


Agenda Report Reviewed by:  
City Manager: 

**CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM**

**Meeting Date:** July 19, 2022  
**To:** Honorable Mayor and City Councilmembers  
**From:** Lawrence McLaughlin, City Manager  
John Jay, Associate Planner / Kari Svanstrom, Planning Director  
**Subject:** Appeal for a Special Event Permit for the Headwest Marketplace for the closure of McKinley Street from 6770 McKinley to just east of Brown Street/driveway access to 6868 McKinley St (Rialto Theater) the second weekend a month through December 2022  
**Recommendation:** Hold a public hearing  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No  X  N/A  
Net General Fund Cost: \$

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

**INTRODUCTION/PURPOSE:**

This is an appeal to the City Manager’s approval of a Special Event Permit for the Headwest marketplace event held by the Barlow and Jimmy Brower. The portion of McKinley Street this appeal impacts is from east of the Rialto Cinema’s McKinley Street entry to Taylor Lane Coffee, where the public street stops and the privately owned (by the Barlow) portion of McKinley Street begins.

The City Manager issued an approval for a Special Event Permit to close the portion of McKinley Street east of the Rialto entry/Brown Street on May 5, 2022, in accordance with Sebastopol Municipal Code Section 12 - Special Events (related to city-owned property). This administrative decision was appealed by Ky Boyd/Rialto Cinemas on May 9, 2022, requesting that the application be denied. Appeals of the City Manager of Special Event Permits are heard by the City Council per SMC 12.44.120.

**BACKGROUND:**

The “Headwest” Marketplace event is a regional outdoor artisan retail event occurring one weekend each month. This event has been previously approved by the City’s Planning Commission to operate through 2022 (March to December) for the portion contained within the Barlow’s campus (outlined in blue below), including the use of McKinley Street from Morris to approximately Taylor Lane Coffee (the “Theatre Building” at 6780 McKinley) and the use of “Pink Lady Court” roadway and associated parking (the alley between McKinley and Laguna Park Way at the “village green” plaza area at 6770 McKinley to the intersection by the Laguna Skate Garden Park).



### Application History

The Headwest Marketplace event began as an artisan retail event on the Barlow's private property in 2019, utilizing McKinley Street between 6770 McKinley and Morris Street (the portion of McKinley shown is owned and maintained by the Barlow, with a public access easement on it) and hosted 50 booths (10'x10' spaces).

The Temporary Use Permit (TUP, required for events on private property) was amended by the Planning Commission in September 2020 to operate to the end of 2021, and to increase the number of booths to 60 and allow the closure of the "Pink Lady Court" road and parking areas (the area in blue above between McKinley and Laguna Park Way).

An additional Amendment was approved by the Planning Commission in March 2021 to: 1) extend the TUP through the end of 2022; 2) increase the maximum number of booths to 100; allow live music (near Pink Lady Court); 3) allow alcohol sales and consumption; and, 4) modify the hours and which weekend of the month (to the 2<sup>nd</sup> Saturday/Sunday each month).

This year, the Marketplace additionally requested to expand the Headwest Marketplace event to include closure of McKinley St from the Barlow to Petaluma Avenue. This application was first received in February 2022 by the Public Works Department and was routed to the City departments for comments and review. The Barlow noted this would allow the "Pink Lady Court" and associated parking to be reopened, as the market would expand to Petaluma Ave intersection. Additionally, they proposed a parking monitor to reduce any Headwest parking in neighboring private lots. A stage was also proposed towards the west end of the proposed closure area.

The original application for closing the entirety of McKinley Street to Petaluma Avenue was not something the City would approve for various reasons. Those reasons were noted in the denial letter sent to the applicant on March 3, 2022 (see attachments, these issues included closure of another business' driveway entry and main exit drive and closure of Brown Street access / potential emergency services issues, and noise conflicts between Headwest and other downtown businesses and Plaza areas). The letter notes that should the applicant wish to revise and limit the closure of McKinley Street and not block off an entrance to the Rialto Theater, the City could reasonably permit such a request.

The applicant made revisions and resubmitted the application on March 16, 2022, which modified the project to address the issues in the March 3, 2022 denial. These included: removing the western music venue; limiting the closure to not block the Rialto Cinema access or Brown Street; and, closing a portion of Pink Lady Court.

The City again routed the letter to city department for review and conditions. The City approval letter was sent to the applicant on May 5, 2022 (see attachments). While the City approved the project, it did require that the parking monitor presented in the original street closure application, which had been eliminated in the revised application.

### Appeal

During the appeal period, the City did receive an appeal of the decision City staff (City Manager) made by the Rialto Cinemas/Ky Boyd. The appeal is on the basis of parking and traffic concerns on and around the property of the theater, including restricting traffic access to the cinema lot for westbound vehicles and potential traffic through the cinema lot; as well as, noise impacts from the event (via exit doors coming into the theater where others are still viewing films). The full text of the Appeal is included in the attachments.

### DISCUSSION:

The approval or denial of a Special Event Permit is subject to the criteria in SMC Section 12.44.050 Permit approval/denial as follows:

#### *Required Findings.*

*A. The application shall be approved/denied within 10 business days of receipt of a completed application. The permit shall be approved by the City Manager unless he/she determines, from consideration of the application or other pertinent information, that the following conditions exist:*

- 1. The activity will substantially disrupt the use of a street 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.*
- 2. The proposed activity will substantially interfere with municipal functions, or other previously authorized activities.*
- 3. The activity creates a substantial risk of injury to persons or property.*
- 4. The applicant failed to complete the application or the information contained in the application is found to be false in any material detail.*
- 5. The particular activity would violate Federal, State or local law including license/permit requirements.*
- 6. The particular activity would pose a potential threat to the health, safety and welfare of the City's population.*

*B. When the ground(s) for permit denial can be corrected by imposing reasonable permit conditions, the City Manager may approve the permit.*

The appeal grounds relate to SMC Section 12.44.050.A, Criterion 1 related to traffic disruption and safety, and Criterion 2, disruption of previously authorized activities, which would include disruption to an existing authorized business' operations.

While the City found that the original application would not meet Criterion 1 and Criterion 6 due to the emergency services access issues from the street closures, the Fire and Police Departments found the revised plan, with Brown Street and the Cinema entry remaining open, did not have this issue.

The Planning Commission approval of the TUP is final, which means McKinley Street is already permitted to be closed through December 2022, so likely westbound traffic to the cinema site via McKinley would not be greatly impacted by the additional closure. Therefore, staff does not believe this would be an overall concern in relation to Criterion 1.

Regarding Criterion 2 as it relates to parking disruption, the City conditioned the approval of the revised application on the Headwest Marketplace to provide a parking monitor for the Rialto and adjoining businesses' lot. However, one item the Council may wish to consider is the overall parking available for the event, and potential impacts on the private lot at the Cinema and other nearby businesses (Whole Foods / shopping center, etc., although the Rialto lot is the closest to the event). Additionally, there is Maker's Market in the Plaza on the second Saturdays (this does not take up any parking, but is an additional event at the same time), although there are likely synergies between these events in terms of attendees.

The Headwest event would require closure of approximately 10 public street parking spaces along the frontage of the Cinema that would be closed by the event/associated street closure. This is in addition to the approximately 30 street parking spaces along the portion of McKinley within the Barlow campus.

In the original proposal for the extended closure of McKinley Street, Headwest noted that this would allow them to open Pink Lady Court in the Barlow (i.e., not used for the Headwest event), which is approximately 60 spaces, although these would support both the Headwest Marketplace as well as the permanent restaurants and retail. In the revised proposal with the shortened McKinley Street closure, the Headwest proposes continuing the closure of 'a portion' of Pink Lady Court for the event. This may be cause for some concern in relation to Criterion 1, as this would in essence block between 80 to 100 parking spaces for the event (over 100 if the full Pink Lady Court were closed). The event includes 100 booths (with 100 vendor vehicles), plus the attendees; this should be weighed against Criterion 1. Staff has received some complaints about parking in the Barlow, particularly during these types of events.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving 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:**

None

**RECOMMENDATION:**

Staff is recommending that the City Council hold a public hearing and hear the testimony by both parties, vote to deny the appeal, and adopt the attached Resolution of Denial of the Appeal / Approval of the Special Use Permit, subject to conditions of approval. In doing so, the Council may wish to consider additional conditions of approval that might further protect the permanent business interests and address the Rialto Cinema concerns.

Alternatively, the Council could vote to uphold the appeal (and deny the additional street closure), and direct staff on Findings for Denial. Staff would return with the Resolution as a consent item at a future meeting. In this case,

the Headwest Marketplace event would be able to continue through the end of December 2022 within the Barlow campus as previously approved by the Planning Commission.

**Attachments:**

March 3, 2022 Denial Letter

March 15, 2022 Application materials

May 3, 2022 Approval Letter, including Findings and Conditions

Appeal Letter from Ky Boyd / Rialto Cinemas



## City of Sebastopol

Jimmy Brower/Head West Marketplace  
7532 Sahara Ave  
Twentynine Palms, CA 92277

**Re: Special Event Request Application –  
Headwest Marketplace – Closure of McKinley**

Dear Ms Mathew:

Your Special Event application requesting approval for the closure of a section of McKinley Street from the Barlow to Petaluma Avenue cannot be approved. While connecting the Barlow to downtown Sebastopol is something the City encourages, the logistics of the proposed closure pose significant issues related to public safety.

The following departments have provided their comments to the proposed project.

- **Fire Department**
  - Will not approve the blocking off the driveway on McKinley Street leading to the Rialto Theater and any other businesses.
  - Will not approve the blocking off Brown Street as both streets are required for mass evacuations during an earthquake or fire.
- **Engineering Department**
  - Added music to the west would produce sound concerns with other businesses in the area.
  - The closure of Brown Street would create unsafe turn around for exiting.
- **Police Department:**
  - Will not approve the blocking off the driveway on McKinley Street leading to the Rialto Theater and any other businesses.
  - Will not approve the blocking off Brown Street as both streets are required for mass evacuations during an earthquake or fire.
- **Public Works Department**
  - Public Works crews require emergency vehicle access to Public Utilities (water, sewer manholes, storm drain boxes) in the city owned portion of the street before an approval would be accepted.
- **Planning Department**
  - Addition of a second (or relocation of existing) music stage at the west would produce sound concerns with other businesses in the area; there are several other businesses which have, or have proposed to have, music at their venues,

City Hall, 7120 Bodega Avenue, Sebastopol, CA 95472  
T 707-823-1153 / [www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

which would be disrupted by an additional stage. Additionally, this location is closer to residential areas, which are sensitive to noise and would likely be negatively impacted from this location.

- Blocking access to another business owner without their consent is not supportable.
- Closure of city streets that would cause life or safety concerns in the event of an emergency as discussed by other departments.

This denial is in accordance with the findings contained in this letter. The permit cannot be approved if any of the following criteria cannot be met:

1. *The activity will substantially disrupt the use of a street 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.*

Both the main "Rialto Theatre" parking lot driveway (6868 McKinley Street) and Brown Street are proposed to be closed. The main Rialto Theatre driveway at McKinley is the nearest access point to the majority of emergency exits for the theatre, should an emergency occur at this facility. Additionally, this egress, and Brown Street, are critical sections of the City's street infrastructure, and a private business access point, which must remain open for both emergency vehicle access, as well as for evacuation should a major earthquake or fire occur. This criterion is not met.

2. *The proposed activity will substantially interfere with municipal functions, or other previously authorized activities.*

The request to move the location of the music stage further west on McKinley Street will have negative impacts the other businesses and other public gatherings, like the plaza gazebo. With the stage so close to the Rialto Theatre this will cause potential noise interference with their normal operations. This criterion is not met.

3. *The activity creates a substantial risk of injury to persons or property.*

The blocking of critical access roads and driveways in case of emergency could cause substantial risk of injury to both persons and property in the event of an emergency due to the potential to block emergency vehicles to the sites. This criterion is not met.

4. *The applicant failed to complete the application or the information contained in the application is found to be false in any material detail.*

This criterion is met.

5. *The particular activity would violate Federal, State or local law including license/permit requirements.*

This criterion is met.

6. *The particular activity would pose a potential threat to the health, safety and welfare of the City's population.*

While the particular activity would not pose a threat to health, safety, and welfare, the blocking of roads and access for emergency vehicles would pose a threat to same. This criterion is not met.

