This shift will commence at setup of the event and will conclude at around 1pm. The second shift will be staffed with a total of five security individuals, including head of security. The main purpose of this team is to make sure the event is a drug free zone and prevent escalation of conflict between attending guest. In the event of escalation of conflicts the security team is to report such events to the proper authority and the event coordinator. The security team will coordinate a security route to keep a constant vigilance on areas most traveled and visited by attendees to ensure safety of all. Team individuals are to report areas of concern to the head of security.

Accessibility Plan: The accessibility of emergency personnel and emergency vehicles, along with the ease of accessibility for people with disabilities is conducted and ensured by the head of security. The head of security will ensure that emergency vehicles have easy access to the main "horseshoe" access points to carry out any emergency situations that may arise. The head of security may appoint any task to any of the security team volunteers to ensure fire safety exits are not compromised. We will ensure that access to guest with disabilities will remain free of blockage or ensure ease of access. The head of security will have power to shut down any vendor, entertainment act, which does not comply with the accessibility plan.

Recycling Plan: A recycling coordinator will be appointed by the event coordinator. The recycling coordinator will be in charge of putting together a recycling team. The team should consist of a minimum of team count of five volunteers who are not involved with the accessibility team or the security team. The main task of the recycling team is to ensure there are sufficient recycling bins and waste bins throughout the event. In addition the recycling team will ensure the respected bins are adequately maintained so as to prevent over flow of material during the event hours. The team will also ensure that the venue is constantly being picked-up after to maintain a positive presentation. This team will also make sure that the Plaza is cleaned and free of debris after the event has concluded and "left as we found it".

Sonoma Valley Teen Services

Cinco De Mayo Proposed Budget 2013

Income Source:

Platinum Sponsor	\$1,500
For Profit Food Vendors (5)	\$1,000
Non Profit Food Vendor Flat Fee (\$100x10):	\$1,000
Non Food Vendor/ For Profit Info (\$50x6)	\$300
Non Profit Info Tables (\$25x4)	<u>\$100</u>
Total Income:	\$3,900

Expenses Source:

Promotional/Marketing Expense	\$1,000
Plaza Rental Fee	\$350
Insurance	\$250
Misc Expenses	\$250
Maintenance Fee	<u>\$100</u>
Total Expenses:	<u><u>\$1,950</u></u>
Net Income	\$1,950

501 C3

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 11 2002

EL NIDO TEEN CENTER
PO BOX 2053
BOYES HOT SPRING, CA 95476

Employer Identification Number:
58-0390038
DLN:
17053300755011
Contact Person:
DANIEL P SHANNON ID# 31320
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
February 1997
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

-2-

EL NIDO TEEN CENTER

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Steven T. Miller
Director, Exempt Organizations

Letter 1050 (DO/CG)

A0638772

State of California
Secretary of State



I, BRUCE McPHERSON, Secretary of State of the State of California, hereby certify:

That the attached transcript of 1 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

JAN 12 2006

BRUCE McPHERSON
Secretary of State

A0638772

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

DEC 19 2005

**CERTIFICATE OF AMENDMENT OF
ARTICLES OF INCORPORATION**

The undersigned certify that:

1. They are the **president** and the **secretary**, respectively, of El Nido Teen Center, a California Corporation.
2. Article One of the Articles of Incorporation of this corporation is amended to read as follows:

The name of the corporation is VALLEY OF THE MOON TEEN CENTER.

3. The foregoing amendment of Articles of Incorporation has been duly approved by the required vote of the members and the board of directors.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge

DATE: 12/15/05

Stefanie Shackelford
Stefanie Shackelford, President



Marion Clifford
Marion Clifford, Secretary

MEMO

To: Community Services and Environment Commission
Staff: Debra Rogers, Management Analyst
Meeting Date: March 13, 2013
Agenda Item: Plaza Park Use Application

2013 Ox Roast

Sponsor: Sonoma Community Center
Date of use: June 2, 2013; Sunday
Area(s) of use: SE Quadrant, Horseshoe Pavement,
Rear Parking Lot

Discussion

The Special Event Committee considered the event application on February 26, 2013. This is a recurring event on the Plaza its efforts are coordinated with the VOM Art & Artisan Show and Hit the Road Jack held on the same weekend.

Items Discussed:

- Police:
 - Contract for one Deputy plus car for the Ox Roast festival from 11:00 – 5:00 p.m.
 - No dogs on the Plaza.
 - Contact Sonoma PD at 996-3602 one week prior to the event.
 - Dispatch: 996-3601

- Public Works:
 - Recurring event, no issues with prior events.
 - Arrange for pre event meeting with Parks Supervisor Terry Melberg at 933-2239 two weeks prior to the event.
 - Mandatory post event meeting 8:00 a.m. first working day subsequent to the event.
 - Provide vendor list (if for profit); vendors must have a City of Sonoma business license.
 - Contact Sonoma Garbage Collectors for additional Recycle Bins as needed.

- Sonoma Community Center to work with Hit the Road Jack, VOMAA, and City parks staff to monitor restrooms.
- Order Portable bathrooms; work with other event coordinators to share expense.
- Contact Sonoma County Transit to alert that Horseshoe will be barricaded during your event (they will then pull buses in along Napa Street for passengers versus coming around the Horseshoe).
- Fire:
 - Special event checklist given for event day inspection (including tent dimensions).
 - Pre event inspection to verify all safety and emergency vehicle access.
 - Primary: Maintain 20' emergency vehicle access around entire Horseshoe.
 - Cooking safety extinguishers at each cooking station.

Committee recommendation: approve the Plaza Park Use Application.

Recommended Commission Action:

Recommend approval of the Plaza Park Use Application subject to the Conditions of Approval.

Plaza Use Committee Members: Public Works Parks and Street Department Supervisors, Police Chief, Fire Chief, Event Coordinator. **Committee recommendation:** Approve the Plaza Use Application.

