


Agenda Report Reviewed by:

City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: May 2, 2023

To: Honorable Mayor and City Councilmembers

From: Ana Kwong – Administrative Services Director

Subject: Consider of City Sponsorship Requests (2)

1. Sebastopol Regional Library
2. Sonoma County Farm Trails - Gravenstein Apple Fair

Recommendation: That the City Council Consider the Requests for Sponsorship

Funding: Currently Budgeted: Yes No N/A

General Fund Cost
Amount of Program: \$15,000
Funds Spent to Date on Program: \$10,500
Remaining Funds: \$4,500

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request City Council Consider the Request for Sponsorship Program in support of the following:

1. Sebastopol Regional Library
2. Sonoma County Farm Trails - Gravenstein Apple Fair

BACKGROUND:

The City Council adopted a Community Sponsorship Policy No.84 in early September 2021. The policy established the parameters to promote significant and special community events primarily benefiting the Sebastopol community. City support of such program may consist of monetary funding and/or in-kind support. Community sponsorships can be an effective means to identify the event with the City and building community partnerships while raising revenue.

The purpose of this sponsorship policy is to set forth guidelines and criteria governing the granting of City of Sebastopol funds or in-kind services for the purpose of supporting local festivals, special events, community projects or programs. Although the City makes a concerted attempt to limit the amount of General Fund monies expended toward such sponsorship activity, the City recognizes that sponsorships play a vital role in supporting our community, as well as to promote cultural experience and economic development efforts of the City.

As stated in Council Policy 84 Community Sponsorship.

“The City of Sebastopol recognizes that sponsorships play an important role in supporting our community and providing support for community events that are held for the following purposes:

- *Support of nonprofit organizations, service clubs, groups or organizations serving the Sebastopol community;*
- *Cultural, recreational and educational activities;*
- *Promotion of the City of Sebastopol*

In order to expand access to a wide range of cultural experiences and diversified community connections for all its residents, the City of Sebastopol provides limited assistance to local organizations in support of community events that are consistent with the goals and priorities of the city and that serve a public purpose.”

“Sponsorship – A sponsorship is any monetary or in-kind support from the City (City logo, City staff time, public safety services, and the use of City facilities or property, event permit fees, etc.) to the organizing agency that helps offset the costs of the event operations.”

DISCUSSION:

The City has received two requests for City Sponsorship:

1. The request is for waiver of fees in the amount of \$5,012.50 for the permitting of the showers in the City parking lot from Sonoma County Library, Sebastopol Regional Library Branch for the following event.

Redwood Gospel Mission has been providing shower services intended for unsheltered individuals at six Sonoma County locations through its Mobile Shower Unit. The unit is self contained and water used will be stored within the unit to be driven away for safe disposal at a Santa Rosa facility. To mitigate hazards, Redwood Gospel brings carpets to cover cords. The Mobile Shower will be offered every Saturday from May 6, 2023 through December 30, 2023 at the South High St, Parking lot from 11am-12pm. This will enhance quality of life for vulnerable people who frequent the library, and the community at large.

2. Sonoma County Farm Trails is requesting for support of their Gravenstein Apple Fair.

“The Gravenstein Apple Fair has been a treasured part of the Sebastopol landscape nearly each of the past 50 years during peak Gravenstein season. This year we are pleased to be gearing up for our Golden Jubilee, the 50th Annual celebration of the Gravenstein apple right here in Sebastopol”

The amount requested is for \$7,500 sponsorship to specifically support traffic mitigation and in-city promotion of the event.

\$5,300 cash is requested to be applied toward shuttle service expenses (\$3,900 for shuttles+ \$300 for rental of the Holy Ghost Hall satellite parking lot on Mill Station Rd and \$700 for in-city directional traffic sign upgrades and placement and \$400 to offset costs of banner placement in the City).

\$2,200 in-kind is requested for Sebastopol Police Department traffic support at the entrance to Ragle Ranch Park.

Although this event is in the FY 23 24, the applicant has requested funding in this current fiscal year similar to the request last year.

City has supported the Gravenstein Apple Fair as Follows:

- 2021 \$2,000 for in kind police services
- 2022 \$3,000 for in kind police services

This year’s request is a request for \$5,300 funding as well as \$2,200 for in kind police services.

GOALS:

4.2.2, Foster a Sense of Community by Providing and Encouraging Participation in Community Events, Volunteering, and working with Non-Profits to Support Local Events

Goal 5 - Provide Open and Responsive Municipal Government Leadership

5.3.3. Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

door policy in City programs, and actively engage and encourage participation from all individuals regardless of ethnicity, race, religion, class, disability, sexual orientation, and gender.

PUBLIC COMMENT:

As of the writing of this staff report, the city has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

Request 1: Fiscal impact would be waiver of fees for \$5,012.50.

Request 2: Fiscal impact would be \$7,500 sponsorship (in kind services as well as monetary support). The list below itemizes how will the City’s funds be used for this event.

Item	Description	Amount requested
Example: Apple Blossom Festival	Traffic control plan for street closure	2,000
Gravenstein		
Apple Fair	Traffic control at Ragle Entrance	\$2,200 (approx)
	Thunderster Shuttle Service	\$ 3,900
	Holy Ghost Satellite Parking	\$ 300
	Underwrite City Street Banners	\$ 400
	In town directional signage	\$ 700

Please note: Although historically the City has approved funding for this event in one fiscal year when the event actually occurs in the next fiscal year, due to the proposed deficit that the City is facing, the City is analyzing all requests for funding in light of the DRAFT proposed budget. Currently the City Budget Committee is actively going through the budget process for funding for the upcoming fiscal year as well as reviewing current fiscal year funding in light of the structural deficit.

RECOMMENDATION:

That the Mayor and City Council consider the following:

1. Waiver of fees in the amount of \$5,012.50 for Sonoma County Library for the permitting of the showers in the City parking lot.
2. Whether or not to approve this request for funding for the Gravenstein Apple Fair.

ATTACHMENT(S): Applications

Letter of Support from Harmony Farm/Gravenstein Apple Fair

COMMUNITY EVENT SPONSORSHIP REQUEST

Application



City of Sebastopol
ADMINISTRATIVE SERVICES DEPARTMENT
7120 Bodega Ave
Sebastopol, CA 95472

707-823-7863
Fax: 707-823-1135

FILING INSTRUCTIONS

Please review these instructions carefully in order to completely and accurately file your application:

1. PREPARE YOUR APPLICATION PACKET containing the following:

- One (1) application packet, single sided, 8 ½ x 11, white paper, unbound, unstapled, unpunched. Color documents may be included if desired for clarity and detail. Application packet will contain the following:
 - Application with signature
 - Attachments as necessary for further explanation of application content, all 8 ½ x 11" or smaller in size

2. RETURN COMPLETE APPLICATION PACKET in a sealed envelope via mail or hand delivery to:

City of Sebastopol
Administrative Services Department
7120 Bodega Ave
Sebastopol, CA 95472

ATTN: SPONSORSHIP REQUEST

3. SUBMIT. Incomplete packets will not be considered until all required information is received.

Application

FOR CITY USE ONLY

Date Received: _____

Original Sponsorship Application

Sponsorship Request Letter

Complete –

- OR -

Incomplete – return to Applicant

1. GENERAL INFORMATION

Date of Request: March 15, 2023

Amount Requested: \$ 5,012.50

Name of Organization: Sonoma County Library, Sebastopol Regional Library Branch

Organization Contact: Courtney Klein, Librarian, and Mathew Rose, Branch Manager

Mailing Address: 7140 Bodega Ave
Sebastopol, CA 95472

Physical Address: 7140 Bodega Ave
Sebastopol, CA 95472

Phone Number: 707-823-7691

E-mail address: cklein@sonomalibrary.org; mrose@sonomalibrary.org

Federal Taxpayer I.D. No: 94-6001268

Sebastopol Business License No. (Required for any work or service performed in city limits)

Non-Profit Tax Status (verification must be attached): 501(c): Yes No

Other class (specify): Government Entity (Public Library)

Received

MAR 15 2023

2. STATEMENT OF PURPOSE

1. Description of services or event being provided to the city. (Describe the event/activity and explain the impact you believe that it will have on the Sebastopol community. Will it generate sales tax and/ or bed tax through retail sales or hotel stays? Will it educate and/or provide quality of life to Sebastopol residents/visitors?):

Redwood Gospel Mission has been providing shower services intended for unsheltered individuals at six Sonoma County locations through it's Mobile Shower Unit. The unit is self contained and water used will be stored within the unit to be driven away for safe disposal at a Santa Rosa facility. To mitigate hazards, Redwood Gospel brings carpets to cover cords. The Mobile Shower will be offered every Saturday at the South High St. Parking lot from 11am-12pm. This will enhance quality of life for vulnerable people who frequent the library, and the community at large.

2. How will the city's funds be used? (Provide specific details regarding your reason for request and how those funds will be spent. Funds are considered per line item, and appropriate information should be provided to assist the City Council's review and decision. If necessary, attach a separate sheet):

Item	Description	Amount requested
Example: Apple Blossom Festival	Traffic control plan for street closure	2,000

3. Total number of persons that benefit from or will attend this program or event: _____

4. Of the total number benefitting, give an estimate of the percentage (%) of Sebastopol residents that participate in said benefit:

TBD Resident 100 Non-Resident

3. AGENCY BUDGET

1. Sources of Funding:

A. Sebastopol Support: List any and all funding requested from the City of Sebastopol, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding request:

Type of Request	FY 20-21 Requested Amount	Funds Received	FY 21-22 Requested Amount	Reason for and/or description of request
Example: Sponsorship	\$1,000		\$1,500	
Sponsorship	FY 23-24: \$112,50			Security Deposit
Sponsorship	FY 23-24: \$1,750			Daily Use Fee Waiver
Sponsorship	FY 23-24: \$3,150			Parking Space Fee

B. Community Support: List any and all funding requested from other community partners, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding requested (If necessary, attach a separate sheet.):

Agency providing funds	FY 20-21 Requested Amount	Approved Amount/ Funds received	FY 21-22 Requested Amount	Description of Contribution (in-kind, sponsorship, event, grant)
Example: Sonoma Valley Foundation	\$10,000	\$5,000	\$10,000	Education grant

2. Budget: Please provide event budget. (If necessary, attach a separate sheet.)
See attached sheet of invoice

GRAND TOTAL OF EXPENDITURES: \$ \$5,012.50


4. SIGNATURE AUTHORIZATION

1. Identify the principal (owner, president, or equivalent) who is ultimately responsible for the applicant's event:

NAME: Courtney Klein and Mathew Rose
TITLE: Librarian and Branch Manager
ADDRESS: 7140 Bodega Ave Sebastopol, CA 95472
PHONE: 707-823-7691
E-MAIL: cklein@sonomalibrary.org ; mrose@sonomalibrary.org

2. Signature of authorized official:

The undersigned does hereby confirm that the information herein is true and correct, that the applicant agency meets the criteria set forth herein, and that the applicant agency agrees to comply with all requirements.

