



**CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: June 16, 2026**

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**To:** Honorable Mayor and City Councilmembers  
**From:** Oriana Hart, Public Works Director  
**Department:** Public Works Department  
**Subject:** Consider Approval of Waiver for \$6,263 of Special Event Permit Fees and staff time for July 3<sup>rd</sup> Fireworks Event at the Community Center. Fees: \$700, Public Works staff time: \$1,417, and Police staff time: \$4,146.

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**RECOMMENDATION(S):** That the City Council approve the waiver of Special Event Permit fees for the July 3<sup>rd</sup> Fireworks community event held on July 3, 2026, at the Sebastopol Community Center. This amount includes the Special Event Permit Application Fee of \$150.00, the Daily Use Fee of \$500.00, the amplified sound fee of \$50.00, Public Works staff time: \$1,417.00, and Police staff time: \$4,146.

- PROCESS OF AGENDA ITEM:**
- a. Presentation by staff
  - b. Council questions and discussion
  - c. Public comment
  - d. Council deliberation and action

**EXECUTIVE SUMMARY:** The City of Sebastopol has eliminated funding to the Community Benefit Grants Program as well as the City Sponsorship Program. These programs historically provided funding assistance to nonprofit organizations and community events to help offset operational costs. The City Council has also suspended the policy for fee waivers and City sponsorships. Since that suspension, the City has continued to receive requests for support associated with community events and activities.

**BACKGROUND:** The July 3rd Fireworks Event is a longstanding community tradition that provides a family-oriented celebration associated with the Independence Day holiday. The event attracts residents and visitors to Sebastopol and provides recreational and community gathering opportunities for the public.

The event typically includes fireworks activities, entertainment, food vendors, and associated traffic control and public safety operations requiring coordination between event organizers, Public Works staff, Police services, and outside contractors.

**DISCUSSION:** The event organizer has requested waiver of Special Event Permit fees and City support associated with staffing, traffic control, materials, and event coordination services.

The requested support includes Public Works staff time associated with traffic control setup and breakdown, delivery and retrieval of barricades and signage, and cleanup activities. Additional support includes Police staffing associated with public safety and traffic management during the event.

Historically, the City has supported certain community events through allocation of staff resources and waiver of fees where directed by the City Council. In previous fiscal years, the July 3rd Fireworks Event received approximately \$6,930 in waived fees and City support services.

The Kiwanis has requested a waiver of the following Special Event Permit fees, estimated staff time, and estimated materials as follows:

Fees	Amount	Fee Waiver Request
Application	\$150.00	\$150.00
Amplified Sound	\$50.00	\$50.00
Daily Use Fee	\$500.00	\$500.00
Public Works Staff Time	\$1,417.00	\$1,417.00
Police Staff Time	\$4,146.00	\$4,146.00
<b>Total Fees</b>	<b>\$6,263.00</b>	<b>\$6,263.00</b>
<b>Total Fees to be Waived</b>	<b>\$6,263.00</b>	<b>\$6,263.00</b>

To date in the current fiscal year, five special events have been approved for fee waivers.

In Fiscal Year 2024–2025, several community events were granted fee waivers by the City Council. A summary of those waivers is provided below.

Fiscal Year	Number of Events with Fee Waivers	Total Fees Waived
FY 2024–2025	Chamber Tree Lighting	\$450
	Apple Blossom Parade/Fair	\$14,620
	Rotary Centennial Celebration	\$500
	Kiwanis Easter Egg Hunt	\$400
	Summer Concerts	\$1,550
	Many Moons	\$1,200
	July 3 <sup>rd</sup> Fireworks	\$6,930
	<b>Total</b>	<b>\$25,650</b>
FY 2025–2026 (to date)	Living Peace Wall Induction Ceremony	\$450
	Porch Fest	\$500
	Kiwanis Easter Egg Hunt	\$400
	Apple Blossom Festival	\$13,320
	Micah’s Hugs	\$275
	<b>Total</b>	<b>\$14,995</b>

Many of the community events that historically occur in Sebastopol are currently in the process of reapplying for their Special Event Permits for the upcoming year. At the time of preparation of this staff report, those events have not yet submitted requests for fee waivers.

**STAFF ANALYSIS:** The July 3rd Fireworks Event is a well-attended community event that provides recreational opportunities and contributes to community identity and vitality. The event also creates activity for local

businesses and attracts visitors to the community during the holiday period.

