CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: November 17, 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 $1,800 of Special Event Permit Fees for the Trashlantis Festival, and applicable Special Event Permit Fees for the Sebastopol Turkey Trot 5K

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RECOMMENDATIONS:
That the City Council consider (1) waiving $1,800 in Special Event Permit fees for the Trashlantis Festival, held at the City-owned grounds adjacent to the Sebastopol Community Center Youth Annex on October 17, 2026, and (2) the Kiwanis Club of Sebastopol's request to waive applicable City fees, including staff costs, for the inaugural Sebastopol Turkey Trot 5K scheduled for November 26, 2026.

PROCESS OF AGENDA ITEM:

- Presentation by staff
- Council questions and discussion
- Public comment
- Council deliberation and action

EXECUTIVE SUMMARY:
The City Council is being asked to consider a request from the organizers of Trashlantis to waive $1,800 in Special Event Permit fees for the festival held on October 17, 2026, on City-owned grounds adjacent to the Sebastopol Community Center Youth Annex. Trashlantis is described by its organizers as a free, active-transportation and zero-waste eco-festival intended to promote community health and sustainability.

The City Council is also being asked to consider a request from the Kiwanis Club of Sebastopol, with the support and participation of the Sebastopol Grange and Sebastopol Lions Club, to waive applicable City fees associated with the inaugural Sebastopol Turkey Trot 5K, scheduled for Thanksgiving morning, November 26, 2026. The request includes event, permit, traffic, facility, other municipal fees, and staff costs. The request does not identify a dollar amount for the Turkey Trot waiver. The total fees for the Turkey Trot special event are $400.

BACKGROUND:
Trashlantis was held on October 17, 2026, on City-owned grounds adjacent to the Sebastopol Community Center Youth Annex. The organizers requested a waiver of $1,800 in fees associated with the Special Event Permit. The organizers describe Trashlantis as a free, active-transportation, zero-waste eco-festival designed to increase awareness of solutions that improve the health and sustainability of the community and the broader world.

The Sebastopol Turkey Trot 5K is a new community event planned for Thanksgiving morning, November 26, 2026. The request was submitted by the Kiwanis Club of Sebastopol, with support and participation from the Sebastopol Grange and Sebastopol Lions Club. The organizers state that the event is intended to promote health and wellness and raise funds for local youth scholarships, grants, and programs. They indicate that 100 percent of net proceeds will support local youth. The organizers are seeking a waiver of applicable event, permit, traffic, facility, other municipal fees, and staff costs. The application materials do not provide an itemized estimate of those fees or staff costs.

DISCUSSION:
The City Council has previously considered and approved fee waivers for community events. The City's prior general fee-waiver and sponsorship policy has been suspended, and individual requests are brought to the City Council for consideration. The Trashlantis request is for $1,800 in Special Event Permit fees. The Turkey Trot

request is broader and seeks a waiver of applicable City fees and staff costs. The City Council may approve, modify, or deny either request.

The Turkey Trot organizers have requested a waiver of applicable event, permit, traffic, facility, other municipal fees, and staff costs. The request letter explains that the event will charge participant registration fees to cover production expenses and that net proceeds will support local youth. The materials provided do not quantify the City fees or staff costs for the event; therefore, the fiscal impact of approving this request cannot yet be determined from the submitted materials.

Table 1 – Trashlantis Festival

Fees	Amount	Fee Waiver Request
Application	$250	$250
Amplified Sound	$50	$50
Daily Use Fee	$1500	$1500
Total Fees	**$1800**	**$1800**
Total Fees to be Waived	**$1800**	**$1800**

Table 2 – Kiwanis Turkey Trot

Fees	Amount	Fee Waiver Request
Application	$150	$150
Daily Use Fee	$250	$250
Total Fees	**$400**	**$400**
Total Fees to be Waived	**$400**	**$400**

To date in the current fiscal year, two 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
	Peacetown Summer Concerts	$1,550
	Many Moons	$1,200
	July 3rd Fireworks	$6,930

	Total	**$25,650**
FY 2025–2026	Living Peace Wall Induction Ceremony	$450
	Porch Fest	$500
	Kiwanis Easter Egg Hunt	$400
	Apple Blossom Festival	$13,320
	Micah's Hugs	$275
	Kiwanis July 3rd Firework Event	$6,263
	Total	$27,006
FY 2026–2027	Peacetown Concert Series	$5,000
	Many Moons Festival	$750
	Total	**$5,750**

STAFF ANALYSIS:
The City Council has the discretion to approve, deny, or modify requests for special event fee waivers. While these events provide community benefits, waiving fees shifts the cost of supporting them to the City and its taxpayers. Special Event Permit fees help offset the costs associated with event review, traffic management, facility use, and other City services. The Trashlantis organizers have requested a waiver of $1,800 in Special Event Permit fees. The Kiwanis Club of Sebastopol has requested a $400 fee waiver for the Turkey Trot. Both requests would reduce revenue available to offset the City's costs associated with these events.