The request for the Special Event Permit to close off the proposed section of McKinley Street west of the Barlow to Petaluma Avenue is denied because the activity **will** substantially disrupt the street use and interfere with the operation of emergency vehicles in the proposed permit area. The permit **will** substantially interfere with other authorized activities as the proposal was to close off ingress and egress to the Rialto Theater, and the proposed stage/location for music has a reasonable potential to disrupt other existing venues, including the interior theatre rooms, the plaza events, and other private business outdoor seating activities.

Should you wish to revise your permit application to limit closure of McKinley Street to the east beyond the lot entrance to the Rialto Theater, the City could reasonably permit such a request with reasonable conditions. A revised Special Event Permit application shall be submitted if this is requested.

This approval is not effective until the Appeal Period has officially expired. Anyone dissatisfied with the decision of the City Manager has the right to file an appeal within seven calendar days of the decision. This requires the submittal of a completed City Appeal Form, written statement, and payment of the applicable fee delivered to the City Manager's Office at 7120 Bodega Avenue, Sebastopol, California no later than 5:00 P.M. on Thursday March 10<sup>th</sup>, 2022.

Please feel free to contact me if you have any questions at

Sincerely,

Lawrence McLaughlin  
City Manager

cc:

Yolanda Mathew/Jennifer Adametz/Barney Aldridge, property owner/managers (via email)  
City Departments





## **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](mailto: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:       *B*       Date:       3/15/22      

Name of Organization: \_\_\_\_\_

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 SEBASTO POL 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](mailto:citypw@cityofsebastopol.org)

## APPLICANT INFORMATION

**Applicant Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Main Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**On-site Contact Name (if different):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Main Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Sponsoring Organization Name (if any):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Website:** \_\_\_\_\_

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.)  
\_\_\_\_\_  
\_\_\_\_\_

**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.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.)

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):

Attendance: Anticipated Total Attendance: 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:

Setup: Start Date: Start Time: AM PM

Event: Start Date: Start Time: AM PM

End Date: End Time: AM PM

Cleanup: End Date: End Time: 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:

- |                                     |  |   |
|-------------------------------------|--|---|
| <input type="checkbox"/> Open Flame | <input type="checkbox"/> Inflatables/Jump Houses | <input type="checkbox"/> Tables         |
|                                     | <input type="checkbox"/> Signs/Banners           | <input type="checkbox"/> Tents/Canopies |
|                                     | <input type="checkbox"/> Stages                  | <input type="checkbox"/> 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.

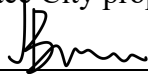
My signature below signifies that I agree to abide by the conditions of this application, the Special Event Use Policy and of any contract issued based on this application.

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: 3/15/22

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

|  |  |   |  |
|--|--|---|--|
| <b>Business Name:</b>  |  | <b>Date Business Started in Sebastopol:</b>         |  |
| <b>Business Address: (Do not use P.O. Box)</b>   |  |   |  |
| _____  |  |   |  |
| City   |  | State   | Zip  |
| <b>Business Mailing Address:</b>   |  |   |  |
| _____  |  |   |  |
| City   |  | State   | Zip  |
| <b>Business Phone:</b>   |  | <b>Business Fax:</b>                                |  |
| <b>Email:</b>  |  |   |  |
| <b>Description of Business: (Please be specific)</b>   |  |   |  |
| _____  |  |   |  |
| _____  |  |   |  |
| <b>Business Owners Name(s):</b>  |  |   |  |
| <b>Home Address:</b>   |  |   |  |
| _____  |  |   |  |
| City   |  | State   | Zip  |
| <b>Home Phone:</b>   |  | <b>Home Fax:</b>                                    |  |
| <b>Other Governmental Requirements:</b>  |  |   | <b>Ownership Type (Mark one)</b>   |
| 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)) |
| <b>Classification of Business (Mark one)</b>   |  |   |  |
| <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  |  |   |  |
| <b>Number of Employees:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> 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**

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

**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:** \_\_\_\_\_ **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-Marine 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-marine/event-services/](https://www.recology.com/recology-sonoma-marine/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-marine/event-services/): <https://www.recology.com/recology-sonoma-marine/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](http://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/](https://www.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](mailto:athomson@recology.com), or download signs from the [Recology Event Services website](https://www.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-Marín Waste Zero Specialist** Ambrosia Thomson: [athomson@recology.com](mailto: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](mailto:mary@greenmary.com), <http://greenmary.com/>
- **Waste Busters** Inc, / Michael Siminitus (510) 473-2087, [Michael@wastebusters.info](mailto:Michael@wastebusters.info)  
[www.wastebusters.info](http://www.wastebusters.info)
- **Right Cycle**/ Tomer Shapira (310) 779-7421 [tomer.rightcycle@gmail.com](mailto:tomer.rightcycle@gmail.com)
- **Clean Vibes**/ Anna Borofsky (802) 238-9143 • Mobile [annab@cleanvibes.com](mailto: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](mailto:tony@hydrologicwater.comcastbiz.net)
- **US Pure Water** / Michael Levine (415) 272-3288, [events@uspw.net](mailto:events@uspw.net),  
<https://www.uspw.net/events---hydration-stations.html>
- **WasteBusters** / Michael Siminitus (530) 219-3676, [Michael@wastebusters.info](mailto: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](http://www.sudbusters.com) offers reusable cup and plate rental/ exchange on-site at events. Contact Michael Siminitus [Michael@Sudbusters.com](mailto: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](mailto: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](http://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](mailto: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)** :

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 4

❖ 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: \_\_\_\_\_

**LOCAL LAW THAT APPLIES TO EVENTS:**

**Sebastopol Polystyrene Ban and disposable food service ware ordinance :**

[sebastopol.municipal.codes/SMC/8.36.010](http://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 |
|--|---------------------|--------------|------------------|
| <b>Application Fee</b>                                     |                     |              |                  |
| Up to 50 people  | \$0                 | \$0          | \$0              |
| 51-200 people  | \$100               | \$150        | \$200            |
| More than 200 people                                       | \$150               | \$250        | \$350            |
| <b>Security Deposit*</b>                                   |                     |              |                  |
| 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 |                     |              |                  |
| <b>Daily Use Fee</b>                                       |                     |              |                  |
| Up to 50 people  | \$50                | \$75         | \$100            |
| 51-200 people  | \$125               | \$250        | \$500            |
| More than 200 people                                       | \$250               | \$500        | \$1,000          |
| <b>Amplified Sound/Stage/Bouncehouse</b>                   |                     |              |                  |
| Amplified Sound Use  | \$50                | \$75         | \$100            |
| Stage Use  | \$50                | \$75         | \$100            |
| Bouncehouse Use  | \$30                | \$40         | \$50             |

| Other Fees                 | Fee  |
|----------------------------|------|
| <b>Parking Space Fee**</b> |      |
| 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)

| <b>Classes with Instructors Utilizing Park Area (per week)***</b> |      |
|---|------|
| 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 |
|------------------------|------|

**Special Event Permit Application Resubmission 3.15.22****HEAD WEST – A Local, Outdoor Marketplace**

*Friends & Supporters on the City of Sebastopol Planning Commission,*

*The below is an introduction to the proposed altering footprint of HEAD WEST for its marketplace at The Barlow in Sebastopol to include a limited portion of McKinley Street that connects the privately-owned Barlow to Downtown Sebastopol, a public right-of-way that acts as a natural foot traffic corridor for HEAD WEST weekends.*

*HEAD WEST (Marketplace) began its journey at The Barlow in Sebastopol in October of 2019 with a mere handful of Participant booths, after strong feedback was received for the need of a North Bay-specific local marketplace focused on Makers, Merchants, Crafters, Designers & Artists. HEAD WEST has been and will always be committed to creating affordable and accessible space for creatives to connect with their customers in the neighborhoods in which we reside – with a focus on increasing diversity, inclusion + creating equity. Since that time, HEAD WEST has grown into a notably recognized and North Bay Bohemian Award-Winning 75+ Participant Marketplace that draws in several thousands of visitors each year from all around California, seeking the charm and local community pride that Sebastopol offers. It is my belief that HEAD WEST at The Barlow is part of that quintessential and vital visitor experience. This endeavor will help to connect The Barlow to Downtown Sebastopol showing a continued progression and overarching support in how public and private entities can indeed work in tandem to create mutually beneficial opportunities for its City, and that city's local economy and residents.*

*Our original submission included a request to shut down McKinley Street to meet at the City Center and provide a stronger connection and mutually beneficial relationship with Downtown Sebastopol. Because of safety concerns from both Police and Fire Departments, our application has been modified to increase the footprint by approximately 100 feet west on McKinley Street from the existing footprint. This would take the event footprint up until the eastern curb cut of the Rialto Theater parking lot. Full and clear ingress and egress will be possible through the Rialto theater parking lot from McKinley.*

*Our previous application was met with partnership and support by neighboring businesses and we anticipate full support with the modified footprint. Where our application varies is in our ability to provide additional professional parking monitors for Rialto. The more limited footprint will enable us from being capable of doing so. However, as with our original permit, we will continue to place no parking signs at Rialto and continue to offer parking at 385 Morris Street which will have ample directional signage available.*

*We are confident this extension will create more value for our local residents to experience a stronger connected Sebastopol, more value for our local businesses to capture and cross-*

*pollinate a larger visitor-base and more value added to Sebastopol for being home to one of the largest, locally-run outdoor marketplaces called HEAD WEST. It has been my pleasure and it is with immense pride that I present the City of Sebastopol with this Special Event Permit Application. You will find many more benefits of this approval in the below outline as well, including expanded local musician support and increased Patron parking.*

*In solidarity,  
Jimmy Brower – Founder, HEAD WEST*

## **EVENT PERMITTING**

HEAD WEST is currently in possession of an approved permit (see attached for reference).

## **ATTENDANCE**

HEAD WEST brings roughly 500 patrons per day from 11am-5pmPST (10am-4pmPDT). Attendees arrive at varying times throughout the market. This means that not all patrons arrive and stay during the entire marketplace, which relieves pressure for traffic and parking.

## **SETUP/ CLEAN UP**

The Barlow employees prepare the site for events including installing street closure barricades, trash and recycle receptacles, signage, etc. No Event Parking signs are installed at all entrances to the Rialto Theater prior to the event. Additionally, the property at 385 Morris Street is opened up for overflow parking for vendors which can house up to 150 +/- vehicles. At the termination of the event, staff begins clearing the site of all trash and signage, and removes barricades after vendors have completed their load out. Signs remain in place for the following day. After the second day of the market, all parking signs are removed from the site.

## **TOWING**

Parking signs are installed at least 24 hours prior to the event and any vehicles that are not removed are towed offsite by no later than set up time the day of the event through our towing company, Ace Towing.