The requested waiver includes both direct permit fee waivers and indirect operational support associated with Police and Public Works staffing and materials. These services include traffic control implementation, public safety coordination, event setup support, and cleanup activities.

While the event provides community benefit, support for large-scale events also creates operational impacts to City staff resources and public facilities. Event related staffing and material costs are absorbed within existing departmental budgets unless otherwise reimbursed through permit fees or direct payment by the event organizer.

Use of City parks and public infrastructure for large events may also result in additional maintenance needs related to turf, landscaping, irrigation systems, and public facilities. Special event fees are intended, in part, to help offset these operational and maintenance impacts.

This item is before the City Council to consider whether to continue support for the July 3rd Fireworks Event through waiver of fees and provision of City staff support services.

**CITY COUNCIL GOALS/PRIORTIES/ AND OR GENERAL PLAN CONSISTENCY:**

This agenda item represents the City Council goals priorities as follows:

- Goal 1 - Community Vitality: Enhance Sebastopol as a great place to live that values community health and well-being. Preserve Sebastopol’s unique character.
  - Priority 5: Festive Activities/Holiday Events

This agenda item represents the City Council General Plan consistency:

- General Plan Policy - Conservation and Open Space
  - COS10-9: Continue to support and promote annual festivals and community events that celebrate Sebastopol’s cultural heritage.

**PUBLIC COMMENT:** As of the preparation of this staff report, no public comments have been received on this item. Any comments received after distribution of the report will be provided to the City Council as supplemental materials. Public comment will also be accepted during the meeting.

**COMMUNITY OUTREACH:** This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

**FISCAL IMPACT:** Approval of the request would result in City costs associated with Public Works staffing, Police staffing, traffic control materials, event setup, and cleanup operations, as well as waiver of applicable permit fees. These costs are not currently offset by a dedicated funding source and would be absorbed within existing departmental operating budgets and the General Fund.

**RESTATED RECOMMENDATION:** That the City Council approves the waiver of Special Event Permit fees for the July 3 Fireworks event held on July 3, 2026 in the amount of \$6,263.00.

**CITY COUNCIL OPTIONS:**

1. Deny the waiver fee in the amount of \$6,263.00
2. Reduce the fee waiver in the amount of \$6,263.00

**ATTACHMENT(S):**

1. Special Permit Waiver Request
2. Application

**APPROVALS:**

Department Head Approval: Approval Date: 5/14/26

CEQA Determination (Planning): Approval Date: NA

The proposed action is not a project under the California Environmental Quality Act (CEQA)

General Plan Goal (Planning): Approval Date: N/A

Administrative Services (Financial) Approval Date: 6/8/26

Costs authorized in City Approved Budget:  Yes  No  N/A

Account Code (f applicable) \_\_\_\_\_

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: 6/8/26



May 11, 2026

Dear City of Sebastopol Mayor, Council, and Staff,

On behalf of the Kiwanis Club of Sebastopol we would like to thank you for your ongoing support of our annual 3rd of July Fireworks and Music Extravaganza. As you know, Kiwanis has organized this Sebastopol community fundraiser for over 50 years, and we could not do it without you!

As a major supporter over the years, the City of Sebastopol has worked with us to ensure a safe, fun, and family-friendly celebration. In particular, the Police and Fire Departments as well as the Department of Public Works have supported our annual patriotic event, from safety training beforehand to patrols during the show. We are very grateful for the City's assistance in running a seamless celebration.

This year we are pleased to be working even closer with the City due to the change in location of the show from Analy High School to The Sebastopol Community Cultural Center. This change comes with many challenges and additional costs. As a Sponsor, we hope the City would be willing to provide support and services that would help cover those additional costs. All monies raised at the 3rd of July celebration are given back to the community through scholarships and grants to local nonprofits.