The City has historically approved fee waivers for community events; however, the City's prior general fee-waiver and sponsorship policy has been suspended, and requests are now considered individually by the City Council. Approval of these requests would establish no formal policy for future events, but would represent a decision to use City resources to support these particular activities.

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 requested fee waivers would reduce City revenue by $1,800 for the Trashlantis Festival and $400 for the Sebastopol Turkey Trot, for a total of $2,200 in waived fees. Approval of the requests would reduce the City's recovery of costs associated with permitting and supporting these events.

RESTATED RECOMMENDATION:
That the City Council consider the requests to waive $1,800 in Special Event Permit fees for the Trashlantis Festival and $400 in fees for the Sebastopol Turkey Trot, for a total fee waiver of $2,200.

CITY COUNCIL OPTIONS:
1. Deny the Trashlantis fee waiver in the amount of $1,800 and the Turkey Trot fee waiver in the amount of $400.
2. Approve a reduced fee reduction for each event in an amount determined by the City Council.

ATTACHMENT(S):
1 – Special Permit Waiver Requests
2 – Applications

APPROVALS:
Department Head Approval: Approval Date: 11/10/26
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: 11/10/26
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: 11/10/26

Kiwanis
Club of Sebastopol

October 2, 2026

City of Sebastopol
City Council / City Manager
Sebastopol, California

RE: Request for Fee Waiver – Sebastopol Turkey Trot 5K

Dear City Council Members and City Staff,

On behalf of the Kiwanis Club of Sebastopol, with the support and participation of the Sebastopol Grange and Sebastopol Lions Club, we respectfully request a waiver of applicable City of Sebastopol fees associated with the inaugural Sebastopol Turkey Trot 5K, to be held on Thanksgiving morning, November 26, 2026.

The Turkey Trot is being established as a new community Thanksgiving tradition in Sebastopol. The event will bring residents and families together for a healthy and positive community activity while raising funds to support local youth through scholarships, grants and youth programs.

The event is being organized entirely as a community fundraising effort by local service organizations. One of the central goals of the Turkey Trot is to create a sustainable annual source of funding for local youth. The participating organizations are not organizing the event for their own financial benefit. Rather, 100% of the net proceeds raised through the event will be directed toward scholarships and grants benefiting young people in our community.

This is particularly important during the inaugural year. We are working to establish the event, attract participants, develop local business sponsorships, and build the infrastructure necessary for the Turkey Trot to become an annual Thanksgiving tradition. At the same time, we are making every effort to keep registration affordable and accessible to families while minimizing the costs associated with producing the event.

We are actively seeking local sponsors, business partners and in-kind donations and are carefully reviewing each expense associated with the race. As a nonprofit community event, our available resources are limited, and every additional dollar spent on administrative, permitting or event-related fees is a dollar that cannot ultimately be directed toward local youth.

For that reason, we respectfully ask the City of Sebastopol to waive the applicable City fees associated with the Turkey Trot, including any event, permit, traffic, facility or other municipal fees applicable to the event.

We understand that the Turkey Trot will involve a registration fee for participants. However, those registration fees are necessary to cover the basic costs of producing the event, including insurance, race

materials, participant amenities, traffic and safety requirements, shirts and medals, and other event expenses. The purpose of the event is to generate a net contribution to local youth after those necessary costs have been paid. City fee waivers would therefore have a direct impact on the amount of money ultimately available for scholarships and grants.

The Turkey Trot also provides a broader benefit to the Sebastopol community. It promotes health and wellness, encourages families and residents to participate in an active community event, provides opportunities for local businesses and organizations to participate, and brings several established Sebastopol service organizations together around a common purpose.

We believe the City's support of the inaugural Turkey Trot would help establish an event that can become a meaningful annual Thanksgiving tradition for Sebastopol. As participation and community support grow in future years, so too can the amount of funding generated for local youth.

We sincerely appreciate the City's consideration of this request and its support of the Kiwanis Club, Sebastopol Grange and Sebastopol Lions Club as we work together to create a new community tradition that benefits the young people of Sebastopol.

Respectfully,

Mathew Carson
Sebastopol Turkey Trot 5K
Kiwanis Club of Sebastopol
with the support of the Sebastopol Grange and Sebastopol Lions Club
501(c)(3) Nonprofit Organization
707-861-8069
mathewcarson@gmail.com

To: City of Sebastopol

From: Organizers of Trashlantis

Re: Fee waiver

To whom it may concern,

Please consider granting a fee waiver for the use of the grounds owned by the City of Sebastopol adjacent to the Sebastopol Community Center Youth Annex per the Special Event Permit for Trashlantis Festival.

The amount of the fees is $1800.

Trashlantis is a free, active-transport, zero-waste eco-festival designed to increase visibility of solutions which improve the health and sustainability of our community, our selves, and the greater world around us.

Thank you for your consideration.

Robert van de Walle
Trashlantis
510 388 7521
556 Sparkes Road Sebastopol CA

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 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 Deprartment 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:** 08/18/2026

Name of Organization: Sebastopol Kiwanis Club

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.

