



City of Sonora Special Event Permit Application

Revised 9-24-19

Account # 303-04103-003

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	P.O. Box 3084	
City, State, Zip Code	Sonora, CA. 95370	
Day Phone #	(209) 988-4600	Evening Phone # Same
Cell Phone #	Same	
E-Mail Address	Kdunnx3@comcast.net	
Event Day Contact "on site"	Name Katie Dunn	Cell # (209) 988-4600

Event Information

Event Title	2021 Coffill Park Music Series
Date of Event	June 12, July 10, Aug. 14, Sept. 11, Oct 9

Briefly explain event and activities (include entertainment information):

Second Saturday Art Night Concert series held in Coffill Park.

Public Event Private Event Anticipated Attendance # 100

If public, is the event free? YES NO

Amplified Music YES NO

Event Time: Start 8pm 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 _____ & _____
	Between _____ & _____
	Between _____ & _____
	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

Yoshoku

2/23/21

El Arroyo

2/23/21

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.
- 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.

