

City of Sonoma No. 1 The Plaza Sonoma CA 95476

(707) 933-2220

Revised 05/1/01



□NEW EVENT□RETURNING EVENT

DEPOT PARK USE APPLICATION

AME OF EVENT:	EVENT DATE(S):				
VENT ORGANIZER:	SPONSORING ORGANIZATION:				
VENT CONTACT PERSON:_		TITL	E:		
AILING ADDRESS:					
reet or P.O. Box	City	State	Zip		
AYTIME PHONE:	CELL PH	ONE:	EMAIL:		
N SITE CONTACT:			CELL PH	IONE:	
EPOT PARK AREAS REQUES ease note that the <u>playgroun</u>		d in any rental area.			
Picnic Area 1	Picnic Area 3	Parking Exception (g Lot (By Only)		
Picnic Area 2	Volleyball Area	a			
HOURS OF USE (Includ					
EVENT DATES: YEAR: 2021	Start Time - <u>Set-Up</u> :	Event Start Time:	Event End Time:	End Time – Teardown & <u>Clean-up</u> :	Estimated Attendance:
Date(s):					
Date(s):					
(NI		EVENT CON		o in alvedo d in voc	un avant)
(Please	indicate which o	t the following o	components ar	e included in you	ir eventj
Applicant is respondent is respondent to the following series of attention and the following series of	ndees as part of th	ie Preliminary B ssion/Participati	of Admission fe udget that is in	es per category a cluded with the a Race Fee	nd estimate of application.
Applicant is responsib			s in their event		l as all features
Booths (Free to Ven	dors) Booth	s (For Sale to Ver ea	_	Estimated number Recycling Cente	•

	Recovery Tents/Area Race-Length of Race (Course Map is included as part of the application, must include road cosures)	Registration Area Kid Zone and or Games			
Structures All structures need to appear on the Event Site Plan, including the Name of structure, activity, (e.g. VIP Area, Registration, Catering station, etc.) dimensions (width, length, height), how will be supported and the structural material (or submit a picture of the material being used).					
	ling 600 sq. ft or greater will require tion and inspection by the Fire Depa				
	e Banners for pre-event promotion i mation please contact <u>Ljanson@Sonc</u>				
Ez Pop Up Canopies (Approx. # of Canopies)	Tents (Approx. number and size of Tents)	Stages/ Risers			
Banners	Free Standing Signs	Fencing or Delineating Areas (by permit only)			
Banner Sign on historic directory (by permit only)	Trash Containers / Dumpsters	Barricades (Security Only)			
Trailers	Chairs	Sanitation Services (Required on all events over 500 people)			
Generators	Tables	Other			
	ES ARE <u>PROHIBITED</u> IN CITY PARKS i.e. YRENE PRODUCTS ARE PROHIBITED IN				
Food and Beverage 30 days in advance of the event, applicant shall submit a Vendor List with contact information, type of Vendor (Non-Food Vendor, Food Vendor, Winery, etc. The Vendor List needs to include the proposed cooking methods and if the food vendors will be requiring a canopy or tent (including size of structures, if required). This list will be reviewed by the Fire Department to decide if an event day inspection is necessary, if deemed necessary the applicant is responsible for the fees associated with the inspection.					
All vendors are required to have a current City of Sonoma Business License and Certificate of Insurance on file (see Appendix B for additional information).					
All food vendors are required to have the appropriate fire extinguishers within their space and are required to follow the City of Sonoma Special Events Policy and comply with the SVRFRA rules for outdoor events http://svfra.org/prevention-resources.html .					
If Alcohol is served, Applicant is required to submit a Possession and Consumption of Alcoholic Beverage on City Property Permit with the Plaza Use Application. The application requires the signatures of both the City Manager and Police Chief. Applicant is responsible for obtaining necessary alcohol permits and abiding by the conditions of Operation ABC Daily License.					
It is the responsibility of the Event Organizer to ensure compliance with ASCAP rules and regulations. If the event has a musical element it is important to have an ASCAP licensing agreement in place prior to the event.					
Please note effective March 1, 2019 the use of single use plastics at events is prohibited. This includes a ban on all plastic beverage containers (bottled water), plastic utensils, plastic plates, and cups. There are a variety of					