Signature:  Date: 3/15/23

- END OF DOCUMENT -

City of Sebastopol Special Event Permit Insurance Requirements

As a condition of use of City of Sebastopol facilities or programs, your organization must provide, at your sole expense, each of the following items as indicated:

Proof of insurance comprised of a certificate of insurance and original policy endorsement of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California. This coverage requires the following:

1. The **City of Sebastopol, its officers, officials, employees, and volunteers** are to be named as additional insured by endorsement against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents, or employees.
2. Liability coverage is required for claims made by participants in your event/program. You are advised that any and all exclusions pertaining to athletic or recreational event/programs must be disclosed in the endorsement, and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. The insurance provided must be **PRIMARY** with respect to the additional insured named above. Any other insurance available to the **City of Sebastopol, its officers, officials, employees, and volunteers** must be excess and noncontributing. A Primary Non-Contributory Endorsement is required.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$3,000,000 per occurrence for bodily injury, personal injury, and property damage. Please note the City may require an increase in policy limits due to the nature of the event.**
 - a. Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance and endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms.

Note: Please inform your insurance agent that a "Certificate of Insurance" on Form Accord 25 by itself is not sufficient. A certificate of endorsement naming the **City of Sebastopol, its officers, officials, employees, and volunteers** as additional insured is required.

The City will *not* accept a certificate of insurance alone as proof of insurance coverage. The City will *not* accept the wording listed below in the Description of Operations box on the certificate of insurance.

The original endorsement must specifically list the following:

"The **City of Sebastopol, its officers, officials, employees and volunteers** are additional insured against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

Special Event Permit Insurance Requirements (continued)

This insurance is primary with respect to the additional insured named above. Any other insurance available to the City of Sebastopol, its officers, officials, employees and volunteers shall be excess and noncontributing.”

6. If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City.

You are strongly urged to show this Notice of Conditions (including the precise wording of these insurance requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

You must provide the City with the required endorsements 10 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of Sebastopol as to form and as to insurance company.

RESOLUTION NO. 6214

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
APPROVING AND ADOPTING A GOAL TO ACHIEVE "ZERO WASTE" BY 2030

WHEREAS, THE Sonoma County Local Task Force on Integrated Solid Waste Management has recommended that the Cities of Sonoma County adopt a Resolution establishing a goal of Zero Waste by 2030, and;

WHEREAS, this recommendation builds on all previous efforts including but not limited to the County Integrated Waste Management Plan (CIWMP), the Solid Waste Advisory Group (SWAG), and the Sonoma County Waste Management Agency, as well as state initiatives and requirements; and;

WHEREAS, the City of Sebastopol has met and exceeded the 50% diversion goal set by the California Integrated Waste Management Act of 1989 (AB 939) by substantially reducing, reusing, recycling, and composting before landfilling, and is now working toward the statewide 75% recycling, composting, or source reduction of solid waste by 2020; and;

WHEREAS, the US EPA has estimated 50% of all GHG emissions are caused by the extraction, production, transportation, and use of goods, including food, products and packaging, and that Zero Waste minimizes GHG production and therefore supports Sonoma County's Climate Initiative; and;

WHEREAS, in 2016, Sonoma County residents and businesses sent 420,865 tons to the landfill, generating approximately 103,000 tons of carbon dioxide equivalent (Center for Climate Protection Greenhouse Gas Report for 2016) from decomposing organic matter; and;

WHEREAS, the Short-Lived Climate Pollutants Reduction Act of 2016 (SB 1383) requires a 20% reduction of edible food waste by 2025 and a 40% reduction in methane levels by 2030; and;

WHEREAS, the substantial recycling progress to date has been slower than expected and, since 2012, waste disposal per person per day has increased by 35%; and;

WHEREAS, the Sonoma County Central Landfill, a very valuable resource worth preserving, has a remaining capacity of 27 years as recently reported by the Landfill Contract Operator, Republic Services; and;

WHEREAS, Zero Waste principles, in accordance with CalRecycle's (California Department of Resources, Recycling, and Recovery) Zero Waste Hierarchy, promote the highest and best use of materials, emphasize a closed loop system of production and consumption, and move in logical increments toward the goal of reducing waste generation and landfill disposal by more than 90% through:

- Improving "downstream" reuse and recycling of end-of-life products and materials to ensure their highest and best use

- Pursuing “upstream” re-design strategies to reduce the volume and toxicity of discarded products and materials and promote less wasteful lifestyles
- Fostering and supporting the use of discarded products and materials to stimulate and drive local economic workforce development
- Preserving land for sustainable development and green industry infrastructure; and;

WHEREAS, a resource recovery-based economy will create and sustain more productive and meaningful jobs than a disposal-based economy; and;

WHEREAS, the City of Sebastopol will assume a leadership role setting Zero Waste as a goal.

NOW, THEREFORE BE IT RESOLVED, the City of Sebastopol hereby encourages the pursuit of Zero Waste as a long-term goal in order to eliminate waste and pollution in the manufacture, use, storage, and recycling of materials. This goal can be achieved through action plans and measures that significantly reduce waste and pollution. These measures will include encouragement of residents, businesses, and agencies to judiciously use, reuse, and recycle materials, and motivation of businesses to manufacture and market less toxic and more durable, repairable, reusable, recycled, and recyclable products; and;

NOW, BE IT FURTHER RESOLVED, the City of Sebastopol hereby adopts the concept of Zero Waste as defined by Zero Waste International Alliance as a guiding principle for all municipal operations, outreach, and programs and actions within the community; and

NOW, BE IT FURTHER RESOLVED, the City of Sebastopol sets the goal of Zero Waste by 2030 and commits to:

- Empowering these actions and the Sonoma County Waste Management Agency;
- Reducing the total pounds per person per day, currently 4.6, by at least 10% each year;
- Institute and/or expand high diversion and Zero Waste goals and programs for all government facilities, events, and projects;
- Educate the public regarding the environmental and community benefits of reducing wasteful consumption and increasing diversion through reuse, repair, composting, and recycling;
- Strongly encourage all residents, businesses, and agencies to participate in composting and recycling programs while also encouraging them to reduce and reuse;
- Update the Green Purchasing, Environmentally Preferable Procurement (EPP), and Extended Producer Responsibility (EPR) policies;
- Support adoption and implementation of the countywide Construction and Demolition Reuse and Recycling Ordinance;
- Adopt land use policy to facilitate the siting and permitting of processing and end market infrastructure that will be needed to manage the volume of material from higher levels of diversion;
- Support equitable pay and safe working conditions for material management workers;

- Develop a sound financial model that can sustain high diversion and Zero Waste programs and enable long term delivery of quality services to the community.


THE FOREGOING RESOLUTION is approved and adopted by the City Council of the City of Sebastopol on this 16th day of October, 2018.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes: Councilmembers Carnacchi, Glass, Gurney, Vice Mayor Hinton and Mayor Slayter
Noes: None
Abstain: None
Absent: None

APPROVED: 
Mayor Patrick Slayter

ATTEST: 
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:

Larry McLaughlin, City Attorney

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City Council
Mayor Neysa Hinton
Vice Mayor Diana Gardner Rich
Sandra Maurer
Jill McLewis
Stephen Zollman



City Manager
Larry McLaughlin
lmcLaughlin@cityofsebastopol.org
Assistant City Manager/City Clerk, MMC
Mary Gourley
mgourley@cityofsebastopol.org

City of Sebastopol

March 6, 2023

Courtney Klein
7140 Bodega Ave
Sebastopol, CA 95472
Email: cklein@sonomalibrary.org

**RE: Conditional Letter of Approval
Special Event Permit
Redwood Gospel Mobile Shower Services
Location: South High Street Parking Lot
Date: Every Saturday from May 6 – Dec 30, 2023**

Dear Courtney Klein,

This is to inform you that the Special Event Permit for the Redwood Gospel Mobile Shower Services event to be held on the dates, time and location as listed in your permit, a copy of which is attached for reference, has been conditionally approved, subject to the following conditions of approval. All conditions of approval shall be met a minimum of ten calendar days prior to the start of the event, unless otherwise stated, for permit approval to be valid. If the conditions of approval for this event are not met, this Conditional Letter of Approval for Special Events Permit will be considered null and void.

1. Based on the current fee schedule, a fee in the amount of \$4,900.00 and a deposit in the amount of \$112.50 is required for this event. For this application only, the City will inspect the parking lot after the event for damages. If damage has occurred, the amount shall be deducted from the deposit.
2. Please submit a check made payable to the City of Sebastopol for the full amount of the permit fee. If you prefer to pay by credit card, please contact the Sebastopol Public Works Department at 707-823-5331 for processing of credit card payment.
3. Applicant shall notify residents/businesses adjacent to and across the street from the event (Burnett St. and Willow St.) of the date and time of this event and if there will be use of any amplified sound system. If amplification is to be used, the notice shall contain the duration of the times for use of the amplified system. Please provide a copy of the notice and a signature certifying that this notice was sent to businesses and/or residents as stated above. Please provide a copy of the notice with signature to the City of Sebastopol, Public Works Department

7120 Bodega Avenue, Sebastopol, California 95472 Tel. 707.823.1153 Fax. 707.823.1135
www.cityofsebastopol.org

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SPECIAL EVENT
 CONDITIONAL LETTER OF APPROVAL
 REDWOOD GOSPEL MOBILE SHOWER SERVICES
 SOUTH HIGH STREET PARKING LOT
 SATURDAYS, MAY 6 – DEC 30, 2023

at citypw@cityofsebastopol.org as soon as possible but no later than ten days prior to the event. Please see attached map of event area for notification purposes.

4. Group is responsible for own setup/cleanup and removal of visible trash into trash containers. Contact Recology Sonoma Marin at 707-585-0291 to arrange for additional trash and recycling containers.
5. Zero Waste Application for Events must be submitted.
6. If Applicable, prior to the event, please inspect the City restrooms to ensure cleanliness. If you believe that the restrooms are not clean or sanitary, please contact the Public Works Department at 707-823-5331 during normal business hours.
7. After normal business hours, please report any issues with the restrooms, damages, or hazardous conditions to the Sebastopol Police Department at 707-829-4400 to arrange for Public Works standby crew to respond.
8. **Note:** Damages or conditions caused by the event may be charged back to the event for time and materials. As stated above, a deposit of \$112.50 is required. Any costs incurred by the Public Works Department for any cleanup after the event, or for damages to landscaping or fixtures, will be billed to the Applicant.

Not Applicable: If the restroom facilities at So. High St Parking Lot will not meet the need of the event, please provide the following (please check with the Public Works Department regarding this requirement):

- a. Provide two (2) portable toilets (one standard, one ADA Accessible) and one (1) hand wash station per 100 persons attending the event. Trash containers and toilets are to be placed on asphalt paved areas only and shall be removed the day following the event.
 - b. In addition to the portable restroom requirements, events not securing the entire park require that any public restrooms remain accessible to the general public.
 - c. Large events that create overflow event usage of the City restroom requires the event to provide one staff member to clean and service the restrooms at a minimum of once per hour.
 - d. Prior to the event, please provide the Public Works Department (707-823-5331) with the name and contact information of the person assigned to restroom maintenance.
 - e. A key will be issued to the event holder for the storage area containing cleaning supplies and paper products to service the restrooms.
9. Contact the Public Works Department (707-823-5331) regarding barricades, irrigation timing, or electrical requirements.