Attachments:

Plaza Use Application – 2013 Ox Roast
 2013 Proposed budget and recycling plan
 2012 Post Event evaluation
 2013 Waste Management Plan



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476
 (707) 933-2229



PLAZA PERMIT APPLICATION

Name of Event: OX ROAST Today's Date: 1/25/13

Sponsoring Organization: SONOMA COMMUNITY CENTER

New Event Returning Event Non Profit Tax-exempt organization (Tax Exempt letter required)

Event Contact Person: TOM MONTAN Title: EVENTS MANAGER

Mailing Address: 276 E. NAPA ST SONOMA CA 95476
Street or PO Box City State Zip

Daytime phone: 707-938-4626 x4 Evening phone: _____

Cell Phone: _____ E-mail: tom@sonoma FAX: 707-938-4792

Plaza Area(s) Requested
 SE Section NW Section Amphitheater Horseshoe Pavement
 NE Section SW Section Rear Parking Lot

Hours of Use (Include Set-up & Clean-up)

EVENT DATES:	Start Time - Set-Up:	Event Start Time:	Event End Time:	End Time - Tear Down & Clean-up:	Estimated Attendance:
YEAR: 2013					
Date: <u>6/1/13</u>	<u>3P</u>				
Date: <u>6/2/13</u>	<u>4A</u>	<u>10:30A</u>	<u>5P</u>	<u>6P</u>	<u>1200</u>

THIS SECTION TO BE COMPLETED BY STAFF:

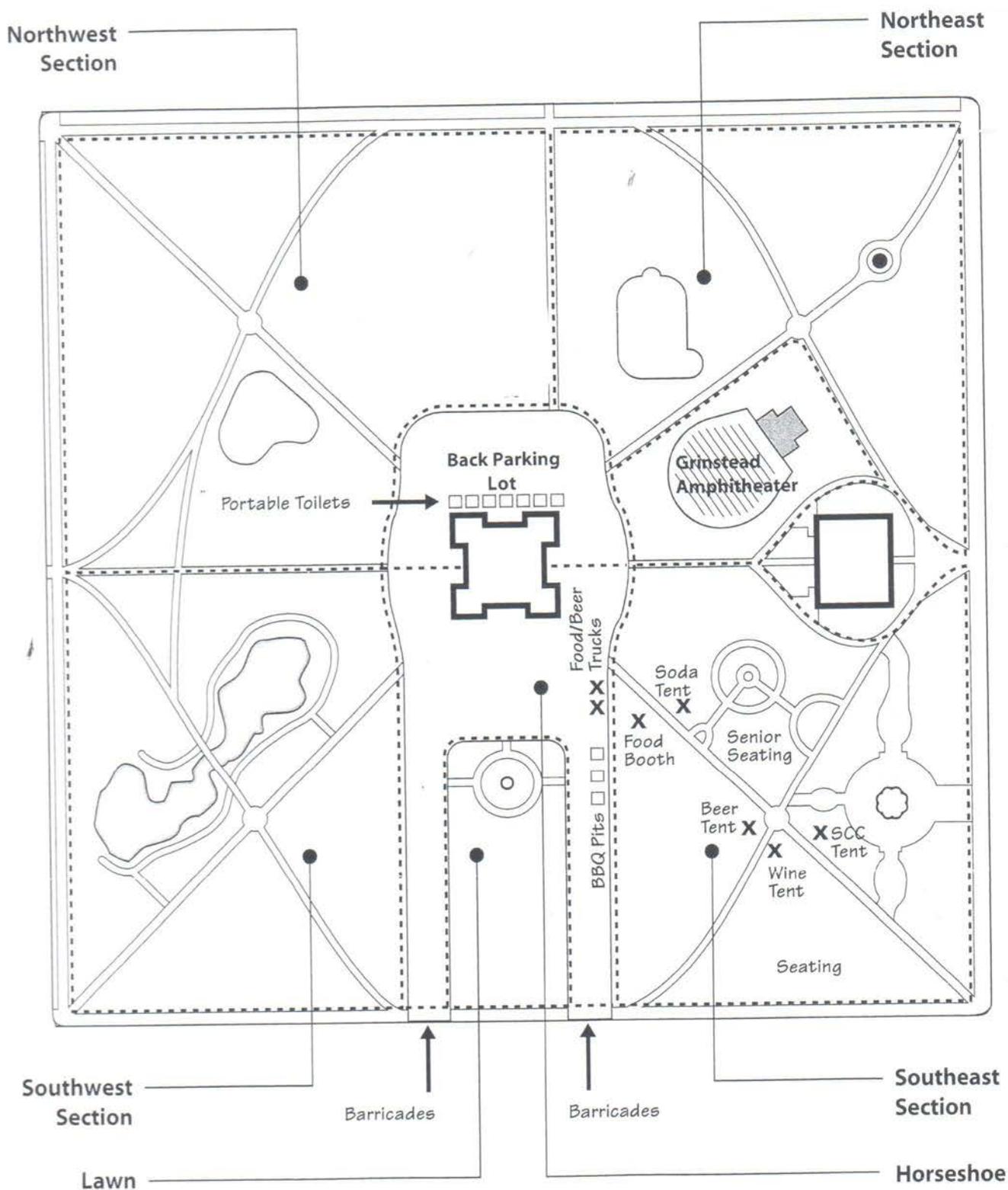
Rental Fees Per Day: For each section and area.	Maintenance Fees: Based on total hours of event.	Refundable Deposits: For each section and area.
# <u>1</u> of Days x Fee = \$ _____	# of Sections X Fee	# of Days x Fee x # Sec. \$ _____
<u>1</u> X SE Section \$200 \$ <u>200</u>	<u>2</u> X \$75 (1- 12 hrs) \$ <u>150</u>	_____ X \$100 (X _____ # Sections)= \$ _____
_____ X SW Section \$150 \$ _____	<u>+ 1/3</u> " \$ <u>25</u>	_____ X \$100 Amphitheater \$ _____
X NE Section \$150 \$ _____	_____ X \$150 (12-24 hrs) \$ _____	_____ X \$100 Horseshoe \$ _____
_____ X NW Section \$150 \$ _____	_____ X \$250 (24-36 hrs) \$ _____	_____ X \$100 Rear Parking-Lot \$ _____
_____ X \$100 - Amphitheater \$ _____	_____ X \$400 (36-48 hrs) \$ _____	
<u>1</u> X \$100 - Horseshoe \$ <u>100</u>	_____ X \$600 (> 48 hrs) \$ _____	
<u>1/3</u> X \$150-Rear Parking Lot \$ <u>50</u>	PARKING: \$200/DAY + \$20 PER SPACE= _____	
\$ 50 - Barricades \$ <u>50</u>	PARKING: \$ _____	
TOTAL RENTAL FEES: \$ <u>400</u>	MAINTENANCE + \$ <u>175</u>	TOTAL DEPOSIT: \$ <u>50</u>

Share some costs w/ other event manager 6/2/13

DR

Application Fee	Park 100-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Small scale vs. large scale event (\$149 or \$253) \$ <u>253</u>		
Rental Fees \$ <u>400</u>	Park 100-30702	Insurance provided
Maintenance Fees \$ <u>175</u>	Park 100-30702	By City Of Sonoma:
Damage Deposits \$ <u>/</u>	750-22950	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parking Fees \$ <u>/</u>	Park 100 30702	
ALCOHOL PERMIT (attach) \$ <u>168</u>	Park 100 30702	Other <input type="checkbox"/> Name of your insurance agent: _____
STREET USE PERMIT (attach) \$ <u>/</u>	Encro 100 30203	Ins process fee \$90 100-30702 Insurance 750-22950
TOTAL DUE: \$ <u>996</u>	Note: Application is incomplete until all fees are paid.	