## **MUSIC**

Musicians are a key part of HEAD WEST and add to the ambience of the campus and to promote our artistic community. We hire musicians for every event ranging from solo musicians

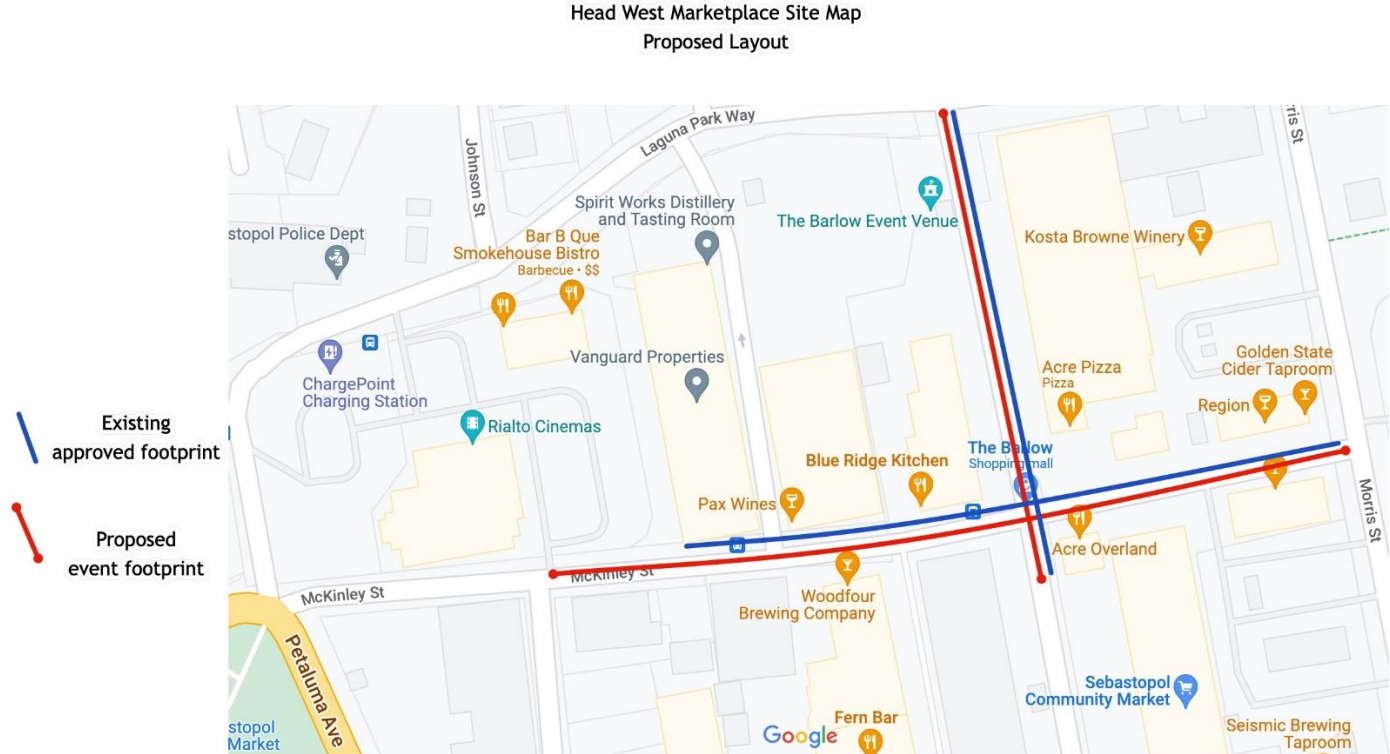
to groups of up to 3-4 band members. Typically, music is scheduled from 12-2pmPST (11-1pmPDT) and 2:30-4:30pmPST(1:30-3:30pmPDT). We focus on bringing low key shopping music to the site. Events are never music centered nor do they create a concert environment. We will have music on a stage at 6770 McKinley Street.

**PARKING**

In addition to onsite parking, The Barlow owns the vacant lot at 385 Morris Street which can be used for overflow parking and can accommodate 150+/- vehicles.

**VENDOR LAYOUT**

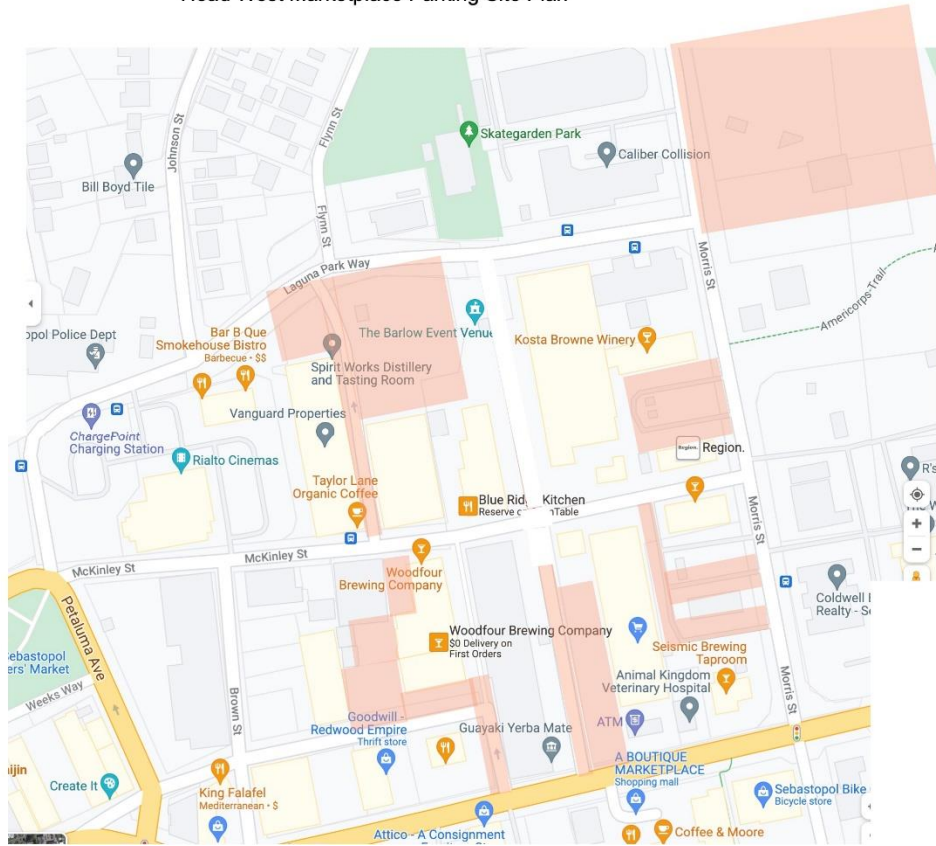
Vendor booths consist of one 10x10 pop up canopy and tables and/or clothing racks and shelves, depending on the vendor. In some areas along McKinley, vendors will line both sides of the street, and where the street narrows, vendors will line one side of the street. In no event will vendors be situated in the middle of the street so that emergency vehicles could access the site immediately in the event of an emergency.





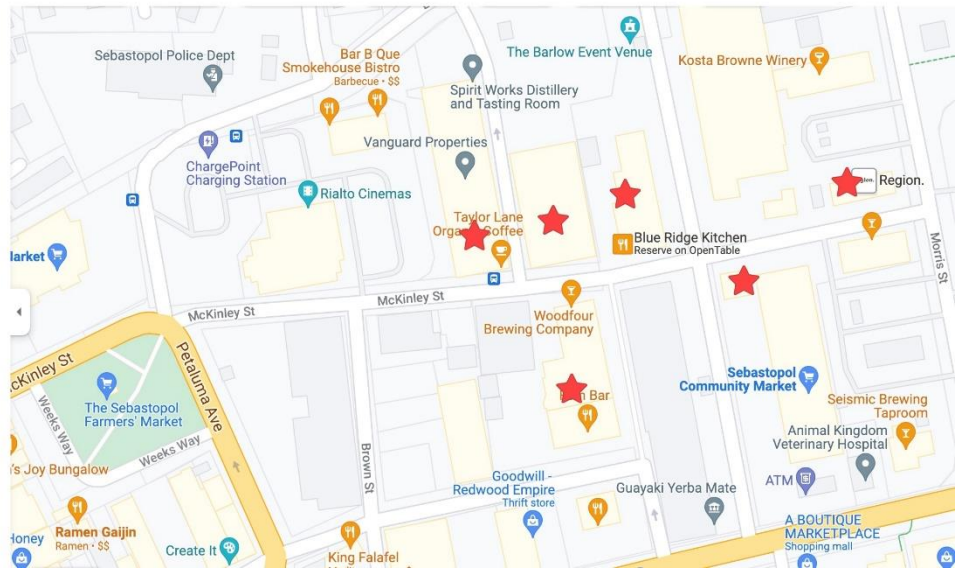
### Head West Marketplace Parking Site Plan

Existing Parking Areas Available for Event  
Total 467 +/- spaces onsite PLUS 150 +/- at  
385 Morris Street



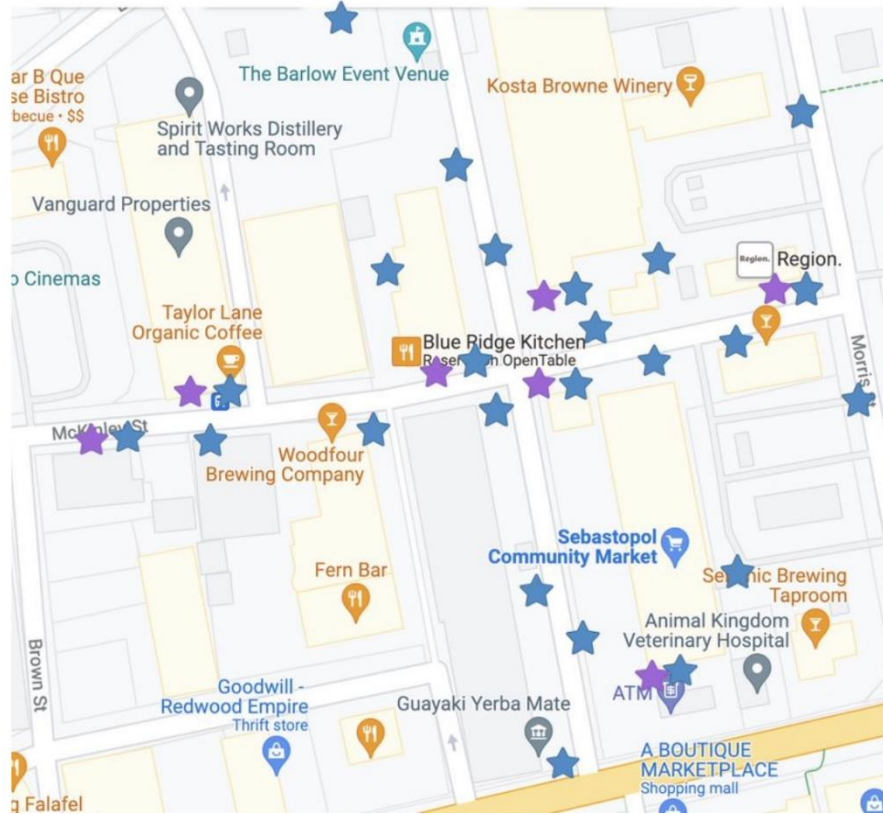
### Head West Marketplace Restroom Site Plan

★  
Restroom Location



e 1 Head West Marketplace Trash/ Recycle Site Plan

- ★ Trash Receptacle
- ★ Recycle Receptacle





City of Sebastopol  
Planning Department

May 3, 2022

Jimmy Brower/Head West Marketplace  
7532 Sahara Ave  
Twentynine Palms, CA 92277

**Re: Special Event Application  
Headwest Marketplace – Closure of McKinley**

Dear Mr. Brower:

This is to inform you that the Special Event Permit for the Headwest Marketplace event to be held on the date, 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.

This approval is not effective until the Appeal Period has officially expired. Anyone dissatisfied with the decision of the City Manager has the right to file an appeal to the City Clerk within five calendar days of the decision. The appeal shall be heard by the City Council at its next regular meeting. This requires the submittal of a completed City Appeal Form, written statement, and payment of the applicable fee delivered to the City Manager's Office at 7120 Bodega Avenue, Sebastopol, California no later than 5:00 P.M. on Monday May 9<sup>th</sup>, 2022.

Please feel free to contact me if you have any questions at 707-823-1153, or via email at [lmclaughlin@cityofsebastopol.org](mailto:lmclaughlin@cityofsebastopol.org).

Sincerely,

Larry McLaughlin

**CC:**

Yolanda Mathew/Jennifer Adametz/Barney Aldridge, property owner/managers (via email)  
Building and Safety  
Police Department  
Fire Department  
City Manager  
City Clerk

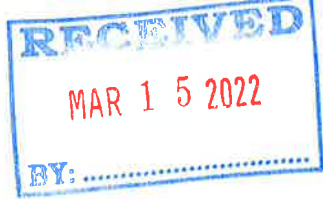
City Hall, 7120 Bodega Avenue, Sebastopol, CA 95472  
T 707-823-6167 / [www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

## Conditions of Approval

1. The Event shall provide a parking monitor near Rialto/West end of Events submitted in original application, to ensure Barlow event parking does not use private lots.
2. This approval is subject to modification by City as needed to allow for any permitted development by city or private property owners. The City shall endeavor, but shall not be required, to notify Headwest a minimum of one month in advance of any such modifications.
3. This decision is appealable by the Applicant or Adjoining property owners to the Street closure areas with the same provisions as the Special Event Permit Appeal Section 12.44 of Municipal Code. Per this section, any appeals must be received within 5 days of the date of this approval letter and addressed the City Manager.
4. Payment for parking spots to be collected before issuance of permit. Prices subject to current fee schedule.
  1. Applicant shall notify residents/businesses adjacent to and across the street from the event 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 at [citypw@cityofsebastopol.org](mailto:citypw@cityofsebastopol.org) as soon as possible but not later than ten days prior to the event.
  2. 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 additional trash and recycling containers.
  3. Zero Waste Application for events must be submitted.
  4. 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.
  5. 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.
6. 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.

