

**CITY OF SEBASTOPOL CITY COUNCIL****AGENDA ITEM REPORT FOR MEETING OF:****September 15, 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 \$750 of Special Event Permit Fees for the 2026 Many Moons Festival, and \$5,000 of Special Event Permit Fees for the 2026 Peacetown Concert Series

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RECOMMENDATIONS:

That the City Council consider the waiver of the applicable City Special Event Permit fees for the Many Moons Festival, to be held at Ives Park on Saturday, October 3, 2026, in the amount of \$750.00, and the request from Peacetown Summer Concert Series, held at Ives Park from June 3rd, to September 9th, for a \$5,000 reduction in fees associated with the 2026 Peacetown Summer Concert Series at Ives Park.

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 Asian American Pacific Islander Coalition (AAPIC) to waive City fees associated with the 2026 Many Moons Festival at Ives Park. AAPIC has requested consideration of a waiver of applicable City fees to support the continued development of the festival as a community event in Sebastopol.

The City Council is also being asked to consider a request from the Peacetown Summer Concert Series for a \$5,000 reduction in fees associated with its 2026 use of Ives Park. Peacetown operates a free public summer concert series at Ives Park on Wednesday evenings from June 3 through September 9, 2026. The series includes two musical performances each Wednesday evening, food trucks, concessions, and the sale of beer and wine.

BACKGROUND:

The Many Moons Festival is organized by AAPIC and celebrates Asian American, Native Hawaiian, and Pacific Islander communities through arts, culture, youth leadership, small business support, immigrant resources, and community connection. The inaugural festival was held at Ives Park in 2025 and welcomed nearly 2,800 attendees. AAPIC is preparing for the second annual Many Moons Festival, scheduled for Saturday, October 3, 2026, at Ives Park. The event organizer has requested a waiver of the applicable City Special Event Permit fees. The request is intended to allow more of the organization's available resources to be directed toward producing an accessible community event.

The Peacetown Summer Concert Series is a free public concert series held at Ives Park on Wednesday evenings during the summer. The event includes amplified live music, three food trucks, vendors, tables and canopies, portable restrooms, garbage and recycling receptacles, and the sale of beer and wine. The application identifies an anticipated total attendance of approximately 15,000 people over the 15-week series.

DISCUSSION:

The City Council has previously considered and approved fee waivers for community events. The City has also suspended its prior general fee-waiver and sponsorship policy, meaning individual requests are brought to the City Council for consideration. AAPIC's request is limited to waiver of the applicable City permit fees for the Many

Moons Festival. No waiver of City staff time, materials, equipment, or other operational costs is included in this request. The requested waiver would support an event that provides cultural, recreational, and community benefits to Sebastopol and the broader Sonoma County community. The City Council may approve, modify, or deny the requested waiver.

The Peacetown request differs from a request for a full fee waiver. The organization is requesting a \$5,000 reduction from the \$6,400 billed for the 2026 season. The invoice includes a \$150 application fee, a \$1,000 security deposit, \$3,750 in daily use fees for 15 days, and \$1,500 in amplified sound/stage fees. The City Council may approve, modify, or deny the requested waiver.

Table 1 – Many Moons Festival

Fees	Amount	Fee Waiver Request
Application	\$150	\$150
Amplified Sound	\$50	\$50
Stage Use Fee	\$50	\$50
Daily Use Fee	\$500	\$500
Total Fees	\$750	\$750
Total Fees to be Waived	\$750	\$750

Table 2 – Peacetown Concert Series

Fees	Amount	Fee Waiver Request
Application	\$150	\$150
Amplified Sound	\$1500	\$1500
Daily Use Fee	\$3750	\$3350
Total Fees	\$5400	\$5000
Total Fees to be Waived	\$5000	\$5000

To date in the current fiscal year, no 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 3 rd 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 3 rd Firework Event	\$6,263
	Total	\$21,208

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 Many Moons Festival provides a community event at Ives Park that includes cultural, recreational, and educational activities and is intended to support community connection, small businesses, youth leadership, and resources for Asian American, Native Hawaiian, and Pacific Islander communities. The inaugural event in 2025 attracted nearly 2,800 attendees. The Peacetown summer concert series provides a community event at Ives Park. The concert series is a 14-week event that is held every Wednesday from June 3rd to September 9th. This event has occurred annually over the past 12 years and brings the community together every week for free music.

