



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 City Hall at 707-823-1153 or email info@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 City Hall 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 submittals will not be accepted.
5. Submit the packet and filing fees to City Hall, Attn: City Clerk.
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 714 Johnson Street or 707-823-5331.

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

Applicant's Initials: _____

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.**

Applicant's Initials: _____

- 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:** _____

Name of Organization: _____

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.

Applicant’s Initials: _____



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:** _____

Printed Name of Signer: _____

Applicant's Initials: _____



**CITY OF SEBASTOPOL
Special Event Permit Application**

Return To: City of Sebastopol City Hall
7120 Bodega Avenue
Sebastopol, CA 95472
Phone: 707-823-1153

Please use black ink to complete this application.

Email: info@cityofsebastopol.org

APPLICANT INFORMATION

Applicant Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Main Phone: _____ **Cell:** _____

Email: _____

On-site Contact Name (if different): _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Main Phone: _____ **Cell:** _____

Email: _____

Sponsoring Organization Name (if any): _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Website: _____

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

EVENT INFORMATION

Event Name: _____

Event Short Description: (This should be promotional in nature and should not exceed 20 words.)

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.)

Applicant's Initials: _____

EVENT INFORMATION (Continued)

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

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.)

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

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

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: Anticipated Daily Attendance:

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?

Prior location(s) of event:

Setup: Start Date: Start Time: AM PM

Event: Start Date: Start Time: AM PM

End Date: End Time: AM PM

Cleanup: End Date: End Time: AM PM

Applicant's Initials:

EVENT DETAILS

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

Type of Sound Equipment: _____

Location of Amplified Sound: _____

Date of Amplified Sound: _____

Start Time: _____ AM ___ PM End Time: _____ AM ___ PM

Purpose: _____

Description: Stereo Band/Live DJ Microphone/PA System

Owner of Amplified Sound Equipment: _____
First Name Last Name

Business/Organization Name: _____

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: _____

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: _____

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? _____

Applicant's Initials: _____

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: _____ Number of ADA Accessible Toilets: _____

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: _____ Number of recycling cans provided: _____

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 Yes No that may be impacted by your event?

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

EVENT COMPONENTS

Please indicate which components will be present at the event:

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Open Flame | <input type="checkbox"/> Inflatables/Jump Houses | <input type="checkbox"/> Tables |
| | <input type="checkbox"/> Signs/Banners | <input type="checkbox"/> Tents/Canopies |
| | <input type="checkbox"/> Stages | <input type="checkbox"/> Vendors |

Applicant's Initials: _____

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:** _____

Please submit this form along with a non-refundable Special Event Permit Application Fee to:

City of Sebastopol City Hall
7120 Bodega Avenue
Sebastopol, CA 95472

Phone: 707-823-1153
Email: info@cityofsebastopol.org

Applicant's Initials: _____

CITY OF SEBASTOPOL
APPLICATION FOR BUSINESS LICENSE
P.O. Box 1776, Sebastopol, CA 95473 - 7120 Bodega Ave., Sebastopol, CA 95472
Phone: 707-823-1153 - Email: info@cityofsebastopol.org

Business Name: _____		Date Business Opened in Sebastopol: _____	
Business Address: (Do not use P.O. Box)			

City		State	Zip
Business Mailing Address:			

City		State	Zip
Business Phone: _____		Business Fax: _____	
Email: _____			
Description of Business: (Please be specific)			

Business Owners Name(s):			
Home Address:			

City		State	Zip
Home Phone: _____		Home Fax: _____	
Other Governmental Requirements:			Ownership Type: (Mark one)
Social Security # (Sole Proprietor): _____			<input type="checkbox"/> Sole Proprietor
Date Fictitious Business Name Statement Filed: _____			<input type="checkbox"/> Partnership
Article of Incorporation #: _____ State: _____			<input type="checkbox"/> Limited Partnership
State Employer Identification #: _____			<input type="checkbox"/> Corporation
State Board of Equalization Sales or Use Tax #: _____			<input type="checkbox"/> Nonprofit (Provide documentation of nonprofit status 501c(3))
Classification of Business (Mark one)			
<input type="checkbox"/> Service	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Special Event**	<input type="checkbox"/> Theaters
<input type="checkbox"/> Retail	<input type="checkbox"/> Taxi	<input type="checkbox"/> Seasonal/Temporary	<input type="checkbox"/> Coin Operated Machines
<input type="checkbox"/> Wholesale	<input type="checkbox"/> Utility	<input type="checkbox"/> Rental (Single Family)	<input type="checkbox"/> Liquidators
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Auctioneers	<input type="checkbox"/> Rental (Hotel, Apt., etc.)	<input type="checkbox"/> Astrologers
<input type="checkbox"/> Professional	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Rental (Duplex, 4-Plex)	<input type="checkbox"/> Kennel
** Farmers Market, Festival, Barlow Street Fair, Mobile Vendors			
Number of Employees: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary			

AFFIDAVIT

I declare, under penalty of perjury, that the information given in this application is correct and complete to the best of my knowledge and belief.

