



February 22, 2024

City of Sonora  
94 N. Washington Street  
Sonora, Ca. 95370

This request is on behalf of the Sonora Chamber of Commerce regarding our summer concert series at Coffill Park for 2024. The proposed dates are June 8, July 13, August 10, September 14 and October 12, 2024. The time of the concert series will be 8pm-10pm on five 2nd Saturday Art Night summer evenings

It has always been our vision to encourage visitors and locals alike to our downtown area. The Sonora Chamber of Commerce is dedicated to raising awareness of the Sonora area and marketing the area as a tourism destination and a destination for our locals as well.

The reason we are contacting you is that we are respectfully asking to serve beer and wine from 7pm-10pm on the above dates in Coffill Park's confined space. We will have one to two people at the entrances to these events. They will be monitored to ensure that no one enters or leaves with alcoholic beverages. We will be checking ID's to make sure that no one under the age of 21 is being served plus will be also monitoring alcohol consumption. Additionally, the Sonora Chamber of Commerce has taken the RBS training through the Department of Alcohol Beverage Control and has been certified to serve alcohol.

We propose to set up a beer and wine bar under the trellis area like in years past. It will be staffed by Sonora Chamber of Commerce board members and volunteers. The Sonora Chamber has a Liability insurance policy that covers events such as this and we will acquire the necessary ABC licenses for each event. The Sonora Chamber of Commerce has many years of experience responsibly serving alcohol to the public. We will respectfully comply with the City ordinance and make sure the music ends at 10pm.

The Sonora Chamber of Commerce would be most grateful to receive approval by the City Council. I would be happy to be at your next meeting to present and discuss this plan formally and answer any questions.

Respectfully,

A handwritten signature in black ink that reads "Katie Dunn". The signature is fluid and cursive.

Katie Dunn

President/ Sonora Chamber of Commerce



# City of Sonora Special Event Permit Application

Revised February 4, 2022

Account # 001-2000-48020

*A Special Event Permit is required for any public or private event to be held on any property under the City of Sonora's control. Special Event Permits are not required for events held at the Sonora Opera Hall or private events held in a City park that have 25 or fewer people in attendance and do not include setting up equipment and/or structures. A fully completed Special Event Application must be submitted at least 30 days prior to the event and include a non-refundable fee of \$50.00, payable to the City of Sonora.*

### Permittee/Sponsoring Organization Information

Permittee/Organization	Sonora Chamber of Commerce		
Contact Name	Katie Dunn		
Street Address	47 N Washington St		
City, State, Zip Code	Sonora Ca 95370		
	Evening Phone # _____		
	_____		
Event Day Contact "on site"	Name	Katie Dunn	_____

### Event Information

Event Title	COFFILL PARK MUSIC SERIES
Date of Event	jUNE 8, JULY 13, AUG 10, SEPT14 AND OCT 12, 2024

Briefly explain event and activities (include entertainment information):

2nd Saturday Art Night Concert series in Coffill Park featuring local bands .

Public Event     Private Event    Anticipated Attendance # 100

If public, is the event free?     YES     NO

Amplified Music     YES     NO

Event Time:    Start 7PM    End 10PM

Time :    Start of Setup 5PM    Take Down Completed 11PM

### Street Closure Request

The following streets have been pre-approved by the City Council for temporary closure:

- ⇒ Jackson St. from Green St. to Washington St. and from Washington St. to Stewart St.
- ⇒ Dodge St. from Green St. to Washington St. and from Washington St. to Stewart St.
- ⇒ Linoberg St. from Green St. to Washington St. and from Washington St. to Stewart St.
- ⇒ Theall St. from Stewart St. to Shepherd St.
- ⇒ Theall St. from Washington St. to Stewart St.
- ⇒ Green St. from Bradford Ave. to Yaney Ave.
- ⇒ Yaney Ave. from Washington St. to Green St.

If you are requesting the closure of a different street your event will have to be approved by the City Council at a regularly scheduled City Council Meeting. You or a representative must be in attendance at the meeting.

Street Name(s):	Cross Streets:
	Between _____ & _____

### City Parking Lot Closure Request

Location(s):	<i>If more than one location is being requested please indicate the activities planned in each location</i>

### Other/Additional Property Use Request

Location(s):	<i>If more than one location is being requested please indicate the activities planned in each location</i>

*If you are requesting the use of a public park it will be your responsibility to arrive early and reserve your space.*

### Alcoholic Beverages Public Possession & Consumption

It is unlawful for any person to drink, consume or possess an open container of any alcoholic beverage or intoxicating liquor on any property under the City of Sonora's control without prior approval of the City Council at a regularly scheduled City Council Meeting. You or a representative must be in attendance at the meeting.

Are you requesting approval to have alcoholic beverages at the event?