The City Council has previously approved fee waivers for a number of community events. At the same time, the City's prior general fee waiver and sponsorship policy has been suspended, and individual requests are now brought to the City Council for consideration. Six special events have received fee waivers during the current fiscal year, and additional community events may request waivers as they apply for upcoming Special Event Permits. The requested waiver is limited to the applicable Special Event Permit fees. The request does not include a waiver of City staff time, materials, equipment, or other operational costs associated with the event. If the waiver is approved, the City would forgo collection of the applicable permit fees shown in the fee table above.

In considering these requests, the City Council may also consider the impacts associated with holding a large event in a City park. Events of this size can result in additional use and wear of park facilities, including turf, landscaping, irrigation systems, restrooms, pathways, and other public infrastructure. Depending on event activities and attendance, additional cleanup or maintenance may also be required following the event. Special Event Permit fees provide a means of recovering some of the City's costs associated with permitting and use of public facilities.

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 waiver would reduce City revenue by \$750 for the 2026 Many Moons Festival, and by \$5,000 for the Peacetown Concert Series. The waiver would apply only to the applicable Special Event Permit fees. City staff time, materials, equipment, maintenance, cleanup, and other operational costs would not be waived.

RESTATED RECOMMENDATION:

That the City Council consider the request to waive the applicable Special Event Permit fees for the 2026 Many Moons Festival, to be held at Ives Park on Saturday, October 3, 2026, in the amount of \$750, and to consider the request to waive the applicable Special Event Permit fees for the Peacetown Concert Series held at Ives Park, from June 3rd, to September 9th, in the amount of \$5,000.

CITY COUNCIL OPTIONS:

1. Approve the Many Moons fee waiver in the amount of \$750 and the Peacetown fee waiver in the amount of \$5,000
2. Deny the Many Moons fee waiver in the amount of \$750 and the Peacetown fee waiver in the amount of \$5,000.
3. Approve a reduced fee reduction in an amount determined by the City Council.

ATTACHMENT(S):

- 1 – Special Permit Waiver Requests
- 2 – Applications

APPROVALS:

Department Head Approval:	Approval Date: 9/8/26
CEQA Determination (Planning):	Approval Date: NA
<u>The proposed action is not a project under the California Environmental Quality Act (CEQA)</u>	
General Plan Goal (Planning):	Approval Date: N/A
Administrative Services (Financial)	Approval Date: 9/8/26
Costs authorized in City Approved Budget: ☐ Yes ☒ No ☐ N/A	
Account Code (f applicable) _____	
City Attorney Approval:	Approval Date: N/A
City Manager Approval:	Approval Date: 9/8/26

Dear Mary, Public Works Team, and City of Sebastopol,

On behalf of AAPIC, I'd like to respectfully request consideration of a waiver for any City fees associated with this year's Many Moons Festival at Ives Park on Saturday, October 3.

AAPIC exists to strengthen our community through youth leadership, small business support, immigrant resources, arts and culture, and opportunities for connection across Sonoma County.

Last year's inaugural festival welcomed nearly 2,800 people to Ives Park and became something truly special. It was a joyful day of celebration, belonging, and cultural exchange that highlighted both the deep history of Asian American, Native Hawaiian, and Pacific Islander communities in Sonoma County and the vibrant community of today.

As we prepare for our second year, we're working hard to build a festival that can become a lasting community tradition. As a growing nonprofit, every dollar we save goes directly back into creating a meaningful, accessible event for our community. We'd be incredibly grateful for consideration of any fee waivers the City is able to offer to help us continue building this momentum.

Thank you for your partnership and for all you do to support community events in Sebastopol. We truly appreciate your consideration and look forward to another wonderful day at Ives Park this October.

With gratitude,

Erin Masako Wilkins

Festival Director, Many Moons Festival

Erin Masako Wilkins

AAPIC Operations & Communications Manager

Many Moons Festival Director

AAPICnorthbay.org

[Facebook](#) | [Instagram](#)



PEACETOWN

Summer Concert Series

June 17, 2026

To: Sebastopol City Council

Re: Fee reduction for Peacetown Summer Concert Series

Dear Councilmembers:

On behalf of the Peacetown Summer Concert Series, I would like to request a reduction in our fees paid to the City for the use of Ives Park. We were billed and have paid \$6400.00 for use of Ives Park. We request a reduction of \$5000.00 for the 2026 season. With this reduction the City of Sebastopol will be featured as a major sponsor of this event. In the past Community Grants were provided to support this event, which has become a popular free event, that provides a wonderful gathering spot for locals and visitors to our town. We have been recognized as the Best Outdoor Music Festival in the County, as we bring two fabulous bands to the park each week for the listening and dancing pleasure of our audiences.

