



CITY OF SEBASTOPOL CITY COUNCIL
 AGENDA ITEM REPORT FOR MEETING OF: April 7, 2026

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To: Honorable Mayor and City Councilmembers
From: Oriana Hart, Public Works Director
Responsible Department: Public Works Department
Subject: Consideration of Approval of Waiver of Special Event Permit Fees, Event Fees, and Materials for Kiwanis Easter Egg Hunt. Total Fees: \$400.00

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RECOMMENDATION(S):

That the City Council approve the waiver of Special Event Permit fees for the Sebastopol Kiwanis Easter Egg Hunt in the amount of \$400.00. This amount includes the Special Event Permit Application Fee of \$150.00 and the Daily Use Fee of \$250.00.

EXECUTIVE SUMMARY:

The Sebastopol Kiwanis Club has requested a waiver of Special Event Permit fees for their annual Easter Egg Hunt held at Ives Park. The event is a longstanding community tradition that provides a free, family-oriented activity for children and families in Sebastopol.

Due to the City’s current suspension of the Community Benefit Grant Program and the City Sponsorship Program, organizations seeking financial assistance for community events must request individual fee waivers from the City Council. The Kiwanis Club has submitted a request to waive \$400 in Special Event Permit fees associated with the event.

BACKGROUND AND DISCUSSION:

The Sebastopol Kiwanis Club has hosted the annual Easter Egg Hunt in Ives Park for more than 50 years. The event provides a free community gathering focused on children and families and is organized entirely by volunteers from the Kiwanis Club.

The event is scheduled to take place on April 4, 2026, at Ives Park and typically attracts approximately 250 attendees. The Easter Egg Hunt begins at 10:00 a.m. and includes the distribution of candy filled eggs and a visit from the Easter Bunny. The event is open to the public and is not conducted as a fundraiser.

Event setup begins earlier in the morning, with cleanup completed shortly after the event concludes. The event utilizes the southwest grassy area of Ives Park and surrounding garden space.

The Kiwanis Club has requested a waiver of the following Special Event Permit fees:
 The total Permit Fees are:

Fees	Amount	Fee Waiver Request
Application	\$150.00	\$150.00
Daily Use Fee	\$250.00	\$250.00
Total Fees	\$400.00	
Total Fees to be Waived		\$400.00

To date in the current fiscal year, two special events have been approved to have their fees waived.

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 rd Fireworks	\$6,930
	Total	\$25,650
FY 2025–2026 (to date)	Living Peace Wall Induction Ceremony	\$450
	Porch Fest	\$500
	Total	\$950

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 Sebastopol Kiwanis Easter Egg Hunt is a long standing community event that provides a free recreational activity for local families and children. Approval of the fee waiver would support a community based event organized by a local service organization and would help offset the costs associated with hosting the event.

Staff have reviewed the Special Event Permit application and determined the event can be accommodated within Ives Park with minimal impact on City operations.

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.

FISCAL IMPACT:

Approval of the fee waiver would result in the City foregoing \$400.00 in Special Event Permit fees associated with the event.

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. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

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

RESTATED RECOMMENDATION:

That the City Council approve the waiver of Special Event Permit fees for the Sebastopol Kiwanis Easter Egg Hunt in the amount of \$400.00.

CITY COUNCIL OPTIONS:

1. Deny the waiver fee in the amount of \$400.00
2. Reduce the fee waiver in the amount of \$400.00

ATTACHMENT(S):

1. Application
2. Special Permit Waiver Request

APPROVALS:

Department Head Approval: Approval Date: 3/18/26

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: 3/18/26

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

Account Code (if applicable) _____

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: 3/24/2026



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 Department to ascertain the availability of the location where the event is requested to be held.
2. Complete the application packet (and provide any additional materials regarding this event).
3. Ensure all blanks are filled out and initial the bottom of every page. Please use black ink to complete the application.
4. Ensure the application has a wet signature. Electronic signatures will not be accepted.
5. Submit the packet and filing fees to Public Works Department.
6. Complete and submit the City event requirements.
7. Pay event fees when the application is submitted for routing. The application will not be routed without payment of fees in full.
8. Ensure appropriate departments have been contacted a minimum of 10 days prior to the event.
9. Request the City conduct a post-event walk-through the first working day after the event.

