

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

**Meeting Date:** February 7, 2023  
**To:** Honorable Mayor and City Councilmembers  
**From:** Ana Kwong – Administrative Services Director  
**Subject:** Review, Discuss and Consider of Sebastopol Rotary Club Sponsorship Request  
**Recommendation:** That the City Council Review, Discuss and Consider the Request for Sponsorship Program from the Sebastopol Rotary Club Application Music Event Concert at Ives Park June 3, 2023  
**Funding:** Currently Budgeted:  Yes  No  N/A

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

**INTRODUCTION/PURPOSE:**

This item is to request City Council Review, Discuss and Consider the Request for Sponsorship Program from the Sebastopol Rotary Club Application Music Event Concert at Ives Park June 3, 2023.

**BACKGROUND:**

The City Council adopted a Community Sponsorship Policy No.84 in early September 2021. The policy established the parameters to promote significant and special community events primarily benefitting the Sebastopol community. City supports of such program may consist of monetary funding and/or in-kind support. Community sponsorships can be an effective means to identify the event with the City and building community partnerships while raising revenue.

The purpose of this sponsorship policy is to set forth guidelines and criteria governing the granting of City of Sebastopol funds or in-kind services for the purpose of supporting local festivals, special events, community projects or programs. Although the City makes a concerted attempt to limit the amount of General Fund monies expended toward such sponsorship activity, the City recognizes that sponsorships play an vital role in supporting our community, as well as to promote cultural experience and economic development efforts of the City.

As stated in Council Policy 84 Community Sponsorship.

*“The City of Sebastopol recognizes that sponsorships play an important role in supporting our community and providing support for community events that are held for the following purposes:*

- *Support of nonprofit organizations, service clubs, groups or organizations serving the Sebastopol community;*
- *Cultural, recreational and educational activities;*
- *Promotion of the City of Sebastopol*

*In order to expand access to a wide range of cultural experiences and diversified community connections for all its residents, the City of Sebastopol provides limited assistance to local organizations in support of community events that are consistent with the goals and priorities of the city and that serve a public purpose.”*

*“Sponsorship – A sponsorship is any monetary or in-kind support from the City (City logo, City staff time, public safety services, and the use of City facilities or property, event permit fees, etc.) to the organizing agency that helps offset the costs of the event operations.”*

**DISCUSSION:**

City staff has received an application from the Sebastopol Rotary Club requested for monetary support for their upcoming June 3, 2023 music concert featuring Tommy Castro and the Painkillers at Ives Park. A short excerpt from the application as follows. Please see full application for more information.

“The music event will feature Tommy Castro and the Painkillers Band, the 2022 BB King Entertainment of the Year, 2022 Blues Album of the Year, and 2022 Band of the Year. The event also feature local beer and wine. The band will draw from all over Sonoma County and the Bay Area where they are well known.”

**GOALS:**

4.2.2, Foster a Sense of Community by Providing and Encouraging Participation in Community Events, Volunteering, and working with Non-Profits to Support Local Events

Goal 5 - Provide Open and Responsive Municipal Government Leadership

5.3.3. Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

Action CHW 5c: Practice an open-door policy in City programs, and actively engage and encourage participation from all individuals regardless of ethnicity, race, religion, class, disability, sexual orientation, and gender.

**PUBLIC COMMENT:**

As of the writing of this staff report, the city has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or 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:**

The financial impact of \$6,000 is requested for this event and listed below provided by the Sebastopol Rotary Club of such event budget cost.

security fencing	PAID ticketing Event - Fence	1900
Sub. Police Security	Required Security	1000
Sanitation	10 portables / 2 Handicap / Wash Stations	2100
Advertising	OFFSET ONLY	500
City Permitting	City Requirement	500

The current sponsorship program has a remaining budget of \$10,500 identified in the 2022-23 budget.

**RECOMMENDATION:**

That the City Council Review, Discuss and Consider the Request for Sponsorship Program from the Sebastopol Rotary Club Application Music Event Concert at Ives Park June 3, 2023.

**ATTACHMENT(S):**

Application

**FILING INSTRUCTIONS**

Please review these instructions carefully in order to completely and accurately file your application:

**1. PREPARE YOUR APPLICATION PACKET** containing the following:

One (1) application packet, single sided, 8 ½ x 11, white paper, unbound, unstapled, unpunched. Color documents may be included if desired for clarity and detail. Application packet will contain the following:

- Application with signature
- Attachments as necessary for further explanation of application content, all 8 ½ x 11" or smaller in size

**2. RETURN COMPLETE APPLICATION PACKET** in a sealed envelope via mail or hand delivery to:

City of Sebastopol  
Administrative Services Department  
7120 Bodega Ave  
Sebastopol, CA 95472