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



Plaza Event Map



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

Port-O-Potties required: WPK W/ HIT THE ROAD JACK

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT: Attach additional sheets as necessary. Include the number, type, size and material of all structures, furniture, trailers, tents, canopies, booths, BBQs, generators, cookhouses, stages, tables, chairs, signs, vendors, etc.

ATTACHED

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Use of City Streets * | <input checked="" type="checkbox"/> Barricades Needed | <input checked="" type="checkbox"/> Electricity Needed |
| <input checked="" type="checkbox"/> Publicity Banners or Signs | <input checked="" type="checkbox"/> Booths or Other Temporary Structures | <input checked="" type="checkbox"/> Amplified Sound or Music |
| <input checked="" type="checkbox"/> Alcohol Served ** | <input checked="" type="checkbox"/> Food Vendors | <input checked="" type="checkbox"/> Food cooked on site |
| <input checked="" type="checkbox"/> Canopies or Tents (stakes) *** | <input type="checkbox"/> Admission Charge | <input type="checkbox"/> Staff review: Mandatory**** |

* Use of City Streets – Requires approval by the City Council. Submit a completed Permit Application for Use of City Streets along with your Use Application. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by Caltrans: 707-762-5540. Call SCTA for any change to bus stops (closure of Plaza Horseshoe): 707-576-7433.

** Alcohol Served – Requires approval by the Police Chief and the City Manager. Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application.

*** Stakes – Due to underground utilities, no metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

**** Applicant – Must arrange & attend a pre-event site inspection with Parks Supervisor Terry Melberg, Call 707-933-2239, two weeks prior to the event.

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

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

ATTACHED

ACCESSIBILITY PLAN: Please describe your Accessibility Plan. Attach additional sheets as needed.

ATTACHED

RECYCLING PLAN: Special Events Waste Minimization Planning Form. Please attach for all events.

ATTACHED

PLAZA EVENT MAP: On the attached map of the Plaza indicate the location of all major features and activities associated with the event. Include the location of fencing, barricades, first aid facilities or ambulances, stages, platforms, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, generators, vehicles, trailers, exit locations, etc.

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.

Toni Castrone Signature Toni Castrone Print Name 2/21/13 Date

Approved: [Signature] 3/13/13

Event Summary

ADDITIONAL PERMITS REQUIRED:

- City Alcohol Permit (Approved by City Manager)
- City Street Use Permit (Approved by City Council)
- City Encroachment Permit
- Other _____
- ABC Alcohol License
- Caltrans Encroachment Permit
- City Business License

STAFF COMMENTS OR CONDITIONS:

- Applicant must arrange and attend a **pre-event** site inspection with Parks Supervisor (707)-933-2239
- Applicant must arrange and attend a **post-event** site inspection with Parks Supervisor (707)-933-2239
- Applicant must provide a copy of the organization's **tax exempt status letter**
- Applicant must provide a current budget and previous year **financial statement**

Public Works Comments: MEET 2 WEEKS PRIOR TO EVENT WITH PARKS SUPERVISOR

Police Department: CONTRACT FOR (1) DEPUTY AND CAR FOR FESTIVAL ON ROAST ON PLAZA FROM 1100-1700. NO DOGS ON PLAZA. DISPATCH # 996-3601

Fire Department: SPECIAL EVENT CHECKLIST GIVEN FOR EVENT DAY INSPECTION. PRIMARY: MAINTAIN 20' EMERGENCY VEHICLE ACCESS ENTIRE HORSESHOE, COOKING SAFETY (EXTINGUISHERS)

Date CSEC Approved: _____

Post Event CSEC Meeting must take place no more than 90 days after the event.



**City of Sonoma
No. 1 The Plaza
Sonoma CA 95476**



**PERMIT APPLICATION
POSSESSION AND CONSUMPTION
OF ALCOHOLIC BEVERAGES ON CITY PROPERTY**

Application Fee: \$168.00
(Park 100 30702)

Note: If charging a fee for alcohol or charging an admittance fee and serving alcohol, you must obtain a temporary sales permit from the Alcoholic Beverage Control Board @ 50 D St. Room 130, Santa Rosa 95404 707.576.2165

Name of Applicant: TONI CASTRONE
 Name of Organization: SONOMA COMMUNITY CENTER
 Address: 276 E WAPA ST. SONOMA CA 95476
 Telephone Numbers: Day: 9384626 Night: _____ Fax: _____ Email: toni@sonomacommunitycenter.org
 Name or Description of Event: OX TRASH 2013

Date(s) of Event: SUN JUNE 2, 2013
 Location of Event: SONOMA PLAZA
 Estimated Daily Attendance: 1200
 Will Alcohol be Sold or Dispensed Free of Charge? NO
 Will the Event be Open to the Public or by Invitation Only? OPEN TO PUBLIC
 Is There a Charge for Admittance? NO, BETWEEN \$10-\$15 per plate of food
 Type of Alcoholic Beverages To Be Served: BEER & WINE
 Dates and Times Alcohol Will Be Served: 9AM TO 6PM 6/2/13

I do hereby acknowledge and affirm that all information contained herein is accurate to the best of my knowledge and agree to assume full responsibility and liability for and indemnify, and suits for or by reason of injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever on in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, its agents or employees.

Toni Castrone _____ 2/21/13 _____
 Applicant's Signature Date

For City Use Only

To Be a Valid Permit, This Application Must Have the Approval of the City Manager and the Police Chief

Date Event Approved by CSEC: 3/13/13 Fee Paid: Date 2/21/13 Amount \$168

APPROVED: (If not approved, please attach explanation)

 City Manager Date Police Chief Date



SONOMA COMMUNITY CENTER

www.sonomacommunitycenter.org

Board of Directors

Brock Arner

President

Shelley Hallan

First Vice President

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Buffington Miller

Michael Ross

Nancy Ryan

Megan Segre

Elizabeth Smith

Joseph Valentine

Lilla Weinberger

Walter Williams

Kathy Witkowiacki

Jennifer Yankovich

Sonoma Community Center

Ox Roast 2013

EVENT DESCRIPTION

This application for Plaza use is submitted to maintain the tradition of our town with the **45th annual Ox Roast** to be held on Sunday June 2, 2013.

The Ox Roast features the sale of roasted beef plates and sandwiches, along with wine, beer, and soft drinks. Commemorative wine glasses will also be sold. We plan to have music by a local band (in addition to the United States Air Force Band Mobility, if they are available this year.) An art show and **Hit the Road Jack Run** are often scheduled concurrently with the Ox Roast, and are sponsored by groups other than Sonoma Community Center.