**Specifically, we are asking the City to sponsor our event in the following ways:**

1. Provide, install, and remove K-Rails for safety. We intend to use the K-rails and safety cones at strategic locations to protect festival patrons while also allowing emergency ingress and egress for Public Safety, City staff and ambulance services.
2. Install, remove and store crowd control barriers, which Kiwanis Club of Sebastopol will purchase. The club has agreed to make the crowd control barriers available to the Department of Public Works as required for other events held in Sebastopol. The crowd control barriers will be used at strategic locations to protect festival patrons and to help channel the flow of pedestrian traffic.
3. Provide and remove recycle, compost, and garbage receptacles using Sonoma County Resource Recovery as allowed by contract.
4. Provide and remove port-o-lets for event attendees using Sonoma County Resource Recovery as allowed by contract.
5. Waive event, permit and banner fees required by the City.
6. Waive Public Safety staffing and overtime expenses.
7. Promote the event in the City through their newsletter, website, and publications.
8. Promote the event as an insert in the water bill.

As a Sponsor, you will receive special recognition from the Stage, logo placement in prominent locations at the event as well as on our electronic media, and tickets to the show. We look forward to your participation in celebrating 250 years of American democracy with the best show on the 3<sup>rd</sup> of July for over half a century.

Please let us know if you have any questions, and we look forward to your reply and support.

Sincerely,

Kiwanis Club of Sebastopol



## ***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.gov](mailto:citypw@cityofsebastopol.gov) 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.**





# 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: Callie A. Kono Date: 3/20/26

Printed Name of Signer: Callie S. Kono



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

**APPLICANT INFORMATION**

**Applicant Name:** Kiwanis Club of Sebastopol  
**Street Address:** P.O. Box 1041  
**City:** Sebastopol **State:** CA **Zip:** 95472  
**Main Phone:** N/A **Cell:** 510-219-9232  
**Email:** kiwanis@seb.org

**On-site Contact Name** (if different): Callie Konno  
**Street Address:** 601 Ferguson Road  
**City:** Sebastopol **State:** CA **Zip:** 95472  
**Main Phone:** N/A **Cell:** 510-219-923  
**Email:** cskonno@yahoo.com

**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:** 3rd of July Fireworks and Music Extravaganza

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

3rd of July Fireworks and Music Extravaganza

**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.)

- July 2 and 3 - 9am to 3pm - set up side for vendors, music, and guests
- July 3 - 4pm - 9pm - admit guests, music show, parade of flags
- July 3 - 9:30pm to 10pm - fireworks show (launch from Analy High School Baseball field)
- July 3 - 10pm to midnight - clean up

**EVENT INFORMATION (Continued)**

**Event Location:** (e.g., "Ives Park to include stage and BBQ area" or "City Hall Conference Room")  
 Sebastopol Community Center parking lot

**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.)

Sebastopol Community Cultural Center parking lot will have main stage with musical acts. Adjoining areas for food and beverage vendors, non-profit organizations, children's entertainment including bouncy house, with street and lawn areas for fireworks viewing

**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: 6000 Anticipated Daily Attendance: 6000  
 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? 52  
 Prior location(s) of event: Analy High School Football Stadium  
 \_\_\_\_\_

**Setup:** Start Date: July 2 and 3 Start Time: 9  AM  PM  
**Event:** Start Date: July 3 Start Time: 4  AM  PM  
 End Date: July 3 End Time: 10  AM  PM  
**Cleanup:** End Date: July 3 End Time: 12  AM  PM

EVENT DETAILS

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

**Type of Sound Equipment:** PA system, musical amplification

**Location of Amplified Sound:** South area of parking lot

**Date of Amplified Sound:** July 3, 2026

**Start Time:** 4  AM  PM **End Time:** 9:30  AM  PM

**Purpose:** Musical show and announcements

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

**Owner of Amplified Sound Equipment:** Glenn Dennier  
First Name Last Name

**Business/Organization Name:** \_\_\_\_\_

**Max Power:** 2000 Watts **Max Volume:** 120 Decibels **Dist. of Audible Sound:** 300 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:** Professional security and Sebastopol PD

**If using licensed professionals, list company name:** Todd Daley

**Number of licensed professional staff:** 12

**If using volunteers, how many?** 30

**How will volunteers be identified?** T-shirts with Kiwanis logo

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:** \_\_\_\_\_  
Professional food vendors and food trucks.

**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? 15

**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:

See attached plan.

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

Number of Standard Toilets: 25 Number of ADA Accessible Toilets: 4

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

See attached plan.

**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.)

Cleanup to occur after the event from 10pm until midnight. Trash will be placed in appropriate bins.