SPECIAL EVENT
 CONDITIONAL LETTER OF APPROVAL
 REDWOOD GOSPEL MOBILE SHOWER SERVICES
 SOUTH HIGH STREET PARKING LOT
 SATURDAYS, MAY 6 – DEC 30, 2023

10. Areas to be returned to an acceptable condition after the event. At the close of the event, applicant shall perform litter patrol on and within 500 feet of the event site to ensure no litter remains on the site, or nearby properties, parking areas, sidewalks, and streets.
11. Parking regulations will be enforced on the surrounding streets. No blocking of access roadways or parking areas and no blocking of sidewalk for ADA accessibility. Any parking issues, including the need to reserve spaces (to be listed in special event permit application) must be coordinated in advance with the Sebastopol Police Department and/or Public Works Department.
12. A current Certificate of Insurance with a signed, additional insured endorsement, containing policy number and effective date, naming the City of Sebastopol, its officers, officials, employees, and volunteers as additional insured must be submitted to the Public Works office. The Additional Insured Endorsement shall contain primary noncontributory wording and shall be submitted with the Certificate of Insurance. Such insurance shall be provided by the applicant and/or vendors. Please be advised that insurance must be in full force at time of event and failure to maintain such coverage with additional required primary noncontributory wording makes the permit null and void.
13. PLEASE NOTE THE MINIMUM COVERAGE FOR THIS EVENT WILL BE AS FOLLOWS:
 - a. \$2 Million General Liability Per Occurrence
 - b. PLEASE NOTE THAT ANY OTHER VENDOR SUCH AS JUMPY HOUSES, CLIMBING ROCK WALLS, ETC., WILL NEED TO PROVIDE ALL INSURANCE REQUIREMENTS AS WELL AS THE APPLICANT.
 - c. If liquor is proposed for the event, please ensure that the insurance contains the appropriate liquor liability requirements.
14. The City of Sebastopol and its officers, officials, employees and volunteers shall be defended, indemnified, and held harmless from any claim, action or proceeding against the City, or its agents, officers and employees to attach, set aside, void, or annul the approval of this application, or which otherwise arises out of or in connection with the City's action on this application, including but not limited to, damages, costs, expenses, attorney's fees, or expert witness fees.
15. Group shall be responsible for keeping a cell phone available for emergency contact to the Police Department for any problems that may occur. Provide emergency name point of contact and cell phone number to the Police Department at 707-829-4400 as well as Public Work Department at citypw@cityofsebastopol.org in case of an emergency no later than ten days prior to the event.
16. Contact Sonoma County Health Department for a Food Industry Health Permit (if applicable) if you propose to cook, serve and/or sell food on site. Advise caterer to contact Sebastopol Finance Office to obtain a business license. Please provide written notification to this office that Sonoma County Health Department was contacted and whether a permit is required or not.
17. A list of all vendors participating in event (if applicable) must be submitted to the City of Sebastopol. Applicant and all vendors participating must obtain a Special Events Business License from the City of Sebastopol Finance Department. Please contact them at 707-823-7863.

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SPECIAL EVENT
CONDITIONAL LETTER OF APPROVAL
REDWOOD GOSPEL MOBILE SHOWER SERVICES
SOUTH HIGH STREET PARKING LOT
SATURDAYS, MAY 6 – DEC 30, 2023


18. All Vendors must submit a signed City of Sebastopol Event Food Service Ware Requirements for Vendors.
19. A full description of each event/activity as well as placement of each activity in the listed areas of this permit application is required for approval by the City.
20. This is to advise you that alcohol **is not** proposed to be served at this event.
21. All pedestrian and vehicular traffic shall be arranged and directed by the applicant in a manner that assures the safety of all individuals visiting or participating in the event.
22. The applicant shall maintain plans to ensure appropriate and safe circulation. The applicant shall be responsible for all traffic control during event, including set-up and tear-down of equipment needed for execution of traffic control, including but not limited to traffic barricades.
23. No event-related promotional signs for this event shall be placed on public rights of way (streets, sidewalks, parkways, light poles, landscaped-traffic islands, etc.) or other public lands unless specifically authorized by the City and/or Caltrans. Each such promotional sign removed by the City shall be subject to a \$15.00 deduction from the event security deposit.
24. Please ensure that Best Management Practices are put into place to prevent stormwater pollution during your event and ensure that all participants and vendors are aware of the importance of protecting our watershed by eliminating improper discharges to storm drains. Please see attached flyer.
25. No amplified music shall be played outside of the hours specified in the application materials. At the direction of the Sebastopol Police Department, music shall be immediately terminated or otherwise modified at any time, upon a determination by the Department, that it is causing an undue disturbance to nearby residents or businesses; or is unduly disruptive.
26. Please note that the City has adopted a comprehensive noise ordinance. If your event is planning to go beyond the starting or ending time for noise restrictions, please submit a letter to this office requesting a variance to this ordinance no later than twenty days prior to the start of the event.
27. Applicant is responsible for reading the City's noise ordinance, park use ordinance, no smoking ordinance and alcohol in the park ordinance.
28. The event is required to comply with the latest Coronavirus Health Order issued by the Sonoma County Health Officer. The most recent health order is available at <https://socoemergency.org/>

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SPECIAL EVENT
CONDITIONAL LETTER OF APPROVAL
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SOUTH HIGH STREET PARKING LOT
SATURDAYS, MAY 6 – DEC 30, 2023

29. The City Manager shall have the right to modify or initiate revocation of this approval at any time if any of the terms of such permit or the conditions of approval for said permit are violated, or for other good cause deemed necessary to maintain or improve the public right of way or to preserve and protect the health, safety, and welfare of the public.
30. The permit applicant may appeal a permit denial, permit condition, or permit revocation or refusal to waive a deadline by filing an appeal within five (5) days of the date of the City Manager's decision with the Public Works Department at citypw@cityofsebastopol.org. The appeal shall be heard by the City Council at its next regular meeting.

Sincerely,

DocuSigned by:

A59222B08CEC477...
Larry McLaughlin
City Manager

Enclosures:
Copy of Permit Application
Best Management Practices
Map of Permit Area for Notification

CF: Public Works Department – 707-823-5331
Planning Department – 707-823-6167
Fire Department – 707-823-8061
Police Department – 707-829-4400



Engineering Division

714 Johnson Street

Sebastopol, CA 95472

Phone: (707) 823-2151

Fax: (707) 823-4721

STORM WATER POLLUTION PREVENTION AT PUBLIC EVENTS

Sebastopol's calendar is busy all year with a wide variety of community events in our City parks and public spaces, including festivals, concerts, outdoor markets, holiday and other gatherings.

If you are organizing one of these events, it is important that you make sure that Best Management Practices are put in place to prevent stormwater pollution during your event. Remember, in any outdoor area, improper practices such as washing or storage of materials or improper disposal of waste materials into the storm drain system, are sources of storm water pollution. Rainfall and runoff can be contaminated by materials spilled, leaked, or mislaid. Pollutants of concern at events where food is produced or sold, include sediment, oil and grease, organic materials and bacteria, and toxics such as cleaning products.

You should have a plan to prevent Storm Water Pollution from your event by following Best Management Practices (BMPs) and make sure that all participants and vendors are aware of the importance of protecting our watershed by eliminating improper discharges to storm drains.

Here are some ways to assure that pollution from your event does not reach local waterways.

STORAGE (CONTAINERS)

- ◆ Use non-corrosive, non-leaking, durable containers. Always use tightly sealed containers.
- ◆ Inspect the external condition of containers. Look for leaks, corrosion, or other damage.
- ◆ Store containers on an impervious surface or cover with weighted tarps or awnings.

WASTE STORAGE AND DISPOSAL

- ◆ Always contain waste in dumpsters, drums, or bags. Double bag leaky rubbish.
- ◆ Store trash and other pollutant materials in a manner that prevents contact with rain (in a container with a closed lid or under cover).
- ◆ Store all organic wastes (including food) under cover on an impervious surface until transfer to a landfill or composting facility.

PREVENT SPILLS AND UNLAWFUL DISCHARGES TO THE STORM DRAIN SYSTEM

- ◆ Never allow vendors or other participants to dump any materials into the storm drain system. This includes water, melted ice or 'leftovers' from food storage or displays.
- ◆ Sweep-up trash and debris to prevent it from being washed into the storm drain when it rains.
- ◆ Never wash down areas where spills have occurred by flushing with water into the street or storm drain. Use "dry spill cleanup" methods instead.
- ◆ Segregate and dispose of all hazardous waste as per state law.
- ◆ Clean up all spills immediately upon discovery.

TRAINING

- ◆ Inform vendors and participants of storm water pollution sources and prevention.
- ◆ Instruct employees in proper filling and transfer procedures as well as in waste control and disposal.

◆ REMEMBER, ONLY RAIN DOWN THE DRAIN!

So. High St. Parking Lot





CITY OF SEBASTOPOL Special Event Permit Application

To Special Event Permit Applicants:

The City of Sebastopol is host to many varied special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for our residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to our cultural enrichment.

This packet is intended to help you understand the special event permitting process and provide helpful information as you plan your event.

The City of Sebastopol is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Public Works Department at 707-823-5331 or email citypw@cityofsebastopol.org for further information.

On behalf of the City of Sebastopol, we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event.

Application Process

1. Contact Public Works Department to ascertain the availability of the location where the event is requested to be held.
2. Complete the application packet (and provide any additional materials regarding this event).
3. Ensure all blanks are filled out and initial the bottom of every page. Please use black ink to complete the application.
4. Ensure the application has a wet signature. Electronic signatures will not be accepted.
5. Submit the packet and filing fees to Public Works Department.
6. Complete and submit the City event requirements.
7. Pay event fees when the application is submitted for routing. The application will not be routed without payment of fees in full.
8. Ensure appropriate departments have been contacted a minimum of 10 days prior to the event.
9. Request the City conduct a post-event walk-through the first working day after the event.

Note: Please keep in mind that acceptance of your application is the first step and should not be construed as approval or confirmation of your special event request. Depending on the size and type of event and its potential impact on City services, other departmental approvals may be required. Event applications submitted less than 30 days prior to the event may not be approved.

If your event requires banners on City poles, you must complete a Banner Installation Application and receive approval prior to hanging banners. For more information, please contact the Public Works Department at 707-823-5331.

Posting of flyers, signs, etc., on public facilities or equipment (e.g., power poles) is not permitted.

Note: Generally, temporary off-site signs, such as banners, A-frames, or other signage within the public right of way, are not permitted. (Contact the City Planning Department at 707-823-6167 for specific information on signage.)

Party Jumps, Climbing Rock Walls, etc.

Groups renting party jumps, or other similar activities, must note this activity on their application. Companies providing the jump, etc., **must have liability insurance as listed below as well as a current business license.** No structure that requires staking into the grass or ground is permitted in the parks. Requests must be made in advance for electrical service by indication on the application.

Park Hours

City of Sebastopol parks are open seven days a week, year-round from dawn to dusk. All unreserved areas remain open to the public at all times during park hours.

Cancellation Fee

If cancellation is necessary, the City must be notified immediately. If a reservation is cancelled more than 30 days prior to the event, the entire deposit will be refunded. If a reservation is cancelled less than 30 days prior to the event, a \$25.00 non-refundable cancellation fee will be withheld from the deposit.