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:** 08/18/2026

Printed Name of Signer: Mathew Carson

CITY OF SEBASTOPOL
Special Event Permit Application

Return To: Public Works Department
714 Johnson St.
Sebastopol, CA 95472
Phone: 707-823-5331
Email: citypw@cityofsebastopol.gov

Please use black ink to complete this application.

APPLICANT INFORMATION

Applicant Name: Mathew Carson
Street Address: 10851 Green Valley Rd
City: Sebastopol **State:** CA **Zip:** 95472
Main Phone: 707 861 8069 **Cell:** 415 606 4252
Email: mathewcarson@gmail.com

On-site Contact Name (if different)**:** _____
Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Main Phone: _____ **Cell:** _____
Email: _____

Sponsoring Organization Name (if any)**:** Sebastopol Kiwanis Club
Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____
Website: _____

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

EVENT INFORMATION

Event Name: Sebastopol Turkey Trot

Event Short Description: (This should be promotional in nature and should not exceed 20 words.)
5k run/walk

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.)

See Attached

EVENT INFORMATION (Continued)

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

Will you need access to electricity? X **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.)

Start and finish line is on Morris St in front of the community center. Th SCC will be open and the facilities available to participants. There will be a table for registration, race packet pickup, and a coffee/water station for participants within the SCC parking lot, or inside

Does the event involve the use of a City park? __ **Yes** X **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: 500 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? 0
Prior location(s) of event: Inaugural event

Setup: Start Date: 11/26/26 Start Time: 6 X AM __ PM

Event: Start Date: 11/26/26 Start Time: 8 X AM __ PM
End Date: 11/26/26 End Time: 11 X AM __ PM

Cleanup: End Date: 11/26/26 End Time: 12 __ AM X PM

EVENT DETAILS

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

Type of Sound Equipment: Amplified with microphone

Location of Amplified Sound: Sebastopol Community Center/Morris St

Date of Amplified Sound: 11/26/26

Start Time: 8 X **AM** __ **PM** **End Time:** 11 X **AM** __ **PM**

Purpose: Start of race, announcement of winners, award ceremony

Description: __ Stereo __ Band/Live __ DJ ✔ Microphone/PA System

Owner of Amplified Sound Equipment: Mathew Carson
First Name Last Name

Business/Organization Name: Kiwanis Club

Max Power: _____ Watts **Max Volume:** _____ Decibels **Dist. of Audible Sound:** 100 Feet

For Sound Vehicle Only: Vehicle License Number: _____ Vehicle Make: _____

Vehicle VIN: _____ Vehicle Year: _____

Security Plan: X **Yes** __ **No** If yes, complete the following.

Security Plan Description: See Attached

If using licensed professionals, list company name: _____

Number of licensed professional staff: _____

If using volunteers, how many? 35

How will volunteers be identified? High Vis Vest or T-Shirts

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** X **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** X **No** **If yes, how many?** _____

EVENT DETAILS (Continued)

Alcoholic Beverages: __ **Yes** X **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: X **Yes** __ **No** If yes, complete the following.

Parking Plan Description:

Street parking on Morris, and parking lot of surrounding businesses

Portable Toilets: __ **Yes** X **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.)

SCC bathrooms will be available to participants. We do not believe it will be necessary for portable toilets along the course

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

Number of garbage cans provided: 5 Number of recycling cans provided: 8

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

Post race we'll walk the course and pickup any garbage left on the route

Mitigation of Impact:

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

EVENT COMPONENTS

Please indicate which components will be present at the event:

__ Open Flame	__ Inflatables/Jump Houses	✔ Tables
	✔ Signs/Banners	✔ Tents/Canopies
	__ Stages	__ 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:** 08/18/2026

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.gov

Applicant's Initials mc

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 round 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.

IHAVE READ AND AGREE TO THIS CONTRACT AND WILL CONFORM WITH THE RULES ATTACHED TO THIS AGREEMENT.

Signature of Applicant: _____ **Date:** _____

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

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:

No food

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:

We will have an aid station on the West County Trail at the turnaround point. Water will be served in recyable paper cups, poured from 5 gallon reusable water containers. We'll also have a 5 gallon stainless steel urn. Water will also be available in the same manner at start/finish, and also from a water fountain for those that have bottles

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? 6

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

at the start/finish; at the aid station on west county trail; and at N. Main St by Analy High School

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

N/A

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):

Each Zero Waste Station will be staffed by a designated event volunteer during the primary event and post-race periods. Volunteers will monitor the recycling, organics and landfill containers, assist attendees with proper sorting, and help prevent contamination. Volunteers will also monitor container capacity and replace or consolidate bags as needed. Prior to the event, all volunteers assigned to the Zero Waste Stations will receive instructions on the proper sorting of common event materials. Stations will remain staffed during the highest-volume periods, particularly immediately before, during and after the race.

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

- What materials go into recycling, organics and landfill?

We will only have paper cups, so they will all go into the recycle bins. Any other items will be sorted and disposed of as needed

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

N/A

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?