Our menu is planned to offer the traditional Ox Plate, an Ox Sausage Sandwich, and a child's plate. Pricing for all food purchases will be displayed on boards surrounding the food booth. We project that 1200 people will attend.

Dumpsters and special garbage pick-up will be provided by the Sonoma Garbage Collector. Portable toilets will be rented. Glass and aluminum will be collected and recycled.

Proceeds from the Ox Roast are used to bring Sonoma Community Center programs to the community.

PROPOSED BUDGET

EXPENSES

Food purchases - 6600

Beer purchases - 700

Wine Glasses purchase - 300

Entertainment - 1000

Equipment Rentals - 900

Promotion - 850

Outside Service - 270

Toilets - 2000

Garbage - 1100

Shared Costs* - (1400)

ABC Fee - 300

City Application Fee - 600

TOTAL EXPENSE - 12,320

*porta potties and garbage shared

NET PROCEEDS - 6230

SECURITY PLAN

We will have volunteers walking around the perimeters in a security mode with instructions to find sherrif(s) on duty with any problem. They will be assisted by other volunteers located at the entrance and exits from the event area who will be acting as alcohol monitors. We will prominently display signage stating "No Alcohol Beyond This Point" around perimeter of event area.

ACCESSIBILITY PLAN

We will have one porta-potty which is ADA Compliant, and we will locate our main booths in accessible areas within the event space.

Ox Roast

City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Please read the attached sustainable event guidelines and information. Included is a step-by-step guide, great ideas and many resources to ensure that yours will be a sustainable event!

Thank you for supporting a more sustainable Sonoma! Our goal is to divert waste from the landfill

Please complete the form below and outline your waste minimization and recycling plan. Your plan should include ways to address the following challenges that are inherent with special events:

- Large amounts of waste generated in short period of time
- Variation in type of waste
- Waste tends to be afterthought
- Diverse attendees
- Large amounts of single use items
- High level of food discards
- Contamination prevention

Remember, no Styrofoam!

Ox Roast and Beer Garden - JUNE 2, 2013

1. What is the estimated amount and types of waste anticipated from this event?

- Garbage (landfill) 6 dumpsters _____ 50 Gal cans
- Recycling (indicate type e.g. glass, cans, plastic, aluminum, paper) . Totals can be combined for blue cans
Type: 18 blue bins _____ Gal (50) _____
Type: 1 cardboard bin _____ Gal (50) _____
Type: _____ Gal (50) _____
Type: _____ Gal (50) _____
- Other (describe) yard waste bins _____ Gal (50) 9 _____

2. What actions will you be taking to reduce the amount of waste generated at this event? Describe plan and outline steps.
- Re-using signage from previous events, including banners and instructional signs ("no alcohol beyond this point" etc.)
 - Selling re-usable wine glasses and beer steins
 - Re-using construction materials from previous events
3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials?
- Rental of blue recycle bins, as well as a dedicated cardboard bin
 - Rental of yard waste bins to separate corn husks from regular garbage
 - The cans will be strategically placed so that it is clear which are for recycling and which are for garbage. Signage will be used to emphasize this point
 - Garbage/recycling monitors will assist in keeping recyclable material separate from garbage

To: Community Services and Environment Commission
Staff: Milenka Bates, Public Works Director
Meeting Date: September 12, 2012
Agenda Item: Plaza Park Use Post Event Review

Ox Roast

Sponsor: Sonoma Community Center
Date of use: June 3, 2012
Area(s) of use: North East Section, North West, Rear Parking Lot

City of Sonoma Special Events Policy includes the following:

Section D.4. Post-Event Review

Sponsoring Organizations 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 event representative shall provide the event's complete and full financial statements (actual gross income and expenditures) to the City Clerk within seventy days after the event. City staff shall provide completed post event evaluation for review and discussion at the post event review meeting. Payment of all post event invoices, charges, fees or penalties must be received within ten days subsequent to post event review.

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.

The purpose of this provision is to provide the opportunity for the CSEC to review an event's impact, compliance to conditions included with approval of its use application, and to provide comment/suggestion to an event organizer prior to submitting use applications for future events.

Additionally, this affords an event organizer opportunity to provide comment to post event evaluations completed by City staff.

Recommended Commission Action:

Review post event evaluation for the 2012 Ox Roast

Review event information provided by the event organizer

Ask questions of staff and/or the event representative

Provide comments.

Attachments:

2012 Post Event evaluation – Ox Roast

POST EVENT SUMMARY

STAFF: Parks Department Supervisor Melberg
DATE: June 8, 2012
EVENT: Ox Roast
Post Event Comment for the June 3, 2012 Event

Location: Plaza: X

Event Dates 6-3-12 Event Time 4am till 6pm

Small Scale Event

OK to return deposit: Yes No

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

The area rented for and impacted by the event was left in a neat and clean condition. Extra work was not required of Parks staff for post event clean-up.

Observation:

- There was a post event meeting with Parks staff.
- The Plaza turf suffered minor damage due to heavy foot traffic. The impacted turf should recover with minimal efforts such as regular scheduled aeration and fertilization. The contributing impact to deeper soil compaction will be monitored for future comments.

cc

Public Works Director
Debra Rogers
Accounting

MEMO

To: Community Services and Environment Commission
Staff: Debra Rogers, Management Analyst
Meeting Date: March 13, 2013
Agenda Item: Plaza Park Use Application

2013 Hit the Road Jack

Sponsor: Generations of Sonoma
Date of use: June 2, 2013; Sunday
Area(s) of use: NE Quadrant, Back Parking Lot

Discussion

The Special Event Committee considered the event application on February 26, 2013. This is a recurring event on the Plaza its efforts are coordinated with the VOM Art & Artisan Show and Hit the Road Jack held on the same weekend.

Items Discussed:

- Police:
 - Contract for one Sergeant plus car from 7:00 a.m. to 9:00 a.m. and one Deputy plus car (same course, same time) for the race. CHP to handle County areas, especially 7th and 8th Street East and East Napa Street. VIP's and Explorers to volunteer.
 - No dogs on the Plaza.
 - Contact Sonoma PD at 996-3601 one week prior to the event.
- Fire:
 - Event inspection to verify all safety and emergency vehicle access the day of the event.
 - Special event checklist given for event day inspection.
 - Primary: Maintain 20' emergency vehicle access on Spain Street.
 - Monitor Barricades.
 - Notify Shell Vista Fire Department of event.