The applicant is responsible for reading the City's noise ordinance, park use ordinance, no smoking ordinance, and alcohol in the park ordinance.

Insurance Requirements

As a condition of use of City of Sebastopol facilities or programs, your organization must provide, at your sole expense, each of the following items as indicated:

Proof of insurance comprised of a certificate of insurance and original policy endorsement of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California. This coverage requires the following:

1. The **City of Sebastopol, its officers, officials, employees and volunteers** are to be named as additional insured by endorsement against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Liability coverage is required for claims made by participants in your event/program. You are advised that any and all exclusions pertaining to athletic or recreational event/programs must be disclosed in the endorsement, and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. The insurance provided must be **PRIMARY** with respect to the additional insured named above. Any other insurance available to the **City of Sebastopol, its officers, officials, employees and volunteers** must be excess and noncontributing. A Primary Non-Contributory Endorsement is required.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$2,000,000 per occurrence for bodily injury, personal injury and property damage.** Please note the City may require an increase in policy limits due to the nature of the event.

- a. Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
- 5. You must satisfy these requirements by furnishing the City with certificates of insurance and endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms.

Note: Please inform your insurance agent that a "Certificate of Insurance" on Form Accord 25 by itself is not sufficient. A certificate of endorsement naming the **City of Sebastopol, its officers, officials, employees and volunteers** as additional insured is required.

The City will *not* accept a certificate of insurance alone as proof of insurance coverage. The City will *not* accept the wording listed below in the Description of Operations box on the certificate of insurance.

The original endorsement must specifically list the following:

"The City of Sebastopol, its officers, officials, employees and volunteers are additional insured against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

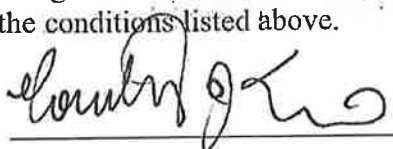
This insurance is primary with respect to the additional insured named above. Any other insurance available to the **City of Sebastopol, its officers, officials, employees and volunteers** shall be excess and noncontributing."

- 6. If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City.

You are strongly urged to show this Notice of Conditions (including the precise wording of these insurance requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

You must provide the City with the required endorsements 10 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of Sebastopol as to form and as to insurance company.

Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Authorized Signature:  Date: 12-23-22
 Name of Organization: Sonoma County Library

Thank you for choosing to plan a special event within the City of Sebastopol. We are proud to be the venue for a wide range of special events each year.



CITY OF SEBASTOPOL Special Event Permit Application

PERMITTING PROCESS

Special events often involve a number of permits and other requirements to ensure the safety of the event and to minimize impacts on the surrounding community.

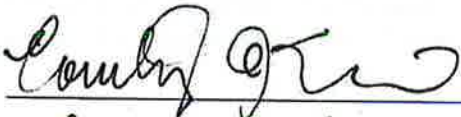
A Special Event Permit is required for any event utilizing City parks, City buildings, or other City facilities, such as City conference rooms, parking lots, etc. Such activities include, but are not limited to, craft fairs, festivals, ceremonies, and other events.

Events that are to be conducted on City public streets or sidewalks require an Encroachment Permit from the City of Sebastopol Engineering Division. Please contact them at 714 Johnson Street or 707-823-2151.

Closure of streets for block parties are handled through the Sebastopol Police Department. Please contact them at 6850 Laguna Park Way or 707-829-4400.

I, on behalf of the organization I represent, certify that all forgoing pages in this Special Event Permit Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations and guidelines specified herein and that which is included in this Special Event Permit Application.

I, acting on behalf of the organization I represent, am authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any damage to City property and/or facilities, and any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this event.

Authorized Signature:  Date: 12/23/22
Printed Name of Signer: Courtney Klein



CITY OF SEBASTOPOL
Special Event Permit Application

Return To: Public Works Department
 714 Johnson St.
 Sebastopol, CA 95472
 Phone: 707-823-5331

Email: citypw@cityofsebastopol.org

Please use black ink to complete this application.

APPLICANT INFORMATION

Applicant Name: Sonoma County Library HQ / Sebastopol Regional Library Branch
Street Address: 6135 State Farm Dr. Rohnert Park, CA 94928 / 7140 Bodega Ave Sebastopol, CA 95472
City: Rohnert Park / Sebastopol **State:** CA **Zip:** 94928 / 95472
Main Phone: HQ: 707-545-0831 **Cell:** SEBA: 707-823-7691
Email: dkatzung@sonomalibrary.org / cklein@sonomalibrary.org

On-site Contact Name (if different): Matthew Weatherly, Nomadic Shelter Ministries / John Wilson, Mobile Shower Ministries
Street Address: 101 6th St.
City: Santa Rosa **State:** CA **Zip:** 95401
Main Phone: 707-542-4817 **Cell:** 707-393-8164
Email: mweatherly@srmission.org / jwilson@srmission.org

Sponsoring Organization Name (if any): Sebastopol Library (in-kind support)
Street Address: 7140 Bodega Ave
City: Sebastopol **State:** CA **Zip:** 95472
Phone: 707-823-7691
Website: sonomalibrary.org

Is the organization a nonprofit? Yes No (If yes, please provide a tax-exempt letter to the City.)

EVENT INFORMATION

Event Name: Redwood Gospel Mobile Shower Services

Event Short Description: (This should be promotional in nature and should not exceed 20 words.)
Redwood Gospel Mission provides shower services at Sebastopol's South High St. Parking lot
Saturdays from 11am-12pm.

Event Detailed Description: (Please provide a narrative and timeline of your event. You may attach pages if needed. A complete Site Plan/Route Map is required with your application.)
Redwood Gospel Mission has been providing shower services intended for unsheltered individuals at six Sonoma County locations through it's Mobile Shower Unit. The unit is self contained and water used will be stored within the unit to be driven away for safe disposal at a Santa Rosa facility. To mitigate trip hazards, Redwood Gospel brings carpets to cover cords. The Mobile Shower will be offered every Saturday at the South High St. Parking lot from 11am-12pm (see attached map).

EVENT INFORMATION (Continued)

Event Location: (e.g., "Ives Park to include stage and BBQ area" or "City Hall Conference Room")
 South High Street Parking Lot (P7); reserve 6 spots for weekly, 2 hour event

Will you need access to electricity? Yes No

Event Location Description: (Please describe the location of your event and provide a detailed map of activities of your event in the location being requested. A map showing the location of event activities must be submitted with the application for processing.)

Matthew Weatherly and John Wilson of Redwood Gospel met with Planning Works Superintendent Dante Del Prete, Public Works Assistant Superintendent Erik Billing, Sebastopol Library Manager Mathew Rose and Sebastopol Librarian Courtney Klein and determined the South High St. Parking Lot (P7) to be ideal for the Mobile Shower unit because it has the criteria necessary for the unit to function: level ground, a bib hose, electricity, and 5-6 parking spots. South High St. is ideal for the intended audience, because it is situated in the middle of many unsheltered folks' access points: The Sebastopol Christian Church (hot meals), the Sebastopol Library (information), Ives Park (space), and the Center for the Arts (food distribution site).

Does the event involve the use of a City park? Yes No

If yes, list name(s) of park(s): _____

Event Type: Athletic/Recreation Exhibits/Misc. Parade/Procession/March
 Farmers/Outdoor Market Concert/Performance Circus/Carnival
 Festival/Celebration Free Speech Block Party
 Other (please explain): Mobile Shower Services

Attendance: Anticipated Total Attendance: 10 Anticipated Daily Attendance: _____
 Is event open to the public? Yes No
 Is this an annual event? Yes No
 If yes, how many years has the event been held? _____
 Prior location(s) of event: _____

Per-Email - Saturdays Only -

Setup: Start Date: May 6, 2023 Start Time: 10:30 AM PM

Event: Start Date: May 6, 2023 Start Time: 11 AM PM
 End Date: Dec. 30, 2023 End Time: 12 AM PM

Cleanup: End Date: Dec. 30, 2023 End Time: 12:30 AM PM

EVENT DETAILS

Amplified Sound: Yes No If yes, complete the following.

Type of Sound Equipment: _____

Location of Amplified Sound: _____

Date of Amplified Sound: _____

Start Time: _____ AM ___ PM End Time: _____ AM ___ PM

Purpose: _____

Description: Stereo Band/Live DJ Microphone/PA System

Owner of Amplified Sound Equipment: _____
First Name Last Name

Business/Organization Name: _____

Max Power: _____ Watts Max Volume: _____ Decibels Dist. of Audible Sound: _____ Feet

For Sound Vehicle Only: Vehicle License Number: _____ Vehicle Make: _____

Vehicle VIN: _____ Vehicle Year: _____

Security Plan: Yes No If yes, complete the following.

Security Plan Description: _____

If using licensed professionals, list company name: _____

Number of licensed professional staff: _____

If using volunteers, how many? _____

How will volunteers be identified? _____

If event is open to the public, Americans with Disabilities Act (ADA) accessibility requirements are required (e.g., accessible parking, passenger loading/unloading areas, restrooms, seating, path of travel, etc.).

Food: Yes No If yes, complete the following.

Describe how food will be served and/or prepared: _____

On-Site Food Preparation Method: Propane Charcoal Electric Other (please explain): _____

Caterer(s) and/or food vendor(s) must have a Sonoma County Food Industry Health Permit and a City of Sebastopol Business License for this special event.

Will your event include food vendors? Yes No If yes, how many? _____

EVENT DETAILS (Continued)

Alcoholic Beverages: Yes No If yes, complete the following.
 ABC License may be required

Alcohol Distribution Method: Free-host For Sale (Type: Beer Wine Hard Alcohol)

Please contact the Department of ABC and Sonoma County Health Department to determine if permits are required for your event. Please notify the City of Sebastopol in writing the determinations from these departments.

Parking Plan: Yes No If yes, complete the following.

Parking Plan Description: _____

Portable Toilets: Yes No If yes, complete the following.

Number of Standard Toilets: _____ Number of ADA Accessible Toilets: _____

Description of Placement: (Please indicate location of toilets on your site diagram.)

Garbage/Recycling: Yes No If yes, complete the following.

Number of garbage cans provided: _____ Number of recycling cans provided: _____

Cleanup Plan Description: (Please indicate location of receptacles on your site diagram.)

Mitigation of Impact:

Have you notified or met with the residents, businesses or other entities that may be impacted by your event? Yes No

Do you have a sample of the written notice that you propose to distribute prior to your event? If yes, please attach the written notice. Yes No

EVENT COMPONENTS

Please indicate which components will be present at the event:

- Open Flame
- Inflatables/Jump Houses
- Tables
- Signs/Banners
- Tents/Canopies
- Stages
- Vendors

AGREEMENT AND SIGNATURE DISCLAIMER

I understand that this is only an application and not a guarantee that a permit will be issued.

I agree to assume the defense of and indemnify and save harmless the City of Sebastopol, its officers, officials, employees and volunteers from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such activities permitted in connection therewith. The City requires, as a condition of issuance of a permit, that the applicant obtains insurance to serve this end, in such an amount and with such terms as the City determines to be appropriate under the circumstances. This shall be a continuing release and shall remain in effect until revoked in writing.