Event inventory will be planned based on anticipated attendance and actual registration numbers to avoid unnecessary excess. We will limit promotional giveaways and paper materials and prioritize digital communication through online registration, email and social media. Any necessary printed materials will be kept to a minimum.Participant items such as race bibs, shirts and awards will be ordered based on registration data, with limited additional inventory for late registrations. We will avoid single-use promotional items and encourage sponsors to provide useful, durable or reusable products rather than disposable giveaways. Any beverage service will use recyclable or compostable materials where

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 Sebastopol Turkey Trot is committed to reducing waste and keeping our community clean. We encourage participants to bring reusable water bottles, limit single-use materials, and dispose of waste in the appropriate recycling, compost and trash containers. Together, we can make this Thanksgiving tradition healthy for our community and our environment.

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

Website, registration portal, social media

Resources

Waste Hauler

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

Event Greening, Water Stations, and Reusable Foodware

- **Green Mary:** Mary Munat | (707) 548-7582 | bernadette@greenmary.com | https://greenmary.com/
- **WasteBusters**: Michael Siminitus | (510) 473-2087| info@wastebusters.info | https://www.wastebusters.info/
- **US Pure Water:** Michael Levine | (415) 272-3288 | 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 | https://northbayrestaurantservices.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



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 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.

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.

*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.

**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: Mathew Carson

Vendor signature: _____ **Date:** 08/18/2026

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

Activity Description	Community Group Fee	Resident Fee	Non-Resident Fee
Application Fee			
Up to 50 people	$0	$0	$0
51-200 people	$100	$150	$200
More than 200 people	$150	$250	$350
Security Deposit*			
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			
Daily Use Fee			
Up to 50 people	$50	$75	$100
51-200 people	$125	$250	$500
More than 200 people	$250	$500	$1,000
Amplified Sound/Stage/Bouncehouse			
Amplified Sound Use	$50	$75	$100
Stage Use	$50	$75	$100
Bouncehouse Use	$30	$40	$50

Other Fees	Fee
Parking Space Fee**	
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