Note: Please keep in mind that acceptance of your application is the first step and should not be construed as approval or confirmation of your special event request. Depending on the size and type of event and its potential impact on City services, other departmental approvals may be required. Event applications submitted less than 30 days prior to the event may not be approved.

If your event requires banners on City poles, you must complete a Banner Installation Application and receive approval prior to hanging banners. For more information, please contact the Public Works Department at 707-823-5331.

Posting of flyers, signs, etc., on public facilities or equipment (e.g., power poles) is not permitted.

Note: Generally, temporary off-site signs, such as banners, A-frames, or other signage within the public right of way, are not permitted. (Contact the City Planning Department at 707-823-6167 for specific information on signage.)

Party Jumps, Climbing Rock Walls, etc.

Groups renting party jumps, or other similar activities, must note this activity on their application. Companies providing the jump, etc., **must have liability insurance as listed below as well as a current business license.** No structure that requires staking into the grass or ground is permitted in the parks. Requests must be made in advance for electrical service by indication on the application.

Park Hours

City of Sebastopol parks are open seven days a week, year-round from dawn to dusk. All unreserved areas remain open to the public at all times during park hours.

Cancellation Fee

If cancellation is necessary, the City must be notified immediately. If a reservation is cancelled more than 30 days prior to the event, the entire deposit will be refunded. If a reservation is cancelled less than 30 days prior to the event, a \$25.00 non-refundable cancellation fee will be withheld from the deposit.

The applicant is responsible for reading the City’s noise ordinance, park use ordinance, no smoking ordinance, and alcohol in the park ordinance.

Insurance Requirements

As a condition of use of City of Sebastopol facilities or programs, your organization must provide, at your sole expense, each of the following items as indicated:

Proof of insurance comprised of a certificate of insurance and original policy endorsement of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California. This coverage requires the following:

1. The **City of Sebastopol, its officers, officials, employees and volunteers** are to be named as additional insured by endorsement against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Liability coverage is required for claims made by participants in your event/program. You are advised that any and all exclusions pertaining to athletic or recreational event/programs must be disclosed in the endorsement, and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. The insurance provided must be **PRIMARY** with respect to the additional insured named above. Any other insurance available to the **City of Sebastopol, its officers, officials, employees and volunteers** must be excess and noncontributing. A Primary Non-Contributory Endorsement is required.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$2,000,000 per occurrence for bodily injury, personal injury and property damage.** **Please note the City may require an increase in policy limits due to the nature of the event.**

- a. Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
- 5. You must satisfy these requirements by furnishing the City with certificates of insurance and endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms.

Note: Please inform your insurance agent that a "Certificate of Insurance" on Form Accord 25 by itself is not sufficient. A certificate of endorsement naming the **City of Sebastopol, its officers, officials, employees and volunteers** as additional insured is required.

The City will *not* accept a certificate of insurance alone as proof of insurance coverage. The City will *not* accept the wording listed below in the Description of Operations box on the certificate of insurance.

The original endorsement must specifically list the following:

"The City of Sebastopol, its officers, officials, employees and volunteers are additional insured against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

This insurance is primary with respect to the additional insured named above. Any other insurance available to the **City of Sebastopol, its officers, officials, employees and volunteers** shall be excess and noncontributing."

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

You are strongly urged to show this Notice of Conditions (including the precise wording of these insurance requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

You must provide the City with the required endorsements 10 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of Sebastopol as to form and as to insurance company.

Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Authorized Signature:  Date: 2/11/2020
 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.

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: 2/11/26

Printed Name of Signer: Bruce D. Nachtigall



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.org

Please use black ink to complete this application.

APPLICANT INFORMATION

Applicant Name: Bruce D. Nachtigall
Street Address: 3154 Bloomfield Road
City: Sebastopol **State:** CA **Zip:** 95472
Main Phone: 707-823-3081 **Cell:** 707-371-6311
Email: bnachtigall@comcast.net

On-site Contact Name (if different): same

Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Main Phone: _____ **Cell:** _____
Email: _____

Sponsoring Organization Name (if any): Kiwanis Club of Sebastopol
Street Address: 3154 Bloomfield Rod
City: Sebastopol **State:** CA **Zip:** 95472
Phone: 707-823-3081
Website: sebastopolkiwanis.org

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

EVENT INFORMATION

Event Name: Sebastopol Kiwanis Easter Egg Hunt

Event Short Description: (This should be promotional in nature and should not exceed 20 words.)
Annual Easter Egg hunt at Ives Park, ~~March 30, 2016~~ ~~April 1, 2016~~ ~~April 2, 2016~~ April 4, 2016

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.)
Use of entire southwest end of Ivest Park: grassy area as well as surrounding garden from
8:30 am to 12:00 noon

EVENT INFORMATION (Continued)

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

Will you need access to electricity? Yes No

Event Location Description: (Please describe the location of your event and provide a detailed map of activities of your event in the location being requested. A map showing the location of event activities must be submitted with the application for processing.)