I certify that this application is true and correct and hereby accept full responsibility for any breakage or damage to property and/or building, and for conduct of those attending the function for which the facility is requested. The undersigned, who is to be in charge of the event, is twenty-one years of age or older. The applicant agrees that he/she will be responsible for the use and care of City property. Applicant further agrees that the character of entertainment at the above-named place will conform to that stated in the application. Applicant agrees to indemnify, defend, and hold/save harmless the City of Sebastopol, its officers, officials, employees and volunteers and against any and all claims, demands and causes of action that may be brought against the City of Sebastopol, its officers, officials, employees and volunteers, caused by, arising out of or in any way connected with the use by the undersigned of the City of Sebastopol facility or the exercise of the privilege herein granted, except that arising out of the sole negligence of the City. If permission is granted, I, or my representative, agree to be present during the entire use of the facility.

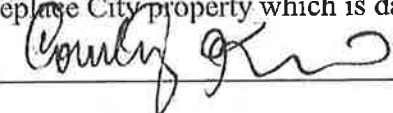
My signature below signifies that I agree to abide by the conditions of this application, the Special Event Use Policy and of any contract issued based on this application.

I agree to pay to the City of Sebastopol 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.

I understand that all conditions of approval for this permit must be complied with no later than 10 days prior to the event. Failure to meet all conditions may result in permit being deemed null and void.

I HAVE READ AND AGREE TO THIS CONTRACT AND WILL CONFORM WITH THE RULES ATTACHED TO THIS AGREEMENT.

I agree that I am to be responsible for reimbursing the City of Sebastopol for any costs incurred to repair or replace City property which is damaged as a result of the activity.

Signature:  Date: 12-23-22

Please submit this form along with a non-refundable Special Event Permit Application Fee to:

Public Works Department
714 Johnson St.
Sebastopol, CA 95472

Phone: 707-823-5331
Email: citypw@cityofsebastopol.org

CITY OF SEBASTOPOL
APPLICATION FOR BUSINESS LICENSE
 P.O. Box 1776, Sebastopol, CA 95473 - 7120 Bodega Ave., Sebastopol, CA 95472
 Phone: 707-823-1153 - Email: info@cityofsebastopol.org

Business Name: _____		Date Business Started in Sebastopol: _____	
Business Address: (Do not use P.O. Box)			

City		State	Zip
Business Mailing Address:			

City		State	Zip
Business Phone: _____		Business Fax: _____	
Email: _____			
Description of Business: (Please be specific)			

Business Owners Name(s):			
Home Address:			

City		State	Zip
Home Phone: _____		Home Fax: _____	
Other Governmental Requirements:			Ownership Type (Mark one)
Social Security # (Sole Proprietor): _____			<input type="checkbox"/> Sole Proprietor
Date Fictitious Business Name Statement Filed: _____			<input type="checkbox"/> Partnership
Article of Incorporation #: _____ State: _____			<input type="checkbox"/> Limited Partnership
State Employer Identification #: _____			<input type="checkbox"/> Corporation
State Board of Equalization Sales or Use Tax #: _____			<input type="checkbox"/> Nonprofit (Provide documentation of nonprofit status 501c(3))
Classification of Business (Mark one)			
<input type="checkbox"/> Service	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Special Event**	<input type="checkbox"/> Theaters
<input type="checkbox"/> Retail	<input type="checkbox"/> Taxi	<input type="checkbox"/> Seasonal/Temporary	<input type="checkbox"/> Coin Operated Machines
<input type="checkbox"/> Wholesale	<input type="checkbox"/> Utility	<input type="checkbox"/> Rental (Single Family)	<input type="checkbox"/> Liquidators
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Auctioneers	<input type="checkbox"/> Rental (Hotel, Apt., etc.)	<input type="checkbox"/> Astrologers
<input type="checkbox"/> Professional	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Rental (Duplex, 4-Plex)	<input type="checkbox"/> Kennel
** Farmers Market, Festival, Barlow Street Fair, Mobile Vendors			
Number of Employees: ___ Full-time ___ Part-time ___ Temporary			

AFFIDAVIT

I declare, under penalty of perjury, that the information given in this application is correct and complete to the best of my knowledge and belief.

Signature: _____ **Date:** _____

Applicant's Initials: _____

OFFICE USE ONLY

	Fee Paid
BUSINESS LICENSE TAX (See Rate Classification page)	\$ _____
FINANCE PROCESSING FEE (\$50.00 non-refundable)	\$ _____
PLANNING REVIEW FEE (\$25.00 non-refundable)	\$ _____
FIRE INSPECTION FEE (Residential \$150.00/Commercial \$250.00 non-refundable)	\$ _____
HOME OCCUPATION PERMIT FEE (\$28.00 non-refundable)	\$ _____
SPECIAL EVENT PERMIT FEE (\$28.00 non-refundable)	\$ _____
CA DISABILITY ACCESS FEE (\$4.00 non-refundable: REQUIRED for all businesses)	\$ _____
TOTAL PAID	\$ _____

Failure to pay license when due:

Annual renewal license is due and payable in advance on January 1 and becomes delinquent 30 days thereafter. Unpaid licenses will be assessed a 25% late penalty per month added after the 1st day of each month following the due date to a maximum of 100%. License will remain active until written request for cancellation is received by the Finance Department.

**CITY OF SEBASTOPOL
GUIDELINES FOR ALCOHOL USE IN CITY PARKS**

Below are listed the guidelines for proper application of a one-time only use permit for City parks and facilities.

1. **APPROVAL/DENIAL** - The application shall be approved/denied within ten (10) business days of receipt of a completed application and filing fee noted on the application. The waiver shall be approved by the Police Chief or his designee unless it is determined from consideration of the application, or other pertinent information, that any of the following conditions exist:
 - a. The activity will substantially disrupt the use of a park at a time when it is usually subject to traffic congestion, or potentially interfere with the operation of emergency vehicles in the proposed permit area.
 - b. The activity creates a substantial risk of injury to persons or property.
 - c. The applicant failed to complete the application, or information contained in the application is found to be false in any material detail.
 - d. The particular activity would violate federal, state or local laws including license/permit requirements.
 - e. The particular activity would propose a potential threat to health, safety, and welfare of the park users and/or the City's population.

When the grounds for permit denial can be corrected by imposing reasonable permit conditions, the Police Chief/designee may approve the permit.

2. **PERMIT CONDITIONS** - The Police Chief/designee may condition the issuance of the permit by imposing reasonable requirements concerning the time, place and manner of activities including but not limited to the following:
 - a. Requirements for the presence of Sebastopol Police, Fire and/or Public Works employees when required for the particular activity at the applicant's expense.
 - b. Restrictions on hours of activities.
 - c. Requirements concerning notice to affected adjacent property owners of the activity.
 - d. Restrictions on the use of explosives and other noise creating devices.
 - e. Restrictions on the hours of amplified music and level of amplification.
3. **CHANGE OF ACTIVITY DATE** - May be authorized upon 72-hour notice in advance of activity and be permitted without requiring a new application or fees.
4. **INDEMNIFICATION AND LIABILITY**
 - a. Applicant must sign agreement to reimburse the City for any costs incurred to repair or replace City property, which is damaged as a result of the activity.
 - b. Applicant shall also defend, indemnify, and hold harmless the City of Sebastopol, its officers, officials, employees and volunteers from all claims and liability of any kind whatsoever resulting from or arising out of the activity or issuance of the permit.
5. **PERMIT RESPONSIBILITIES**
 - a. Each applicant shall comply with all terms and conditions of the permit. Failure to do so is grounds for immediate revocation.
 - b. Each applicant shall clean and restore all City properties utilized during the activity to the same condition as existed prior to the activity.
 - c. The person in charge of the activity shall retain a copy of the permit on location.

Required When an Event Has Alcohol in the Park
Department of Alcoholic Beverage Control (ABC)
License May Also Be Required

**CITY OF SEBASTOPOL APPLICATION
USE OF ALCOHOL IN CITY PARK (SMC 9.24.265)**

TO BE FILLED OUT BY APPLICANT

Date of Application: _____ **Location Requested:** _____
(Libby, Ives, Other)

Contact Person: _____ (Must be 21 years or older)

Address: _____

Phone: _____

Cell phone number for person at activity: _____

Date: _____ **Exact hours from:** N/A **to:** _____

Fully describe activity: (Type of beverages being consumed, picnic/birthday/party)

Anticipated number of participants: _____

OFFICE USE ONLY

Approved: Yes: ___ No: ___ **Date:** _____ **Reason not approved:** _____

PD ID Number

DISCLAIMER

The undersigned applicant, who is to be in charge of the event, is twenty-one years of age or over. The applicant agrees that he/she will be responsible for the use and care of City property. Applicant further agrees that the character of the activity at the above-named place will conform to that stated in the application. Applicant agrees to indemnify and hold harmless the City of Sebastopol, its officers, officials, employees and volunteers, caused by, arising out of or in anyway connected with the use by the undersigned of the City of Sebastopol facility or the exercise of the privilege herein granted, except that arising out of the sole negligence of the City.

I HAVE READ AND AGREE TO THIS CONTRACT AND WILL CONFORM WITH THE RULES ATTACHED TO THIS AGREEMENT.

Signature of Applicant: _____ **Date:** _____

CITY OF SEBASTOPOL

ZERO WASTE APPLICATION FOR EVENTS

Submit minimum 30 days prior to event

- Events in Sebastopol with food or beverage vendors or providers must submit a Zero Waste plan as part of the permit application.
- All events in Sebastopol are required to recycle and compost as per state laws AB 341 and AB 1826
- Events are strongly encouraged to use 100% reusables for food service ware. If disposables are chosen, they need to comply with [City of Sebastopol Event Food Service Ware Requirements for Vendors](#)

Vendor compliance

- We recommend that you fine vendors (or collect a security deposit prior to the event) for unclean booths or compost/recycling contamination.

Failure to comply with the requirements outlined in this application could result in increased fees or denial of future permit applications.

Thank you for helping Sebastopol meet its Zero Waste goals!

Waste Diversion Hierarchy



Attachments to Submit with this Application

Attach to the following documents to this application:

- Signed copies of [City of Sebastopol Event Food Service Ware Requirements for Vendors](#) from each vendor who will be present at your event
 - Letter from Recology showing proof of garbage, recycling, and compost services
- OR-**
- Letter from an event greener (see list in "Resources" section)

Food and Drink Service Ware at Event

- Events are strongly encouraged to use 100% reusables for food service ware, if disposables are chosen, they need to comply with [City of Sebastopol Event Food Service Ware Requirements for Vendors](#)
- List the reusable food service ware that will be used at your event (i.e: glass cups, metal cutlery, fabric tablecloths, etc):

- Plastic bottled water sales and distribution is prohibited (no plastic water bottles under 1 gallon)

- It is recommended that event promoters contract with a water station provider and encourage their attendees to bring personal refillable water bottles. If cups are provided at the water station, they must be uncoated, compostable paper cups. (See examples in "Resources" section).