SEBASTOPOL TURKEY TROT 5K

Road Closure, Detour & Course Control Plan

CITY REVIEW PACKET

Proposed traffic management and runner-control locations

01

COURSE

5K route and start/finish

02

ROAD CLOSURES

Two proposed closure segments

03

CONTROL

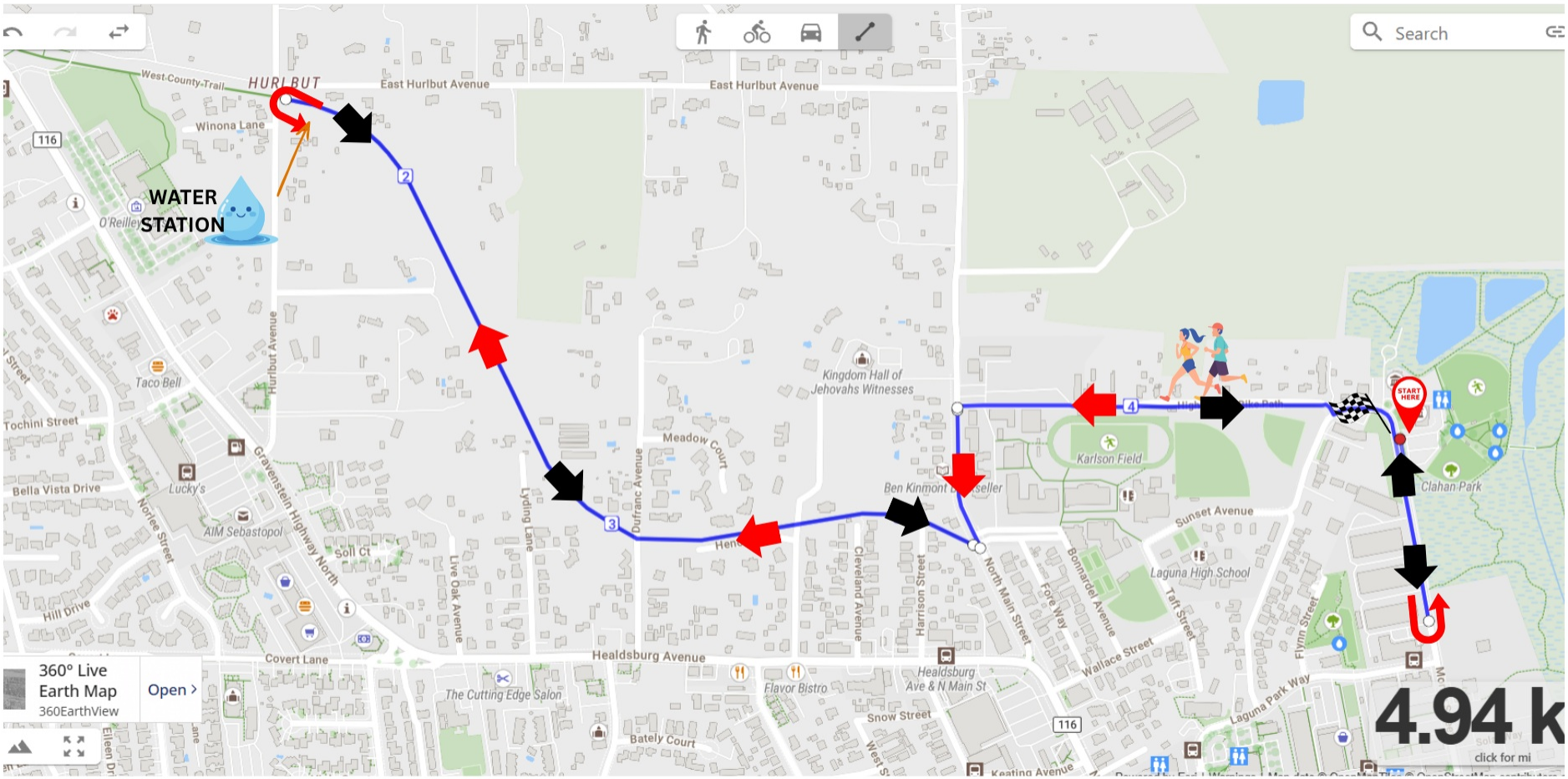
Marshals and flaggers at key points

PURPOSE

Provide the City with a clear overview of the proposed 5K course, road closures, traffic detour routes, and personnel/control points required to manage runner and vehicle movements.

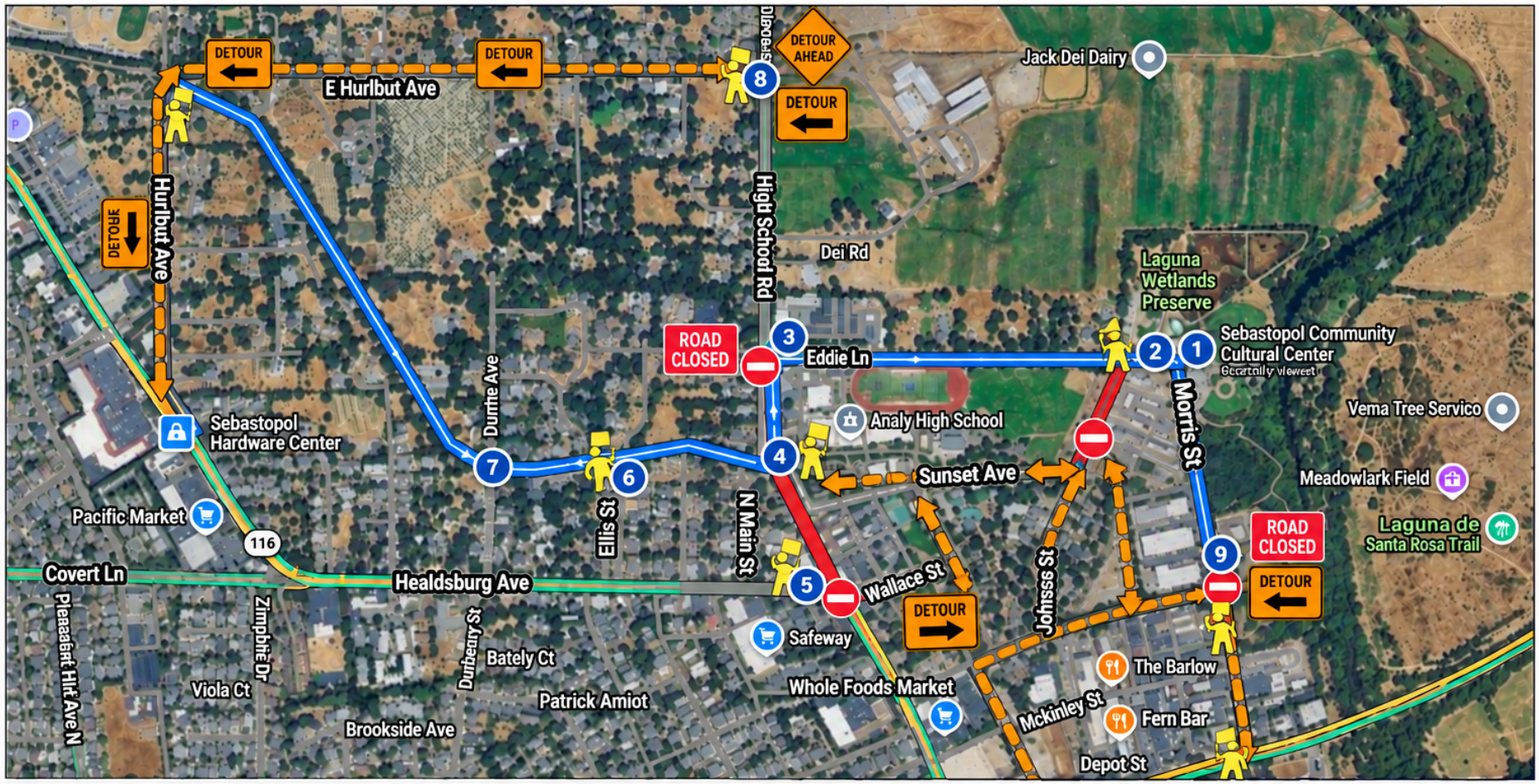
Sebastopol Turkey Trot 5K Course

Event course map provided for City review



5K Course, Road Closures & Detours

Blue = 5K course | Red = road closure | Orange = traffic detour route | Yellow = flagger



