

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: April 15, 2025

=====
To: Honorable Mayor and City Councilmembers
From: Mark Rincon, Public Works Director/City Engineer
Subject: Consideration of Approval of Waiver of Special Event Permit Fees for Kiwanis Easter Egg Hunt
Total Fees: \$400.00
=====

RECOMMENDATIONS:

That the City Council approve waiver of Special Event Permit fees for the Easter Egg Hunt in the amount of \$400.00

EXECUTIVE SUMMARY:

The City of Sebastopol has eliminated funding to the Community Benefit Grants Program as well as the City Sponsorship Program. These were programs that either provided funding to nonprofits or sponsored events to help defray costs. The City Council has suspended the policy for fee waivers, as well as City sponsorships and the Community Benefit Grant programs. Since that suspension, the City has received requests for sponsorship /waiver of fees.

DISCUSSION/ACTION:

For over 50 years, the Sebastopol Kiwanis Club has provided a multi-generational family experience that creates fun, celebration and pure joy in the form of our children in Sebastopol. This is an annual event, and is not a fundraiser.

The City has waived the following special event permit fees this fiscal year:

| Event | Permit Fees | Council Action |
|-------------|-------------|---|
| Trashlantis | \$825.00 | October 1, 2024 Council approved request to waive permit fees |

STAFF ANALYSIS:

If the Council approves the waiver of fees in the amount of \$400.00, it would help to offset the costs of the Supplies.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment on this item. 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 after the meeting.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

FISCAL IMPACT:

The City would waive the special event permit fees of \$400.00; therefore the fiscal impact would be loss of \$400.00. The applicant has submitted a \$1,000.00 refundable deposit.

RESTATED RECOMMENDATION:

That the City Council approve waiver of Special Event Permit fees for the Easter Egg Hunt in the amount of \$400.00.

OPTIONS:

1. Deny the fee waiver in the amount of \$400.00; or
2. Reduce the fee waiver amount and provide direction to staff

ATTACHMENT:

- 1 – Application for the Easter Egg Hunt
- 2 – Special Permit Waiver Request
- 3 – Conditional Letter of Approval

APPROVALS:

Department Head Approval: Approval Date: April 8, 2025

CEQA Determination (Planning): Approval Date: April 8, 2025

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: N/A

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: April 9, 2025



**CITY OF SEBASTOPOL
Special Event Permit Application**

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

Please use black ink to complete this application.

Email: citypw@cityofsebastopol.org

APPLICANT INFORMATION

Applicant Name: Bruce D.Nachtigall
Street Address: 3154 Bloomfield Road
City: Sebastopol **State:** CA **Zip:** 95472
Main Phone: 707-823-3081 **Cell:** 707-371-6311
Email: bnachtigall@comcast.net

On-site Contact Name (if different): _____
Street Address: same
City: _____ **State:** _____ **Zip:** _____
Main Phone: _____ **Cell:** _____
Email: _____

Sponsoring Organization Name (if any): Kiwanis Club of SSebastopol
Street Address: 3154 Bloomfield Road
City: Sebastopol **State:** CA **Zip:** 95472
Phone: 707=823=3081
Website: bnachtigall@comcast.net

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

EVENT INFORMATION

Event Name: _____
Event Short Description: (This should be promotional in nature and should not exceed 20 words.)
Easter Egg Hunt

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.)
8:30 A.M to 12:00 noon

EVENT INFORMATION (Continued)

Event Location: (e.g., "Ives Park to include stage and BBQ area" or "City Hall Conference Room")

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.)