- Public Works:
 - Recurring event, no issues with prior events.
 - Arrange for pre event meeting with Parks Supervisor Terry Melberg at 933-2239 and Street Supervisor Dean Merrill at 933-2232 two weeks prior to the event.
 - Mandatory post event meeting 8:00 a.m. first working day subsequent to the event.
 - Coordinate with Sonoma Community Center, VOMAA and Sonoma Garbage Collectors for additional Recycle Bins as needed.
 - Work with Sonoma Community Center, VOMAA and City Parks staff to monitor restrooms
 - Work with SCC and VOMAA to share expense of the Portable bathrooms.

Recommended Commission Action:

Recommend approval of the Plaza Park Use Application for the 2013 subject to the Conditions of Approval.

Plaza Use Committee Members: Public Works Parks and Street Department Supervisors, Police Chief, Fire Chief, Event Coordinator.

Committee recommendation: Approve the Plaza Use Application.

Attachments:

Plaza Use Application – 2013

2013 Proposed budget

2012 Post Event evaluation



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476
(707) 933-2206



PLAZA PERMIT APPLICATION

Name of Event: HIT THE ROAD JACK 10K Today's Date: 12-4-12

Sponsoring Organization: GENERATIONS OF SONOMA

New Event Returning Event Non Profit Tax-exempt organization (Tax Exempt letter required)

Event Contact Person MICHAEL SEBASTIANI Title: MANAGER

Mailing Address: 21481 8th St. E#3 Sonoma Ca 95476
Street or PO Box City State Zip

Daytime phone: 707 484 5612 Evening phone: _____

Cell Phone: _____ E-mail: MKS@go5withen.com FAX: _____

Plaza Area(s) Requested

SE Section NW Section Amphitheater Horseshoe Pavement
 NE Section SW Section Rear Parking Lot

Hours of Use (Include Set-up & Clean-up)

EVENT DATES: YEAR: <u>2013</u>	Start Time - Set-Up:	Event Start Time:	Event End Time:	End Time - Tear Down & Clean-up:	Estimated Attendance:
Date: <u>6/2/13</u>	<u>530a</u>	<u>800a</u>	<u>1030a</u>	<u>1200P</u>	<u>1,500</u>
Date: _____	_____	_____	_____	_____	_____

THIS SECTION TO BE COMPLETED BY STAFF:

Rental Fees Per Day: For each section and area.	Maintenance Fees: Based on total hours of event.	Refundable Deposits: For each section and area.
# of Days x Fee = \$	# of Sections X Fee	# of Days x Fee x # Sec. \$
___ X SE Section \$200 \$	1 X \$75 (1- 12 hrs) \$ <u>75</u>	1 X \$100 (X ___ # Sections)= \$ <u>100</u>
___ X SW Section \$150	+ 113 X \$150 (12-24 hrs) \$ <u>25</u>	
1 X NE Section \$150 \$ <u>150</u>	___ X \$250 (24-36 hrs) \$	
___ X NW Section \$150 \$ <u>Closed - 2013</u>	___ X \$600 (> 48 hrs) \$	___ X \$100 Amphitheater \$
___ X \$100 - Amphitheater \$	___ X \$400 (36-48 hrs) \$	___ X \$100 Horseshoe \$
___ X \$100 - Horseshoe \$	PARKING: \$200/DAY + \$20 PER SPACE=	___ X \$100 Rear Parking-Lot \$
1 X \$150-Rear Parking Lot \$ <u>50</u>	PARKING: \$	
\$ 50 - Barricades \$		
TOTAL RENTAL FEES: \$ <u>200.00</u>	MAINTENANCE + \$ <u>100</u>	TOTAL DEPOSIT: \$ <u>100</u>

Share 1/3 costs w. other event managers

Application Fee Small scale vs. large scale event (\$149 or \$253)	\$ <u>253</u>	Park 100-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fees	\$ <u>200</u>	Park 100-30702	Insurance provided
Maintenance Fees	\$ <u>100</u>	Park 100-30702	By City Of Sonoma:
Damage Deposits	\$ <u>100</u>	750-22950	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parking Fees	\$ <u>/</u>	Park 100 30702	
ALCOHOL PERMIT (attach)	\$ <u>/</u>	Park 100 30702	Other <input checked="" type="checkbox"/> Name of your insurance agent:
STREET USE PERMIT (attach)	\$ <u>373</u>	Encro 100 30203	Ins process fee \$90 100-30702 Insurance 750-22950
TOTAL DUE:	\$ <u>828</u>	Note: Application is incomplete until all fees are paid.	

\$1,026

Date Fees Received: _____ By: _____ \$: _____ Receipt #: _____

Date Fees Received: _____ By: _____ \$: _____ Receipt #: _____

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

Port-O-Potties required: _____

Schedule for review by the Special Event Committee and CSEC

Post Event CSEC Meeting Date: _____ (no more than 90 days after the event)

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT: Attach additional sheets as necessary. Include the number, type, size and material of all structures, furniture, trailers, tents, canopies, booths, BBQs, generators, cookhouses, stages, tables, chairs, signs, vendors, etc.

OK and 2.2 mile run/walk. 6-10 tables for registration, 10x10's base, and 3-4 canopies will be set up for pre/post race. BAND for 1-2 hours.

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

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Use of City Streets * | <input checked="" type="checkbox"/> Barricades Needed | <input checked="" type="checkbox"/> Electricity Needed |
| <input checked="" type="checkbox"/> Publicity Banners or Signs | <input checked="" type="checkbox"/> Booths or Other Temporary Structures | <input checked="" type="checkbox"/> Amplified Sound or Music |
| <input type="checkbox"/> Alcohol Served ** | <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Food cooked on site |
| <input type="checkbox"/> Canopies or Tents (stakes) *** | <input checked="" type="checkbox"/> Admission Charge | <input type="checkbox"/> Staff review: Mandatory**** |

* Use of City Streets – Requires approval by the City Council. Submit a completed Permit Application for Use of City Streets along with your Use Application. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- **must also be approved by Caltrans: 707-762-5540. Call SCTA for any change to bus stops (closure of Plaza Horseshoe): 707-576-7433.**

** Alcohol Served – Requires approval by the Police Chief and the City Manager. Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application.

*** Stakes – Due to underground utilities, no metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

**** Applicant – **Must arrange & attend a pre-event site inspection with Parks Supervisor Terry Melberg, Call 707-933-2239, two weeks** prior to the event.

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

see attached

STREET SUPERVISOR DEAN MERRILL

SECURITY PLAN: Please describe your Security Plan. Attach additional sheets as needed.

Sonoma Police Dept. & CHP.

933-2232

ACCESSIBILITY PLAN: Please describe your Accessibility Plan. Attach additional sheets as needed.

All areas accessible. ADA portable toilets.