City Hall, 7120 Bodega Avenue, Sebastopol, CA 95472  
 T 707-823-6167 / [www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

7. 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.
8. 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](mailto:citypw@cityofsebastopol.org) in case of an emergency no later than ten days prior to the event.
9. 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.
10. 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.
11. All vendors must submit a signed City of Sebastopol Event Food Service Ware Requirements for Vendors.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. Applicant is responsible for reading the City's noise ordinance, park use ordinance, no smoking ordinance and alcohol in the park ordinance.
18. 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/>



Revised

# 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](mailto: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: 3/15/22  
 Name of Organization: HEAD WEST Marketplace

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: 3/15/22

Printed Name of Signer: Jimmy Brower



**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](mailto:citypw@cityofsebastopol.org)

**APPLICANT INFORMATION**

**Applicant Name:** HEAD WEST Marketplace/ Jimmy Brower  
**Street Address:** 7532 Sahara Avenue  
**City:** Twentynine Palms **State:** CA **Zip:** 92277  
**Main Phone:** 217-299-1258 **Cell:** \_\_\_\_\_  
**Email:** jimmy@headwestmarketplace.com

**On-site Contact Name (if different):** Jennifer Adamez/ Yolanda Mathew  
**Street Address:** 6780 Depot Street #110  
**City:** Sebastopol **State:** CA **Zip:** 95472  
**Main Phone:** 707-824-5600 **Cell:** 707-806-9797  
**Email:** jennifer@thebarlow.net/ yolanda@thebarlow.net

**Sponsoring Organization Name (if any):** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

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

**EVENT INFORMATION**

**Event Name:** HEAD WEST Marketplace

**Event Short Description:** (This should be promotional in nature and should not exceed 20 words.)  
Head West Marketplace offers an outdoor artisan marketplace featuring 100+ local craftspeople and makers selling a variety of artisan wares.

**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.)  
Head West Marketplace runs the second Saturday and Sunday of each month from March- December from 11am-5pm PST and 10am-4pm PDT. 75 local vendors participate in the marketplace selling their crafts to the public offering them a platform and an audience to sell their goods direct to consumer. All vendors are expertly curated for the market creating a destination marketplace. Head West was run at The Barlow for 12+ months and has been voted The Best Outdoor Market by locals in recent years.

EVENT INFORMATION (Continued)

Event Location: (e.g., "Ives Park to include stage and BBQ area" or "City Hall Conference Room")
McKinley Street, Sebastopol from Region Wine down to the eastern side of the Rialto Theater entrance on McKinley

Will you need access to electricity? \_\_ Yes X 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.)

Head West Marketplace currently holds a permit from the City of Sebastopol for it's event at The Barlow. This auxilery permit would allow the Head West Marketplace to modify its footprint to allow a better connection with Downtown Sebastopol. The current approved layout allows Head West to operate on McKinley Street from Region Wine to California Sister. The new proposal would allow expansion further west down McKinley to the eastern side of the Rialto Theater parking lot for optimal synergy between the two districts and the allowance of a few additional local vendors. This activates an otherwise vacant section of street while still allowing full and complete ingress and egress to the cinema and neighboring businesses.

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

If yes, list name(s) of park(s): N/A

Event Type: \_\_ Athletic/Recreation \_\_ Exhibits/Misc. \_\_ Parade/Procession/March
X Farmers/Outdoor Market \_\_ Concert/Performance \_\_ Circus/Carnival
\_\_ Festival/Celebration \_\_ Free Speech \_\_ Block Party
Other (please explain): N/A

Attendance: Anticipated Total Attendance: 1,000 Anticipated Daily Attendance: 500

Is event open to the public? X Yes \_\_ No

Is this an annual event? X Yes \_\_ No

If yes, how many years has the event been held? 1+

Prior location(s) of event: The Barlow- Sebastopol, plus additional venues including Ferry Bldg- SF, Hangar 1 Distillery- Alameda, Fourth Street- Berkeley, Temescal- Oakland, Hayes Valley- SF, Todos Santos Plaza- Concord

Setup: Start Date: Daily before market Start Time: 7amPDT, 6amPST X AM \_\_ PM

Event: Start Date: Every 2nd Sat & Sun Mar-Dec Start Time: 11amPDT, 10amPST X AM \_\_ PM
End Date: End Time: 5pmPDT, 4pmPST \_\_ AM X PM

Cleanup: End Date: Daily after market End Time: 7pmPDT, 6pmPST \_\_ AM X PM

EVENT DETAILS

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

Type of Sound Equipment: Microphone, speaker & amp

Location of Amplified Sound: See attached map.

Date of Amplified Sound: Daily during markets

Start Time: <sup>11amPDT/ 12pmPST</sup>  AM  PM End Time: <sup>3:30pmPDT/4:30pmPST</sup>  AM  PM

Purpose: 1-3 person groups performing soft music to provide ambiance for marketplace while supporting local musicians

Description:  Stereo  Band/Live  DJ  Microphone/PA System

Owner of Amplified Sound Equipment: Musician owned (musician roster varies)  
First Name Last Name

Business/Organization Name: N/A

Max Power: \_\_\_\_\_ Watts Max Volume: <sup>per City code</sup> \_\_\_\_\_ Decibels Dist. of Audible Sound: <sup>per code</sup> \_\_\_\_\_ 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: 1 professional guard

If using licensed professionals, list company name: First Security Services

Number of licensed professional staff: 4-5

If using volunteers, how many? 0

How will volunteers be identified? N/A

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: N/A

On-Site Food Preparation Method:  Propane  Charcoal  Electric  Other (please explain):  
N/A

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:** Parking available at The Barlow at 385 Morris Street with signage present.

Three no parking signs will be provided and installed the days of the events at all three Rialto parking lot entrances.

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

Number of Standard Toilets: 30 Number of ADA Accessible Toilets: 12

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

See attached map

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

Number of garbage cans provided: 26 Number of recycling cans provided: 9

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

Some trash cans are permanent in Barlow campus, others will be set up and tore down daily during event. General receptacle placement indicated on attached map.

**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:

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> Open Flame | <input type="checkbox"/> Inflatables/Jump Houses  | <input checked="" type="checkbox"/> Tables         |
|                                     | <input checked="" type="checkbox"/> Signs/Banners | <input checked="" type="checkbox"/> Tents/Canopies |
|                                     | <input type="checkbox"/> Stages                   | <input checked="" type="checkbox"/> 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.

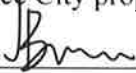
My signature below signifies that I agree to abide by the conditions of this application, the Special Event Use Policy and of any contract issued based on this application.

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:** 3/15/22

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

|   |  |   |  |
|---|--|---|--|
| <b>Business Name:</b> _____   |  | <b>Date Business Started in Sebastopol:</b> _____   |  |
| <b>Business Address: (Do not use P.O. Box)</b>                        |  |   |  |
| _____   |  |   |  |
| City  |  | State   | Zip  |
| <b>Business Mailing Address:</b>                                      |  |   |  |
| _____   |  |   |  |
| City  |  | State   | Zip  |
| <b>Business Phone:</b> _____  |  | <b>Business Fax:</b> _____                          |  |
| <b>Email:</b> _____   |  |   |  |
| <b>Description of Business: (Please be specific)</b>                  |  |   |  |
| _____   |  |   |  |
| _____   |  |   |  |
| <b>Business Owners Name(s):</b>                                       |  |   |  |
| <b>Home Address:</b>  |  |   |  |
| _____   |  |   |  |
| City  |  | State   | Zip  |
| <b>Home Phone:</b> _____  |  | <b>Home Fax:</b> _____                              |  |
| <b>Other Governmental Requirements:</b>                               |  |   | <b>Ownership Type (Mark one)</b>   |
| 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)) |
| <b>Classification of Business (Mark one)</b>                          |  |   |  |
| <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       |  |   |  |
| <b>Number of Employees:</b> ___ 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**

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

**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:** \_\_\_\_\_ **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-Marine 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-marine/event-services/](https://www.recology.com/recology-sonoma-marine/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](mailto:athomson@recology.com), or download signage on [Recology Event Services website](https://www.recology.com/recology-sonoma-marine/event-services/): <https://www.recology.com/recology-sonoma-marine/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](http://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/](http://recology.com/recology-sonoma-marin/event-services/)
- To borrow a set of Recology's waste station signs, contact Recology Sonoma-Marine Waste Zero Specialist: Ambrosia Thompson [athomson@recology.com](mailto:athomson@recology.com), or download signs from the [Recology Event Services website](http://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-Marine Waste Zero Specialist** Ambrosia Thomson: [athomson@recology.com](mailto:athomson@recology.com))

## Event Greener

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](mailto:mary@greenmary.com), <http://greenmary.com/>
- **Waste Busters Inc.** / Michael Siminitus (510) 473-2087, [Michael@wastebusters.info](mailto:Michael@wastebusters.info)  
[www.wastebusters.info](http://www.wastebusters.info)
- **Right Cycle**/ Tomer Shapira (310) 779-7421 [tomer.rightcycle@gmail.com](mailto:tomer.rightcycle@gmail.com)
- **Clean Vibes**/ Anna Borofsky (802) 238-9143 • Mobile [annab@cleanvibes.com](mailto: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](mailto:tony@hydrologicwater.comcastbiz.net)
- **US Pure Water** / Michael Levine (415) 272-3288, [events@uspw.net](mailto:events@uspw.net),  
<https://www.uspw.net/events---hydration-stations.html>
- **WasteBusters** / Michael Siminitus (530) 219-3676, [Michael@wastebusters.info](mailto: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](http://www.sudbusters.com) offers reusable cup and plate rental/ exchange on-site at events. Contact Michael Siminitus [Michael@Sudbusters.com](mailto: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](mailto: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](http://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](mailto: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](http://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:** \_\_\_\_\_



**LOCAL LAW THAT APPLIES TO EVENTS:**

**Sebastopol Polystyrene Ban and disposable food service ware ordinance :**

[sebastopol.municipal.codes/SMC/8.36.010](http://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).**

*Jb*



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

| Activity Description  | Community<br>Group Fee | Resident Fee | Non-Resident<br>Fee |
|---|------------------------|--------------|---------------------|
| <b><u>Application Fee</u></b>   |                        |              |                     |
| Up to 50 people   | \$0                    | \$0          | \$0                 |
| 51-200 people   | \$100                  | \$150        | \$200               |
| More than 200 people  | \$150                  | \$250        | \$350               |
| <b><u>Security Deposit*</u></b>   |                        |              |                     |
| 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  |                        |              |                     |
| <b><u>Daily Use Fee</u></b>   |                        |              |                     |
| Up to 50 people   | \$50                   | \$75         | \$100               |
| 51-200 people   | \$125                  | \$250        | \$500               |
| More than 200 people  | \$250                  | \$500        | \$1,000             |
| <b><u>Amplified Sound/Stage/Bouncehouse</u></b>   |                        |              |                     |
| Amplified Sound Use   | \$50                   | \$75         | \$100               |
| Stage Use   | \$50                   | \$75         | \$100               |
| Bouncehouse Use   | \$30                   | \$40         | \$50                |
| <b>Other Fees</b>   |                        | <b>Fee</b>   |                     |
| <b><u>Parking Space Fee**</u></b>   |                        |              |                     |
| 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) |                        |              |                     |
| <b><u>Classes with Instructors Utilizing Park Area (per week)***</u></b>  |                        |              |                     |
| 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                   |              |                     |

**Special Event Permit Application Resubmission 3.15.22****HEAD WEST – A Local, Outdoor Marketplace**

*Friends & Supporters on the City of Sebastopol Planning Commission,*

*The below is an introduction to the proposed altering footprint of HEAD WEST for its marketplace at The Barlow in Sebastopol to include a limited portion of McKinley Street that connects the privately-owned Barlow to Downtown Sebastopol, a public right-of-way that acts as a natural foot traffic corridor for HEAD WEST weekends.*