Thank you for your consideration, and I hope you will come out to any or all of these concerts and get the feel of how much your constituents enjoy this weekly activity.

Peace, Love & Joy

Jim Corbett

“A Beautiful Place to BE”

PO Box 1218 Sebastopol, CA 95473
www.peacetown.org EIN 84-2467390



CITY OF SEBASTOPOL

Special Event Permit Application

To Special Event Permit Applicants:

The City of Sebastopol is host to many varied special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for our residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to our cultural enrichment.

This packet is intended to help you understand the special event permitting process and provide helpful information as you plan your event.

The City of Sebastopol is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Public Works Department at 707-823-5331 or email citypw@cityofsebastopol.org for further information.

On behalf of the City of Sebastopol, we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event.

Application Process

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

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

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

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

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

Party Jumps, Climbing Rock Walls, etc.

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

Park Hours

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

Cancellation Fee

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

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

Insurance Requirements

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

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

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



CITY OF SEBASTOPOL

Special Event Permit Application

PERMITTING PROCESS

Special events often involve a number of permits and other requirements to ensure the safety of the event and to minimize impacts on the surrounding community.

A Special Event Permit is required for any event utilizing City parks, City buildings, or other City facilities, such as City conference rooms, parking lots, etc. Such activities include, but are not limited to, craft fairs, festivals, ceremonies, and other events.

Events that are to be conducted on City public streets or sidewalks require an Encroachment Permit from the City of Sebastopol Engineering Division. Please contact them at 714 Johnson Street or 707-823-2151.

Closure of streets for block parties are handled through the Sebastopol Police Department. Please contact them at 6850 Laguna Park Way or 707-829-4400.

I, on behalf of the organization I represent, certify that all forgoing pages in this Special Event Permit Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations and guidelines specified herein and that which is included in this Special Event Permit Application.

I, acting on behalf of the organization I represent, am authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any damage to City property and/or facilities, and any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this event.

Authorized Signature: _____

Date: 1/22/26

Printed Name of Signer: _____

Erin M Wilkins

- 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: 1/22/26
 Name of Organization: Asian American Pacific Islander Coalition of North Bay

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

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: Erin Wilkins
Street Address: 524 Bryce Canyon Ct
City: Petaluma **State:** CA **Zip:** 94954
Main Phone: 707-318-8568 **Cell:** 707-318-8568
Email: erin@aapicnorthbay.org

On-site Contact Name (if different): Joseph Barnwell
Street Address: 8845 Grey St
City: Graton **State:** CA **Zip:** 95444
Main Phone: 707-569-6210 **Cell:** 707-569-6210
Email: jtbarnwell@gmail.com

Sponsoring Organization Name (if any): Asian American Pacific Islander Coalition of North Bay
Street Address: 1136 Baird Rd
City: Santa Rosa **State:** CA **Zip:** 95409
Phone: 707-328-1285
Website: https://aapicnorthbay.org

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

EVENT INFORMATION

Event Name: Many Moons Festival

Event Short Description: (This should be promotional in nature and should not exceed 20 words.)
 A celebration of Asian and Pacific Islander Cultures

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.)

Please see attached materials

EVENT INFORMATION (Continued)

Event Location: (e.g., "Ives Park to include stage and BBQ area" or "City Hall Conference Room")
Ives Park: entire park, except baseball field, and pool.

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.)

We plan to set up in a similar fashion to Apple Blossom, with vendor booths

surrounding SCA, and various other booths and activities throughout the site.

Entertainment will be on the stage, and we may have a second stage in another location.

