



# City of Sonora Special Event Permit Application

Revised 08-11-21

*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		
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):		
_____		
___ Public Event	___ Private Event	Anticipated Attendance # _____
If public, is the event free?	___ YES	___ NO
Amplified Music	___ YES	___ 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>

**City Parks cannot be closed to the general public. 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

## 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.
- 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.

10) Upon completion of the event all garbage, debris and materials shall be entirely removed and disposed of by the Applicant. If area is not left clean, or if there is damage to City property, Applicant shall be responsible to reimburse the City of Sonora for all costs associated with cleanup or repair.

11) Applicant must obtain a permit from the Sonora Fire Department for any type of cooking or open flame device. Fire extinguishers will be required.

12) All electrical devices must be applied with approved shut-offs and must not create a trip hazard.

Submit Original To:

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

*For Further Information - (209) 532-3508 or rkellogg@sonoraca.com*

### Agreement and Signature

I, the undersigned representative, am duly authorized to submit this application. I hereby certify that all of the information provided on this application is complete and accurate. I have read and understand all of the included rules and regulations and have completed and signed the Special Event Permit Hold Harmless Agreement.

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rachelle Kellogg, Community Development Director \_\_\_\_\_  
Date

**CITY OF SONORA**  
**AGREEMENT, WAIVER AND RELEASE**  
**Event/Activity**

Name of Event/Activity \_\_\_\_\_

Date of Event/Activity \_\_\_\_\_

I understand the risks involved by participating in the above event/activity for which I/we are registering/applying for, and in consideration for being permitted by the City of Sonora to participate in the above activity, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said event/activity. This release is intended to discharge, in advance, the City of Sonora (its officers, and/or officials, employees, volunteers and agents) from any and all liability arising out of or connected in any way with my participation in said event/activity, even though that liability may arise out of negligence or carelessness on the part of the City. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks, I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons and entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or injury or property damage that I may sustain while participating in said event/activity.

**I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CITY OF SONORA.**

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date

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**PARENTAL CONSENT:** *(MUST be completed and signed by parent/guardian if applicant is under 18 years of age)* I hereby consent that my son/daughter participate in the above event/activity and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which may incur as a result of the death or injury or property damage that said minor may sustain while participating in said activity.

**I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CITY OF SONORA.**

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date