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

If yes, list name(s) of park(s): Ives Park - Southwest end

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): Easter Egg Hunt

Attendance: Anticipated Total Attendance: 250 Anticipated Daily Attendance: 250

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: NA

Setup: Start Date: April 4, 2026 Start Time: 8:30 AM PM

Event: Start Date: April 4, 2026 Start Time: 10:00 AM PM
End Date: April 4, 2026 End Time: 12:00 AM PM

Cleanup: End Date: April 4, 2026 End Time: 12:00 AM PM

EVENT DETAILS

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

Type of Sound Equipment: Mega phone microphone

Location of Amplified Sound: public table

Date of Amplified Sound: April 4, 2026

Start Time: 10:00 AM PM End Time: 12:00 AM PM

Purpose: to announce event

Description: Stereo Band/Live DJ Microphone/PA System

Owner of Amplified Sound Equipment: _____

First Name Last Name

Business/Organization Name: Sebastopol Kiwanis Club

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

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

Vehicle VIN: _____ Vehicle Year: _____

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

Security Plan Description: _____

If using licensed professionals, list company name: _____

Number of licensed professional staff: _____

If using volunteers, how many? _____

How will volunteers be identified? _____

If event is open to the public, Americans with Disabilities Act (ADA) accessibility requirements are required (e.g., accessible parking, passenger loading/unloading areas, restrooms, seating, path of travel, etc.).

Food: Yes No If yes, complete the following.

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

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

Caterer(s) and/or food vendor(s) must have a Sonoma County Food Industry Health Permit and a City of Sebastopol Business License for this special event.

Will your event include food vendors? Yes No If yes, how many? _____

EVENT DETAILS (Continued)

Alcoholic Beverages: Yes No If yes, complete the following.
 ABC License may be required

Alcohol Distribution Method: Free-host For Sale (Type: Beer Wine Hard Alcohol)

Please contact the Department of ABC and Sonoma County Health Department to determine if permits are required for your event. Please notify the City of Sebastopol in writing the determinations from these departments.

Parking Plan: Yes No If yes, complete the following.

Parking Plan Description: on street parking

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

Number of Standard Toilets: _____ Number of ADA Accessible Toilets: _____

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

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

Number of garbage cans provided: _____ Number of recycling cans provided: _____

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

Use the receptacles at the park and will make sure the grounds are clean and will remove any excess debris.

Mitigation of Impact:

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

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

EVENT COMPONENTS

Please indicate which components will be present at the event:

- Open Flame
- Inflatables/Jump Houses
- 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:** 2/11/26

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 found to be false in any material detail.
 - d. The particular activity would violate federal, state or local laws including license/permit requirements.
 - e. The particular activity would propose a potential threat to health, safety, and welfare of the park users and/or the City's population.

When the grounds for permit denial can be corrected by imposing reasonable permit conditions, the Police Chief/designee may approve the permit.

2. **PERMIT CONDITIONS** - The Police Chief/designee may condition the issuance of the permit by imposing reasonable requirements concerning the time, place and manner of activities including but not limited to the following:
 - a. Requirements for the presence of Sebastopol Police, Fire and/or Public Works employees when required for the particular activity at the applicant's expense.
 - b. Restrictions on hours of activities.
 - c. Requirements concerning notice to affected adjacent property owners of the activity.
 - d. Restrictions on the use of explosives and other noise creating devices.
 - e. Restrictions on the hours of amplified music and level of amplification.
3. **CHANGE OF ACTIVITY DATE** - May be authorized upon 72-hour notice in advance of activity and be permitted without requiring a new application or fees.
4. **INDEMNIFICATION AND LIABILITY**
 - a. Applicant must sign agreement to reimburse the City for any costs incurred to repair or replace City property, which is damaged as a result of the activity.
 - b. Applicant shall also defend, indemnify, and hold harmless the City of Sebastopol, its officers, officials, employees and volunteers from all claims and liability of any kind whatsoever resulting from or arising out of the activity or issuance of the permit.
5. **PERMIT RESPONSIBILITIES**
 - a. Each applicant shall comply with all terms and conditions of the permit. Failure to do so is grounds for immediate revocation.
 - b. Each applicant shall clean and restore all City properties utilized during the activity to the same condition as existed prior to the activity.
 - c. The person in charge of the activity shall retain a copy of the permit on location.