	at can be used, please be sure to choo f you have any questions, please reac	se a brand that doesn't contain a high
ljanson@sonomacity.org for ad		il out to bisa janson at
Food for Sale	Food Included in Admission Fee	No Food Served
Alcohol for Sale	Alcohol Included in Admission I	
Food Vendors -Cooking	Prepared Food Vendors	Food Prepared by Event
On Premise (#of	(#of Vendors)	Organizer and Sold to Public
Vendors)		
	1	
	V - I P I f - G - V	1.7
30 days in advance of the eye	Vendors Required for Set Up ent. Applicant shall submit a Vendor	and Event List with contact information, type of
Vendor (Equipment Vendor, S	Service Vendor), all structures to be	e include, size of structures and location.
		ermination if an event day inspection is some sresponsible for the fees associated with
the inspection.	s deemed necessary, the applicant i	s responsible for the fees associated with
All vendors are required to b	ave a current City of Sonoma Rusin	ess License. Business licenses can be
obtained online at https://son	omabuslic.sonomacity.org/ and Certific	cate of Insurance on file (see Appendix B
for additional information). vendor types.	Example vendors are below. Your	event may have other vendor types.
Sanitation Services	Party Rental Company	Audio Visual Services
Musicians and DJ	Security	Fork Lifts and Rigging
Transportation Services	Staging Company	Tenting Company
Recycling Program	Bicycle Valet Services	
	Additional Service	
	cess, the City at the City's sole disgr Security, Recycling Program, Bathro	ression may require specific services (such
		nay require that the City is the provider of
		e services at the hourly rate based on the
		ne estimated and shall be paid in advance. cess of the estimate are required, the event
	ind fees must be paid within 30 day	
The below are intended to be	examples and may not be all inclus	sive. It is the responsibility of the event
organizer to identify all vend	ors used for event.	
Water Needed	Electricity Needed	Onsite Supervision Requested
Ambulance Required	Reservation of Public Parking	CHP Services for Street Closures
	uired events greater than 400	Onsite Security (Provided by Sonoma
People)		Police Dept.)

Use of City Streets & Street Closure

If event requires the use of City streets, a Use of City Streets Application will need to be submitted with your Plaza Use Application. Use of City Streets requires approval by the City Council and Police Department.

Attach detailed maps showing streets and route being proposed for review by the Police Department and Public Works Department.

Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by Caltrans Encroachment Permit: 707-762-5540

Parking cost will inc	ur if Street Closure approval is	approved, cost per parking space is \$20 per stall				
Parade	Marathon	Other				
	Marke	ting Information				
Please submit a 50-word event description that the City of Sonoma can use on SonomaCity.org Event Calendar.						

Insurance Information

The following special event insurance requirements must be met for all events being held on City property. Event organizers must have liability insurance for no less than two million dollars (\$2,000,000) naming the City of Sonoma as an additional insured, with an endorsement stating that the event holder's insurance is primary. If alcohol is sold at the event, the event holder must also provide two million dollars (\$2,000,000) liquor liability insurance.

It is essential that any group holding an event in the City of Sonoma meet one of the following two insurance requirements to ensure that **your organization** is carrying full risk and responsibility for producing **your event**.