RECYCLING PLAN: Special Events Waste Minimization Planning Form. Please attach for all events.

PLAZA EVENT MAP: On the attached map of the Plaza indicate the location of all major features and activities associated with the event. Include the location of fencing, barricades, first aid facilities or ambulances, stages, platforms, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, generators, vehicles, trailers, exit locations, etc.

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
Plaza Use Permit Application

Print Name

Date

Michael Sebastian
MICHAEL SEBASTIAN 12.4.12

Event Summary

ADDITIONAL PERMITS REQUIRED:

- City Alcohol Permit (Approved by City Manager)
- City Street Use Permit (Approved by City Council)
- City Encroachment Permit
- Other _____
- ABC Alcohol License
- Caltrans Encroachment Permit
- City Business License

STAFF COMMENTS OR CONDITIONS:

- Applicant must arrange and attend a **pre-event** site inspection with Parks Supervisor (707)-933-2239
- Applicant must arrange and attend a **post-event** site inspection with Parks Supervisor (707)-933-2239
- Applicant must provide a copy of the organization's **tax exempt status letter**
- Applicant must provide a current budget and previous year **financial statement**

Public Works Comments: MEET 2 WEEKS PRIOR TO EVENT WITH PARKS SUPERVISOR - also with street supervisor Deannomond

Police Department: (1)^{+CAR}SERGEANT 0700-0900 (1)^{+CAR} DEPUTY 0700-1100 (SAME COURSE) FOR RACE.

CHP TO HANDLE COUNTY AREAS, ESPECIALLY 7TH + 8TH E. @ E. NAPA
VIP'S AND EXPLORERS TO VOLUNTEER. NO DOGS ON PLAZA.

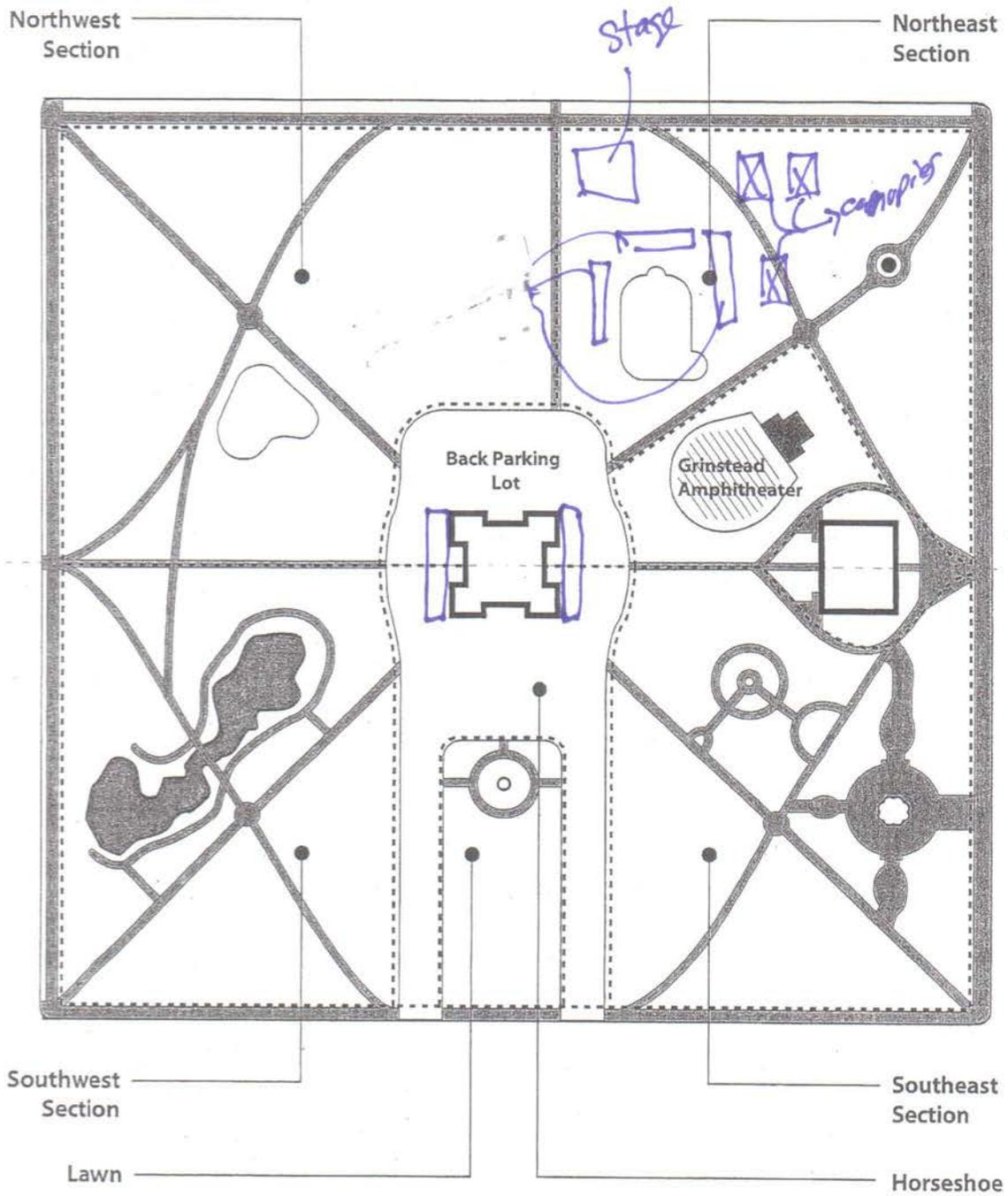
Fire Department: SPECIAL EVENT CHECKLIST PROVIDED FOR EVENT DAY INSPECTION, 20' EMERGENCY VEHICLE ACCESS - SPAIN ST, MONITOR BARRICADES, NOTIFY SHOU VISTA FIRE DEPARTMENT OF EVENT.
EVENT DAY INSPECTION