**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 checked="" type="checkbox"/> Inflatables/Jump Houses | <input checked="" type="checkbox"/> Tables         |
|                                     | <input checked="" type="checkbox"/> Signs/Banners           | <input checked="" type="checkbox"/> Tents/Canopies |
|                                     | <input checked="" type="checkbox"/> Stages                  | <input checked="" type="checkbox"/> Vendors        |



**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.





# ZERO WASTE APPLICATION FOR EVENTS

**Submit minimum 15 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 are required to recycle and compost as per state laws AB 341, AB 1826, and SB 1383
- Events are strongly encouraged to use 100% reusables for food service ware
- Failure to comply with the requirements outlined in this application may result in additional fees or denial of future permit applications

## Attachments to Submit with this Application

Attach the following documents:

- 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 Sonoma County Resource Recovery (SCRR) or an event showing proof of recycling, organics (compost), and landfill (garbage) services

## Zero Waste Plan

Choose one of the following options:

- Hire an event greener to make a zero-waste plan that complies with guidelines below,
- OR**
- Consult with the Sonoma County Resource Recovery (SCRR) Outreach Team to ensure your employee- or volunteer-run plan complies with guidelines below. SCRR Outreach Coordinator: Amanda Rivers | (707) 299-8169 | [amanda@sonomacorr.com](mailto:amanda@sonomacorr.com)

## Vendor Compliance

It is recommended that you collect a security deposit or fine vendors for unclean booths or contamination of recycling and organics.

## Food and Drink Service Ware

It is strongly encouraged that you use 100% reusable food service ware. If disposables are chosen, they must comply with the [City of Sebastopol Event Food Service Ware Requirements for Vendors](#).

- A. If using reusable food service ware (e.g., glass cups, metal cutlery, fabric tablecloths), list it here:

Plastic bottled water sales and distribution are prohibited (no plastic water bottles under 1 gallon). Hiring a water station provider and encouraging attendees to bring refillable bottles is recommended. If cups are provided at the water station, they must be uncoated, compostable paper cups.

B. Describe your plan for providing drinking water at the event:

Water will be provided from vendors.

## Zero Waste Stations

At least **two weeks** prior to the event, contact SCRR to order recycling, organics, and landfill collection services. Services may include rolling carts, dumpsters (bins) and debris boxes.

Each Zero Waste Station must include receptacles for recycling, organics, and landfill. Stations must be placed in convenient locations and clearly labeled with text and images showing accepted and prohibited materials. Receptacles must be color-coded (blue for recycling, green for organics, gray for landfill). Stand-alone landfill receptacles are not permitted. Bins must be locked after the event concludes. If using rolling carts, place them at the curb after the event for SCRR collection.

A. How many Zero Waste Stations will your event have? 4

B. Where will the stations be located? (Attach a map or provide a description of locations.)

Stations will be located at the southeast and northeast corners of the community center parking lot as well as near at Morris Street and Laguna and Johnson and Taft

C. If you order dumpsters or debris boxes, when and how will materials be transported from the Zero Waste Stations to these larger containers?

We will not be ordering large dumpsters from Recology

D. It is recommended that each Zero Waste Station is staffed at all times. Describe your plan to monitor the stations to ensure attendees place items in the correct containers (e.g., volunteers or staff assigned to each station):

Zero Waste stations will be monitored by volunteers.

E. How will you train vendors, staff, and volunteers so they understand:

- What materials go into recycling, organics and landfill?

Volunteers will be trained by Green Mary or one of her staff

- Where to dispose of leftover food and used cooking oil?

Leftover food and oil will be properly disposed of.

## Waste Reduction

All purchased items (e.g., signage, promotional items, supplies) should be reusable, recyclable, or truly compostable whenever possible. If this is an annual event, consider omitting the date from materials so they can be used in future years.

- A. How are you planning your event inventory with waste prevention in mind? How are you limiting the number of giveaways (e.g., free samples, paper flyers) and/or ensuring giveaways are durable, reusable, recyclable or compostable?

There will be no giveaways at the event.

Events must include an "eco message" in promotional materials. Example: "We are striving for zero waste at the event. Please bring your own reusable water bottle, cup, and utensil set."

- A. What "eco message" will you use?

The 3rd of July Fireworks and Music Extravaganza strives to be a zero waste event. Pack it in, pack it out, leave no trace.

- B. Where will this message be displayed (e.g., flyers, website, social media)?