*HEAD WEST (Marketplace) began its journey at The Barlow in Sebastopol in October of 2019 with a mere handful of Participant booths, after strong feedback was received for the need of a North Bay-specific local marketplace focused on Makers, Merchants, Crafters, Designers & Artists. HEAD WEST has been and will always be committed to creating affordable and accessible space for creatives to connect with their customers in the neighborhoods in which we reside – with a focus on increasing diversity, inclusion + creating equity. Since that time, HEAD WEST has grown into a notably recognized and North Bay Bohemian Award-Winning 75+ Participant Marketplace that draws in several thousands of visitors each year from all around California, seeking the charm and local community pride that Sebastopol offers. It is my belief that HEAD WEST at The Barlow is part of that quintessential and vital visitor experience. This endeavor will help to connect The Barlow to Downtown Sebastopol showing a continued progression and overarching support in how public and private entities can indeed work in tandem to create mutually beneficial opportunities for its City, and that city's local economy and residents.*

*Our original submission included a request to shut down McKinley Street to meet at the City Center and provide a stronger connection and mutually beneficial relationship with Downtown Sebastopol. Because of safety concerns from both Police and Fire Departments, our application has been modified to increase the footprint by approximately 100 feet west on McKinley Street from the existing footprint. This would take the event footprint up until the eastern curb cut of the Rialto Theater parking lot. Full and clear ingress and egress will be possible through the Rialto theater parking lot from McKinley.*

*Our previous application was met with partnership and support by neighboring businesses and we anticipate full support with the modified footprint. Where our application varies is in our ability to provide additional professional parking monitors for Rialto. The more limited footprint will enable us from being capable of doing so. However, as with our original permit, we will continue to place no parking signs at Rialto and continue to offer parking at 385 Morris Street which will have ample directional signage available.*

*We are confident this extension will create more value for our local residents to experience a stronger connected Sebastopol, more value for our local businesses to capture and cross-*

*pollinate a larger visitor-base and more value added to Sebastopol for being home to one of the largest, locally-run outdoor marketplaces called HEAD WEST. It has been my pleasure and it is with immense pride that I present the City of Sebastopol with this Special Event Permit Application. You will find many more benefits of this approval in the below outline as well, including expanded local musician support and increased Patron parking.*

*In solidarity,  
Jimmy Brower – Founder, HEAD WEST*

## **EVENT PERMITTING**

HEAD WEST is currently in possession of an approved permit (see attached for reference).

## **ATTENDANCE**

HEAD WEST brings roughly 500 patrons per day from 11am-5pmPST (10am-4pmPDT). Attendees arrive at varying times throughout the market. This means that not all patrons arrive and stay during the entire marketplace, which relieves pressure for traffic and parking.

## **SETUP/ CLEAN UP**

The Barlow employees prepare the site for events including installing street closure barricades, trash and recycle receptacles, signage, etc. No Event Parking signs are installed at all entrances to the Rialto Theater prior to the event. Additionally, the property at 385 Morris Street is opened up for overflow parking for vendors which can house up to 150 +/- vehicles. At the termination of the event, staff begins clearing the site of all trash and signage, and removes barricades after vendors have completed their load out. Signs remain in place for the following day. After the second day of the market, all parking signs are removed from the site.

## **TOWING**

Parking signs are installed at least 24 hours prior to the event and any vehicles that are not removed are towed offsite by no later than set up time the day of the event through our towing company, Ace Towing.

## **MUSIC**

Musicians are a key part of HEAD WEST and add to the ambience of the campus and to promote our artistic community. We hire musicians for every event ranging from solo musicians

to groups of up to 3-4 band members. Typically, music is scheduled from 12-2pmPST (11-1pmPDT) and 2:30-4:30pmPST(1:30-3:30pmPDT). We focus on bringing low key shopping music to the site. Events are never music centered nor do they create a concert environment. We will have music on a stage at 6770 McKinley Street.

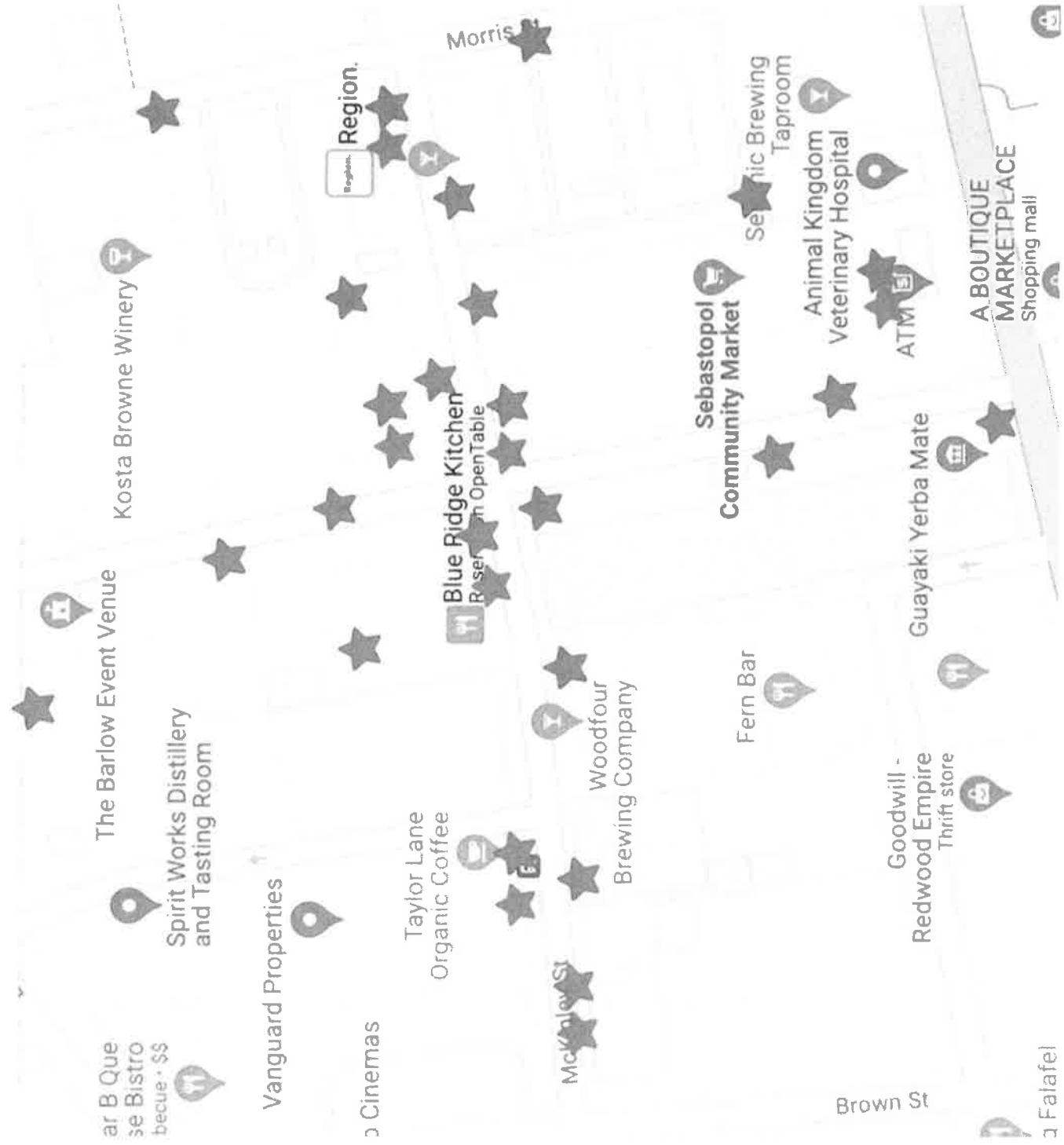
## **PARKING**

In addition to onsite parking, The Barlow owns the vacant lot at 385 Morris Street which can be used for overflow parking and can accommodate 150+/- vehicles.

## **VENDOR LAYOUT**

Vendor booths consist of one 10x10 pop up canopy and tables and/or clothing racks and shelves, depending on the vendor. In some areas along McKinley, vendors will line both sides of the street, and where the street narrows, vendors will line one side of the street. In no event will vendors be situated in the middle of the street so that emergency vehicles could access the site immediately in the event of an emergency.

# e 7 Head West Marketplace Trash/ Recycle Site Plan



**Trash Receptacle**

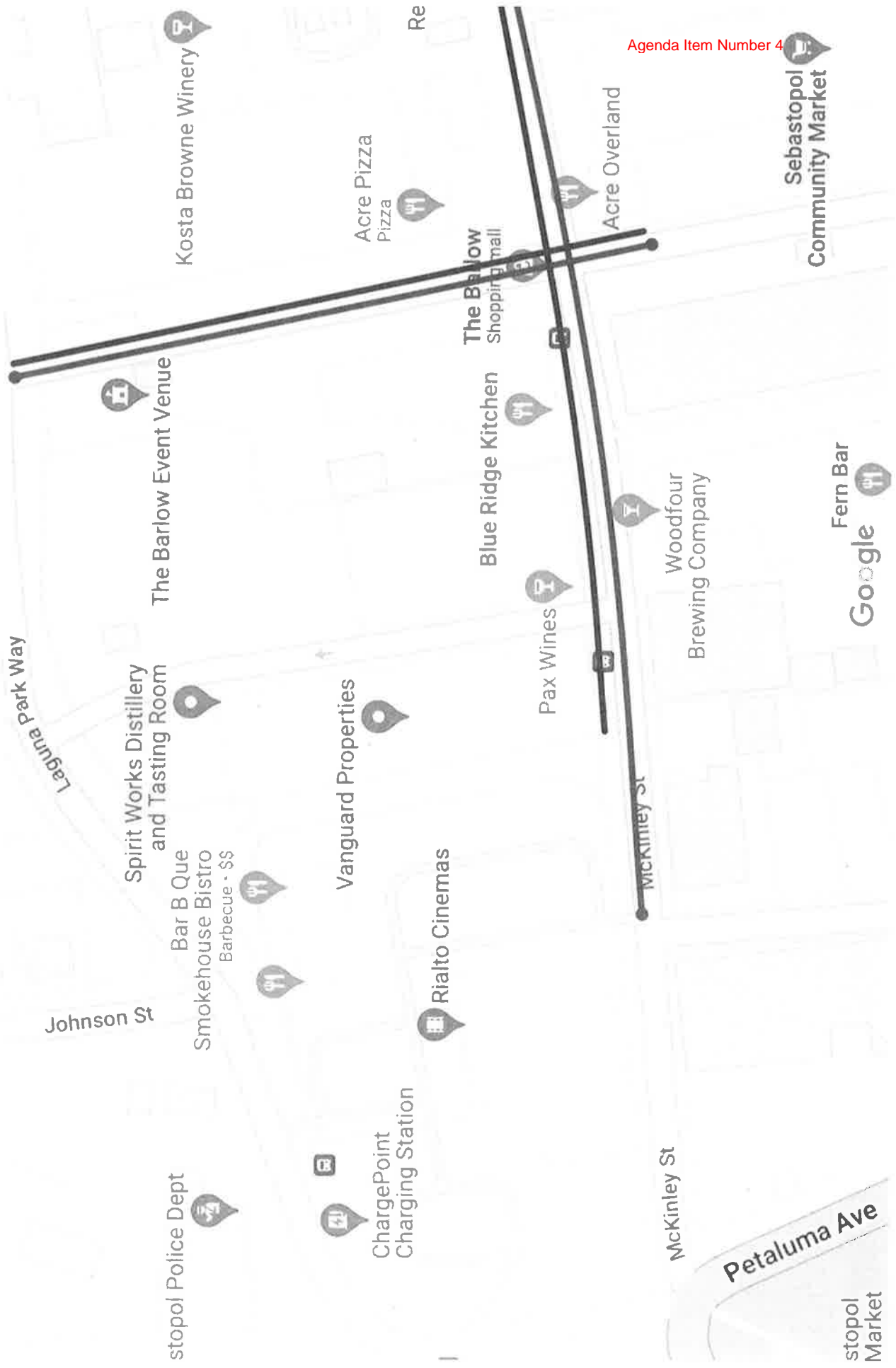
**Recycle Receptacle**

# Head West Marketplace Parking Site Plan



Additional parking spaces available for event at 467 +/- spaces onsite PLUS 150 +/- at 385 Morris Street