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

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

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

Other (please explain):

Attendance: Anticipated Total Attendance: 3,50 Anticipated Daily Attendance: 3,50

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? 2nd

Prior location(s) of event: October 4, 2025 at Ives Park

Setup: Start Date: Oct 1, 2026 Start Time: ☒ AM ☐ PM

Event: Start Date: Oct 3, 2026 Start Time: 6 ☒ AM ☐ PM

End Date: Oct 3, 2026 End Time: 10 ☐ AM ☒ PM

Cleanup: End Date: Oct 4, 2026 End Time: 1 ☐ AM ☒ PM

EVENT DETAILS

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

Type of Sound Equipment: PA system with microphones for live music

Location of Amplified Sound: Stage

Date of Amplified Sound: Oct 3 2026

Start Time: 10 ☒ AM ☐ PM End Time: 8 ☐ AM ☒ PM

Purpose: Entertainment

Description: ☐ Stereo ☒ Band/Live ☐ DJ ☒ Microphone/PA System

Owner of Amplified Sound Equipment: TBD

Business/Organization Name: TBD

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

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

Vehicle VIN: _____ Vehicle Year: _____

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

Security Plan Description: Will have overnight security and day-of will be stationed at points of entry and exits

If using licensed professionals, list company name: TBD

Number of licensed professional staff: TBD

If using volunteers, how many? 150

How will volunteers be identified? Tee 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 ☐ No If yes, complete the following.

Describe how food will be served and/or prepared: Food Vendors, all certified and insured by Health Department

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

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

Will your event include food vendors? ☒ Yes ☐ No If yes, how many? 15

EVENT DETAILS (Continued)

Alcoholic Beverages: ☒ Yes ☐ No If yes, complete the following.

☒ ABC License may be required

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

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

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

Parking Plan Description: TBD

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

Number of Standard Toilets: 24 Number of ADA Accessible Toilets: 6

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: 24 Number of recycling cans provided: 24

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

Working with Recology for trash, recycling and compost, also we will have dumpster

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.

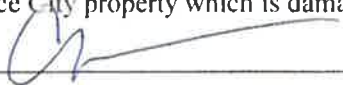
My signature below signifies that I agree to abide by the conditions of this application, the Special Event Use Policy and of any contract issued based on this application.

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: 1/22/26

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.org

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: 1/20/26 **Location Requested:** Ives
(Libby, Ives, Other)
Contact Person: Erin Wilkins (Must be 21 years or older)
Address: 524 Bryce Canyon Ct
Phone: 707-318-8568
Cell phone number for person at activity: 707-318-8568
Date: 10/3/26 **Exact hours from:** 11am **to:** 8pm
Fully describe activity: (Type of beverages being consumed, picnic/birthday/party)
Wine, Beer, Sake, Soju to showcase the Asain Island culture

Anticipated number of participants: 3500

OFFICE USE ONLY

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

PD ID Number

DISCLAIMER

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

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

Signature of Applicant:  **Date:** 1/22/26

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-Marín 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-marín/event-services/](https://www.recology.com/recology-sonoma-marín/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-marín/event-services/): <https://www.recology.com/recology-sonoma-marín/event-services/>)

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

- C. How many compost/recycling/ garbage stations will your event have? 24

- 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](http://Recology.com) 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 tomerrightcycle@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.com 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://northbayrestaurantsservices.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 :

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

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



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

Activity Description	Community Group Fee	Resident Fee	Non-Resident Fee
<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)

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

Small Group (1-15 persons)	\$25
Medium Group (16-30 persons)	\$50
Large Group (31+ persons)	\$75

*** Per week fee for classes with monetary component (e.g. charge for classes)

City Hall Meeting Room	\$15
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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 the 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.
4. Submit the packet to Public Works Department.
5. Once the packet has been reviewed by the Public Works Department, payment must be paid in full within 10 days of receiving the application.
6. Insurance must be submitted 20 days prior to the start of your event/program.
7. Complete and submit the City event requirements.
8. Contact the Golden Ridge Fire District to determine if a review for the Cooking Booth Inspection is necessary.
9. Ensure appropriate departments have been contacted a minimum of 10 days prior to the event.
10. 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.

Other requirements

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 20 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: James Corbett Date: 1/11/26
 Name of Organization: Peacetown Inc

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, 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: James Corbett Date: 1/11/26
Printed Name of Signer: JAMES CORBETT

**CITY OF SEBASTOPOL**
Special Event Permit Application

Return To: Public Works Department
714 Johnson St.
Sebastopol, CA 95472
Phone: 707-823-5331

Please use black ink to complete this application.