Fliers, website, signs at entrance

## Resources

### Waste Hauler

Sonoma County Resource Recovery | (707) 795-7470 | [info@sonomacorr.com](mailto:info@sonomacorr.com) | <https://www.sonomacorr.com/>

### Event Greening, Water Stations, and Reusable Foodware

- **Green Mary:** Mary Munat | (707) 548-7582 | [bernadette@greenmary.com](mailto:bernadette@greenmary.com) | <https://greenmary.com/>
- **WasteBusters:** Michael Siminitus | (510) 473-2087 | [info@wastebusters.info](mailto:info@wastebusters.info) | <https://www.wastebusters.info/>
- **US Pure Water:** Michael Levine | (415) 272-3288 | [events@uspurewater.com](mailto:events@uspurewater.com) | <https://www.uspurewater.com/events---hydration-stations.html>
- **The Rental Place:** (707) 823-7686 | <https://therentalplace.com/>
- **Additional Resources:** Zero Waste Sonoma | <https://zerowastesonoma.gov/resources/zero-waste-events>

### Food Donations

- Edible Food Recovery Organizations: <https://zerowastesonoma.gov/materials/food>
- Food Scraps for Animals: <https://zerowastesonoma.gov/materials/food-for-animals>

### Used Cooking Oil

- **North Bay Restaurant Services:** (707) 824-9737 | [info@teamnorthbay.com](mailto:info@teamnorthbay.com) | <https://northbayrestaurantervices.com/>

## City of Sebastopol Ordinance

### Municipal Code 8.36

- Sebastopol Polystyrene Ban and disposable food service ware ordinance: ("[Section 8.36.035](#)").
- 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.
- 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 8.36.030](#)").
- "All food providers shall only provide lids, cutlery, to-go condiment packages, and paper straws upon request of customers.
- Plastic straws banned (paper straws permitted).

# City of Sebastopol

## Event Food Service Ware Requirements for Vendors

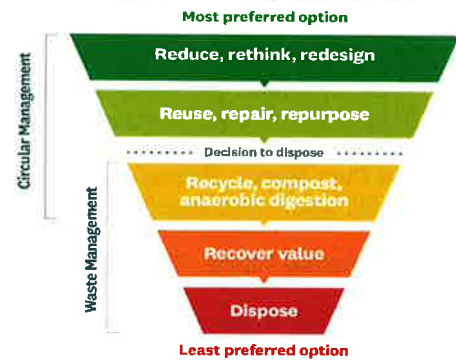
Permit applications must have signed copies of this document from each participating vendor.

**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

### THE WASTE HIERARCHY



<p><b>Allowed</b></p> <p><u>Compostable Items*</u>:</p> <ul style="list-style-type: none"> <li>• Uncoated white/natural plant fiber &amp; paper products (straws, bowls, deli boats, etc.) including bagasse products (sugar cane fiber)</li> <li>• Uncoated white/natural deli paper &amp; parchment paper</li> <li>• Paper napkins/towels (any color).</li> <li>• 100% wood or bamboo products (cutlery, chopsticks, stirring sticks, etc.)</li> </ul> <p><u>Recyclable Items:</u></p> <ul style="list-style-type: none"> <li>• Aluminum cans &amp; (clean) foil</li> <li>• Glass bottles and jars (empty with lids on)</li> <li>• #1 PETE clear plastic cups</li> </ul> <p><u>Paper “Hot Cups”</u></p> <p><b>Important:</b> Coated paper cups are allowed, but not currently accepted in the compost or recycling streams in Sonoma County (even if they are labeled compostable). They must go in garbage.</p>	<p><b>Not Allowed</b></p> <p><u>Single-use Disposable Plastic Service Ware:</u></p> <ul style="list-style-type: none"> <li>• Single-use plastic utensils, clamshells, sides/dressing cups, lids</li> <li>• Disposable plastic water bottles</li> <li>• Plastic bags/plastic wrap</li> <li>• Polystyrene (Styrofoam)</li> <li>• Plastic Straws</li> <li>• Sauce packets (ketchup, soy sauce, etc.)</li> </ul> <p><u>All #6 PS Plastics</u>, including non-foam plates and cups (prohibited under the Sebastopol polystyrene ordinance).</p> <p><u>“Compostable” Plant/bio-plastic Products/ PLA Plastics **</u></p> <p><u>Coated Paper Food Containers</u> (If it has a shiny surface/ moisture barrier, it is likely coated). Exception: paper coffee cups for hot beverages.</p> <p><u>Foil for Serving Food In</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p>*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.</p>	<p>**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.</p>
<p>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.</p>	
<p><b>Vendor name:</b> _____</p>	
<p><b>Vendor signature:</b> _____ <b>Date:</b> _____</p>	