Date CSEC Approved: 3/13/13

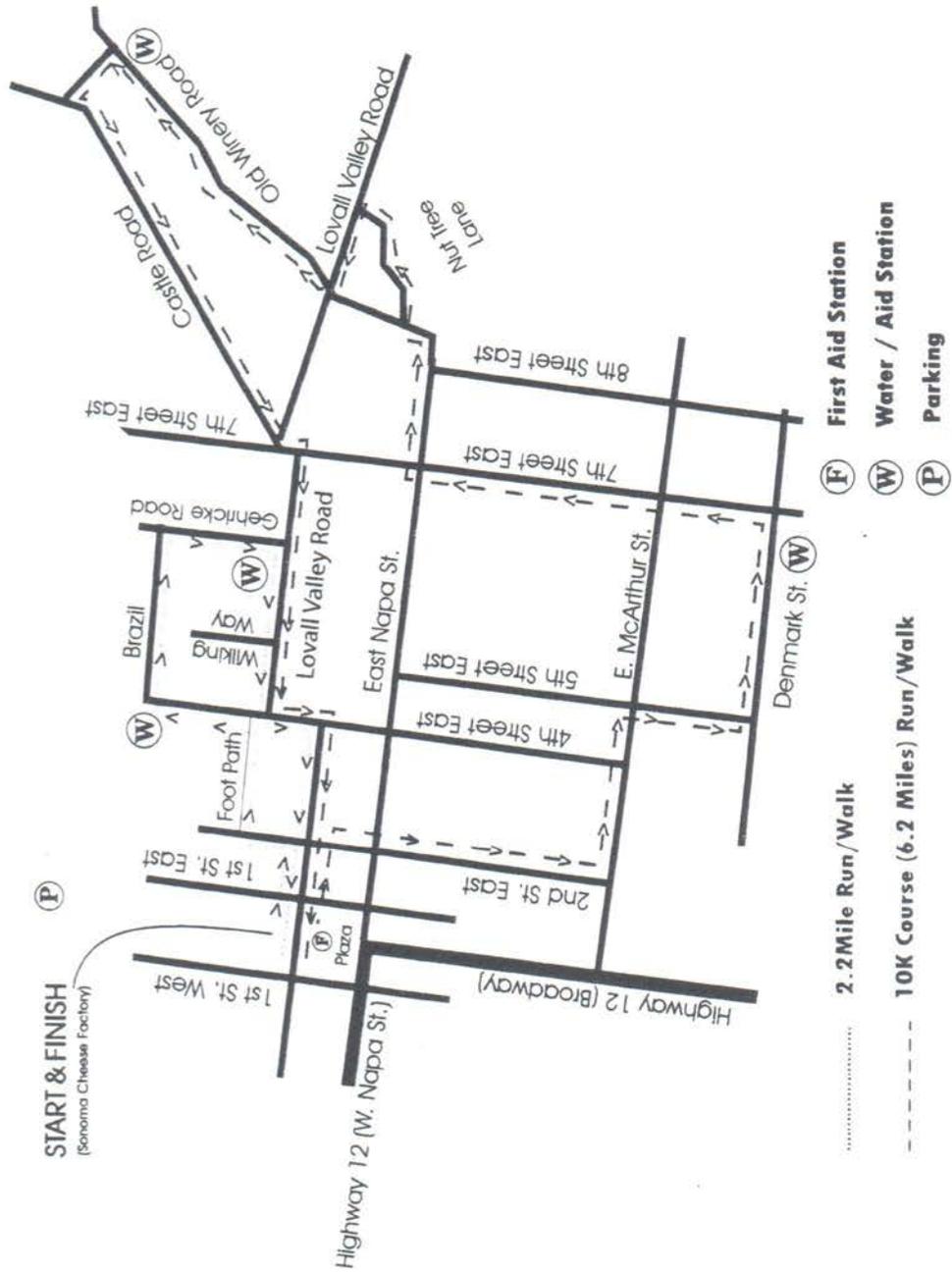
(No)

Post Event CSEC Meeting must take place no more than 90 days after the event.

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

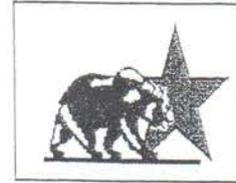


Plaza Event Map





City of Sonoma
 No. 1 The Plaza
 Sonoma CA 95476



PERMIT APPLICATION
 FOR USE OF CITY STREETS

Application Fee: \$373.00
 (Encro 100 30203)

Note: Events utilizing any portion of Highway 12 must also obtain permission from Caltrans, District 4, 111 Grand Avenue, Oakland 94612, (510) 286-4404.

Name of Applicant: Hit the Road Jack / Michael Sebastiani
 Name of Sponsoring Organization: Sonoma Valley Education Foundation
 Address: 21481 8th St. E. Suite 3, Sonoma, CA 95476
 Telephone Numbers: Day: 939-1049 Night: 484-5617 Fax: _____ Email: _____
 Name of Event: Hit the Road Jack

Type of Event – Mark Appropriate Box

- Run or Walk Rally or Assembly Parade
 Other _____

Date(s) of Event: Sunday, June 3rd, 2012

Street Closure(s) Requested:
Spain between 1st W and 1st E from 6 am/pm to 12 am/pm
 _____ between _____ and _____ from _____ am/pm to _____ am/pm
 _____ between _____ and _____ from _____ am/pm to _____ am/pm

Complete Description of Event. Using additional sheets if necessary, describe the number of participants; duration of the event; the number, type, size and material of all entries including any floats or banners; the number and type of animals and a plan for cleaning up after them; any seating being provided; and Judges Tables. Attach a map of the route to be used and indicating the location of the staging area, announcer's stand, barricade placement, vendors, banners, signs and booths, etc.:

10K and 2.2 mile run/walk for the benefit of the Sonoma Valley Education Foundation

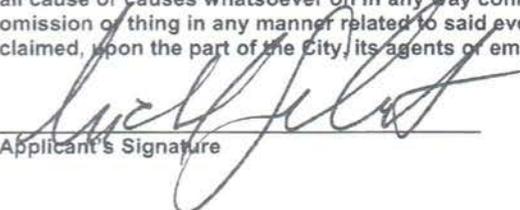
Estimated Daily Attendance: 1500

If a Sound Amplification is be used, describe the type, location, purpose and hours of use: Sound system on Spain St. for race announcements awards and music from 7:30 AM - 10:30 am.

General Conditions of Approval:

Applicant is responsible for obtaining permission from Caltrans for use of any portion of Highway 12. All facilities placed upon a City street are subject to continuing safety approval and inspection by the appropriate City departments. A clear path of a minimum width of 20 feet through the length of the portion of roadway being used must be maintained for emergency vehicle access. Obstructions shall not be placed along the curb or the roadway within 10 feet of any fire hydrant. All facilities used for the event shall be removed from City streets immediately after the close of the event. All costs for barricading, traffic control, street sweeping and clean up shall be borne by the applicant. Applicant will be required to submit a deposit equal to the amount estimated by the City for services performed by City personnel in relation to the event. The deposit is due no later than two weeks before the first day of the event. If actual costs exceed the amount of the deposit, applicant will be required to pay the difference. If actual costs are less than the deposit, the excess will be returned to applicant or applied to any other fees or charges owed to the City. Applicant must provide a certificate of insurance and a policy endorsement naming the City of Sonoma as additional insured as described in the City of Sonoma Facility Use Insurance Requirements.