Proposed Road Closures

Closure limits and traffic-management response

MORRIS ST

Laguna Rd to Johnson St

Morris St is closed. Traffic is directed toward Laguna Rd using the designated detour route. A Course Marshal is stationed at the closure with flaggers and signs showing the detour.

N. MAIN ST

Hwy 116 to Eddie Ln

Road closure at N. Main St and Hwy 116. A Course Marshal and flaggers direct traffic to the detour via Wallace St or down Hwy 116.

ROAD CLOSURE SUMMARY

- Morris St: Laguna Rd → Johnson St
- N. Main St: Hwy 116 → Eddie Ln

Runner & Traffic Control Points — 1 through 5

Personnel, barricades and directional controls identified for the event

1

START / FINISH — SEBASTOPOL COMMUNITY CENTER

Start/Finish line at Sebastopol Community Center.

2

MORRIS ST ROAD CLOSURE

Morris St is closed with traffic detoured to Laguna Rd. Course Marshal present at the road closure with flaggers and signs showing the detour.

3

HIGH SCHOOL RD & EDDIE LN

Road closed at High School Rd & Eddie Ln with barricades, Course Marshal and flaggers.

4

WEST COUNTY TRAIL & N. MAIN ST

Flaggers present to direct runners.

5

N. MAIN ST & HWY 116

Road closed at N. Main St & Hwy 116 with Course Marshal and flaggers directing traffic to detour on Wallace St or down Hwy 116.

Runner & Traffic Control Points — 6 through 9

Personnel and directional controls at trail crossings and detour points

6 & 7

TRAIL CROSSINGS

Flaggers present to monitor traffic crossing the trail.

8

E. HURLBUT AVE

Marshal and flaggers will be at E. Hurlbut to advise traffic of the road closure ahead and direct motorists on the detour via E. Hurlbut to Hurlbut.

9

MORRIS ST / LAGUNA RD

PERSONNEL / CONTROL ELEMENTS

Course Marshal — stationed at designated closure/control points.

Flaggers — direct runners and/or vehicle traffic at identified locations.

Barricades & signs — used at the road-closure points identified above.

Traffic Management Approach

A concise summary of the proposed controls shown on the maps

5K COURSE

The event course is shown in blue on the course and traffic maps.

ROAD CLOSURES

Road-closure segments are shown in red. Proposed closures are Morris St from Laguna Rd to Johnson St and N. Main St from Hwy 116 to Eddie Ln.

TRAFFIC DETOURS

Detour routes are shown in orange. Directional signage and flaggers are used at the identified points to direct motorists around closures.

FLAGGERS & MARSHALS

Flaggers and Course Marshals are positioned at the numbered locations identified in the control-point descriptions.

RESIDENT / MOTORIST NOTICE

REQUEST FOR CITY REVIEW

Review the proposed road closures, detour routes, course-control locations, barricades, flaggers and Course Marshal positions shown in this packet.

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 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 Deprartment 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:** 7/13/2026

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:** 2/13/2026

Printed Name of Signer: Robert van de Walle

CITY OF SEBASTOPOL
Special Event Permit Application

Return To: Public Works Department
714 Johnson St.
Sebastopol, CA 95472
Phone: 707-823-5331
Email: citypw@cityofsebastopol.gov

Please use black ink to complete this application.

APPLICANT INFORMATION

Applicant Name: Robert van de Walle
Street Address: 556 Sparkes Road
City: Sebastopol **State:** CA **Zip:** 95472
Main Phone: 5103887521 **Cell:** 5103887521
Email: bobpixel@gmail.com

On-site Contact Name (if different): _____
Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Main Phone: _____ **Cell:** _____
Email: _____

Sponsoring Organization Name _____
Street Address: _____
City: _____
Phone: _____
Website: _____

We're working to secure a sponsorship non-profit

Is the organization a nonprofit? __ Yes ... the City.)

EV...

Event Name: Trashlantis

Event Short Description: (This should ... words.)

Celebrating creative solutions to plastic poll...

Event Detailed Description: (Please pr... a narrative and timeline of your event. You may attach pages if needed. A complete Site Plan/Route Map is required with your application.)

See attached

EVENT INFORMATION (Continued)

Event Location: (e.g., "Ives Park to include stage and BBQ area" or "City Hall Conference Room")
Gravel parking lot and lawn around Youth Annex

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.)