Email: citypw@cityofsebastopol.gov

APPLICANT INFORMATION

Applicant Name: JAMES CORBETT
Street Address: 3991 HESSEL RD
City: SEBASTOPOL **State:** CA **Zip:** 95472
Main Phone: (707) 508-5449 **Cell:** _____
Email: jimcorbett12@a.comcast.net

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

Sponsoring Organization Name (if any): Peacetown Inc.
Street Address: PO Box 1218
City: SEBASTOPOL **State:** CA **Zip:** 95473
Phone: _____
Website: peacetown.org

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

EVENT INFORMATION

Event Name: Peacetown Summer Concert Series
Event Short Description: (This should be promotional in nature and should not exceed 20 words.)
Live Music at Ives Park on Wednesday evenings 5-8:00pm

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.)

The event runs every Wednesday evening from June 3rd to Sept. 9th at the main stage area at Ives Park. We have a food court w/food trucks and the audience covers the grass area on both sides of the creek. Set up time begins at 2:00pm
(SEE ATTACHED DOCUMENT - Event Description)

EVENT INFORMATION (Continued)

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

Ives Park and BBQ area

Will you need access to electricity? ☒ Yes ☐ No

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

The music concert uses the stage and the BBQ area
The rest of the area is filled with the audience
that brings chairs and blankets to sit on.
There is a food court area near the baseball field
with three food trucks.

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

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

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

Other (please explain): _____

Attendance: Anticipated Total Attendance: 15,000 Anticipated Daily Attendance: 1,000

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? 13

Prior location(s) of event: We were at the Barlow for
three years during Covid restrictions

Setup: Start Date: June 3, 2026 Start Time: 2:00-5:00 AM ☒ PM

Event: Start Date: June 3, 2026 Start Time: 5:00-8:00 AM ☒ PM

End Date: Sept 9, 2026 End Time: 5:00-8:00 AM ☐ PM

Cleanup: End Date: Sept 9, 2026 End Time: 9:00 AM ☒ PM

EVENT DETAILS

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

Type of Sound Equipment: PA system w/mics amplifiers

Location of Amplified Sound: On the stage

Date of Amplified Sound: Wednesdays 6/3-9/7 5:00-8:00

Start Time: 5:00 AM ☒ PM End Time: 8:00 AM ☒ PM

Purpose: _____

Description: ☐ Stereo ☒ Band/Live ☐ DJ ☒ Microphone/PA System

Owner of Amplified Sound Equipment: Robert Lunceford
First Name Last Name

Business/Organization Name: Authentic Audio

Max Power: 5000 Watts Max Volume: 96 Decibels Dist. of Audible Sound: 150 Feet

For Sound Vehicle Only: Vehicle License Number: 5YSE077 Vehicle Make: Honda
Vehicle VIN: 5FNRL38277B038715 Vehicle Year: 2007

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: By food trucks (3)

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

Please contact Golden Ridge Fire Department at 707 823-8061 to determine if a cooking booth inspection is needed.

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? 3

EVENT DETAILS (Continued)

Alcoholic Beverages: ☒ Yes ☐ No If yes, complete the following.

☒ ABC License may be required

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

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

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

Parking Plan Description: _____

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

Number of Standard Toilets: 3 Number of ADA Accessible Toilets: 1

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: 4 Number of recycling cans provided: 6

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

Mitigation of Impact:

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

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

EVENT COMPONENTS

Please indicate which components will be present at the event:

☐ Open Flame

☐ Inflatables/Jump Houses

☒ 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: James Corbett Date: 1/11/26

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: 1/11/26 **Location Requested:** Ives Park
(Libby, Ives, Other)
Contact Person: Jim Corbett (Must be 21 years or older)
Address: 3991 Hessel Rd. Sebastopol, CA 95472
Phone: (707) 508-5449
Cell phone number for person at activity: (same)
Date: Wednesdays 6-3 to 9-9 **Exact hours from:** 4:30 pm **to:** 8:00 pm
Fully describe activity: (Type of beverages being consumed, picnic/birthday/party)
Music Concert serving beer, wine + soft drinks

Anticipated number of participants: 1000/wk

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 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.

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

Signature of Applicant: James Corbett **Date:** 1/11/26

CITY OF SEBASTOPOL

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 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 find 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 Sonoma County Resource Recovery 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 Sonoma County Resource Recovery (SCRR) Outreach team to ensure your employee or volunteer-run plan complies with guidelines below (SCRR Outreach Coordinator contact: Amanda Rivers (707) 299-8169, amanda@sonomacorr.com.)