- 1. Certificate of General Liability Insurance AND Endorsement. The required insurance certificate and endorsements must be executed by your insurance carrier with the terms and language below.
- a. The term must be for one year with a minimum of \$2 million General Liability for each occurrence, OR, \$1 million General Liability plus \$1 million Umbrella Liability for each occurrence.
- b. **Additionally Insured Language:** The City of Sonoma, its elected or appointed officers, officials, employees and volunteers, #1 The Plaza, Sonoma, CA 95476.
- c. Description of Premises: Provide a description of the operations, location and dates of the event and insurance policy number.
- d. **Primary Language on Endorsement:** This insurance **shall be primary** as respects the insured shown in the schedule, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's schedule underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.
- e. Cancellation Language: The insurance afforded by this policy shall not be cancelled except after thirty (30) days prior written notice by certified mail.
- 2. Special Event Insurance:
- a. Minimum of \$2 million General Liability for each occurrence, OR, \$1 million General Liability plus \$1 million Umbrella Liability for each occurrence.
- b. **Additionally Insured Language:** The City of Sonoma, its elected or appointed officers, officials, employees and volunteers, #1 The Plaza, Sonoma, CA 95476.
- c. Description of Premises: Provide a description of the operations, location and dates of the event and insurance policy number.
- d. **Primary Language on Endorsement:** This insurance **shall be primary** as respects the insured shown in the schedule, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's schedule underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.

Note: Do not wait to contact your insurance carrier. It is generally the insurance that holds up a permit. Be certain when you submit your request for insurance certificates and endorsements that your carrier receives the above provisions and requirement.

Additional Fee Notes:

Barricades: Provided that all other special event fees have been paid and subject to the sole discretion of the City, a barricade fee may be waived in the event that only the Plaza Horseshoe is barricaded for a special event.

Maintenance Fee: If the rented area is not returned in rentable condition (at the sole discretion of the City), the City may charge a maintenance fee for each hour required by City Staff to bring the event area into rentable condition. (Staff activities may include, but are not limited to: emptying trash cans, cleaning restrooms, picking up litter.) This maintenance fee is based on the Public Works Hourly Rate as specified in the most current City Fee Schedule. Clean up activities may include activities outside of the originally rented area to the extent that those areas were impacted by the event.

Other Fees: Event organizers are responsible for any costs (such as staff time costs) associated with the event. Examples are below but are not all inclusive:

If the approving committee or City Council directs specific activities of staff (such as inspections), fees associated with that activity shall be charged to the event unless waived by City Council. If event preparation or review time exceeds hours allocated in the applicable fee, those costs may be charged to the event organizer at the sole discretion of the City. Such activities may include but are not limited to additional set up such as electrical review, distribution or emptying of trash cans, pick up of litter. If City Staff are requested to be on-call or are called in to resolve an event issue, the associated fee (including minimum charges) may be charged to the event organizer at the sole discretion of the City. Additional services requested after the event application and approval which were not considered at the time of the application may be charged at the rate specified in the City Fee Schedule.

Fee Changes: The City of Sonoma Fee Schedule is typically reviewed annually. If the City's fees change between the submittal of an application and the event, event fees will be adjusted to reflect the current fees as specified in the City Fee Schedule. This may result in additional costs or a refund.

SITE PLAN: On the attached Depot Park map, indicate the location of all major features (including all temporary structures, fences) and activities. For <u>large events</u> use a scale of 1-inch equals 20 feet (20" x 25" maps are available).
EVENT NARRATIVE: A description of the event, including partnerships, sponsorship documentation, marketing plan, attendance breakdown, and a description of method of support for all proposed fencing. (Note: staking or fencing to delineate activity areas is discouraged and requires CSEC approval). Should this be in site plan?
SECURITY PLAN: Required for events larger than 250 people or events closing streets. Safety Plan must identify who is monitoring the event for safety and what is the action plan in the event of a minor or major injury or incident. The Chief of Police and Fire Marshal have the final approval of the Safety Plan.
PROPOSED BUDGET: 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, labor, supplies, rentals). and a letter identifying the planned beneficiary(ies) of any excess of income over expenditures.
EVENT TIMELINE: Event timeline should include the following but not limited to, event move-in schedule, vendor set-up times, alcohol served (start and end time), food service times, transportation schedules, band set-up, performance times, move-out times.
WASTE MINIMIZATION PLAN- This is a requirement for all events greater than 200 people applicants will be required to contact Sonoma Garbage Collectors to place an order for services. The City of Sonoma requires that all events greater than 500 people are required to hire a recycling firm to assist with their recycling efforts.
APPLICATION FEE PAID
CITY BUSINESS LICENSE FOR EVENT ORGANIZER
NON-PROFIT TAX-EXEMPT ORGANIZATION (TAX EXPEMPTION LETTER REQUIRED)