Describe your plan for drinking water available at the event:

Zero Waste Plan

- Hire an event greener to make a zero-waste plan that complies with guidelines, or
- Consult with the Recology Waste Zero team to ensure your employee or volunteer-run plan complies with guidelines below. (**Recology Sonoma-Marin Waste Zero Specialist** contact: Ambrosia Thomson (707) 291-8652, athomson@recology.com)

I. Compost/ Recycling/ Garbage stations ("Zero Waste" stations)

At least 2 weeks prior to the event, contact Recology to order trash, composting, and recycling collection services, which can include debris boxes, event boxes or containers:

([recology.com/recology-sonoma-marin/event-services/](https://www.recology.com/recology-sonoma-marin/event-services/))

A. Each Zero Waste Station must include Compost, Recycle, and Garbage grouped together. These Zero Waste Stations must be placed in convenient locations with clear and identifiable signage: blue for recyclables, green for compost, gray for garbage (landfill).

1. Borrow signs from Recology (contact Waste Zero Specialist Ambrosia Thompson athomson@recology.com, or download signage on [Recology Event Services website](https://www.recology.com/recology-sonoma-marin/event-services/): <https://www.recology.com/recology-sonoma-marin/event-services/>)

B. There should be no stand-alone trash bins.

C. How many compost/recycling/ garbage stations will your event have? _____

1. Where will the stations be located? Attach map or give description of locations.

2. If you are ordering large compost/ recycle/ garbage dumpsters from Recology, when and how will material be transported from recycling/composting stations to these dumpsters? (Note: If you are using rolling carts, place them out on the curb after the event and Recology will pick them up there).

- a) Bins should be labeled "Compost," "Recycle," or "Landfill" and locked after event is finished.

- D. Describe your plan to monitor the Zero Waste Stations to ensure that attendees place items in the correct bin (e.g., volunteers, employees, or event greener employees will staff each waste station), It is recommended that you have a volunteer or employee standing by each waste station at all times to help patrons sort their waste:

1. How will you train vendors/janitorial staff/volunteers so that they know what materials go to compost, recycle, or garbage?

II. Leftover food and used cooking oil

- A. Unserved, leftover food from vendors can be donated to Sonoma Food Runners a local organization that distributes food to the hungry. Contact prior to your event to arrange pick up. June Michaels (707) 596-8711, sonomafoodrunners.org.
- B. Post-consumer food scraps can be donated to a local pig farmer instead of going to compost. See "Resources" section for list of farms.
- C. Vendors must remove all cooking grease and oil away from event. See "Resources" section for organizations that pick up cooking oil for recycling into biodiesel fuel.

III. Other ways your event is working to reduce garbage

- A. Purchase your event inventory around waste prevention.
 1. How are you limiting the number of giveaways (i.e. free samples, paper fliers) and/or making sure your giveaways are durable/reusable, recyclable or compostable?
2. Ensure that all items purchased (banners, display materials, operational materials, etc.) are reusable, recyclable, or truly compostable. If this is an annual event, consider leaving date off of materials so that they can be used again for years to come.
- B. Events must include "eco message" in promotional materials. Example: "We are striving for zero waste at the event. Please bring your own reusable waterbottle, cup, and utensil/cutlery set".
 1. What "eco message" will you use?
 2. Where will this message be displayed (fliers, website, facebook event page, etc)?

Resources

Recology

Recology is the waste hauler for Sebastopol.

- **Contact Recology Event Services** to order trash, composting, and recycling collection services, which can include debris boxes, event boxes or containers, : recology.com/recology-sonoma-marin/event-services/
- To borrow a set of Recology's waste station signs, contact Recology Sonoma-Marin Waste Zero Specialist: Ambrosia Thompson athomson@recology.com, or download signs from the [Recology Event Services website](http://recology.com/recology-sonoma-marin/event-services/): <https://www.recology.com/recology-sonoma-marin/event-services/>
- If you are not hiring an event greener, consult with the Recology Waste Zero team to ensure your employee-run or volunteer-run plan complies with permit guidelines. (contact **Recology Sonoma-Marin Waste Zero Specialist** Ambrosia Thomson: athomson@recology.com)

Event Greeners

The following organizations provide event composting and recycling services for a fee. This may include set up monitoring of compost/ recycle/ garbage stations, transferring material from stations to large debris boxes, and post-event clean-up.

- **Green Mary** / Mary Munat (707) 548-7582, mary@greenmary.com, <http://greenmary.com/>
- **Waste Busters Inc.** / Michael Siminitus (510) 473-2087, Michael@wastebusters.info www.wastebusters.info
- **Right Cycle**/ Tomer Shapira (310) 779-7421 tomer.rightcycle@gmail.com
- **Clean Vibes**/ Anna Borofsky (802) 238-9143 • Mobile annab@cleanvibes.com

Water Stations

The sale or distribution of single-use plastic water bottles is prohibited. The following are some companies that market various hydration stations (i.e., station where attendees can fill their water bottles with filtered water) for events.

If you provide cups at the water stations you must use compostable paper cups (cups without moisture barrier) such as these [wax-free paper cone cups](#) or [paper cone cups](#) .



- **Hydrologic Water Treatment Services**
Tony Pagliaro tony@hydrologicwater.com
- **US Pure Water** / Michael Levine (415) 272-3288, events@uspw.net, <https://www.uspw.net/events---hydration-stations.html>
- **WasteBusters** / Michael Siminitus (530) 219-3676, Michael@wastebusters.info <https://www.wastebusters.info/>

Reusable Drink and Dishware.

The following companies offer reusable drink and dishware options for events:

- **Sudbusters, Inc.** www.sudbusters.com offers reusable cup and plate rental/ exchange on-site at events. Contact Michael Siminitus Michael@Sudbusters.com (510) 473-2087
- **Green Mary / Mary Munat** has an extensive rental library of food service ware (cups, wine glasses, plates, utensils, serving dishes, table clothes, etc). (707) 548-7582, mary@greenmary.com, <http://greenmary.com/>
- **The Rental Place**, (Sebastopol) rents food service ware including cups, wine glasses, plates, utensils/cutlery, serving dishes, etc. <https://therentalplace.com/>

Food Donations

- Unserved, leftover food from vendors can be donated to **Sonoma Food Runners**, a local organization that distributes food to the hungry. June Michaels (707) 596-8711, sonomafoodrunners.org. Contact prior to event to arrange pick up.
- Leftover food scraps from patrons can be donated to a pig farmer

Used Cooking Oil

These organizations pick up used cooking oil and recycle it into biodiesel fuel. Arrange pick-up ahead of event:

- Northbay Restaurant Services: (707) 824-9737
<https://northbayrestaurantsservices.com/services/cooking-oil-recycling/>
- Or **Green Mary / Mary Munat** (707) 548-7582, mary@greenmary.com, <http://greenmary.com/>

LOCAL LAW THAT APPLIES TO EVENTS:

Sebastopol Polystyrene Ban and disposable food service ware ordinance :
sebastopol.municipal.codes/SMC/8.36.010

Municipal Code 8.36

- Polystyrene (styrofoam) food serviceware and sales prohibited: "Food providers shall not sell, hand out, give away, distribute or otherwise make available for public or customer use prepared food in disposable food service ware that contains polystyrene foam." Section 8.36.030
- All food service ware take-out containers must be recyclable or compostable: (See list of permitted food service ware at end of document): "All food providers utilizing any disposable food service ware shall use, when such products are commercially available, a compostable product that is accepted at local compost facilities or recyclable product." Section 8.36.060
- "All food providers shall only provide lids, cutlery, to-go condiment packages, and paper straws upon request of customers." Section 8.36.060
- Plastic straws banned (paper straws permitted).

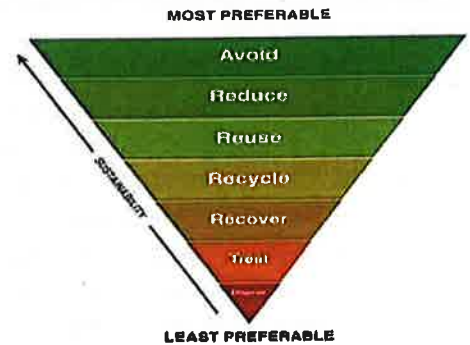
City of Sebastopol Event Food Service Ware Requirements for Vendors

❖ Permit applications must have signed copies of this document from each participating vendor

General Guidelines:

- Events are strongly encouraged to use 100% reusable food service ware.
- All items must be reusable, recyclable, or a fiber-based compostable product (see below for allowed items).
- Promotional materials should encourage attendees to bring their own reusable water bottle, cup, plate, and cutlery.
- Single-use plastics and “compostable” plastics (PLA) are prohibited (including plastic bottled water). Exception: #1 PETE clear plastic cups.

Waste Diversion Hierarchy



ALLOWED

Compostable Items*:

- Uncoated white/natural plant fiber & paper products (straws, bowls, deli boats, etc.) including bagasse products (sugar cane fiber)
- Uncoated white/natural deli paper & parchment paper
- Paper napkins/towels (any color).
- 100% wood or bamboo products (cutlery, chopsticks, stirring sticks, etc.)

Recyclable Items:

- Aluminum cans & (clean) foil
- Glass bottles and jars (empty with lids on)
- #1 PETE clear plastic cups

Paper “hot cups”

Important: Coated paper cups are not currently accepted in the compost or recycling streams in Sonoma County (even if they are labeled compostable). They must go in garbage.

*Must be accepted in the commercial compost stream in Sonoma County. If an item is not recyclable or compostable at our local facilities, it must be sent to the landfill as trash—even if it is labeled “compostable” or suppliers claim otherwise.

NOT ALLOWED

Single-use disposable plastic service ware:

- Single-use plastic utensils, clamshells, sides/dressing cups, lids
- Disposable plastic water bottles
- Plastic bags/plastic wrap
- Polystyrene (Styrofoam)
- Plastic Straws
- Sauce packets (ketchup, soy sauce, etc)

All #6 PS plastics, including non-foam plates and cups (prohibited under the Sebastopol polystyrene ordinance).

“Compostable” plant/bio-plastic products/ PLA plastics **

Coated paper food containers (If it has a shiny surface/ moisture barrier, it is likely coated). Exception: paper coffee cups for hot beverages.

Foil for serving food in

- When food is served in foil, patrons often do not separate food scraps from the foil, resulting in a high contamination rate in compost receptacles.

**Although technically compostable in certain facilities, compost facilities serving Sonoma County do not currently accept these items; therefore, these products are not compostable in Sonoma County.

I have read the above and agree to only use food service ware from the “Allowed” column. I also agree to maintain my own “back of house” three-bin separation (compost/recycle/garbage) and empty my sorted waste into the appropriate compost, recycle, garbage receptacles at the end of the event.