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

At least 2 weeks prior to the event, contact Sonoma County Resource Recovery to order trash, composting, and recycling collection services, which can include debris boxes, event boxes or containers: (email info@sonomacorr.com or call (707) 795-7470.

- A. Each Zero Waste Station must include Compost, Recycle, and Garbage grouped together. These stations need to be placed in convenient locations. They must be labeled with text and/or images of accepted and prohibited materials and color-coded (green for organics, blue for recycle, grey for landfill)
- B. There should be no stand-alone trash bins.
- C. How many compost/recycling/ garbage stations will your event have? 6
 - 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 SCRR 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 water bottle, 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

Sonoma County Resource Recovery (SCRR)

SCRR is the waste hauler for Sebastopol.

- **Contact SCRR** at infor@sonomacorr.com or (707) 795-7470 to order organics, recycle and landfill containers, which can include carts, bins (dumpsters), or debris boxes.
- Download signage at <https://www.sonomacorr.com/sebastopol-signage-flyer/>
- If you are not hiring an event greener, contact SCRR Outreach

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.com castbiz.net

- **US Pure Water** / Michael Levine (415) 272-3288, events@uspw.net, <https://www.uspw.net/events---hydration-stations.html>

- **WasteBusters** / Michael Siminitus (530) 219-3676, Michael@wastebusters.info, <https://www.wastebusters.info/>

- **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:

- North Bay Restaurant Services: (707) 824-9737 <https://northbayrestaurantservices.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 :