	Alcohol CONSUMPTION AND POSSESSI	er the Alcohol Consumption	REQUIRED and Possession on City Property permit has been			
	CITY STREET USE PERMIT: Required for all street use including parades and runs, all permits will require the City Council approval.					
	CALTRANS ENCROACHMENT PERMIT: Required if encroachment on Hwy 12					
	RESERVATION OF PUBLIC PARKING					
	PERMIT TO USE TENTS OR CANOPIES: Required of Tents and membrane structures having an area in excess of 400 sq. ft and individual canopies (open on all sides) having a maximum foot print size of 700 sq. ft.					
is true and of those officer, of the negligent where can agrees to and that below sights applied.	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 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 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 these conditions including damages due to failure to leave the premises in rentable condition.					
Signatui	re of Applicant and Co-Sponsor(s)	Print Name (s)	Date			
Approve	ed:					
	City of Sonoma	Title	Date			

NAME OF EVENT: ______EVENT DATE(S): _____

THIS SECTION TO BE COMPLETED BY STAFF:

Please note that pricing is subject to change annually the event will be assessed the current rates per the City updated fee schedule.

	Rental Fees Per Day:		cation Fee:	Security Depos	its:
	#of Days x Fee		vent \$237.00 ent \$1,051.00	#of Days x	Fee
	x Picnic Area #1 \$50 \$			x Picnic Area #1 \$50	\$
	x Picnic Area #2 \$50 \$			x Picnic Area #2 \$50	\$
	X Picnic Area #3 \$100 \$			X Picnic Area #3 \$100	\$
	x Volleyball Court \$100 \$			X Volleyball Court \$100	\$
	X Parking Lot \$100 \$			X Parking Lot \$100	\$
	TOTAL RENTAL FEES \$			TOTAL REFUNDABLE SECURITY DEPOSIT	\$
88	. Approved as a small-scale event, no	further review			
	necessary: Date:	Approved by:	Application Fee	\$	
	·		Rental Fee	\$	
	Non-Profit Event is any event orga	nized solely for the	Maintenance *** Fee	e calculated \$	
	purpose of returning funds to a 501 partnerships between a Non-Profit		post event Refundable Security	Deposit \$	
	Profit Organization. both entities sh	Alcohol Permit Fee	r		
	partners in the revenue sharing (prior to salaries paid		(Attached Form)		
	to the For-Profit Organizer)		Street Use Permit \$5 (Attached form)	587.00 \$	
	For Profit Event: is any event whos profit to the owners which are not p		Fire Dept. Inspection	n Fees \$178 \$	
	For Profit Events are required per t		Barricade Fee	\$	
	Special Events Policy to donate eith Revenue or 40% of Net Revenue (w	hichever is greater)	TOTAL FEES DUE UP SUBMISSION OF APP		
	to local nonprofits within the Sonor	na Valley			
	Refundable Security Deposit Payable	to: (include Name			
	and Complete Address)				
	Date Fees	Event Fees For			
	Received \$	Frank Frank Frank	Re	ceipt #	
	Date Fees \$	Event Fees For	Re	ceipt#	
	Date Fees	Event Fees For	, inc		