Required When an Event Has Alcohol in the Park
Department of Alcoholic Beverage Control (ABC)
License May Also Be Required

**CITY OF SEBASTOPOL APPLICATION
USE OF ALCOHOL IN CITY PARK (SMC 9.24.265)**

TO BE FILLED OUT BY APPLICANT

Date of Application: _____ **Location Requested:** _____
(Libby, Ives, Other)

Contact Person: DNA _____ (Must be 21 years or older)

Address: _____

Phone: _____

Cell phone number for person at activity: _____

Date: _____ **Exact hours from:** _____ **to:** _____

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

Anticipated number of participants: _____

OFFICE USE ONLY

Approved: Yes: ___ **No:** ___ **Date:** _____ **Reason not approved:** _____

PD ID Number

DISCLAIMER

The undersigned applicant, who is to be in charge of the event, is twenty-one years of age or over. The applicant agrees that he/she will be responsible for the use and care of City property. Applicant further agrees that the character of the activity at the above-named place will conform to that stated in the application. Applicant agrees to indemnify and hold harmless the City of Sebastopol, its officers, officials, employees and volunteers, caused by, arising out of or in anyway connected with the use by the undersigned of the City of Sebastopol facility or the exercise of the privilege herein granted, except that arising out of the sole negligence of the City.

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

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

CITY OF SEBASTOPOL

ZERO WASTE APPLICATION FOR EVENTS

Submit minimum 30 days prior to event

- Events in Sebastopol with food or beverage vendors or providers must submit a Zero Waste plan as part of the permit application.
- All events in Sebastopol are required to recycle and compost as per state laws AB 341 and AB 1826
- Events are strongly encouraged to use 100% reusables for food service ware. If disposables are chosen, they need to comply with [City of Sebastopol Event Food Service Ware Requirements for Vendors](#)

Vendor compliance

- We recommend that you fine vendors (or collect a security deposit prior to the event) for unclean booths or compost/recycling contamination.

Failure to comply with the requirements outlined in this application could result in increased fees or denial of future permit applications.

Thank you for helping Sebastopol meet its Zero Waste goals!

Waste Diversion Hierarchy



Attachments to Submit with this Application

Attach to the following documents to this application:

- Signed copies of [City of Sebastopol Event Food Service Ware Requirements for Vendors](#) from **each vendor** who will be present at your event
 - Letter from Recology showing proof of garbage, recycling, and compost services
- OR-**
- Letter from an event greener (see list in “Resources” section)

Food and Drink Service Ware at Event

- Events are strongly encouraged to use 100% reusables for food service ware, if disposables are chosen, they need to comply with [City of Sebastopol Event Food Service Ware Requirements for Vendors](#)
- List the reusable food service ware that will be used at your event (i.e: glass cups, metal cutlery, fabric tablecloths, etc):

- Plastic bottled water sales and distribution is prohibited (no plastic water bottles under 1 gallon)

- It is recommended that event promoters contract with a water station provider and encourage their attendees to bring personal refillable water bottles. If cups are provided at the water station, they must be uncoated, compostable paper cups. (See examples in "Resources" section).

Describe your plan for drinking water available at the event:

Zero Waste Plan

- Hire an event greener to make a zero-waste plan that complies with guidelines, or
- Consult with the Recology Waste Zero team to ensure your employee or volunteer-run plan complies with guidelines below. (**Recology Sonoma-Marin Waste Zero Specialist** contact: Ambrosia Thomson (707) 291-8652, athomson@recology.com)

I. Compost/ Recycling/ Garbage stations ("Zero Waste" stations)

At least 2 weeks prior to the event, contact Recology to order trash, composting, and recycling collection services, which can include debris boxes, event boxes or containers:

[\(recology.com/recology-sonoma-marin/event-services/\)](https://www.recology.com/recology-sonoma-marin/event-services/)

A. Each Zero Waste Station must include Compost, Recycle, and Garbage grouped together. These Zero Waste Stations must be placed in convenient locations with clear and identifiable signage: blue for recyclables, green for compost, gray for garbage (landfill).