Southwest end of Ives Park

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

If yes, list name(s) of park(s): Ives Park

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): Easter Egg Hunt

Attendance: Anticipated Total Attendance: 300 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? ⁵²none

Prior location(s) of event: none

Setup: Start Date: 4/19/25 Start Time: 8:30 AM PM

Event: Start Date: 4/19/25 Start Time: 10:00 AM PM

End Date: 4/19/25 End Time: 12:00 AM PM

Cleanup: End Date: 4/19/25 End Time: 12:00 AM PM

EVENT DETAILS

Amplified Sound: Yes No If yes, complete the following.
Type of Sound Equipment: one microphone and one speaker
Location of Amplified Sound: on park pathway
Date of Amplified Sound: 4/19/25
Start Time: 9:45 AM PM End Time: 10:00 AM PM
Purpose: inform public

Description: Stereo Band/Live DJ Microphone/PA System
Owner of Amplified Sound Equipment: Sebastopol Kiwanis Club
First Name Last Name

Business/Organization Name: Sebastopol Kiwanis Club

Max Power: ? Watts Max Volume: 70 Decibels Dist. of Audible Sound: 75 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: _____
hand to mouth

On-Site Food Preparation Method: Propane Charcoal Electric Other (please explain):
none

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:** 2/19/25

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
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:** _____ **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 15 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-Marín Waste Zero Specialist: Ambrosia Thompson athomson@recology.com, or download signs from the Recology Event Services website:
<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-Marín 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.comcastbiz.net
- **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://northbayrestaurantservices.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 :](http://sebastopol.municipal.codes/SMC/8.36.010)
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 Agenda Item Number 15

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

| | |
|---|---|
| <p>General Guidelines:</p> <ul style="list-style-type: none"> 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. | <p style="text-align: center;">Waste Diversion Hierarchy</p> |
|---|---|

| | |
|--|---|
| <p>ALLOWED</p> <p><u>Compostable Items*:</u></p> <ul style="list-style-type: none"> 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.) <p><u>Recyclable Items:</u></p> <ul style="list-style-type: none"> Aluminum cans & (clean) foil Glass bottles and jars (empty with lids on) #1 PETE clear plastic cups <p><u>Paper “hot cups”</u></p> <p>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.</p> | <p>NOT ALLOWED</p> <p><u>Single-use disposable plastic service ware:</u></p> <ul style="list-style-type: none"> 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) <p><u>All #6 PS plastics</u>, including non-foam plates and cups (prohibited under the Sebastopol polystyrene ordinance).</p> <p><u>“Compostable” plant/bio-plastic products/ PLA plastics **</u></p> <p><u>Coated paper food containers</u> (If it has a shiny surface/moisture barrier, it is likely coated). Exception: paper coffee cups for hot beverages.</p> <p><u>Foil for serving food in</u></p> <ul style="list-style-type: none"> 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. |
| <p>*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.</p> | <p>**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.</p> |

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.

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Vendor name: _____ **Vendor signature:** _____ **Date:** _____

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 |
|--|---------------------|--------------|------------------|
| Application Fee | | | |
| Up to 50 people | \$0 | \$0 | \$0 |
| 51-200 people | \$100 | \$150 | \$200 |
| More than 200 people | \$150 | \$250 | \$350 |
| Security Deposit* | | | |
| Up to 50 people | \$150 | \$150 | \$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 | | | |
| Daily Use Fee | | | |
| Up to 50 people | \$50 | \$75 | \$100 |
| 51-200 people | \$125 | \$250 | \$500 |
| More than 200 people | \$250 | \$500 | \$1,000 |
| Amplified Sound/Stage/Bouncehouse | | | |
| Amplified Sound Use | \$50 | \$75 | \$100 |
| Stage Use | \$50 | \$75 | \$100 |
| Bouncehouse Use | \$30 | \$40 | \$50 |

| Other Fees | Fee |
|----------------------------|------|
| Parking Space Fee** | |
| 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 |
|------------------------|------|



Agenda Item Number 15
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:** 2/17/25

Name of Organization: Kiwanis Club of Sebastopol

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.



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: 2/17/25
Printed Name of Signer: Bruce D. Nachtigall



SEBASTOPOL, CALIFORNIA

City of Sebastopol

Mary C. Gurley, Assistant City Manager

Dear Sebastopol City Council,

March 16, 2025

For over fifty years our Sebastopol Kiwanis Club has provided a multi-generational family experience that creates fun, celebration and pure joy in the form of our annual Easter Egg Hunt for the children of Sebastopol.

