



City of Sonora Special Event Permit Application

Approved 8-21-17

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 non-refundable application fee of \$50.00, payable to the City of Sonora, is to be submitted with this application.

Applicant/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”	Name _____ Cell # _____

Event Information

Event Title	
Date of Event	

Briefly explain event and activities (include entertainment information):

Public Event Private Event Anticipated Attendance # _____

If public, is the event free? YES NO

Amplified Music YES NO

Event Time: Start _____ End _____

Time : Start of Setup _____ Take Down Completed _____

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

Additional Rules and Regulations

- 1) Applications must be submitted no later than 30 days prior to the event and events cannot occur until the Special Event Permit is issued by the City.
- 2) Upon reviewing this application the City may request additional information regarding the proposed event.
- 3) Unless otherwise indicated, applications will be reviewed and approved or denied by designated City staff. Denials can be appealed to the City Council.
- 4) Applicant must provide a General Liability Certificate of Insurance, including the policy endorsement, 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 per occurrence and \$1,000,000 in aggregate. If alcohol is being served the Applicant must 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, Applicant may purchase Special Event Insurance through the City of Sonora.
- 5) Applicant is responsible for providing adequate safety protection for the traveling public.
- 6) Applicants 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 applicant 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 the applicants responsibility to place and remove all barricades, signage and notices.
- 7) Applicant must notify affected businesses and residents of street closures at least 5 days prior to event.
- 8) If the applicant 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 applicants responsibility to remove notices following the event.
- 9) 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 total require a permit, and 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.

10) Upon completion of the event all garbage, debris and materials shall be entirely removed, and properly and legally 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.

11) Applicant must obtain a permit from the Sonora Fire Department for any type of cooking or open flame device. Fire extinguishers will be required.

12) All electrical devices must be applied with approved shut-offs and must not create a trip hazard.

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

Agreement and Signature

I, the undersigned representative, am duly authorized to submit this application. I hereby certify that all of the information provided on this application is complete and accurate. I have read and understand all of the included rules and regulations and have completed and signed the Special Event Permit Hold Harmless Agreement.

Print Name _____

Signature _____ Date _____

CITY TO COMPLETE

City Department Review:

Sonora Fire Department	___ Approved	___ Denied	Date _____
Sonora Police Department	___ Approved	___ Denied	Date _____
Public Works Department	___ Approved	___ Denied	Date _____
Community Development Dept.	___ Approved	___ Denied	Date _____

If application is denied, list reason for denial _____

CITY APPROVAL:

Conditions of Approval, if any _____

Timothy A. Miller, City Administrator

Date