I do hereby acknowledge and affirm that all information contained herein is accurate to the best of my knowledge and agree to assume full responsibility and liability for and indemnify, and suits for or by reason of injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever on in any way connected with the holding of said event or any act or omission of thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, its agents or employees.


 Applicant's Signature

2/22/13
 Date

For City Use Only	
POLICE DEPARTMENT RECOMMENDATION:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Amount of Deposit Required _____	
COMMENTS:	
Authorized Signature	Date
PUBLIC WORKS DEPARTMENT RECOMMENDATION:	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny
Amount of Deposit Required	<u>\$ 373.00</u>
COMMENTS:	
Authorized Signature	Date
	<u>3/13/13</u>
Date Approved by CSEC	<u>2/13/13</u>
Date Approved by City Council	<u>N/A</u>

Hit the Road Jack 10k Run 2012 Profit and Loss

	<u>2013 Budget</u>
<u>Income</u>	
Registration	
Mail-In Registration	2,000.00
Online Registration	20,000.00
Race Day Registration	<u>10,000.00</u>
Total Registration	32,000.00
 Sponsor Income	 <u>10,000.00</u>
<u>Total Income</u>	<u>42,000.00</u>

Expense

Admin Services	
Bank Fees	8.60
Event Management	
Awards	1,500.00
Band	400.00
Race Bibs	421.00
Race Day Expenses	2,500.00
Shirts	10,000.00
Timing	4,500.00
Insurance	500.00
Marketing / Promo	1,200.00
Public Works	
CHP	604.00
City of Sonoma	3,115.53
Garbage	478.72
Porta Potties	180.37
Sonoma Sheriff	991.21
Sonoma Valley Fire and Rescue	<u>302.50</u>
	 <u>26,701.93</u>
<u>Total Expenses</u>	<u>26,701.93</u>
	 <u>15,298.07</u>
<u>Net Income</u>	<u>15,298.07</u>

MEMO

To: Community Services and Environment Commission
Staff: Milenka Bates, Public Works Director
Meeting Date: September 12, 2012
Agenda Item: Plaza Park Use Post Event Review

Hit the Road Jack

Sponsor: Sonoma Valley Education Foundation
Date of use: June 3, 2012
Area(s) of use: North West Section

City of Sonoma Special Events Policy includes the following:

Section D.4. Post-Event Review

Sponsoring Organizations 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 event representative shall provide the event's complete and full financial statements (actual gross income and expenditures) to the City Clerk within seventy days after the event. City staff shall provide completed post event evaluation for review and discussion at the post event review meeting. Payment of all post event invoices, charges, fees or penalties must be received within ten days subsequent to post event review.

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.

The purpose of this provision is to provide the opportunity for the CSEC to review an event's impact, compliance to conditions included with approval of its use application, and to provide comment/suggestion to an event organizer prior to submitting use applications for future events.

Additionally, this affords an event organizer opportunity to provide comment to post event evaluations completed by City staff.

Recommended Commission Action:

Review post event evaluation and invoice for the 2012 Hit the Road Jack

Review event information provided by the event organizer

Ask questions of staff and/or the event representative

Provide comments.

Attachments:

2012 Post Event Evaluation – Hit the Road Jack

2012 Post Event Invoice – Hit the Road Jack

Issues to be discussed:

New Event for this Organizer lessons learned, feedback

POST EVENT SUMMARY

STAFF: Parks Department Supervisor Melberg
DATE: June 8, 2012
EVENT: Hit the Road Jack
Post Event Comments for the June 3, 2012 Event

Location: Plaza: X

Event Dates 6-3-12 Event Time 6am till 12pm

Small Scale Event

OK to return deposit : Yes No

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

The area rented for and impacted by the event was left in a neat and clean condition. Extra work was not required of Parks staff for post event clean-up.

Observation:

- There was a post event meeting with Parks staff.
- The Plaza turf suffered minor damage due to heavy foot traffic. The impacted turf should recover with minimal efforts such as regular scheduled aeration and fertilization. The contributing impact to deeper soil compaction will be monitored for future comments.

cc

Public Works Director
Event Manager
Accounting

DISCUSSION

To: Community Services and Environment Commission
Staff: Debra Rogers, Management Analyst
Meeting Date: March 13, 2013
Agenda Item: Plaza Park Use Application

DISCUSSION: EARTH DAY APRIL 21ST

Transition Sonoma Valley

Date of use: April 21, 2013
Area(s) of use: Horseshoe Pavement,
Rear Parking Lot, Amphitheater

This event proposal is before the CSEC for discussion. A date for the Special Event Committee (SEC) will follow. Given the time factor, we anticipate coordinating as many local community partners as possible.

Attachments:

Transition Sonoma Valley Flyer
Article: SV Sun
Application and possible uses

Cc: hcohen@rightsidesolutions.com



**Celebrate
Earth Day 2013
April 21
On the Sonoma Plaza!**

Greetings fellow Sonomans, fellow Earthlings!!!

Transition Sonoma Valley, the folks who hosted “Chasing Ice” at the Sebastiani Theater, are now proud to announce the 2013 Earth Day Celebration on April 25 at our own Sonoma Plaza.

Most would agree every day on this amazing, irreplaceable planet is Earth Day, and these days, the Earth could use all the extra, caring attention it can get. We are inviting local partners who wish to honor the Earth, share their work and ideas, to join with us in creating a resilient, self-reliant community and work toward restoring this planet to a healthy balanced state.

We are planning for:
Guest speakers, demonstrations, a picnic of shared great local food, music, yoga, kids activities and much more!

**WE CAN'T DO ANY OF THIS ALONE
WE NEED YOUR HELP!**

- I**f you are interested in participating,
- Sharing your time - helping with the set-up and breakdown of the event
 - Demonstrating relevant skills or technologies
 - Fun and Games
 - Providing food or drink
 - Hosting a booth to promote a community nonprofit, group or agency.

Please email Howard: hcohen@rightsidesolutions.com

DISCUSSION

To: Community Services and Environment Commission

Staff: Debra Rogers, Management Analyst

Meeting Date: March 13, 2013

Agenda Item: **Plaza Event Monitors 2013 - CSEC**

Sign-up for events:

Year: 2013	DATE OF EVENT	Application Rcvd. PLAZA	CSEC Monitor:	Have application with Check List Day of event
International Film Society	4/10-14/2013	4/10 set-up after 5:30 pm		
Cinco De Mayo	May 5, 2013	Yes		
Gran Fondo	May 12, 2013	Yes		
Hit Road Jack	June 2, 2013	Yes		
Ox Roast	June 2, 2013	Yes		
VOMAA (with Ox Roast)	June 2, 2013	Yes		

Attachment: Special Event Monitoring check List