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## City of Sebastopol

### SPECIAL EVENT PERMIT APPLICATION

To the Special Event Applicant:

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 707-823-7863, Teri Tabert, or email at [ttabert@cityofsebastopol.org](mailto:ttabert@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.

#### THE APPLICATION STEPS:

1. Contact City Hall to ascertain the availability of the location where the event is requested to be held.
2. Completion the Application Packet (and provide any additional materials regarding this event).
3. Ensure all blanks are filled out and please initial the bottom of every page.
4. Ensure application has a wet signature. Electronic submittals will not be accepted.
5. Submit the packet to City Hall, ATTN: Teri Tabert with the filing fees.
6. Complete & submit City event requirements.
7. Pay Event Fees when application is submitted for routing. 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 event.
9. Request City to conduct post-event walk-through (the first working day after event)

#### Please 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

APPLICANT'S INITIALS: \_\_\_\_\_