# Head West Marketplace Site Map Proposed Layout



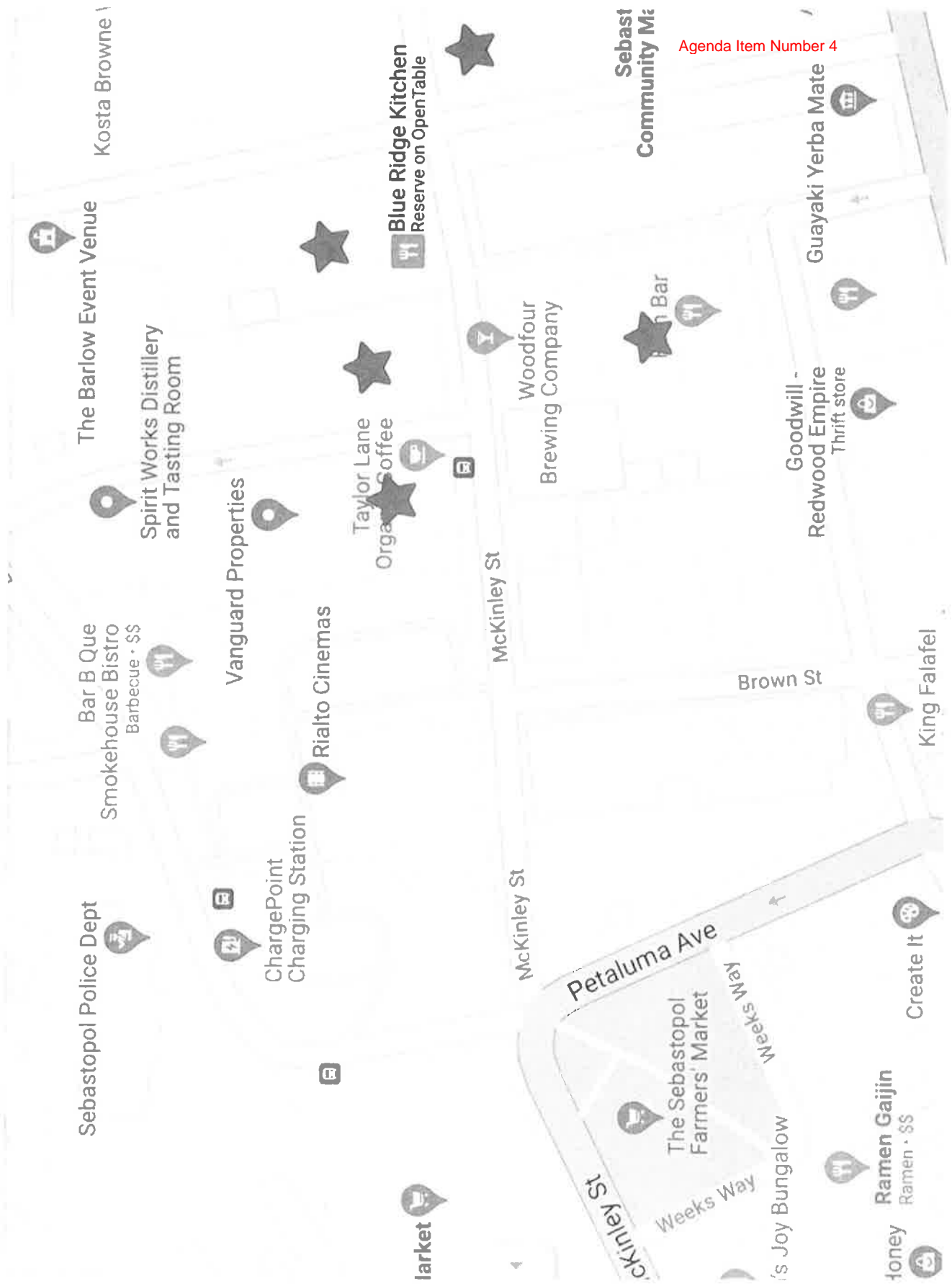
Agenda Item Number 4

3  
stprint

stprint



# Head West Marketplace Restroom Site Plan



Agenda Item Number 4

Sebastopol  
Community Market

Agenda Item Number 4

City Council Meeting Packet of July 19, 2022

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City of Sebastopol  
Planning Department

May 3, 2022

Jimmy Brower/Head West Marketplace  
7532 Sahara Ave  
Twentynine Palms, CA 92277

**Re: Special Event Application  
Headwest Marketplace – Closure of McKinley**

Dear Mr. Brower:

This is to inform you that the Special Event Permit for the Headwest Marketplace event to be held on the date, 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.

This approval is not effective until the Appeal Period has officially expired. Anyone dissatisfied with the decision of the City Manager has the right to file an appeal to the City Clerk within five calendar days of the decision. The appeal shall be heard by the City Council at its next regular meeting. This requires the submittal of a completed City Appeal Form, written statement, and payment of the applicable fee delivered to the City Manager's Office at 7120 Bodega Avenue, Sebastopol, California no later than 5:00 P.M. on Monday May 9<sup>th</sup>, 2022.

Please feel free to contact me if you have any questions at 707-823-1153, or via email at [lmclaughlin@cityofsebastopol.org](mailto:lmclaughlin@cityofsebastopol.org).

Sincerely,

Larry McLaughlin

**CC:**

Yolanda Mathew/Jennifer Adametz/Barney Aldridge, property owner/managers (via email)  
Building and Safety  
Police Department  
Fire Department  
City Manager  
City Clerk

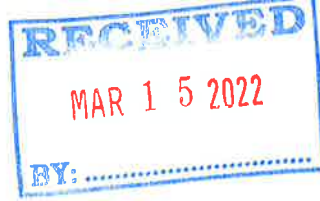
City Hall, 7120 Bodega Avenue, Sebastopol, CA 95472  
T 707-823-6167 / [www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

## Conditions of Approval

1. The Event shall provide a parking monitor near Rialto/West end of Events submitted in original application, to ensure Barlow event parking does not use private lots.
2. This approval is subject to modification by City as needed to allow for any permitted development by city or private property owners. The City shall endeavor, but shall not be required, to notify Headwest a minimum of one month in advance of any such modifications.
3. This decision is appealable by the Applicant or Adjoining property owners to the Street closure areas with the same provisions as the Special Event Permit Appeal Section 12.44 of Municipal Code. Per this section, any appeals must be received within 5 days of the date of this approval letter and addressed the City Manager.
4. Payment for parking spots to be collected before issuance of permit. Prices subject to current fee schedule.
  1. Applicant shall notify residents/businesses adjacent to and across the street from the event 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 at [citypw@cityofsebastopol.org](mailto:citypw@cityofsebastopol.org) as soon as possible but not later than ten days prior to the event.
  2. 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 additional trash and recycling containers.
  3. Zero Waste Application for events must be submitted.
  4. 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.
  5. 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.
6. 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.

City Hall, 7120 Bodega Avenue, Sebastopol, CA 95472  
 T 707-823-6167 / [www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

7. 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.
8. 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](mailto:citypw@cityofsebastopol.org) in case of an emergency no later than ten days prior to the event.
9. 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.
10. 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.
11. All vendors must submit a signed City of Sebastopol Event Food Service Ware Requirements for Vendors.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. Applicant is responsible for reading the City's noise ordinance, park use ordinance, no smoking ordinance and alcohol in the park ordinance.
18. 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/>



Revised

## 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](mailto: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: 3/15/22  
 Name of Organization: HEAD WEST Marketplace

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: 3/15/22

Printed Name of Signer: Jimmy Brower





**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](mailto:citypw@cityofsebastopol.org)

**APPLICANT INFORMATION**

**Applicant Name:** HEAD WEST Marketplace/ Jimmy Brower  
**Street Address:** 7532 Sahara Avenue  
**City:** Twentynine Palms **State:** CA **Zip:** 92277  
**Main Phone:** 217-299-1258 **Cell:** \_\_\_\_\_  
**Email:** jimmy@headwestmarketplace.com

**On-site Contact Name (if different):** Jennifer Adamez/ Yolanda Mathew  
**Street Address:** 6780 Depot Street #110  
**City:** Sebastopol **State:** CA **Zip:** 95472  
**Main Phone:** 707-824-5600 **Cell:** 707-806-9797  
**Email:** jennifer@thebarlow.net/ yolanda@thebarlow.net

**Sponsoring Organization Name (if any):** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

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

**EVENT INFORMATION**

**Event Name:** HEAD WEST Marketplace

**Event Short Description:** (This should be promotional in nature and should not exceed 20 words.)  
Head West Marketplace offers an outdoor artisan marketplace featuring 100+ local craftspeople and makers selling a variety of artisan wares.

**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.)  
Head West Marketplace runs the second Saturday and Sunday of each month from March- December from 11am-5pm PST and 10am-4pm PDT. 75 local vendors participate in the marketplace selling their crafts to the public offering them a platform and an audience to sell their goods direct to consumer. All vendors are expertly curated for the market creating a destination marketplace. Head West was run at The Barlow for 12+ months and has been voted The Best Outdoor Market by locals in recent years.

**EVENT INFORMATION (Continued)**

**Event Location:** (e.g., "Ives Park to include stage and BBQ area" or "City Hall Conference Room")  
 McKinley Street, Sebastopol from Region Wine down to the eastern side of the Rialto Theater entrance on McKinley

**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.)

Head West Marketplace currently holds a permit from the City of Sebastopol for it's event at The Barlow. This auxilery permit would allow the Head West Marketplace to modify its footprint to allow a better connection with Downtown Sebastopol. The current approved layout allows Head West to operate on McKinley Street from Region Wine to California Sister. The new proposal would allow expansion further west down McKinley to the eastern side of the Rialto Theater parking lot for optimal synergy between the two districts and the allowance of a few additional local vendors. This activates an otherwise vacant section of street while still allowing full and complete ingress and egress to the cinema and neighboring businesses.

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

**If yes, list name(s) of park(s):** N/A

**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): N/A

**Attendance:** Anticipated Total Attendance: 1,000 Anticipated Daily Attendance: 500

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? 1+

**Prior location(s) of event:** The Barlow- Sebastopol, plus additional venues including Ferry Bldg- SF, Hangar 1 Distillery- Alameda, Fourth Street- Berkeley, Temescal- Oakland, Hayes Valley- SF, Todos Santos Plaza- Concord

**Setup:** Start Date: Daily before market Start Time: 7amPDT, 6amPST  AM  PM

**Event:** Start Date: Every 2nd Sat & Sun Mar-Dec Start Time: 11amPDT, 10amPST  AM  PM  
 End Date: \_\_\_\_\_ End Time: 5pmPDT, 4pmPST  AM  PM

**Cleanup:** End Date: Daily after market End Time: 7pmPDT, 6pmPST  AM  PM

**EVENT DETAILS**

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

**Type of Sound Equipment:** Microphone, speaker & amp

**Location of Amplified Sound:** See attached map.

**Date of Amplified Sound:** Daily during markets

**Start Time:** 11amPDT/ 12pmPST  AM  PM **End Time:** 3:30pmPDT/4:30pmPST  AM  PM

**Purpose:** 1-3 person groups performing soft music to provide ambiance for marketplace while supporting local musicians

**Description:**  Stereo  Band/Live  DJ  Microphone/PA System

**Owner of Amplified Sound Equipment:** Musician owned (musician roster varies)  
 First Name Last Name

**Business/Organization Name:** N/A

**Max Power:** \_\_\_\_\_ Watts **Max Volume:** per City code \_\_\_\_\_ Decibels **Dist. of Audible Sound:** per code \_\_\_\_\_ 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:** 1 professional guard

**If using licensed professionals, list company name:** First Security Services

**Number of licensed professional staff:** 4-5

**If using volunteers, how many?** 0

**How will volunteers be identified?** N/A

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:** N/A

**On-Site Food Preparation Method:**  Propane  Charcoal  Electric  Other (please explain):  
N/A

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:** Parking available at The Barlow at 385 Morris Street with signage present.

Three no parking signs will be provided and installed the days of the events at all three Rialto parking lot entrances.

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

Number of Standard Toilets: 30 Number of ADA Accessible Toilets: 12

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

See attached map

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

Number of garbage cans provided: 26 Number of recycling cans provided: 9

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

Some trash cans are permanent in Barlow campus, others will be set up and tore down daily during event. General receptacle placement indicated on attached map.