We produce this event at Ives Park in the middle of our town. We provide the candy; set up the area to provide the least impact on the park while providing the stage for maximum safety and unbridled fun. The Easter Bunny, as well as other dignitaries, make the event a total community effort. Our club would like to invite all of you to our Easter Egg Hunt on April 19th. The hunt begins at 10 A.M. sharp! We put on this event for free. This is not a fund raiser.

We, therefore, request a waiver of the four hundred dollar use fee for the use of Ives Park. Thank you for considering our request.

Bruce Nachtigall, Secretary

Sebastopol Kiwanis Club

City of Sebastopol

Mary C. Gurley, Assistant City Manager

Dear Sebastopol City Council,

March 24, 2025

Please add this to the letter sent on March 17, 2025. Sebastopol Kiwanis Club will be including the City of Sebastopol as a sponsor of our annual Easter Egg Hunt.. We feel that the Sebastopol City Council always considers the plight of our children in every decision that they make. It is an honor to have you on board.

Sincerely, Sebastopol Kiwanis Club

City Council

Mayor Stephen Zollman
Vice Mayor Jill McLewis
Phill Carter
Neysa Hinton
Sandra Maurer



City of Sebastopol

City Manager

Don Schwartz
dschwarz@cityofsebastopol.gov
Assistant City Manager/City Clerk, MMC
Mary Gourley
mgourley@cityofsebastopol.gov

March 17, 2025

Sebastopol Kiwanis Club
3154 Bloomfield Rd
Sebastopol, CA 95472
Email: bnachtigall@comcast.net

RE: Conditional Letter of Approval
Special Event Permit
Annual Easter Egg Hunt
Location: Ives Park
Date: April 19, 2025

Dear Bruce Nachtigall

This is to inform you that the Special Event Permit for the Annual Easter Egg Hunt event to be held on the date, time and location as listed in your permit application, 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 \$400.00 and a deposit in the amount of \$1000.00 are required for this event. For this application only, the City will inspect the park 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 or by credit card. Please contact the Sebastopol Public Works Department at 707-823-5331 for assistance with processing a credit card payment.
3. Applicant shall notify residents/businesses adjacent to and across the street from the event (Jewell Ave. 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 signed copy of the notice to City of Sebastopol Public Works Department at citypw@cityofsebastopol.gov as soon as possible but no later than ten days prior to the event. Please see attached map of event area for notification purposes.

SPECIAL EVENT
 CONDITIONAL LETTER OF APPROVAL
 SEBASTOPOL KIWANIS CLUB – EASTER EGG HUNT
 IVES PARK
 APRIL 19, 2025

4. 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, or streets.
5. 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.
6. Zero Waste Application for Events must be submitted.
7. 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.
8. 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.
9. **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 \$1000.00 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.

If the restroom facilities at Ives Park 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.
10. Contact the Public Works Department (707-823-5331) regarding barricades, irrigation timing, or electrical requirements.

SPECIAL EVENT
CONDITIONAL LETTER OF APPROVAL
SEBASTOPOL KIWANIS CLUB – EASTER EGG HUNT
IVES PARK
APRIL 19, 2025

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 City Manager's 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 call 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 Works Department at citypw@cityofsebastopol.gov 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 the 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 for more information. The following link directs to the online application: [Application for Business License - Event or Festival & Farmers Market](#).

SPECIAL EVENT
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SEBASTOPOL KIWANIS CLUB – EASTER EGG HUNT
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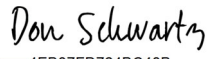
18. All Vendors must submit a signed City of Sebastopol Event Food Service Ware Requirements for Vendors.
19. A full description of each event/activity as well as placement of each activity in the listed areas of this permit application is required for approval by the City.
20. This is to advise you 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 planned 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/>
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.

SPECIAL EVENT
CONDITIONAL LETTER OF APPROVAL
SEBASTOPOL KIWANIS CLUB – EASTER EGG HUNT
IVES PARK
APRIL 19, 2025

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 a citypw@cityofsebastopol.gov. The appeal shall be heard by the City Council at its next regular meeting.

Sincerely,

Signed by:


4EB87FD724BC48B...

Don Schwartz
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