Vendor name: _____ Vendor signature: _____ Date: _____

Agenda Item Number 5
City Council Meeting Packet of May 2, 2023

LOCAL LAW THAT APPLIES TO EVENTS:

Sebastopol Polystyrene Ban and disposable food service ware ordinance :

sebastopol.municipal.codes/SMC/8.36.010

Municipal Code 8.36

- **Polystyrene (styrofoam) food service ware and sales prohibited:** "Food providers shall not sell, hand out, give away, distribute or otherwise make available for public or customer use prepared food in disposable food service ware that contains polystyrene foam." Section 8.36.030
- **All food service ware take-out containers must be recyclable or compostable:** (See list of permitted food service ware at end of document): "All food providers utilizing any disposable food service ware shall use, when such products are commercially available, a compostable product that is accepted at local compost facilities or recyclable product." Section 8.36.060
- "All food providers shall only provide lids, cutlery, to-go condiment packages, and paper straws upon request of customers." Section 8.36.060
- **Plastic straws banned (paper straws permitted).**



Schedule of User and Regulatory Fees Parks, Special Events & Facility Use

Activity Description	Community Group Fee	Resident Fee	Non-Resident Fee
<u>Application Fee</u>			
Up to 50 people	\$0	\$0	\$0
51-200 people	\$100	\$150	\$200
More than 200 people	\$150	\$250	\$350
<u>Security Deposit*</u>			
Up to 50 people	\$112.50	\$150 - .25%	\$150
51-200 people	\$500	\$500	\$500
More than 200 people	\$1,000	\$1,000	\$1,000
* 25% discount available for park use of less than 3 hours			
<u>Daily Use Fee</u>			
Up to 50 people	1,750.00	\$50 @ 35	\$100
51-200 people		\$125	\$500
More than 200 people		\$250	\$1,000
<u>Amplified Sound/Stage/Bouncehouse</u>			
Amplified Sound Use	\$50	\$75	\$100
Stage Use	\$50	\$75	\$100
Bouncehouse Use	\$30	\$40	\$50

Other Fees

Other Fees	Fee
<u>Parking Space Fee**</u>	
Residential Area	\$10
Non-Residential Area	\$15

** Daily per space fee for use of City parking spaces (proof of parking required for events of more than 200 persons)

Classes with Instructors Utilizing Park Area (per week)***

Small Group (1-15 persons)	\$25
Medium Group (16-30 persons)	\$50
Large Group (31+ persons)	\$75

*** Per week fee for classes with monetary component (e.g. charge for classes)

City Hall Meeting Room	\$15
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cmh



CERTIFICATE OF LIABILITY INSURANCE

Agenda Item Number 5

DATE (MM/DD/YYYY)

12/16/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Newfront Insurance Services 1435 N McDowell Blvd Ste 320 Petaluma, CA 94954	CONTACT NAME:	Cert Request		
	PHONE (A/C, No, Ext):	650-488-8565	FAX (A/C, No):	
WWW.TheABDteam.com	E-MAIL ADDRESS:	TechCertRequest@Newfront.com		
	INSURER(S) AFFORDING COVERAGE			NAIC #
INSURED Sonoma County Library 6135 State Farm Drive Rohnert Park CA 94928	INSURER A: Federal Insurance Company			20281
	INSURER B:			
	INSURER C:			
	INSURER D:			
	INSURER E:			
	INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 71775406

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		3603-23-11 WUC	11/6/2022	7/1/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS ONLY							\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED: <input type="checkbox"/> RETENTION \$: <input type="checkbox"/>			7989-72-24	11/6/2022	7/1/2023	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Redwood Gospel Mobile Shower Services
The City of Sebastopol, its officers, officials, employees and volunteers are additional insured against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees. This insurance is primary with respect to the additional insured named above. Any other insurance available to the City of Sebastopol, its officers, officials, employees and volunteers shall be excess and noncontributing, per the attached.

CERTIFICATE HOLDER

CANCELLATION

City of Sebastopol Public Works Department 714 Johnson St Sebastopol CA 95472	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Rod Sockolov

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Liability Insurance

Endorsement

Policy Period NOVEMBER 6, 2022 TO JULY 1, 2023
Effective Date NOVEMBER 6, 2022
Policy Number 3603-23-11 WUC
Insured SONOMA COUNTY LIBRARY

Name of Company FEDERAL INSURANCE COMPANY
Date Issued OCTOBER 11, 2022

This Endorsement applies to the following forms:

GENERAL LIABILITY

Under Who Is An Insured, the following provision is added.

Who Is An Insured

Additional Insured - Scheduled Person Or Organization

Persons or organizations shown in the Schedule are **insureds**; but they are **insureds** only if you are obligated pursuant to a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the person or organization is an **insured** only:

- if and then only to the extent the person or organization is described in the Schedule;
- to the extent such contract or agreement requires the person or organization to be afforded status as an **insured**;
- for activities that did not occur, in whole or in part, before the execution of the contract or agreement; and
- with respect to damages, loss, cost or expense for injury or damage to which this insurance applies.

No person or organization is an **insured** under this provision:

- that is more specifically identified under any other provision of the Who Is An Insured section (regardless of any limitation applicable thereto).
- with respect to any assumption of liability (of another person or organization) by them in a contract or agreement. This limitation does not apply to the liability for damages, loss, cost or expense for injury or damage, to which this insurance applies, that the person or organization would have in the absence of such contract or agreement.

CHUBB®

Liability Endorsement *(continued)*

Under Conditions, the following provision is added to the condition titled Other Insurance.

Conditions

**Other Insurance –
Primary, Noncontributory
Insurance – Scheduled
Person Or Organization**

If you are obligated, pursuant to a contract or agreement, to provide the person or organization shown in the Schedule with primary insurance such as is afforded by this policy, then in such case this insurance is primary and we will not seek contribution from insurance available to such person or organization.

Schedule

Persons or organizations that you are obligated, pursuant to a contract or agreement, to provide with such insurance as is afforded by this policy.

All other terms and conditions remain unchanged.

Authorized Representative



COMMUNITY EVENT SPONSORSHIP REQUEST

Application



City of Sebastopol
ADMINISTRATIVE SERVICES DEPARTMENT
7120 Bodega Ave
Sebastopol, CA 95472

707-823-7863
Fax: 707-823-1135

FILING INSTRUCTIONS

Please review these instructions carefully in order to completely and accurately file your application:

1. PREPARE YOUR APPLICATION PACKET containing the following:

One (1) application packet, single sided, 8 ½ x 11, white paper, unbound, unstapled, unpunched. Color documents may be included if desired for clarity and detail. Application packet will contain the following:

- Application with signature
- Attachments as necessary for further explanation of application content, all 8 ½ x 11" or smaller in size

2. RETURN COMPLETE APPLICATION PACKET in a sealed envelope via mail or hand delivery to:

City of Sebastopol
Administrative Services Department
7120 Bodega Ave
Sebastopol, CA 95472

ATTN: SPONSORSHIP REQUEST

3. SUBMIT. Incomplete packets will not be considered until all required information is received.

Application

FOR CITY USE ONLY

Date Received: _____

Original Sponsorship Application

Sponsorship Request Letter

Complete -

- OR -

Incomplete - return to Applicant

1. GENERAL INFORMATION

Date of Request: 2/14/2023

Amount Requested: \$7,500

Name of Organization: Sonoma County Farm Trails

Organization Contact: Pam Davis

Mailing Address: PO Box 452

Physical Address: Sebastopol CA 95473
1575 Pleasant Hill Rd
Sebastopol CA 95472

Phone Number: 707 328-8422 (cell) (707) 837-8896 (office)

E-mail address: Pam@FarmTrails.org

Federal Taxpayer I.D. No: EIN 23-7278011

Sebastopol Business License No. (Required for any work or service performed in city limits) N/A

Non-Profit Tax Status (verification must be attached): 501(c): Yes No

Other class (specify):

2. STATEMENT OF PURPOSE

1. Description of services or event being provided to the city. (Describe the event/activity and explain the impact you believe that it will have on the Sebastopol community. Will it generate sales tax and/ or bed tax through retail sales or hotel stays? Will it educate and/or provide quality of life to Sebastopol residents/visitors?):

* See attached

2. How will the city's funds be used? (Provide specific details regarding your reason for request and how those funds will be spent. Funds are considered per line item, and appropriate information should be provided to assist the City Council's review and decision. If necessary, attach a separate sheet): * See attached

Item	Description	Amount requested
Example: Apple Blossom Festival	Traffic control plan for street closure	2,000
Gravenstein		
Apple Fair	Traffic control at Ragle Entrance	\$2,200 (approx)
	Thunderster Shuttle Service	\$ 3,900
	Holy Ghost Satellite Parking	\$ 300
	Underwrite City Street Banners	\$ 400
	In town directional Signage	\$ 700

3. Total number of persons that benefit from or will attend this program or event: 15,000
4. Of the total number benefitting, give an estimate of the percentage (%) of Sebastopol residents that participate in said benefit:
15% Resident 85% Non-Resident

STATEMENT OF PURPOSE (page 4/7)

2 (1). *Description of services or event being provided to the city.*

The Gravenstein Apple Fair has been a treasured part of the Sebastopol landscape nearly each of the past 50 years during peak Gravenstein season. This year we are pleased to be gearing up for our Golden Jubilee, the 50th Annual celebration of the Gravenstein apple right here in Sebastopol.

Based on ticket sale data from 2022, we estimate that 42% of attendees come from outside of Sonoma County, and most of these out-of-town guests are from the greater Bay Area. This influx of thousands of guests to Sebastopol brings new awareness to the City and the surrounding communities. Nearly 15% of attendees live in the Sebastopol area.

This year, Apple Fair staff will be working to create partnerships with Sebastopol businesses, with special marketing planned for our Bay Area guests who make up the bulk of our exclusive VIP ticket sales, indicating a willingness to pay more for a premium Sonoma County experience. These guests are looking for unique experiences, and we are partnering with area hotels, restaurants, and merchants to offer overnight lodging, excursions, shopping opportunities, and culinary experiences in conjunction with their visit to Sebastopol. The influx of out-of-area visitors raises awareness of the City of Sebastopol as a uniquely appealing destination while giving a boost to local businesses.

Thousands of attendees travel to Sebastopol to enjoy our country fair and its hometown city. We know that some residents host out of town family and friends so they can attend the Apple Fair, and these guests are also likely to explore other Sebastopol area offerings. The Fair is perfectly situated for residents and guests to walk or ride their bicycles to attend; several County bike trails pass through or are adjacent to the city. These cyclists are good candidates for visiting local coffee shops and other businesses for a refreshing pitstop.

The Apple Fair takes seriously the need for traffic mitigation and encourages alternative transportation. The Fair provides a free staffed bicycle parking area each day. For those who choose to drive, the Fair has two designated shuttle parking areas to help alleviate traffic backups at key intersections. These shuttles are very popular and provide an opportunity to spread out the traffic flow by allowing people to drive using alternate routes to help lessen pinch points. This year we are offering a third smaller vehicle which is easier for disabled and less mobile guests to utilize.

Additionally, the Apple Fair itself provides a venue and revenue stream for dozens of local nonprofits, school groups, artists/crafters, entertainers, chefs, farmers, producers, etc. We give strict preference to local vendors and service providers, further supporting our local economy. Having received regional and even national media coverage, GAF is the signature event that has helped put Sebastopol on the map for many tourists.

The Fair is a family-friendly community convergence, focused on quality offerings: handmade and locally sourced artisan crafts, foods, and libations, excellent live music, and good old-fashioned fun, as with the pie-eating and apple juggling contests and

piglet races. There are opportunities for all ages to engage in learning about our rural heritage and local agricultural community, including compelling demonstrations (such as sheep shearing and cow milking), and farmer panels discussing current trends here in the County (e.g. regenerative agriculture, pollinator gardens, soil fertility, etc.).