1. Borrow signs from Recology (contact Waste Zero Specialist Ambrosia Thompson athomson@recology.com, or download signage on [Recology Event Services website](https://www.recology.com/recology-sonoma-marin/event-services/): <https://www.recology.com/recology-sonoma-marin/event-services/>)

B. There should be no stand-alone trash bins.

C. How many compost/recycling/ garbage stations will your event have? _____

1. Where will the stations be located? Attach map or give description of locations.

2. If you are ordering large compost/ recycle/ garbage dumpsters from Recology, when and how will material be transported from recycling/composting stations to these dumpsters? (Note: If you are using rolling carts, place them out on the curb after the event and Recology will pick them up there).

- a) Bins should be labeled "Compost," "Recycle," or "Landfill" and locked after event is finished.

- D. Describe your plan to monitor the Zero Waste Stations to ensure that attendees place items in the correct bin (e.g., volunteers, employees, or event greener employees will staff each waste station). It is recommended that you have a volunteer or employee standing by each waste station at all times to help patrons sort their waste:

1. How will you train vendors/janitorial staff/volunteers so that they know what materials go to compost, recycle, or garbage?

II. Leftover food and used cooking oil

- A. Unserved, leftover food from vendors can be donated to Sonoma Food Runners a local organization that distributes food to the hungry. Contact prior to your event to arrange pick up. June Michaels (707) 596-8711, sonomafoodrunners.org.
- B. Post-consumer food scraps can be donated to a local pig farmer instead of going to compost. See "Resources" section for list of farms.
- C. Vendors must remove all cooking grease and oil away from event. See "Resources" section for organizations that pick up cooking oil for recycling into biodiesel fuel.

III. Other ways your event is working to reduce garbage

- A. Purchase your event inventory around waste prevention.
 1. How are you limiting the number of giveaways (i.e. free samples, paper fliers) and/or making sure your giveaways are durable/reusable, recyclable or compostable?
 2. Ensure that all items purchased (banners, display materials, operational materials, etc.) are reusable, recyclable, or truly compostable. If this is an annual event, consider leaving date off of materials so that they can be used again for years to come.
- B. Events must include "eco message" in promotional materials. Example: "We are striving for zero waste at the event. Please bring your own reusable waterbottle, cup, and utensil/cutlery set".
 1. What "eco message" will you use?
 2. Where will this message be displayed (fliers, website, facebook event page, etc)?

Resources

Recology

Recology is the waste hauler for Sebastopol.

- **Contact Recology Event Services** to order trash, composting, and recycling collection services, which can include debris boxes, event boxes or containers, : recology.com/recology-sonoma-marin/event-services/
- To borrow a set of Recology's waste station signs, contact Recology Sonoma-Marín Waste Zero Specialist: Ambrosia Thompson athomson@recology.com, or download signs from the Recology Event Services website: https://www.recology.com/recology-sonoma-marin/event-services/
- If you are not hiring an event greener, consult with the Recology Waste Zero team to ensure your employee-run or volunteer-run plan complies with permit guidelines. (contact **Recology Sonoma-Marín Waste Zero Specialist** Ambrosia Thomson: athomson@recology.com)

Event Greeners

The following organizations provide event composting and recycling services for a fee. This may include set up monitoring of compost/ recycle/ garbage stations, transferring material from stations to large debris boxes, and post-event clean-up.

- **Green Mary** / Mary Munat (707) 548-7582, mary@greenmary.com, <http://greenmary.com/>
- **Right Cycle/** Tomer Shapira (310) 779-7421 tomer.rightcycle@gmail.com
- **Clean Vibes** / Anna Borofsky (802) 238-9143 • Mobile annab@cleanvibes.com

Water Stations

The sale or distribution of single-use plastic water bottles is prohibited. The following are some companies that market various hydration stations (i.e., station where attendees can fill their water bottles with filtered water) for events.

