



City of Sonora Special Event Permit Application

Revised 03-16-15

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. Private events held in City parks that do not include setting up any equipment or structures and have 25 or fewer people in attendance do not require a Special Event Permit. Events to be held at the Sonora Opera Hall do not require a Special Event Permit.

Applicant and Sponsoring Organization Information	
Applicant/Organization	
Contact Name	
Street Address	
City, State, Zip Code	
Day Phone # _____	Evening Phone # _____
Cell Phone # _____	
E-Mail Address	
Event Day Contact "on site"	Cell # _____

Event Information	
Event Title	
Event Date	
Briefly explain event and activities (include entertainment information):	
<input type="checkbox"/> Public Event <input type="checkbox"/> Private Event	
If public, is the event free? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Amplified Music <input type="checkbox"/> YES <input type="checkbox"/> NO	
Event Time	Start _____ End _____
Setup Time _____	Take Down Time _____
Location	
Anticipated Attendance	1

Street Closure Information

Street Name(s):	Cross Streets:
	Between _____ & _____
Time of Street Closures	Start _____ End _____
Are you also requesting parking restriction for these streets? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<p><i>See City Council Pre-Approved Street Closures under the Rules and Regulations, if you request additional or different street closures, other than those pre-approved, your event will have to be approved by the City Council at a regularly scheduled City Council Meeting. You or a representative will also be required to attend this meeting.</i></p>	

Parking Lot Closure Information

Location(s):	Times:
	Start _____ End _____
	Start _____ End _____
	Start _____ End _____
<p><i>City Parks can not be closed to the general public. If you are requesting the use of a public park it will be your responsibility to arrive early and reserve your space.</i></p>	

Other/Additional Property Use Request

Location(s):	Times:
	Start _____ End _____
	Start _____ End _____
	Start _____ End _____

Rules and Regulations

- A non-refundable processing fee of \$25.00 is required at the time this application is submitted to the City of Sonora.
- Applications must be submitted no later than 30 days prior to the event. Event can not occur until an approved Special Event Permit is issued by the City.
- Applicant must provide a General Liability Certificate of Insurance naming “the City of Sonora, its elected or appointed officers, agents, employees and volunteers” as additional insured for an amount not less than \$1,000,000. The Certificate of Insurance and endorsement must be received by the City of Sonora prior to issuance of the Special Event Permit. If needed, Applicant may purchase Special Event Insurance through the City of Sonora, contact Sheala Wilkinson, Special Programs Coordinator, for a fee quote.
- Applicant is responsible for providing adequate safety protection for the traveling public.
- Applicant must notify affected businesses and residents of street closures.
- An Event Diagram must be included with this Application identifying the location of all structures, entertainment, barricades, booths, portable toilets, registration area, etc...
- Setting up of tents and/or awnings, or erecting or construction of any structure must be included on the Event Diagram and be approved by the City as part of the Special Event Permit.
- Applicant requesting a closure is responsible for placing barricades and posting signs required by the City. Only Type 1 A-Frame Barricades, or an approved alternative, can be used to close a street. All barricades must be indicated on the event diagram. The Police Department will visit the location on the day of the event to assure proper street closure.

Rules and Regulations, Continued

- All barricades and signs must be removed at the end of the event.
- Per City Ordinance 9.08.010 it is unlawful for any person to drink, consume or possess an open container of any alcoholic beverage or intoxicating liquor in or upon any public street or alley, public park, public parking lot, public sidewalk or any grounds of public buildings.
- City Council Pre-Approved Street Closures:
 - ⇒ 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.
- Upon completion of the event all garbage, debris and materials shall be entirely removed and disposed of by the Applicant. If area is not left clean, or if there is damage to City property, Applicant shall be responsible to reimburse the City of Sonora for all costs associated with cleanup or repair.
- Parking is only permitted in designated parking spaces.
- Upon reviewing this application the City may request additional information regarding the proposed event as a requirement under this permitting process.
- Permit Applications will be reviewed, approved or denied, by City Department Staff. Denials can be appealed to the City Council.

Agreement and Signature

I, the undersigned representative have read the Rules and Regulations with reference to this application and am duly authorized to submit this application on their behalf. The information contained herein is complete and accurate.

Name _____

Signature _____

_____ Date

This Special Event Permit Application must be received no later than 30 days prior to the event. The \$25.00 Permit Fee and Event Diagram must accompany this form. Make checks payable to the City of Sonora.

Submit Original To:

**City of Sonora
Special Programs Department
Attn: Sheala Wilkinson
94 N. Washington Street
Sonora, CA 95370**

For Further Information - (209) 532-7725 or swilkinson@sonoraca.com

Applicant may be contacted for additional information. The Certificate of Insurance must be submitted to the City prior to Permit approval. If approved, a copy of the executed Permit will be provided to Applicant.

FOR OFFICIAL USE ONLY

City Department Review:

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

Recommendations: _____

Conditions of Approval: _____

Reason for Denial: _____

CITY APPROVED PERMIT

Signature

Date

SPECIAL EVENT PERMIT HOLD HARMLESS AGREEMENT

I/We the undersigned, being of lawful age, by affixing my/our signatures hereto, do hereby agree to indemnify and to hold harmless the City of Sonora, its officers, employees, elected officials and agents, from and against any and all liability claims, actions, causes of action, demands, rights, damages, cost, loss of service, expenses, and compensation for all negligence whether active or passive arising out of or in any way connected or related to _____
to be held on _____ (Date) _____ (Name of Event)

Name of sponsoring Individual(s) or Organization/Group

Address

Phone No. (include Area Code)

Email Address

I understand by affixing my signature to this release that I do assume all risks and waive defendant's negligence, including a release of heirs.

Furthermore, the undersigned hereby acknowledges receipt of the Special Event Permit Application and willingness to adhere to its provisions.

AUTHORIZED REPRESENTATIVE
(To be completed by individuals representing an Organization or Group)

I, _____, warrant that I have authority to bind _____
(Name of individual) (Name of Organization/Group)
to this Hold Harmless Agreement and by my signature hereon do so bind this individual/organization. By executing this waiver as an authorized representative you are hereby binding all of your organization/group's individuals participating in this event to this waiver and hereby assume responsibility for these individuals.

Signature

Date

Signature

Date

For Minors: *(required for participants under the age of 18 at the time of the event)*

This is to certify that I, as parent or legal guardian, have legal responsibility for this participant. I have read and understand the significance of this waiver and release and do consent and agree to his/her waiver, release and assumption of the risk as provided above.

(Print Name of Parent/Legal Guardian)

Signature

Date