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

Activity Description	Community Group Fee	Resident Fee	Non-Resident 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

Other Fees	Fee
<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)

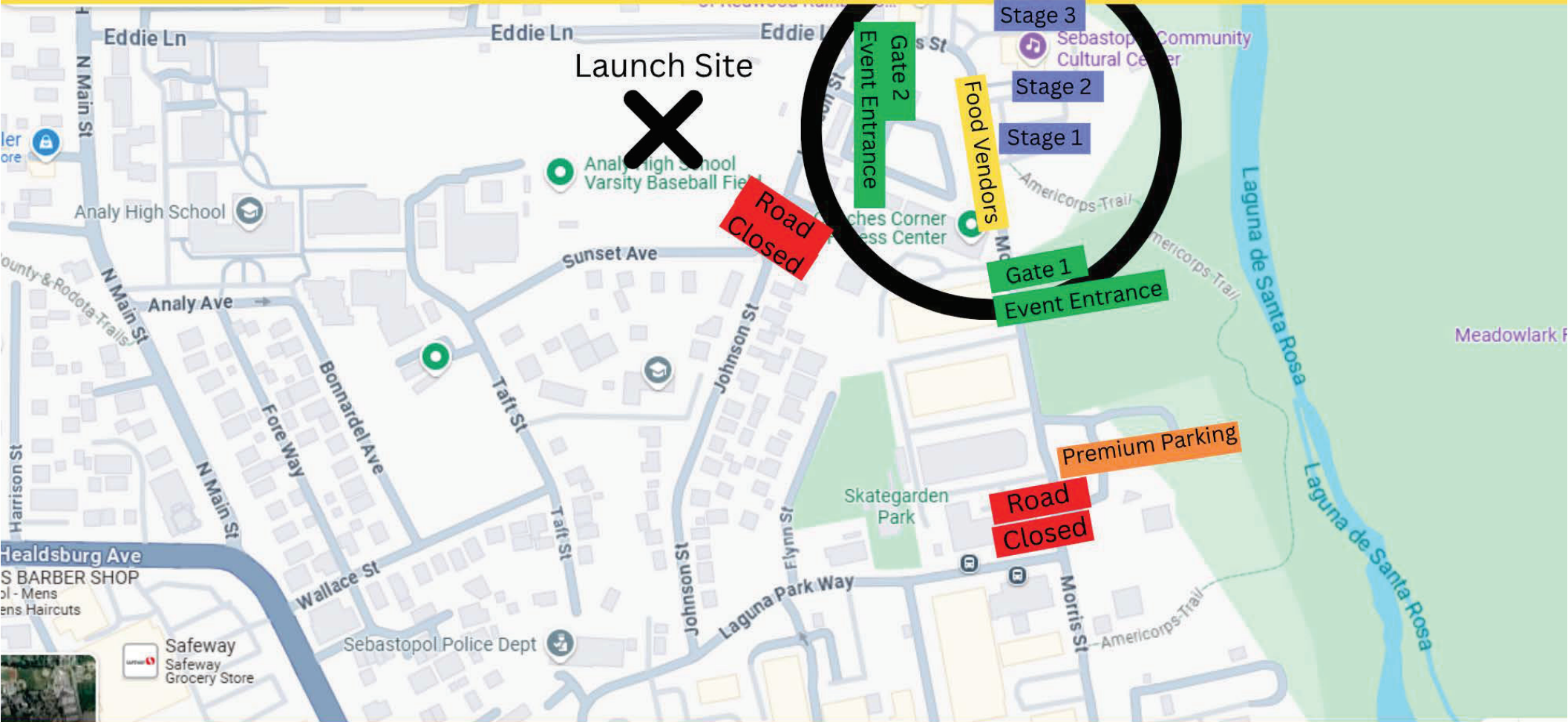
**Classes with Instructors Utilizing Park Area (per week)\*\*\***

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
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# 2026 3<sup>rd</sup> of July Fireworks Event



# Kiwanis Club of Sebastopol