**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:

- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/> Open Flame | <input type="checkbox"/> Inflatables/Jump Houses  | <input checked="" type="checkbox"/> Tables         |
|                                     | <input checked="" type="checkbox"/> Signs/Banners | <input checked="" type="checkbox"/> Tents/Canopies |
|                                     | <input type="checkbox"/> Stages                   | <input checked="" type="checkbox"/> 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.

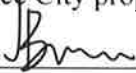
My signature below signifies that I agree to abide by the conditions of this application, the Special Event Use Policy and of any contract issued based on this application.

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:** 3/15/22

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

|   |  |   |  |
|---|--|---|--|
| <b>Business Name:</b> _____   |  | <b>Date Business Started in Sebastopol:</b> _____   |  |
| <b>Business Address: (Do not use P.O. Box)</b>                        |  |   |  |
| _____   |  |   |  |
| City  |  | State   | Zip  |
| <b>Business Mailing Address:</b>                                      |  |   |  |
| _____   |  |   |  |
| City  |  | State   | Zip  |
| <b>Business Phone:</b> _____  |  | <b>Business Fax:</b> _____                          |  |
| <b>Email:</b> _____   |  |   |  |
| <b>Description of Business: (Please be specific)</b>                  |  |   |  |
| _____   |  |   |  |
| _____   |  |   |  |
| <b>Business Owners Name(s):</b>                                       |  |   |  |
| <b>Home Address:</b>  |  |   |  |
| _____   |  |   |  |
| City  |  | State   | Zip  |
| <b>Home Phone:</b> _____  |  | <b>Home Fax:</b> _____                              |  |
| <b>Other Governmental Requirements:</b>                               |  |   | <b>Ownership Type (Mark one)</b>   |
| 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)) |
| <b>Classification of Business (Mark one)</b>                          |  |   |  |
| <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       |  |   |  |
| <b>Number of Employees:</b> ___ 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**

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

**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:** \_\_\_\_\_ **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-Marine 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-marine/event-services/](https://www.recology.com/recology-sonoma-marine/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](mailto:athomson@recology.com), or download signage on [Recology Event Services website](https://www.recology.com/recology-sonoma-marine/event-services/): <https://www.recology.com/recology-sonoma-marine/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](http://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/](http://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](mailto:athomson@recology.com), or download signs from the [Recology Event Services website](http://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-Marin Waste Zero Specialist** Ambrosia Thomson: [athomson@recology.com](mailto: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](mailto:mary@greenmary.com), <http://greenmary.com/>
- **Waste Busters Inc.** / Michael Siminitus (510) 473-2087, [Michael@wastebusters.info](mailto:Michael@wastebusters.info)  
[www.wastebusters.info](http://www.wastebusters.info)
- **Right Cycle**/ Tomer Shapira (310) 779-7421 [tomer.rightcycle@gmail.com](mailto:tomer.rightcycle@gmail.com)
- **Clean Vibes**/ Anna Borofsky (802) 238-9143 • Mobile [annab@cleanvibes.com](mailto: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](mailto:tony@hydrologicwater.comcastbiz.net)
- **US Pure Water** / Michael Levine (415) 272-3288, [events@uspw.net](mailto:events@uspw.net),  
<https://www.uspw.net/events---hydration-stations.html>
- **WasteBusters** / Michael Siminitus (530) 219-3676, [Michael@wastebusters.info](mailto: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](http://www.sudbusters.com) offers reusable cup and plate rental/ exchange on-site at events. Contact Michael Siminitus [Michael@Sudbusters.com](mailto: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](mailto: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](http://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](mailto: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](http://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:** \_\_\_\_\_

**LOCAL LAW THAT APPLIES TO EVENTS:**

**Sebastopol Polystyrene Ban and disposable food service ware ordinance :**

[sebastopol.municipal.codes/SMC/8.36.010](http://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).**

*Jb*





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

| Activity Description  | Community<br>Group Fee | Resident Fee | Non-Resident<br>Fee |
|---|------------------------|--------------|---------------------|
| <b><u>Application Fee</u></b>   |                        |              |                     |
| Up to 50 people   | \$0                    | \$0          | \$0                 |
| 51-200 people   | \$100                  | \$150        | \$200               |
| More than 200 people  | \$150                  | \$250        | \$350               |
| <b><u>Security Deposit*</u></b>   |                        |              |                     |
| 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  |                        |              |                     |
| <b><u>Daily Use Fee</u></b>   |                        |              |                     |
| Up to 50 people   | \$50                   | \$75         | \$100               |
| 51-200 people   | \$125                  | \$250        | \$500               |
| More than 200 people  | \$250                  | \$500        | \$1,000             |
| <b><u>Amplified Sound/Stage/Bouncehouse</u></b>   |                        |              |                     |
| Amplified Sound Use   | \$50                   | \$75         | \$100               |
| Stage Use   | \$50                   | \$75         | \$100               |
| Bouncehouse Use   | \$30                   | \$40         | \$50                |
| <b>Other Fees</b>   |                        | <b>Fee</b>   |                     |
| <b><u>Parking Space Fee**</u></b>   |                        |              |                     |
| 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) |                        |              |                     |
| <b><u>Classes with Instructors Utilizing Park Area (per week)***</u></b>  |                        |              |                     |
| 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                   |              |                     |

**Special Event Permit Application Resubmission 3.15.22****HEAD WEST – A Local, Outdoor Marketplace**

*Friends & Supporters on the City of Sebastopol Planning Commission,*

*The below is an introduction to the proposed altering footprint of HEAD WEST for its marketplace at The Barlow in Sebastopol to include a limited portion of McKinley Street that connects the privately-owned Barlow to Downtown Sebastopol, a public right-of-way that acts as a natural foot traffic corridor for HEAD WEST weekends.*

*HEAD WEST (Marketplace) began its journey at The Barlow in Sebastopol in October of 2019 with a mere handful of Participant booths, after strong feedback was received for the need of a North Bay-specific local marketplace focused on Makers, Merchants, Crafters, Designers & Artists. HEAD WEST has been and will always be committed to creating affordable and accessible space for creatives to connect with their customers in the neighborhoods in which we reside – with a focus on increasing diversity, inclusion + creating equity. Since that time, HEAD WEST has grown into a notably recognized and North Bay Bohemian Award-Winning 75+ Participant Marketplace that draws in several thousands of visitors each year from all around California, seeking the charm and local community pride that Sebastopol offers. It is my belief that HEAD WEST at The Barlow is part of that quintessential and vital visitor experience. This endeavor will help to connect The Barlow to Downtown Sebastopol showing a continued progression and overarching support in how public and private entities can indeed work in tandem to create mutually beneficial opportunities for its City, and that city's local economy and residents.*

*Our original submission included a request to shut down McKinley Street to meet at the City Center and provide a stronger connection and mutually beneficial relationship with Downtown Sebastopol. Because of safety concerns from both Police and Fire Departments, our application has been modified to increase the footprint by approximately 100 feet west on McKinley Street from the existing footprint. This would take the event footprint up until the eastern curb cut of the Rialto Theater parking lot. Full and clear ingress and egress will be possible through the Rialto theater parking lot from McKinley.*

*Our previous application was met with partnership and support by neighboring businesses and we anticipate full support with the modified footprint. Where our application varies is in our ability to provide additional professional parking monitors for Rialto. The more limited footprint will enable us from being capable of doing so. However, as with our original permit, we will continue to place no parking signs at Rialto and continue to offer parking at 385 Morris Street which will have ample directional signage available.*

*We are confident this extension will create more value for our local residents to experience a stronger connected Sebastopol, more value for our local businesses to capture and cross-*

*pollinate a larger visitor-base and more value added to Sebastopol for being home to one of the largest, locally-run outdoor marketplaces called HEAD WEST. It has been my pleasure and it is with immense pride that I present the City of Sebastopol with this Special Event Permit Application. You will find many more benefits of this approval in the below outline as well, including expanded local musician support and increased Patron parking.*

*In solidarity,  
Jimmy Brower – Founder, HEAD WEST*

## **EVENT PERMITTING**

HEAD WEST is currently in possession of an approved permit (see attached for reference).

## **ATTENDANCE**

HEAD WEST brings roughly 500 patrons per day from 11am-5pmPST (10am-4pmPDT). Attendees arrive at varying times throughout the market. This means that not all patrons arrive and stay during the entire marketplace, which relieves pressure for traffic and parking.

## **SETUP/ CLEAN UP**

The Barlow employees prepare the site for events including installing street closure barricades, trash and recycle receptacles, signage, etc. No Event Parking signs are installed at all entrances to the Rialto Theater prior to the event. Additionally, the property at 385 Morris Street is opened up for overflow parking for vendors which can house up to 150 +/- vehicles. At the termination of the event, staff begins clearing the site of all trash and signage, and removes barricades after vendors have completed their load out. Signs remain in place for the following day. After the second day of the market, all parking signs are removed from the site.

## **TOWING**

Parking signs are installed at least 24 hours prior to the event and any vehicles that are not removed are towed offsite by no later than set up time the day of the event through our towing company, Ace Towing.

## **MUSIC**

Musicians are a key part of HEAD WEST and add to the ambience of the campus and to promote our artistic community. We hire musicians for every event ranging from solo musicians

to groups of up to 3-4 band members. Typically, music is scheduled from 12-2pmPST (11-1pmPDT) and 2:30-4:30pmPST(1:30-3:30pmPDT). We focus on bringing low key shopping music to the site. Events are never music centered nor do they create a concert environment. We will have music on a stage at 6770 McKinley Street.

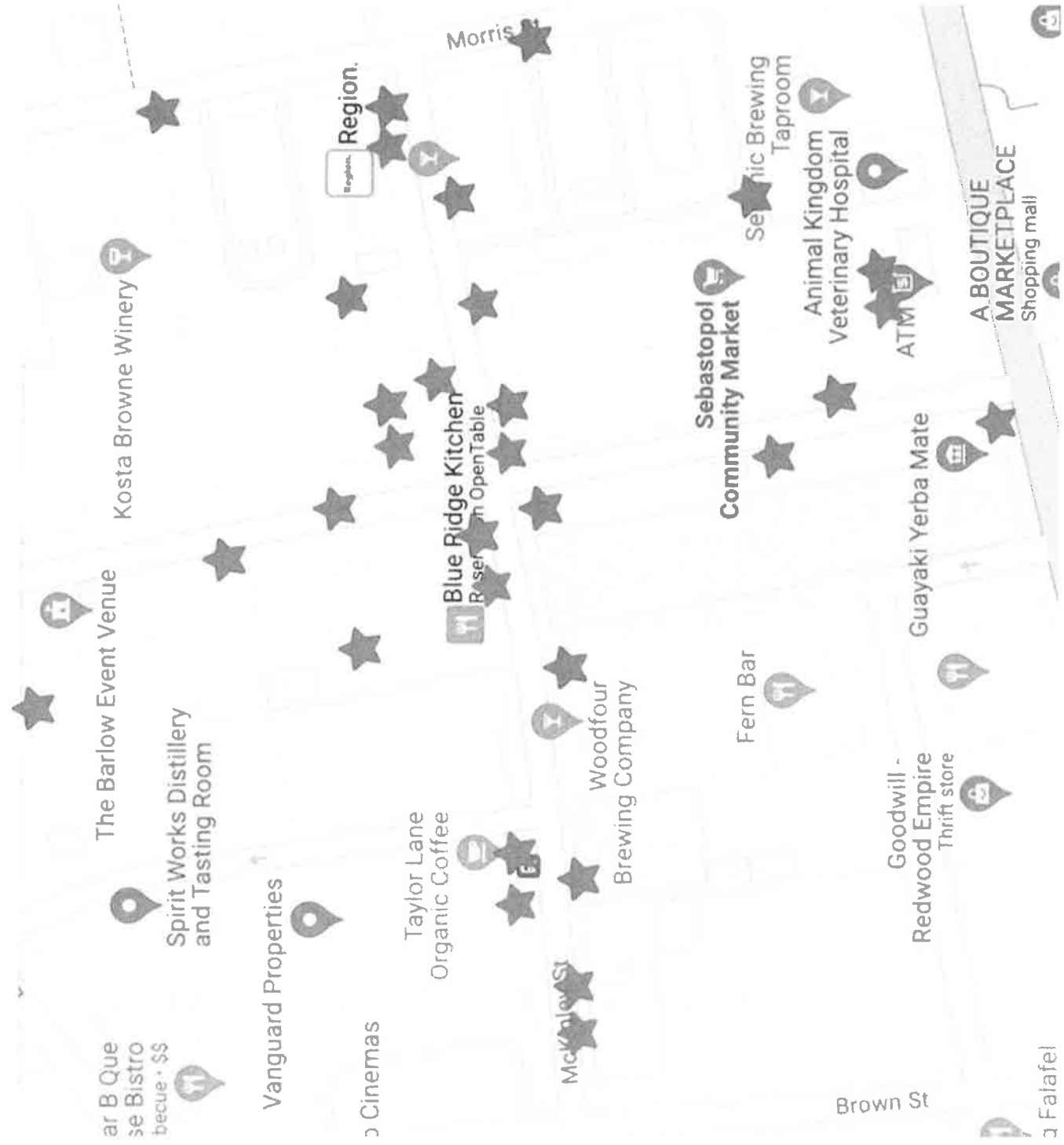
## **PARKING**

In addition to onsite parking, The Barlow owns the vacant lot at 385 Morris Street which can be used for overflow parking and can accommodate 150+/- vehicles.