Yes                       No

### Insurance Requirements

Permittee shall maintain general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. Permittee's general liability policies shall be primary and non-contributory, and be endorsed using Insurance Services Office form CG 20 10 to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. If alcohol is being served or sold the Permittee shall also obtain Liquor Liability Insurance for an amount not less than \$1,000,000 per occurrence and \$1,000,000 in aggregate. The Certificate of Insurance and endorsement must be received by the City of Sonora prior to issuance of the Special Event Permit. If needed, Permittee may purchase Special Event Insurance through the City of Sonora.

### Business/Residents Notification Requirements

Prior to submitting this application, Permittee must contact all residents and businesses adjacent to the event location to provide them with information about the event. This requirement does not apply to the use of City parks. List all of the individuals contacted, and the date that they were contacted, below:

Individuals Contacted

Date Contacted

El Arroyo

2/12/24 by email

Escondite De la Torre

2/12/24 by email

\_\_\_\_\_

\_\_\_\_\_

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### Additional Rules and Regulations

- Events cannot occur without City's approval of the Special Event Application and the issuance of a Special Event Permit.
- Upon reviewing this application the City may request additional information regarding the proposed event.
- Unless otherwise indicated, applications will be reviewed and approved, or denied, by designated City staff. Denials can be appealed to the City Council.
- Permittee is responsible for providing adequate safety protection for the traveling public.

### Additional Rules and Regulations Continued

- Permittees requesting a street or parking lot closure are responsible for posting notices and placing barricades and signs as required by the City. The City will provide barricades and signage for up to two closure locations. If additional closures are needed, it will be the responsibility of the Permittee to obtain additional barricades and signage. All barricade locations must be indicated on a diagram showing the location, barricade type and signage. The diagram is to be submitted with this application. It is Permittees responsibility to place and remove all barricades, signage and notices.
- If the Permittee is requesting the removal of public parking they will be responsible for posting the parking spaces with the appropriate notices and on the required day. It is the Permittees responsibility to remove notices following the event.
- The setting up of tents and/or awnings, or erecting or construction of any structure must be depicted on a diagram and submitted with the application.
- Tents and membranes structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Sonora Fire Department. Individual tents, or aggregate area of multiple tents placed side by side, exceeding 700 square feet in total require a permit. A minimum clearance of 12 feet to all structures and other tents must be maintained.
- All air-supported or inflated tents require a permit through the Sonora Fire Department. Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure, except for daily feeding and care of animals. Smoking shall not be permitted within 10' of any tents. Fire Extinguishers may be required. Additional requirements may be needed based on size and occupant load.
- Upon completion of the event all garbage, debris and materials shall be entirely removed, and properly and legally disposed of by the Permittee. If area is not left clean, or if there is damage to City property, Permittee shall be responsible to reimburse the City of Sonora for all costs associated with cleanup or repair.
- Permittee must obtain a permit from the Sonora Fire Department for any type of cooking or open flame device. Fire extinguishers will be required.
- All electrical devices must be applied with approved shut-offs and must not create a trip hazard.

Submit fully completed and signed application, fee and diagram, if needed, To:

City of Sonora  
Community Development Department  
Attn: Tyler Summersett  
94 N. Washington Street  
Sonora, CA 95370

*For further information and assistance - (209) 532-3508 Ext. 2 or [tsummersett@sonoraca.com](mailto:tsummersett@sonoraca.com)*

**Indemnity/Hold Harmless and Certification**

Permittee, Promoter and/or Vendor shall indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers ("City indemnitees"), from and against any and all causes of action, claims, costs and expenses, liabilities, obligations, judgments, damages or losses, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Permittee's, Promoter's and/or Vendor's performance of its obligations, or failure to perform, under this agreement or out of operations conducted by Permittee, Promoter and/or Vendor, its officers, agents, sub-contractors, employees, or anyone directly or indirectly employed by them, or anyone for whose acts any of them, may be liable under this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Permittee's performance of this agreement, the Permittee shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

*I hereby certify that all of the information provided on this application is complete and accurate. I have read the Special Event Permit Application and fully understand the content including the Indemnification /Hold Harmless provisions. I do hereby certify that I am duly authorized to enter into this Agreement and that the activity fully meets the conditions set forth herein and I/we agree to observe all rules and procedures as stated.*

Print Name Katie Dunn

Signature Katie Dunn

2/22/24  
Date

**CITY TO COMPLETE**

**City Department Review:**

Sonora Fire Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date _____
Sonora Police Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date _____
Public Works Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date _____
Community Development Dept.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date _____

If application is denied, list reason for denial \_\_\_\_\_

**CITY APPROVAL:**

Conditions of Approval, if any \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Community Development Director*

\_\_\_\_\_  
Date