**ATTN: SPONSORSHIP REQUEST**

**3. SUBMIT.** Incomplete packets will not be considered until all required information is received.

# Application

<b><u>FOR CITY USE ONLY</u></b>
Date Received: _____
<input type="checkbox"/> Original Sponsorship Application
<input type="checkbox"/> Sponsorship Request Letter
<input type="checkbox"/> Complete -
- OR -
<input type="checkbox"/> Incomplete - return to Applicant

## 1. GENERAL INFORMATION

Date of Request: November 8, 2021

Amount Requested: \$ 6000

Name of Organization: Sebastopol Rotary Club

Organization Contact: JT Martin

Mailing Address: 3555 Thorn Rd  
Sebastopol, CA

Physical Address: same

Phone Number: 707.479.8960

E-mail address: jtmartin@monitor.net

Federal Taxpayer I.D. No: 94-6084471

Sebastopol Business License No. (Required for any work or service performed in city limits) N/A

Non-Profit Tax Status (verification must be attached): 501(c):  Yes  No

Other class (specify):

Received

NOV 8 2022

City of Sebastopol  
Admin Services- Finance

**2. STATEMENT OF PURPOSE**

1. Description of services or event being provided to the city. (Describe the event/activity and explain the impact you believe that it will have on the Sebastopol community. Will it generate sales tax and/ or bed tax through retail sales or hotel stays? Will it educate and/or provide quality of life to Sebastopol residents/visitors?):

1. Tommy Castro and the Painkillers Concert in Ives Park on June 3, 2023.
2. Along with 2 other bands, the event will run from Noon to 7:00PM. Beer, wine, water, fruit drinks will be served. Also BBQ and Ice Cream.
3. The music event will feature Tommy Castro and the Painkillers Band, the 2022 BB King Entertainers of the Year, 2022 Blues Album of the Year, and 2022 Band of the Year. The event will also feature local beer and wine. The band will draw from all over Sonoma County and the Bay Area where they are well known. (cont.)

2. How will the city's funds be used? (Provide specific details regarding your reason for request and how those funds will be spent. Funds are considered per line item, and appropriate information should be provided to assist the City Council's review and decision. If necessary, attach a separate sheet):

Item	Description	Amount requested
<b>Example:</b> Apple Blossom Festival	Traffic control plan for street closure	2,000
security fencing	PAID ticketing Event - Fence	1900
Sec. Police Security	Required Security	1000
Sanitation	10 portables / 2 Handicap / 2 WASH STATIONS	2100
Advertising	OFFSET ONLY	500
City Permitting	City Requirement	500

3. Total number of persons that benefit from or will attend this program or event: 1200 Approx  
1000 - 1500
4. Of the total number benefitting, give an estimate of the percentage (%) of Sebastopol residents that participate in said benefit:  
35 Resident 65 Non-Resident

## 2. Statement of Purpose (cont.)

4. The music event will benefit hotels, restaurants, wineries, breweries, and retail centers while providing community enrichment.

5. The music event is a fundraiser to support already committed funds to local programs i.e. the Ives Park 2<sup>nd</sup> Grader LEARN-to-SWIM Program, the Analy High School Construction Corp., 3 Junior College Scholarships, Overcoming Obstacles, and more.

**3. AGENCY BUDGET**

**1. Sources of Funding:**

A. Sebastopol Support: List any and all funding requested from the City of Sebastopol, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding request:

Type of Request	FY 20-21 Requested Amount	Funds Received	FY 21-22 Requested Amount	Reason for and/or description of request
<b>Example: Sponsorship</b>	\$1,000		\$1,500	
Sponsorship			6000	PER ITEM 2 ABOVE REQUEST

B. Community Support: List any and all funding requested from other community partners, including type of request (grant, sponsorship, donation, fundraiser, etc.), the amount your agency requested and the actual amount received, and a description of the funding requested (If necessary, attach a separate sheet.):

Agency providing funds	FY 20-21 Requested Amount	Approved Amount/ Funds received	FY 21-22 Requested Amount	Description of Contribution (in-kind, sponsorship, event, grant)
<b>Example: Sonoma Valley Foundation</b>	\$10,000	\$5,000	\$10,000	Education grant
Sponsorship County			8000	Bed Tax Fund/Sponsorship Request

2. Budget: Please provide event budget. (If necessary, attach a separate sheet.)

Tommy Castro and the Pinkkillers	10,000
The Marshall Law Band	1500
JACOB Phillip Benning Band	800
Sound Engineering	1700
Security Fencing	1800
Police Security	1000
Sanitation	2100
FOOD	
BBQ trailers	1200
Beer Truck	775
ICE	500
Advertising	250
Ticket sales / Printing	2000
	300
Permitting	500

GRAND TOTAL OF EXPENDITURES: \$ 24,425



**4. SIGNATURE AUTHORIZATION**

1. Identify the principal (owner, president, or equivalent) who is ultimately responsible for the applicant's event:

NAME: JT Martin  
TITLE: Rotary President Elect  
ADDRESS: 3555 Thoren Rd., Sebastopol, CA  
PHONE: 707-479-8960  
E-MAIL: jtmartin@monitor.net

2. Signature of authorized official:

The undersigned does hereby confirm that the information herein is true and correct, that the applicant agency meets the criteria set forth herein, and that the applicant agency agrees to comply with all requirements.

