



# City of Sonora Special Event Permit Application

Revised 9-24-19

Account # 303-04103-003

***A Special Event Permit is required for any public or private event to be held on any property under the City of Sonora’s control. Special Event Permits are not required for events held at the Sonora Opera Hall or private events held in a City park that have 25 or fewer people in attendance and do not include setting up equipment and/or structures . A fully completed Special Event Application must be submitted at least 30 days prior to the event and include a non-refundable fee of \$50.00, payable to the City of Sonora.***

**Permittee/Sponsoring Organization Information**

Permittee/Organization		
Contact Name		
Street Address		
City, State, Zip Code		
Day Phone # _____	Evening Phone # _____	
Cell Phone # _____		
E-Mail Address		
Event Day Contact “on site”	Name	Cell #

**Event Information**

Event Title		
Date of Event		

Briefly explain event and activities (include entertainment information):

<input type="checkbox"/> Public Event <input type="checkbox"/> Private Event            Anticipated Attendance # _____		
If public, is the event free? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Amplified Music <input type="checkbox"/> YES <input type="checkbox"/> NO		
Event Time:            Start _____            End _____		
Time :            Start of Setup _____            Take Down Completed _____		

## Street Closure Request

The following streets have been pre-approved by the City Council for temporary closure:

- ⇒ Jackson St. from Green St. to Washington St. and from Washington St. to Stewart St.
- ⇒ Dodge St. from Green St. to Washington St. and from Washington St. to Stewart St.
- ⇒ Linoberg St. from Green St. to Washington St. and from Washington St. to Stewart St.
- ⇒ Theall St. from Stewart St. to Shepherd St.
- ⇒ Theall St. from Washington St. to Stewart St.
- ⇒ Green St. from Bradford Ave. to Yaney Ave.
- ⇒ Yaney Ave. from Washington St. to Green St.

If you are requesting the closure of a different street your event will have to be approved by the City Council at a regularly scheduled City Council Meeting. You or a representative must be in attendance at the meeting.

Street Name(s):	Cross Streets:
	Between _____ & _____
	Between _____ & _____
	Between _____ & _____
	Between _____ & _____

## City Parking Lot Closure Request

Location(s):	<i>If more than one location is being requested please indicate the activities planned in each location</i>

## Other/Additional Property Use Request

Location(s):	<i>If more than one location is being requested please indicate the activities planned in each location</i>

***If you are requesting the use of a public park it will be your responsibility to arrive early and reserve your space.***

**Alcoholic Beverages Public Possession & Consumption**

It is unlawful for any person to drink, consume or possess an open container of any alcoholic beverage or intoxicating liquor on any property under the City of Sonora’s control without prior approval of the City Council at a regularly scheduled City Council Meeting. You or a representative must be in attendance at the meeting.

Are you requesting approval to have alcoholic beverages at the event?

\_\_\_ Yes                      \_\_\_ No

**Insurance Requirements**

Permittee shall maintain general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. Permittee’s general liability policies shall be primary and non-contributory, and be endorsed using Insurance Services Office form CG 20 10 to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. If alcohol is being served or sold the Permittee shall also obtain Liquor Liability Insurance for an amount not less than \$1,000,000 per occurrence and \$1,000,000 in aggregate. The Certificate of Insurance and endorsement must be received by the City of Sonora prior to issuance of the Special Event Permit. If needed, Permittee may purchase Special Event Insurance through the City of Sonora.

**Business/Residents Notification Requirements**

Prior to submitting this application, Permittee must contact all residents and businesses adjacent to the event location to provide them with information about the event. This requirement does not apply to the use of City parks. List all of the individuals contacted, and the date that they were contacted, below:

<u>Individuals Contacted</u>	<u>Date Contacted</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Additional Rules and Regulations

- Events cannot occur without City's approval of the Special Event Application and the issuance of a Special Event Permit.
- Upon reviewing this application the City may request additional information regarding the proposed event.
- Unless otherwise indicated, applications will be reviewed and approved, or denied, by designated City staff. Denials can be appealed to the City Council.
- Permittee is responsible for providing adequate safety protection for the traveling public.
- Permittees requesting a street or parking lot closure are responsible for posting notices and placing barricades and signs as required by the City. The City will provide barricades and signage for up to two closure locations. If additional closures are needed, it will be the responsibility of the Permittee to obtain additional barricades and signage. All barricade locations must be indicated on a diagram showing the location, barricade type and signage. The diagram is to be submitted with this application. It is Permittees responsibility to place and remove all barricades, signage and notices.
- If the Permittee is requesting the removal of public parking they will be responsible for posting the parking spaces with the appropriate notices and on the required day. It is the Permittees responsibility to remove notices following the event.
- The setting up of tents and/or awnings, or erecting or construction of any structure must be depicted on a diagram and submitted with the application.
- Tents and membranes structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Sonora Fire Department. Individual tents, or aggregate area of multiple tents placed side by side, exceeding 700 square feet in total require a permit. A minimum clearance of 12 feet to all structures and other tents must be maintained.
- All air-supported or inflated tents require a permit through the Sonora Fire Department. Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure, except for daily feeding and care of animals. Smoking shall not be permitted within 10' of any tents. Fire Extinguishers may be required. Additional requirements may be needed based on size and occupant load.
- Upon completion of the event all garbage, debris and materials shall be entirely removed, and properly and legally disposed of by the Permittee. If area is not left clean, or if there is damage to City property, Permittee shall be responsible to reimburse the City of Sonora for all costs associated with cleanup or repair.
- Permittee must obtain a permit from the Sonora Fire Department for any type of cooking or open flame device. Fire extinguishers will be required.
- All electrical devices must be applied with approved shut-offs and must not create a trip hazard.

Submit fully completed and signed application, fee and diagram, if needed, To:

City of Sonora  
Community Development Department  
Attn: Sheala Wilkinson  
94 N. Washington Street  
Sonora, CA 95370

*For further information and assistance - (209) 532-7725 or swilkinson@sonoraca.com*

**Indemnity/Hold Harmless and Certification**

Permittee shall indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers (“City indemnitees”), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels’ fees and costs of litigation (“claims”), arising out of the Permittee’s performance of its obligations under this agreement or out of operations conducted by Permittee, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Permittee’s performance of this agreement, the Permittee shall provide a defense to the City indemnitees, or at the City’s option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels’ fees, incurred in defense of such claims.

*I hereby certify that all of the information provided on this application is complete and accurate. I have read the Special Event Permit Application and fully understand the content including the Indemnification /Hold Harmless provisions. I do hereby certify that I am duly authorized to enter into this Agreement and that the activity fully meets the conditions set forth herein and I/we agree to observe all rules and procedures as stated.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY TO COMPLETE**

**City Department Review:**

Sonora Fire Department	___ Approved	___ Denied	Date _____
Sonora Police Department	___ Approved	___ Denied	Date _____
Public Works Department	___ Approved	___ Denied	Date _____
Community Development Dept.	___ Approved	___ Denied	Date _____

If application is denied, list reason for denial \_\_\_\_\_

**CITY APPROVAL:**

**Conditions of Approval, if any** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*City Administrator*

\_\_\_\_\_  
*Date*