Received

Receipt#

SPECIAL EVENTS COMMITTEE (SEC) REVIEW CONDITIONS OF APPROVAL

Must Schedule pre-event walk-through with Event Manager (707) 933-2220 and Parks Supervisor at (707) 933-2239 two weeks before event and attend a post-event site inspection (1 day after event) .
Contact Street Supervisor Tommy Plume at (707) 933-2232 - 30 days prior to event, for reserved parking, barricades, street closures, and reserved street parking.
COMMENTS-REQUIREMENTS OR PLEASE SEE THE ATTACHED PRINTED OUT CONDITIONS:
PUBLIC WORKS: ADDITIONAL FEES WILL APPLY:
STREET SUPERVISOR: ADDITIONAL FEES WILL APPLY:
PARKS SUPERIVSOR: ADDITIONAL FEES WILL APPLY:
POLICE DEPARTMENT: ADDITIONAL FEES WILL APPLY:
FIRE DEPARTMENT: ADDITIONAL FEES WILL APPLY:
SPECIAL EVENT MANAGER:
Port-O-Potties required: Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more
than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.

Appendix B: Special Events Business License

City of Sonoma Special Events Policy Section 13:

Sales and Distribution of Food, Beverages, or Merchandise

- 1) 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.
 - a) 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.
 - b) 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.
- 2) Events that are sponsored by a for-profit organization must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales.
- 3) 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.
- 4) 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.
- 5) Food vendors shall comply with the County of Sonoma, Department of Health Services, Environmental Health & Safety Section temporary food facilities requirements and procedures.

Business License Tax Procedure:

- 1. Any business / vendor providing a service or product at a special event shall apply and obtain a City of Sonoma Business License and pay Business License Tax. This includes vendors who provide services to the event (example: tents, tables, etc.) and vendors who sell or otherwise provide products at an event (food, crafts, informational booths, etc.). Any individual who is paid for work activity taking place inside City limits that is not an employee of the event organizer or another vendor is required to have a business license. If your organization is providing a 1099 to a vendor for goods or services that are provided within City limits, that vendor must have a business license.
- 2. A vendor who already has an annual City of Sonoma Business License for the same product / service is not required to obtain a second business license for special events.
- 3. A vendor cannot participate under the business license of another vendor.
- 4. The event organizer is responsible for assuring that all participants acquire business licenses from the City of Sonoma and that Business License Tax is paid. All vendors must have their business licenses with them at the event.
 - a. The organizer is responsible for assuring that all business licenses applications and taxes are received by the City at least 4 weeks in advance of the event.
 - b. If the City is required to follow up with vendors to receive business license tax, staff time may be charged to the event organizer at the hourly rate then in effect at the time of the event.
- 5. Rates for special events are as follows:
 - a. Farmer's Market Vendors are required to have an annual Business License that reflects the proper business category. These fees vary depending on the type of business.
 - b. Special Event (other than Farmer's Market): All Vendors are required to have an annual City of Sonoma Business License on file prior to the event. Those who do not have a Business License on file prior to the event could be asked to not participate in the event or be cited for non-compliance to a City Ordinance.
 - c. Non-Profit Organization: A non-profit organization (with documentation of non-profit status) is required to obtain a business license.

COVID-19 LIABILITY RELEASE

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. <u>Adults over age 65</u> and <u>people of any age with serious underlying medical conditions</u> including, but not limited to, <u>HIV</u>, <u>asthma and other respiratory conditions</u>, and <u>pregnancy</u>, may be a <u>higher risk for more serious complications from COVID-19</u>.

The City of Sonoma (City) has put in place preventative measures in accordance with CDC, State, and local requirements to reduce the spread of COVID-19. Additionally, the
I voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the (Event), and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the City employees, contractors, agents, and other third parties, as well as other guests and their families.
I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my dependents, including, but not limited to, illness, personal injury, disability, and death, or any damage, loss, claim, liability, or expense of any kind ("Claims") that I may experience or incur in connection with my or my dependents' attendance. I hereby release, covenant not to sue, discharge, and hold harmless the City, its employees, agents, and representatives and the Event Holder of and from any and all Claims, including all damages, costs or expenses of any kind. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attendance at the event.
SIGNED:
Name:
Data