The Gravenstein Apple Fair has received widespread recognition as the “Greenest Fair in Sonoma County”, and we are pretty sure it is one of the greenest fairs anywhere. Our guests and vendors are active participants in reducing event discards, utilizing our staffed Greening Stations to sort their “waste” in the following receptacles: pig food, compost, recycling, or landfill. In 2023, we are again partnering with Sonoma County based World Centric, who will offer deeply discounted compostable service ware available to all food vendors, dramatically reducing the landfill volume produced.

Recology Sonoma- Marin is an active partner, providing service containers and staffing a company booth with waste diversion information.

Every year, we move closer to our long-term greening goals, which align with the City’s Zero Waste initiative and Sebastopol’s ethos. In 2023, we are continuing to provide reusable glassware and utensils for all guests, minimizing single use products, and requiring all vendors to comply with our stringent greening guidelines. Our near-zero waste results from 2022 were astounding and garnered formal recognition from the Zero Waste Sonoma, the County’s waste agency.

Bringing families and individuals to the City of Sebastopol for the Gravenstein Apple Fair is a priceless experience, and many guests, both local and visitors alike, tell us it is their favorite annual event. We believe that the partnership with the City of Sebastopol

is a mutually beneficial, natural fit with highly aligned values (local, sustainable, community-oriented, multi-generational, family-friendly, etc.), and that GAF is a true treasure well worth endorsing and preserving. It literally puts Sebastopol on the map for so many visitors, supports local vendors and businesses, delights attendees, and is intimately tied to the brand of our precious town.

STATEMENT OF PURPOSE (page 4/7)

2(2). *How will the City's funds be used?*

We are requesting a **\$7,500** sponsorship to specifically support traffic mitigation and in-city promotion of the event.

\$5,300 cash, to be applied toward our shuttle service expenses (\$3,900 for shuttles + \$300 for rental of the Holy Ghost Hall satellite parking lot on Mill Station Rd. + \$700 for in-city directional traffic sign upgrades and placement + \$400 to offset costs of banner placement in the City).

\$2,200 in-kind, for Sebastopol Police Department traffic support at the entrance to Ragle Ranch Park. Traffic support cost are estimated and based on last year's cost plus 10%

Historically, traffic gets backed up on Mill Station, Covert, and Bodega Hwy, well into downtown Sebastopol, largely because our entrance volunteers don't have the authority to override the four-way stop signs at the Ragle Park entrance, directing the flow of multiple cars into the park from a single stop sign at once, alternating between the three, which is much more efficient and fluid.

Our request is for official Sebastopol Police Department traffic support at the juncture of Covert Lane and Ragle Rd. both days (August 12 & 13, 2023), starting at 9am and wrapping up around 3pm, when traffic tends to be greatly reduced. In recent years, we have started opening Ragle's main gate for public parking at 9:30am to alleviate some of the backup. Fair gates open at 10am and close at 6pm.

Besides the major benefit of minimizing traffic jam impacts in downtown Sebastopol and creating a safer, smoother, less frustrating experience for GAF attendees upon arrival,

we are also very cognizant of the value of having the presence of "law and order" vis a vis official police officers (and their vehicles) at our entrance.

Please see the attached sponsorship proposal, a copy of our 2022 program and the sponsor page on our website (www.gavenshawapplefar.com) recognizing the City of Sebastopol's support. Note that your logo size and visibility would increase if the City of Sebastopol comes on as a sponsor at the "Pollinator" tier (\$7,500) this year.

3. AGENCY BUDGET

1. Sources of Funding:

A. Sebastopol Support: List any and all funding requested from the City of Sebastopol, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding request:

Type of Request	FY 21-22		FY 22-23		Reason for and/or description of request
	FY 20-21 Requested Amount	Funds Received	FY 21-22 Requested Amount		
Example: Sponsorship	\$1,000		\$1,500		
Sponsorship	5,000 + in-kind	3,000 + in-kind	5,300 2,200		traffic mitigation, shuttles, signage, banners traffic support costs / sub Police services (approx cost)

B. Community Support: List any and all funding requested from other community partners, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding requested (If necessary, attach a separate sheet.):

* See attached

Agency providing funds	FY 20-21 Requested Amount	Approved Amount/ Funds received	FY 21-22 Requested Amount	Description of Contribution (in-kind, sponsorship, event, grant)
Example: Sonoma Valley Foundation	\$10,000	\$5,000	\$10,000	Education grant

3. Agency Budget
B. Community Support (page 5 of 7)

Agency Providing Funds	FY 21-22 Requested Amount	21-22 Approved Amount/Funds Received	FY 22-23 Requested Amount	Description of Contribution
Transient Occupancy Tax	\$50,000.00	\$10,500.00	\$50,000.00	Event Advertising
Richard & Saralee Kunde Trust	\$10,000.00	\$10,000.00	\$10,000.00	Ag Education at GAF
Rotary	\$5,000.00	\$0.00	\$0.00	
Sonoma County Farm Bureau	\$5,000.00	\$5,000.00	\$5,000.00	Ag Education at GAF
Ag & Open Space	\$3,000.00	\$3,000.00	\$5,000.00	
Zero Waste Sonoma	\$500.00	\$500.00	\$500.00	Underwrite Greening Efforts
			\$70,500.00	
Corporate Sponsors				Corporate sponsorships help underwrite costs and infrastructure
Poppy Bank	\$10,000.00	\$10,000.00	\$15,000.00	
North Coast Organic	\$10,000.00	\$10,000.00	\$10,000.00	
American Ag Credit	\$7,500.00	\$7,500.00	\$7,500.00	
Exchange Bank	\$7,500.00	\$7,500.00	\$7,500.00	
Harmony Farm Supply	\$5,000.00	\$2,000.00	\$4,000.00	
Soma Rosa	\$5,000.00	\$5,000.00	\$0.00	
The Livery	\$3,500.00	\$3,500.00	\$3,500.00	
Olivers	\$5,000.00	\$3,500.00	\$5,000.00	
Two Rock	\$2,500.00	\$2,500.00	\$2,500.00	
Furthermore	\$2,500.00	\$2,500.00	\$2,500.00	
Recology	\$500.00	\$500.00	\$2,000.00	
			\$59,500.00	

Total Requested Community Support \$130,000.00

2. Budget: Please provide event budget. (If necessary, attach a separate sheet.)

* see attached

GRAND TOTAL OF EXPENDITURES: \$ 358,000

Gravenstein Apple Fair Budget 2023

Income

Admissions	275,000
Sponsorship	70,000
Sales	100,000
Vendor Fees	50,000
Parking	15,000
Ticketing Fees	10,000
	520,000

Expense

Advertising	62,000
Entertainment	52,000
Contractors	78,000
Event Fees & Rentals	76,000
Services (Security, Shuttles, Toilets)	44,000
Supplies, Taxes, Licenses, Fees	14,000
Crew, Sponsor & Volunteer Expenses	16,000
Cost of Goods Sold	16,000
	358,000

Net	162,000
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4. SIGNATURE AUTHORIZATION

1. Identify the principal (owner, president, or equivalent) who is ultimately responsible for the applicant's event:

NAME: Carmen Snyder
TITLE: Executive Director
ADDRESS: PO Box 452 Sebastopol CA 95473
PHONE: 707 331-3381
E-MAIL: Carmen@farmtrails.org

2. Signature of authorized official:

The undersigned does hereby confirm that the information herein is true and correct, that the applicant agency meets the criteria set forth herein, and that the applicant agency agrees to comply with all requirements.

Signature: Carmen Snyder Date: 2/14/2023

- END OF DOCUMENT -



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

FARM TRAILS FOUNDATION
C/O FOUNDATION
1575 PLFASANT HILL ROAD
SEBASTOPOL, CA 95472

Date:
03/22/2021
Employer ID number:
85-4228682
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990 N required:
Yes
Effective date of exemption:
May 11, 2020
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053756002140

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990 990-EZ 990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 351529



**Gravenstein Apple Fair 2023
Sponsorship Proposal
02/08/2023**

Sponsor: City of Sebastopol

Level: Pollinator Sponsor (\$7,500)

Cost: \$5,300 Cash + In-Kind/Fee Waiver for Police Traffic Support at Ragle

Naming Rights: Shuttle Sponsor

Deliverables:

- Logo placement on SCFT and GAF websites throughout 2023
- Logo placement on SCFT and GAF newsletters throughout 2022
- Logo placement on select marketing collateral for 2023 Gravenstein Apple Fair
- Logo placement on online ticketing site and on dedicated "Directions, Shuttles & Parking" page on GAF website
- Prominent logo placement on shuttle, printed program, and site map
- Exclusive banners on shuttle buses (option to provide banners for shuttle van)
- Dedicated thank-you post on Facebook + additional social media mentions in posts associated with GAF parking, shuttles, directions, etc.
- Twice daily stage stage mentions
- Space for 10x10 branded booth on site (optional staffed or unstaffed)
- Prominent logo placement on sponsor banner
- Prominent logo placement at the 3 shuttle locations (O'Reilly, Holy Ghost Hall, and Ragle pick-up/drop-off)
- Radio & Press Release Mention + Blog Post Mention
- Four (4) VIP and eight (8) general admission tickets



3244 Gravenstein Hwy N ♦ Sebastopol CA 95472
5400 Old Redwood Hwy ♦ Petaluma CA 94954

To the City of Sebastopol,

I am writing to you as a supporter of the Sonoma County Farm Trails and their request to you for sponsorship funds and traffic direction during the 2-day Gravenstein Apple Fair at the intersection of Ragle Rd. and Covert Ln. taking place on August 12th and 13th. As you may know, the Gravenstein Apple Fair is an annual Sebastopol tradition that started in 1973. It is a family-friendly community event that draws attendees from far and wide keeping Sebastopol as a destination in the heart of Sonoma County agriculture.

Harmony Farm Supply & Nursery is a long-time Farm Trails member and a proud sponsor of the Fair. We have been a strong supporter of the Gravenstein Apple Fair for many years through our sponsorship dollars and our participation as a vendor booth merchant. As a former Board member of Farm Trails, I personally participated as a traffic flow coordinator during the event, and I have direct experience with the traffic flow issues that arise during the weekend of the event which is why I believe that it would be incredibly valuable to have official Sebastopol Police directing traffic at the entrance to Ragle Park.

The volume of vehicles waiting to enter Ragle Park at the 4-way stop sign at the entrance historically causes traffic to be backed up all the way into downtown Sebastopol, particularly on Mill Station Rd., Covert Lane, Hwy 12, and Hwy 116. This impacts attendees, residents, and local businesses alike. Not to mention, this is the 50th year of the Gravenstein Apple Fair which is expected to bring an increased number of attendees ready to celebrate this wonderful milestone. Having official Sebastopol Police Department officers directing the flow of traffic would significantly mitigate traffic jams and provide smoother and safer entry to the fair for vendors, presenters, musicians, volunteers, and attendees.

Your consideration and support would be greatly appreciated by all city residents, as well as those coming here from miles away to enjoy this historic 50th year.

I strongly support Farm Trails and hope that you will honor their request. Thank you for your time and attention.

Rick Williams
Proprietor, Harmony Farm Supply & Nursery