See attached

Does the event involve the use of a City park? __ Yes X 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): Bike ride through and around Sebastopol

Attendance:
Anticipated Total Attendance: 600 Anticipated Daily Attendance: 600
Is event open to the public? X Yes __ No
Is this an annual event? __ Yes X No
If yes, how many years has the event been held? ____
Prior location(s) of event: Parking Area behind the Youth Annex

Setup:	Start Date:	October 16	Start Time:	3	__ AM	X PM
Event:	Start Date:	October 17	Start Time:	11	X AM	__ PM
	End Date:	October 17	End Time:	10	__ AM	X PM
Cleanup:	End Date:	October 18	End Time:	5	__ AM	X PM

EVENT DETAILS

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

Type of Sound Equipment: TBD

Location of Amplified Sound: See map

Date of Amplified Sound: 10/17/2026

Start Time: 12 __ **AM** X **PM** **End Time:** 10 __ **AM** X **PM**

Purpose: Dancing and awards announcments

Description: __ Stereo ✓ Band/Live ✓ DJ ✓ Microphone/PA System

Owner of Amplified Sound Equipment: TBD
First Name Last Name

Business/Organization Name: TBD

Max Power: TBD Watts **Max Volume:** TBD Decibels **Dist. of Audible Sound:** TBD Feet

For Sound Vehicle Only: Vehicle License Number: _____ Vehicle Make: _____

Vehicle VIN: _____ Vehicle Year: _____

Security Plan: X **Yes** __ **No** If yes, complete the following.

Security Plan Description: Overnight monitoring of art installations

If using licensed professionals, list company name: _____

Number of licensed professional staff: _____

If using volunteers, how many? 2

How will volunteers be identified? Event Staff T-shirts

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: X **Yes** __ **No** If yes, complete the following.

Describe how food will be served and/or prepared: _____

Service by food vendors from Sebastopol and Barlow, licensed food cart

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

Cold food: sandwiches, wraps, salads

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? X **Yes** __ **No** **If yes, how many?** 2

EVENT DETAILS (Continued)

Alcoholic Beverages: X **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: X **Yes** __ **No** If yes, complete the following.

Parking Plan Description:

Parking will be off site on Morris street. Many attendees will ride their bicycles.

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

Number of Standard Toilets: 6 Number of ADA Accessible Toilets: 1

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

see map

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

Number of garbage cans provided: 4 Number of recycling cans provided: 4

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

Volunteers to assist in proper sorting. see map for bin locations

Mitigation of Impact:

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

EVENT COMPONENTS

Please indicate which components will be present at the event:

__ Open Flame	__ Inflatables/Jump Houses	✓ Tables
	✓ Signs/Banners	✓ Tents/Canopies
	✓ Stages	✓ 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:** 7/13/2026

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.gov

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 round 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: 7/13/2026 **Location Requested:** Youth Annex Parking lot
(Libby, Ives, Other)

Contact Person: Robert van de Walle (Must be 21 years or older)

Address: 556 Sparkes Road

Phone: 510 388 7521

Cell phone number for person at activity: 510 388 7521

Date: 10/17/2026 **Exact hours from:** 12:00 pm **to:** 9:30 pm

Fully describe activity: (Type of beverages being consumed, picnic/birthday/party)

Beer and wine within a cordoned off area. Security plus prominent signs NO ALCHOL BEYOND THIS PO

Anticipated number of participants: 200

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.

IHAVE READ AND AGREE TO THIS CONTRACT AND WILL CONFORM WITH THE RULES ATTACHED TO THIS AGREEMENT.

Signature of Applicant: [signature] **Date:** 7/13/2026

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

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:

Metal cups and cutlery

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 stations to refill attendee drinking bottles

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? 1

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

see map

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

TBD

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):

Trashlantis themed volunteers will help attendees understand which bin to use

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

- What materials go into recycling, organics and landfill?

Using pre-trained volunteers

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

Food: trained volunteers at stations. Cooking oil: responsibility of vendor

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?

Reuse of signs. Heavily promoting temprary diversion form the waste stream for promtional materials

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?

Trashlanteans are invading dryland to take your plastic! Fight back and put your refuse where it belongs!

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

Fliers, TikTok, Instagram, Humanatix, Facebook, etc

Resources

Waste Hauler

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

Event Greening, Water Stations, and Reusable Foodware

- **Green Mary:** Mary Munat | (707) 548-7582 | bernadette@greenmary.com | https://greenmary.com/
- **WasteBusters:** Michael Siminitus | (510) 473-2087| info@wastebusters.info | https://www.wastebusters.info/
- **US Pure Water:** Michael Levine | (415) 272-3288 | 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 | https://northbayrestaurantservices.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



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 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.

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.

*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.