sebastopol.municipal.codes/SMC/8.36.010

Municipal Code 8.36

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



PEACETOWN

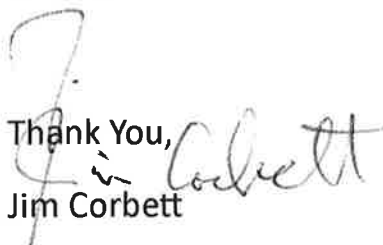
Summer Concert Series

Summer Concert Series

Event Description

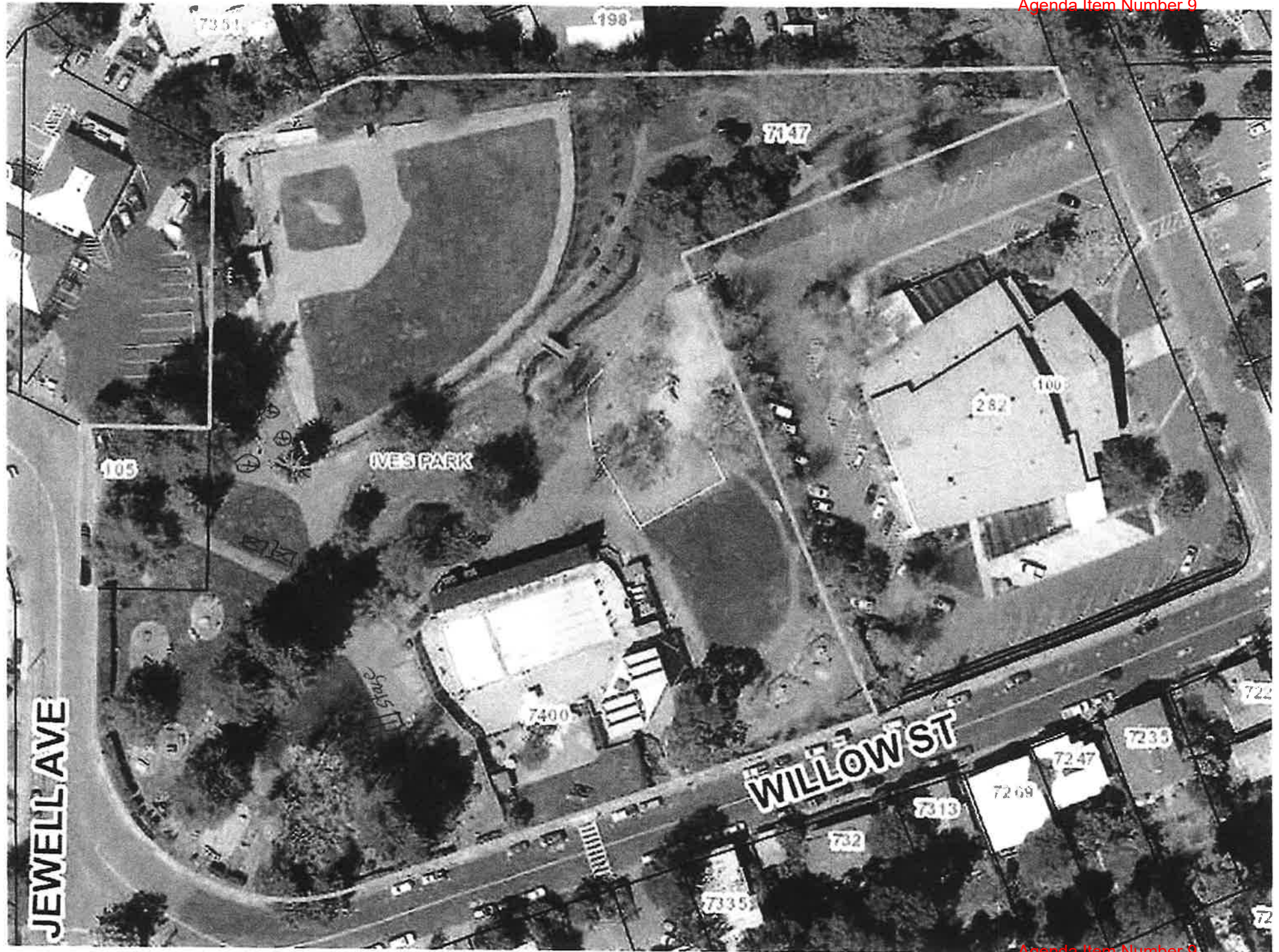
The Peacetown Summer Concert Series is held every Wednesday evening from June 3rd to September 9th (15 Weeks). This free event to the public happens in two locations: Ives Park from 5:00-8:00pm and at HopMonk Tavern in their outdoor beer garden from 6:30-9:00pm. At Ives Park we have two music time slots 5:00-6:00pm and 6:30-8:00pm. There will be three food trucks, concessions for beer, wine, soft drinks and desserts. Peacetown will obtain the proper ABC licenses for this event at Ives Park. At HopMonk Tavern there is one act from 6:30-9:00pm with a short break in the middle. Food and drink will be served by the HopMonk. These staggered times allow our audiences to see shows at both venues on the same evening, which is a very popular feature of this timing.

Peacetown would appreciate the permitting of both venues during these 15 weeks.

Thank You,

 Jim Corbett
 (707)508-5449

“A Beautiful Place to BE”

PO Box 1218 Sebastopol, CA 95473
 www.peacetown.org EIN 84-2467390





PEACETOWN

Summer Concert Series

February 10 , 2026

Dear Public Works:

Peacetown will be presenting our Summer Concert Series at Ives Park this summer, on Wednesdays, 5:00-8:00pm from June 3rd to September 9th, there will be two local bands performing on the stage during that time. Peacetown will also be presenting music at the HopMonk Tavern on the outdoor stage from 6:30-9:00pm each week during the concert series 6/3 to 9/9.

We would like to be permitted for both of these venues, as they are presented together to give audiences a chance to enjoy both concert venues. Thank you for being supportive of this positive community event.

Gratefully,

Jim Corbett
Caretaker of Peacetown

“A Beautiful Place to BE”

PO Box 1218 Sebastopol, CA 95473

www.peacetown.org EIN 84-2467390



PEACETOWN

May 5, 2026

Dear Ives Park Neighbors:

Peacetown would like to alert you that our Summer Concert Series will be returning to Ives Park this summer. Wednesdays, 5:00-8:00pm from June 3rd to September 9th, there will be two local bands performing on the stage and you will be able to hear that music from where you live. There will also be added cars parking during this time and people entering the park for the event.

Peacetown will also be presenting music at HopMonk of the outdoor stage from 6:30-9:00pm each week during the concert series 6/3 to 9/9.

We realize that this may be an inconvenience for you, but hope you will join your community at the park and HopMonk for this fun summer event, that brings joy to our entire community each year.

Thank you for your understanding,

Jim Corbett

Caretaker of Peacetown

“A Beautiful Place to BE”

PO Box 1218 Sebastopol, CA 95473

www.peacetown.org EIN 84-2467390