



CITY OF SONORA
CITY COUNCIL AGENDA REPORT

DATE: MARCH 16, 2020
TO: CITY COUNCIL
FROM: RACHELLE KELLOGG, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: SPECIAL EVENT APPLICATION – SONORA CHAMBER OF COMMERCE SUMMER CONCERT SERIES IN COFFILL PARK

RECOMMENDATION:

- 1) Authorize the possession and consumption of alcohol beverages, limited to beer and wine, in Coffill Park between the hours of 5 p.m. and 11 p.m. on June 13, July 11, August 8, September 12, and October 10, 2020, to accommodate the Sonora Chamber of Commerce's Second Saturday Concert Series, subject to the following conditions:
 - a. Obtain an ABC License and receive Police Department approval.
 - b. Provide the required liability insurance.
 - c. Provide staffing at the event entrance/exit locations to control access.

DISCUSSION:

The Sonora Chamber of Commerce has applied for a Special Event Permit Application for the Second Saturday Concert Series planned to be held at Coffill Park on June 8, July 13, August 10, September 14, and October 12th. This is the 4th year for this event. The Sonora Chamber of Commerce would like to sell beer and wine as part this event. Therefore, as required under Sonora Municipal Code Section 9.08.010, they must have the City Council's approval for the possession and consumption of alcohol at the event. The possession and consumption of alcoholic beverages would be limited to the confines of Coffill Park. The Sonora Chamber will be responsible for checking IDs and monitoring alcohol consumption.

FISCAL IMPACT:

No fiscal impact to the General Fund.

ATTACHMENTS:

- 1) Sonora Chamber of Commerce Request Letter
- 2) Special Event Permit Application



PO Box 3084 Sonora, CA 95370
www.SonoraChamber.org
Info@SonoraChamber.org
209.694.4008

January 28, 2020

City of Sonora
94 N. Washington Street
Sonora, Ca. 95370

Dear City Council Members,

This request is on behalf of the Sonora Chamber of Commerce and 2nd Saturday Art Night Committee regarding our summer concert series at Coffill Park for 2020. The proposed dates are June 13, July 11, August 8, September 12 and October 10, 2020. The time of the concert series will be 8-10pm on five 2nd Saturday Art Night summer evenings.

It is our vision and goal to encourage visitors and locals alike to our downtown area. The Sonora Chamber of Commerce is dedicated to raising awareness of the Sonora area and marketing the area as a tourism destination and destination for our locals as well. 2020 will mark our 4th anniversary of offering a summer music series in downtown Sonora.

We're in the process of reserving Coffill Park. The reason we are contacting you is that we are respectfully asking to serve beer and wine from 8pm – 10pm on these dates in Coffill Park's contained space.

The Sonora Chamber will have one to two people at the entrances to this event. The entrances will be monitored to ensure that no one enters or leaves with alcoholic beverages. We will be checking ID's to make sure that no one under the age of 21 is being served any alcoholic beverages. We will also be monitoring alcohol consumption.

We propose to set up a beer and wine bar under the trellis area like in the years past. It will be staffed by ABC approved and trained Sonora Chamber of Commerce board members and volunteers. The Sonora Chamber of Commerce has Liability Insurance Policy that covers events such as this, and will acquire ABC licenses for each event. The Sonora Chamber of Commerce has many years of experience responsibly serving alcohol to the public. We will respectfully comply with the City ordinance that states no alcohol beverages are allowed on the sidewalks or streets. We will also comply with the noise ordinance and making sure the music ends by 10pm.

The Sonora Chamber of Commerce would be most grateful to receive approval by the City Council. We are happy to come to your next meeting to present and discuss this plan formally and answer any questions.

Sincerely,

Katie Dunn
Sonora Chamber of Commerce President

Our mission is to promote and support community, business and tourism through marketing, promotion, and events, in order to make the greater Sonora Area an amazing place to live, work and play.





City of Sonora Special Event Permit Application

Approved 8-21-17

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 non-refundable application fee of \$50.00, payable to the City of Sonora, is to be submitted with this application.

Applicant/Sponsoring Organization Information

Applicant/Organization	Sonora Chamber of Commerce	
Contact Name	Katie Dunn	
Street Address	P.O. Box 3084	
City, State, Zip Code	Sonora, CA. 95370	
Day Phone #	(209) 988-4600	Evening Phone # (209) 988-4600
Cell Phone #	(209) 988-4600	
E-Mail Address	kdunnx3@comcast.net	
Event Day Contact "on site"	Name	Katie Dunn Cell # 209 988-4600

Event Information

Event Title	2020 Summer Concert Series @ Coffell
Date of Event	June 13, July 11, Aug 8, Sept 12, Oct 10

Briefly explain event and activities (include entertainment information):
This is a free music concert featuring local bands. We will have a no host bar serving Beer & wine and we will have security posted at each entrance to the park.

Public Event Private Event Anticipated Attendance # 100

If public, is the event free? YES NO

Amplified Music YES NO

Event Time: Start 8 pm End 10 pm

Time: Start of Setup 5 pm Take Down Completed 11 pm

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>
Co RR 11 Park	

If you are requesting the use of a public park it will be your responsibility to arrive early and serve 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

Additional Rules and Regulations

- 1) Applications must be submitted no later than 30 days prior to the event and events cannot occur until the Special Event Permit is issued by the City.
- 2) Upon reviewing this application the City may request additional information regarding the proposed event.
- 3) Unless otherwise indicated, applications will be reviewed and approved or denied by designated City staff. Denials can be appealed to the City Council.
- 4) Applicant must provide a General Liability Certificate of Insurance, including the policy endorsement, naming "the City of Sonora, its elected or appointed officers, agents, employees and volunteers" as additional insured for an amount not less than \$1,000,000 per occurrence and \$1,000,000 in aggregate. If alcohol is being served the Applicant must 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, Applicant may purchase Special Event Insurance through the City of Sonora.
- 5) Applicant is responsible for providing adequate safety protection for the traveling public.
- 6) Applicants 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 applicant 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 the applicants responsibility to place and remove all barricades, signage and notices.
- 7) Applicant must notify affected businesses and residents of street closures at least 5 days prior to event.
- 8) If the applicant 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 applicants responsibility to remove notices following the event.
- 9) 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 total require a permit, and 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.

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 Kathleen Dunn

Signature Kathleen Dunn

2-12-2020
Date

CITY TO COMPLETE

City Department Review:

Sonora Fire Department	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date <u>1/29</u>
Sonora Police Department	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date <u>2/3</u>
Public Works Department	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date <u>2/3</u>
Community Development Dept.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date _____

If application is denied, list reason for denial _____

CITY APPROVAL:

Conditions of Approval, if any _____

Community Development Director

Date