If you provide cups at the water stations you must use compostable paper cups (cups without moisture barrier) such as these [wax-free paper cone cups](#) or [paper cone cups](#).



- **Hydrologic Water Treatment Services**
Tony Pagliaro tony@hydrologicwater.comcastbiz.net
- **US Pure Water** / Michael Levine (415) 272-3288, events@uspw.net, <https://www.uspw.net/events---hydration-stations.html>

Reusable Drink and Dishware.

The following companies offer reusable drink and dishware options for events:

- **Sudbusters, Inc.** www.sudbusters.com offers reusable cup and plate rental/ exchange on-site at events. Contact Michael Siminitus Michael@Sudbusters.com (510) 473-2087
- **Green Mary / Mary Munat** has an extensive rental library of food service ware (cups, wine glasses, plates, utensils, serving dishes, table clothes, etc). (707) 548-7582, mary@greenmary.com, <http://greenmary.com/>
- **The Rental Place**, (Sebastopol) rents food service ware including cups, wine glasses, plates, utensils/cutlery, serving dishes, etc. <https://therentalplace.com/>

Food Donations

- Unserved, leftover food from vendors can be donated to **Sonoma Food Runners**, a local organization that distributes food to the hungry. June Michaels (707) 596-8711, sonomafoodrunners.org. Contact prior to event to arrange pick up.
- Leftover food scraps from patrons can be donated to a pig farmer

Used Cooking Oil

These organizations pick up used cooking oil and recycle it into biodiesel fuel. Arrange pick-up ahead of event:

- Northbay Restaurant Services: (707) 824-9737
<https://northbayrestaurantervices.com/services/cooking-oil-recycling/>
- Or **Green Mary / Mary Munat** (707) 548-7582, mary@greenmary.com, <http://greenmary.com/>

LOCAL LAW THAT APPLIES TO EVENTS:

[Sebastopol Polystyrene Ban and disposable food service ware ordinance :](http://sebastopol.municipal.codes/SMC/8.36.010)
sebastopol.municipal.codes/SMC/8.36.010

Municipal Code 8.36

- Polystyrene (styrofoam) food serviceware and sales prohibited: "Food providers shall not sell, hand out, give away, distribute or otherwise make available for public or customer use prepared food in disposable food service ware that contains polystyrene foam." Section 8.36.030
- All food service ware take-out containers must be recyclable or compostable: (See list of permitted food service ware at end of document): "All food providers utilizing any disposable food service ware shall use, when such products are commercially available, a compostable product that is accepted at local compost facilities or recyclable product." Section 8.36.060
- "All food providers shall only provide lids, cutlery, to-go condiment packages, and paper straws upon request of customers." Section 8.36.060
- Plastic straws banned (paper straws permitted).

City of Sebastopol Event Food Service Ware Requirements for Vendors

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

General Guidelines:

- Events are strongly encouraged to use 100% reusable food service ware.
- All items must be reusable, recyclable, or a fiber-based compostable product (see below for allowed items).
- Promotional materials should encourage attendees to bring their own reusable water bottle, cup, plate, and cutlery.
- Single-use plastics and “compostable” plastics (PLA) are prohibited (including plastic bottled water). Exception: #1 PETE clear plastic cups.

Waste Diversion Hierarchy



ALLOWED

Compostable Items*:

- Uncoated white/natural plant fiber & paper products (straws, bowls, deli boats, etc.) including bagasse products (sugar cane fiber)
- Uncoated white/natural deli paper & parchment paper
- Paper napkins/towels (any color).
- 100% wood or bamboo products (cutlery, chopsticks, stirring sticks, etc.)

Recyclable Items:

- Aluminum cans & (clean) foil
- Glass bottles and jars (empty with lids on)
- #1 PETE clear plastic cups

Paper “hot cups”

Important: Coated paper cups are not currently accepted in the compost or recycling streams in Sonoma County (even if they are labeled compostable). They must go in garbage.

*Must be accepted in the commercial compost stream in Sonoma County. If an item is not recyclable or compostable at our local facilities, it must be sent to the landfill as trash—even if it is labeled “compostable” or suppliers claim otherwise.