Signature: _____ **Date:** _____

Applicant's Initials: _____

OFFICE USE ONLY

	Fee Paid
BUSINESS LICENSE TAX (See Rate Classification page)	\$ _____
FINANCE PROCESSING FEE (\$25.00 non-refundable)	\$ _____
PLANNING REVIEW FEE (\$25.00 non-refundable)	\$ _____
FIRE INSPECTION FEE (Residential \$150.00/Commercial \$250.00 non-refundable)	\$ _____
HOME OCCUPATION PERMIT FEE (\$28.00 non-refundable)	\$ _____
SPECIAL EVENT PERMIT FEE (\$28.00 non-refundable)	\$ _____
CA DISABILITY ACCESS FEE (\$1.00 non-refundable: REQUIRED for all businesses)	\$ _____
TOTAL PAID	\$ _____

Failure to pay license when due:

Annual renewal license is due and payable in advance on January 1 and becomes delinquent 30 days thereafter. Unpaid licenses will be assessed a 25% late penalty per month added after the 1st day of each month following the due date to a maximum of 100%. License will remain active until written request for cancellation is received by the Finance Department.

Applicant's Initials: _____

**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.

Applicant's Initials: _____

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: _____ **Location Requested:** _____
(Libby, Ives, Other)

Contact Person: _____ (Must be 21 years or older)

Address: _____

Phone: _____

Cell phone number for person at activity: _____

Date: _____ **Exact hours from:** _____ **to:** _____

Fully describe activity: (Type of beverages being consumed, picnic/birthday/party)

Anticipated number of participants: _____

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:** _____

Applicant's Initials: _____

Department:		Planning-Park Fees						
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Fee	1	100-3401	Application	Application Required for Groups 50 or Fewer (with no alcohol, no outside vendor such as jumpy houses, climbing walls, etc)	\$0.00	\$0.00	\$0.00	11/15/2018
Fee	2	100-3401	Application Fee, Groups 51-200	Application fee for use of park, mid-size group	\$100.00	\$100.00	\$0.00	11/15/2018
Fee	3	100-3401	Application Fee, Groups 201+	Application fee for use of park, large groups	\$160.00	\$160.00	\$0.00	11/15/2018
Services	4	100-3401	Application fee for City Council Sponsorship	Application fee for City Council sponsorship of park use event/fee reduction	\$150.00	\$150.00	\$0.00	11/15/2018
Deposit	5	100-00-00-2012 PM No. _____	Security Deposit - Group 50 or fewer	Security deposit for park use, small group	\$150.00	\$150.00	\$0.00	11/15/2018
Deposit	6	100-00-00-2012 PM No. _____	Security Deposit - Group 51-200	Security deposit for park use, mid-size group	\$500.00	\$500.00	\$0.00	11/15/2018
Deposit	7	100-00-00-2012 PM No. _____	Security Deposit - Group 201+	Security deposit for park use, large group	\$1,000.00	\$1,000.00	\$0.00	11/15/2018
Fee	8	100-3401	Use fee 25 or fewer persons	Daily fee for park use, 25 or fewer persons	\$25.00	\$25.00	\$0.00	11/15/2018
Fee	9	100-3401	Use fee 26 - 100 persons	Daily fee for park use, 26-100 persons	\$100.00	\$100.00	\$0.00	11/15/2018
Fee	10	100-3401	Use fee 101-200 persons	Daily fee for park use, 101-200 persons	\$200.00	\$200.00	\$0.00	11/15/2018
Fee	11	100-3401	Use fee 201-500 persons	Daily fee for park use, 201-500 persons	\$300.00	\$300.00	\$0.00	11/15/2018
Fee	12	100-3401	Use fee 500+ persons	Daily fee for park use, 500+ persons	\$700.00	\$700.00	\$0.00	11/15/2018
Services	13	100-3401	Discount short-term event	Fee Discount of 25% for park use of less than 3 hours	\$0.00	\$ -	\$ -	11/15/2018
Fee	14	100-3401	Amplified sound fee	Supplemental daily fee for events with amplified sound	\$30.00	\$30.00	\$0.00	11/15/2018
Fee	15	100-3401	Alcohol Fee	Supplemental daily fee for park events including alcohol	\$30.00	\$30.00	\$0.00	11/15/2018
Fee	16	100-3401	Stage, bounce house fee	Supplemental daily fee for placement of artificial surface on turf in parks	\$30.00	\$30.00	\$0.00	11/15/2018
Fee	17	100-3401	Parking space fee, residential area	Daily per-space fee for use of residential area City parking spaces (proof of parking required for events of 201+ persons)	\$10.00	\$10.00	\$0.00	11/15/2018
Fee	18	100-3401	Parking space fee, non-residential area	Daily per-space fee for use of residential area City parking spaces (proof of parking required for events of 201+ persons)	\$15.00	\$15.00	\$0.00	11/15/2018
Fee	19	100-3401	Small Group, 1-15 persons	Weekly fee for class in park, including instructor	\$0.00	\$0.00	\$0.00	11/15/2018
Fee	20	100-3401	Medium Group, 16-30 persons	Weekly fee for class in park, including instructor	\$25.00	\$25.00	\$0.00	11/15/2018
Fee	21	100-3401	Large Group, 31+ persons	Weekly fee for class in park, including instructor	\$50.00	\$50.00	\$0.00	11/15/2018
Fee	22	100-3401	Hourly fee, use of City Hall Meeting Room	Room use fee, hourly	\$15.00	\$15.00	\$0.00	11/15/2018