## **VENDOR LAYOUT**

Vendor booths consist of one 10x10 pop up canopy and tables and/or clothing racks and shelves, depending on the vendor. In some areas along McKinley, vendors will line both sides of the street, and where the street narrows, vendors will line one side of the street. In no event will vendors be situated in the middle of the street so that emergency vehicles could access the site immediately in the event of an emergency.

# e 7 Head West Marketplace Trash/ Recycle Site Plan



**Trash**  
Receptacle

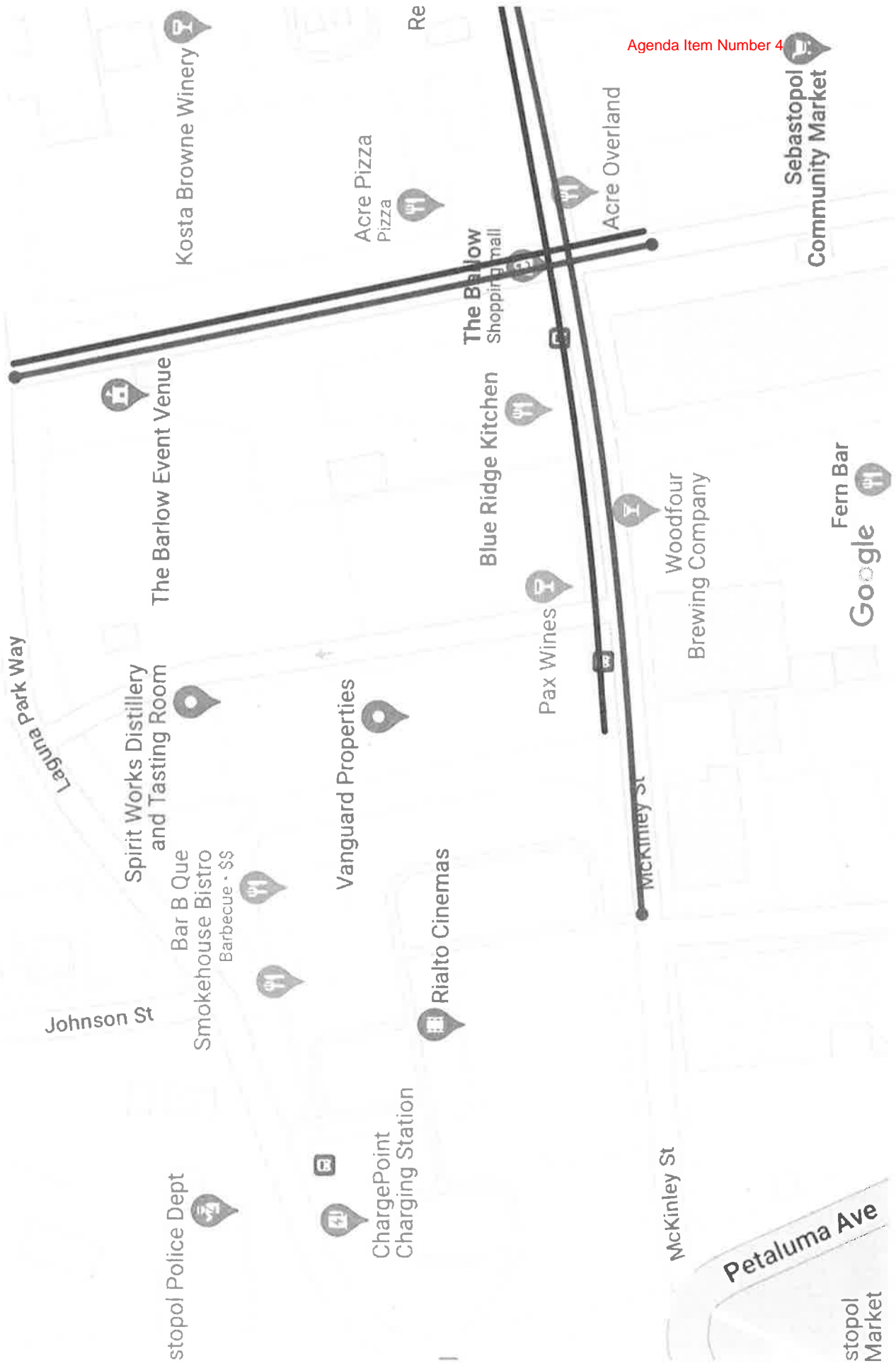
**Recycle**  
Receptacle

# Head West Marketplace Parking Site Plan



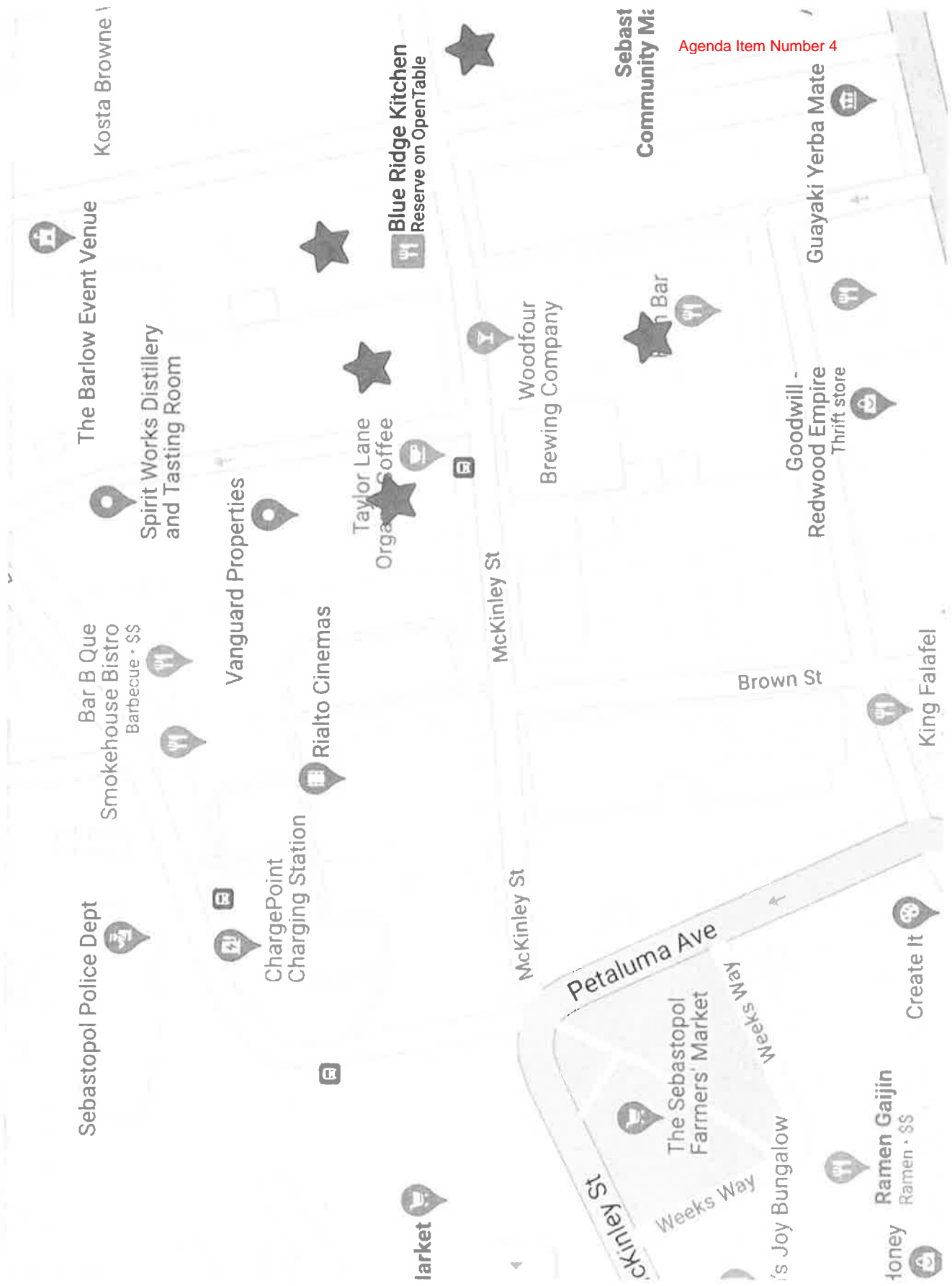
Additional parking spaces available for event at 467 +/- spaces onsite PLUS 150 +/- at 385 Morris Street

# Head West Marketplace Site Map Proposed Layout



Agenda Item Number 4

# Head West Marketplace Restroom Site Plan



Agenda Item Number 4

Sebastopol  
Community Market

Agenda Item Number 4

City Council Meeting Packet of July 19, 2022

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City of Sebastopol  
Appeal Narrative

***Head West Marketplace – Closure of McKinley from the Barlow to Rialto Cinemas Parking Lot***

Rialto Cinemas strongly objects to the granting of the permit to Head West Marketplace for the closure of McKinley Street east of the entrance to the Rialto Cinemas/Patisserie/Smokehouse parking lot one weekend per month for the Head West event. The granting of this permit effectively forces any traffic traveling east on McKinley Street from the town square to divert into our parking lot creating unnecessary parking lot traffic and potentially endangering our customers, pedestrians and employees who utilize our parking lot. A private parking lot should not be the relief valve for a public street closure.

While the Rialto Cinemas parking lot is accessible from the City parking lot and the Laguna Parkway entrance, this closure of McKinley Street effectively cuts off any westbound automobile access to our property and business on our addressed street. Thus, there is no access for westbound motorists to the property from the addressed street which is McKinley. In an age where driving and mapping apps rule the day having the addressed parking lot entrance made not fully accessible is commercially unviable.

Our business has been severely impacted by the pandemic and COVID closures. Rialto Cinemas is in a tenuous stage of rebuilding its business and greatly fears that the closing of the street has the potential to substantially negatively impact our business on 25% of our weekends when we do 70% of our weekly business.

We also continue to have substantial and unanswered concerns about the impact of noise from the event coming through our exit doors disrupting our patrons enjoyment of their movies. Many of our movies are art, foreign and documentary films with substantial quiet sections. Occasional traffic noise is one thing. The continued noise of an all-day street party less than a block away is disruptive to the cinema experience. We seek absolute assurance that there will not be a live music stage or live or amplified music component to any expansion of the Head West Marketplace.

Finally, we have serious concerns about the precedent of the closure of a public street for the benefit of a private business. Head West is owned and operated by Head West, LLC, a commercial venture based in TwentyNine Palms located at the same address as the permit applicant. Why is the City of Sebastopol willing to close a city street for the benefit of a for-profit concern that isn't even based in Sonoma County? Is this benefit available to any other Sebastopol based business on ten times per year basis?

We urge the City Council and the City Manager to reverse this decision which runs counter to the interests of many Sebastopol businesses, including Rialto Cinemas, who pay licenses, fees and taxes as well as generate sales tax income for the City on a 365 day a year basis.

Thank you.