NOT ALLOWED

Single-use disposable plastic service ware:

- Single-use plastic utensils, clamshells, sides/dressing cups, lids
- Disposable plastic water bottles
- Plastic bags/plastic wrap
- Polystyrene (Styrofoam)
- Plastic Straws
- Sauce packets (ketchup, soy sauce, etc)

All #6 PS plastics, including non-foam plates and cups (prohibited under the Sebastopol polystyrene ordinance).

“Compostable” plant/bio-plastic products/ PLA plastics **

Coated paper food containers (If it has a shiny surface/moisture barrier, it is likely coated). Exception: paper coffee cups for hot beverages.

Foil for serving food in

- When food is served in foil, patrons often do not separate food scraps from the foil, resulting in a high contamination rate in compost receptacles.

**Although technically compostable in certain facilities, compost facilities serving Sonoma County do not currently accept these items; therefore, these products are not compostable in Sonoma County.

I have read the above and agree to only use food service ware from the “Allowed” column. I also agree to maintain my own “back of house” three-bin separation (compost/recycle/garbage) and empty my sorted waste into the appropriate compost, recycle, garbage receptacles at the end of the event.

Vendor name: _____ Vendor signature: _____ Date: _____

LOCAL LAW THAT APPLIES TO EVENTS:

Sebastopol Polystyrene Ban and disposable food service ware ordinance :
sebastopol.municipal.codes/SMC/8.36.010

Municipal Code 8.36

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- Plastic straws banned (paper straws permitted).



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

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

THIS DOCUMENT HAS A TRUE DOCUCHECK™ WATERMARK AND VISIBLE FIBERS DISCERNIBLE FROM BOTH SIDES

BUSINESS LICENSE CERTIFICATE

Business No: 2794

Business Class: FESTIVALS LICENSE

**OWNER(S) JOSEPH JIMENEZ
BRUCE NACHTIGALL**

**BUSINESS LOCATION 3154 BLOOMFIELD RD
SEBASTOPOL, CA 95472-5815**

Disclaimer: The applicant/business owner is responsible for determining, obtaining and maintaining, if permit coverage is needed for S&SOS compliance. Those needing permit coverage, the City of Sebastopol will issue a Provisional Business License pending confirmation of enrollment. The issuance of Business License Certificate does not constitute confirmation of proper NPDES permitting.

**BUS NAME SEBASTOPOL KIWANIS CLUB
ATTN: BRUCE NACHTIGALL, SECRETARY
MAILING ADDRESS 3154 BLOOMFIELD RD
SEBASTOPOL, CA 95472-5815**