**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:**_____

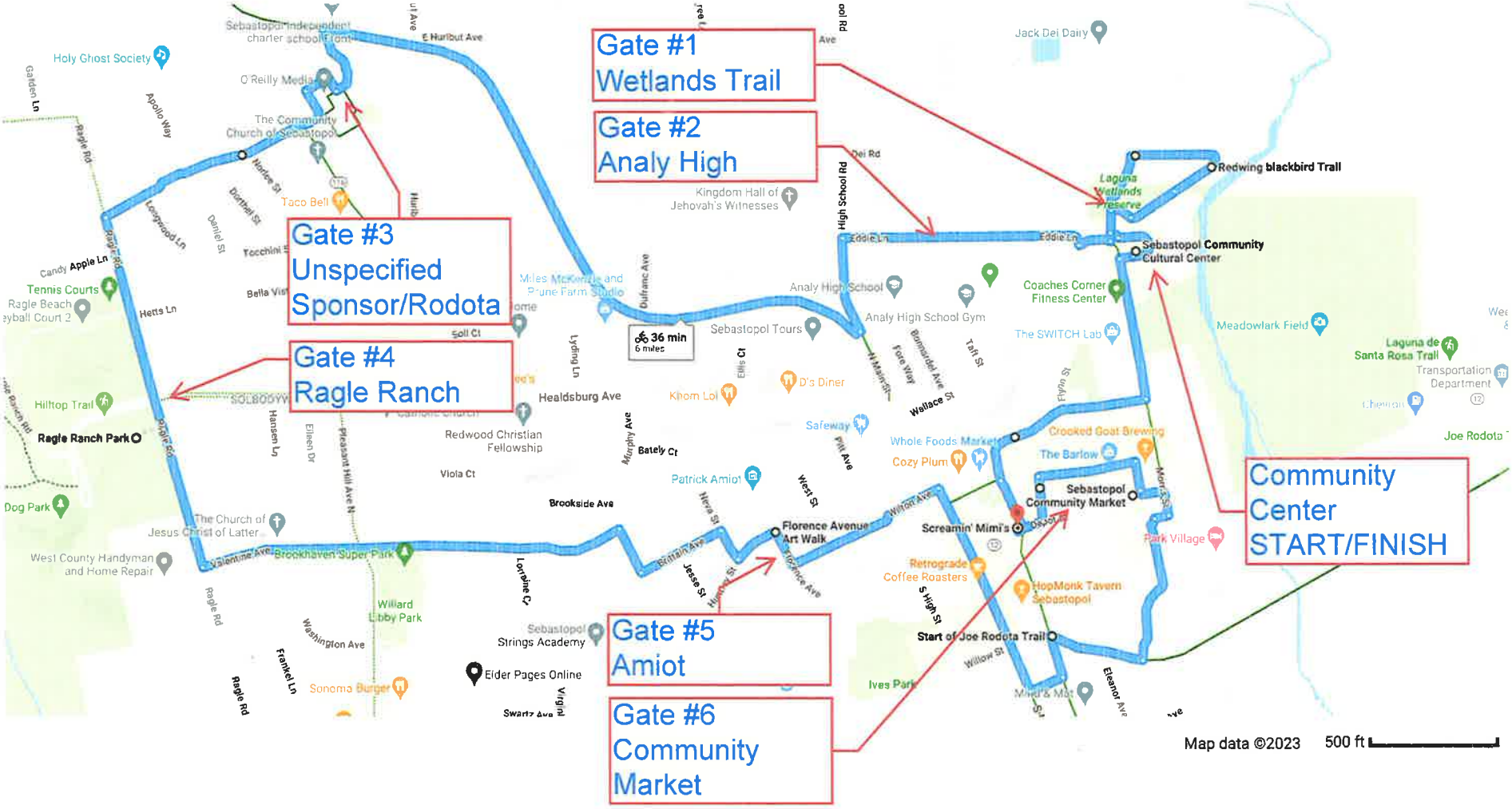
Schedule of User and Regulatory Fees
Parks, Special Events & Facility Use

Activity Description	Community Group Fee	Resident Fee	Non-Resident Fee
Application Fee			
Up to 50 people	$0	$0	$0
51-200 people	$100	$150	$200
More than 200 people	$150	$250	$350
Security Deposit*			
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			
Daily Use Fee			
Up to 50 people	$50	$75	$100
51-200 people	$125	$250	$500
More than 200 people	$250	$500	$1,000
Amplified Sound/Stage/Bouncehouse			
Amplified Sound Use	$50	$75	$100
Stage Use	$50	$75	$100
Bouncehouse Use	$30	$40	$50

Other Fees	Fee
Parking Space Fee**	
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

Google Maps Trashlantis Steeplechase Rally Map

Bicycle 6.0 miles, 36 min



Note: Route and location of steeplechase "gates" is notional and subject to change. A final map will be created at least 30 days before the art bike ride and will accommodate community and sponsor requests.

Trashlantis 2026 Venue Map

- Portable toilets and wash stations
- Landfll/recycling/compost station
- Water Station
- Sculpture viewing area
- Alcohol Tent & Seating
- Food
- Vendors/Activities
- Stage and Pedal Power
- Pageant Catwalk
- Bicycle Parking
- Excluded building or structure
- 10k Rally Route
- Steering & Brake Tech Check