Signature: [Signature] Date: Nov 8, 2022

- END OF DOCUMENT -



**COPY**

**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."**

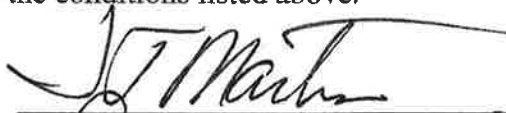
6. If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City.

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.

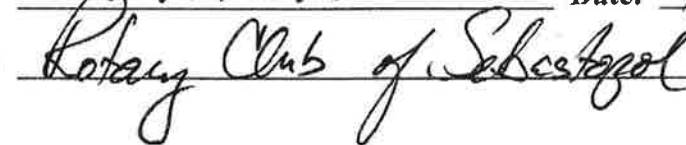
Authorized Signature:



Date:

10-27-2022

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 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: \_\_\_\_\_

Printed Name of Signer: J.T. MARTIN



**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:** Rotary Club of Sebastopol

**Street Address:** PO Box 213

**City:** Sebastopol **State:** CA **Zip:** 95473

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

**Email:** jtmartin@monitor.net

**On-site Contact Name (if different):** JT Martin

**Street Address:** 3555 Thorn Rd.

**City:** Sebastopol **State:** CA **Zip:** 95472

**Main Phone:** 707-479-8960 **Cell:** 707-479-8960

**Email:** jtmartin@monitor.net

**Sponsoring Organization Name (if any):** Rotary Club of Sebastopol

**Street Address:** PO Box 213

**City:** Sebastopol **State:** CA **Zip:** 95473

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

**Website:** sebastopolrotary.com

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

**EVENT INFORMATION**

**Event Name:** Sebastopol Blues & Brews Summit

**Event Short Description:** (This should be promotional in nature and should not exceed 20 words.)

AN AFTERNOON OF Blues featuring headliner

Tommy Castro & the Paintillers, CRAFT BEER WINE

**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.)

June 3, 2023, 12:00pm - 7:00pm Ives Park featuring

Bluesman Tommy Castro & the Paintiller. Barbecue

LOCAL CRAFT BEER AND WINE OFFERED.

FUNDRAISER FOR ROTARY CLUB PROJECTS, INCLUDING IVES PARK

EVENT INFORMATION (Continued)

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

IVES PARK to include stage & BBQ area

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.)

IVES PARK Stage Area, BBQ area, open area between stage and Polley Field, Restrooms AND AREA north of Pool,

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

If yes, list name(s) of park(s): IVES PARK

Event Type:  Athletic/Recreation  Exhibits/Misc.  Parade/Procession/March  
 Farmers/Outdoor Market  Concert/Performance  Circus/Carnival  
 Festival/Celebration  Free Speech  Block Party

Other (please explain): \_\_\_\_\_

Attendance: Anticipated Total Attendance: 1000-1500 Anticipated Daily Attendance: 1000-1500

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? 0

Prior location(s) of event: \_\_\_\_\_

Setup: Start Date: 6-2-2023 Start Time: 12:00  AM  PM

Event: Start Date: 6-3-2023 Start Time: 12:00  AM  PM  
End Date: 6-3-2023 End Time: 7:00  AM  PM

Cleanup: End Date: 6-4-2023 End Time: 12:00  AM  PM

EVENT DETAILS

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

Type of Sound Equipment: PA - amplified speakers

Location of Amplified Sound: STAGE, IVES PARK

Date of Amplified Sound: 6-3-2023

Start Time: 12:00  AM  PM End Time: 7:00  AM  PM

Purpose: music event fundraiser

Description:  Stereo  Band/Live  DJ  Microphone/PA System

Owner of Amplified Sound Equipment: L'Audio Glen DENLEK  
First Name Last Name

Business/Organization Name: L'Audio North

Max Power: \_\_\_\_\_ Watts Max Volume: <120 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: 4-5 ~~hot~~ BBQ trailers on site. Beaus warmed propane burner. (Be Slow Prepared

On-Site Food Preparation Method:  Propane  Charcoal  Electric  Other (please explain): AHEAD

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: Will Pay Centre for the Arts  
for handicap parking

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

Number of Standard Toilets: 10 Number of ADA Accessible Toilets: 2

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: 10 Number of recycling cans provided: 10

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

Mitigation of Impact:

Have you notified or met with the residents, businesses or other entities that may be impacted by your event?  Yes  No

Do you have a sample of the written notice that you propose to distribute prior to your event? If yes, please attach the written notice.  Yes  No

EVENT COMPONENTS

Please indicate which components will be present at the event:

- Open Flame
- Inflatables/Jump Houses
- Signs/Banners
- Stages
- Tables
- Tents/Canopies
- 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:** \_\_\_\_\_

9-27-2022

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