EXPIRATION

12/31/2026



POST IN CONSPICUOUS PLACE

THIS DOCUMENT IS ALTERATION PROTECTED AND REFLECTS FLUORESCENT FIBERS UNDER UV LIGHT

**KEEP FOR YOUR RECORDS
BUSINESS TAX RECEIPT**

LICENSE NUMBER

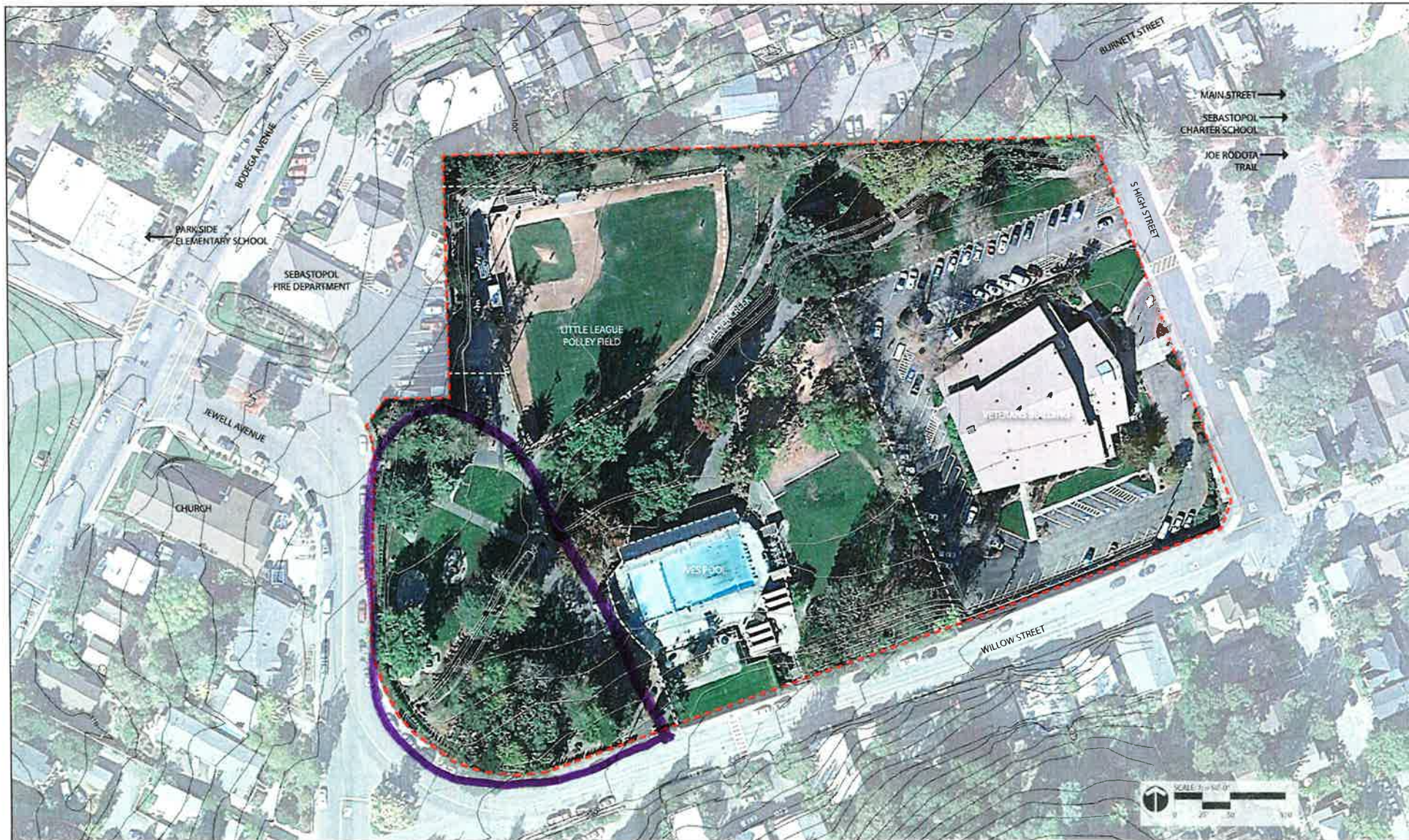
2794

DATE ISSUE

12/08/2025

1. License must comply with City zoning requirements.
2. This license is issued without verification that the license is subject to or exempt from licensing by the State of California.

**CITY OF
SEBASTOPOL**



PROJECT
Ives Park Renovation Master Plan - Site Aerial
September 2011



DATE: 06 01 2011

RHAA
Rayston Hasamita Alley & Abby Landis Architects and Planners



SEBASTOPOL, CALIFORNIA

Dear Neighbor:

It is with great pleasure that the Sebastopol Kiwanis Club will have our annual Easter Egg Hunt again this year. It will be held at Ives Park April 4, 2026. Set-up will be 8:00 AM and the event will be concluding at around 12 noon.

Thank you in advance for your understanding and cooperation during this time.

This is a fun and free event for children 0-12. The hardworking volunteers of Kiwanis have been putting it on for over 50 years.

The Easter Bunny will be on hand for pictures, candy and high-paws.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bruce Nachtigal', written over the printed name.

Bruce Nachtigal

Co-President



SEBASTOPOL, CALIFORNIA

City of Sebastopol

Mary C. Gurley, City Manager

Dear Sebastopol City Council,

February 24, 2026

For over fifty years our Sebastopol Kiwanis Club has provided a multi-generational family experience that creates fun, celebration and pure joy in the form of our annual Easter Egg Hunt for the children of Sebastopol.

We produce this event at Ives Park in the middle of our town. We provide the candy; set up the area to provide the least impact on the park while providing the stage for maximum safety and unbridled fun. The Easter Bunny, as well as other dignitaries, make the event a total community effort. Our club would like to invite all of you to our Easter Egg Hunt on April 4th. The hunt begins at 10 A.M. sharp! We put on this event for free. This is not a fund raiser.

We, therefore, request a waiver of two hundred and fifty dollars use fee as well as the application fee of one hundred fifty dollars thus bringing our waiver request to four hundred dollars. Thank you for considering our request.

Bruce Nachtigall, Secretary

Sebastopol Kiwanis Club