

# **CITY OF COTATI**

## **Park Use and Special Event Permit Policy and Application**

*Adopted by the Cotati City Council November 28, 2017*

Special events held on City property are subject to an application and permitting process. This policy details the rules and processes regarding the use of City space for special events. The application process for requesting and receiving a permit provides the City with an opportunity to review the activity as described by the Applicant and determine how the activity impacts public property and other activities. The City recognizes the substantial community benefits that may result from events and wishes to encourage such activities. At the same time, the City must take into consideration public safety, impacts on neighborhoods and businesses, and the routine and customary use of public property, and the potential draw on City resources and services.

Permit applications may be obtained from Cotati City Hall, Recreation Department, 201 West Sierra Avenue, Cotati or on our website: [www.cotaticity.org](http://www.cotaticity.org). Please call (707) 665-4222 to request a faxed or emailed application or if you have any questions. Applications and fees must be received at least 30 days (for staff-approved permits) or 45 days (for City Council-approved permits) before the requested event date. Applications may be submitted up to one year in advance. Permit will not be finalized until proof of insurance is received.

Events requiring a Special Event permit include, but are not limited to film production, block parties, festivals, outdoor markets, concerts, parades, walks, runs, cycling events, athletic tournaments, day camps, weddings, social gatherings, concerts, and fundraisers that take place on public streets, sidewalks, alleys, parking areas, civic sites, or parks, above and beyond the normal pattern of use.

Most park uses related to casual enjoyment of the park by members of the public do not require a permit. Some uses do require a permit. Check these lists to determine if a permit is required:

### Administratively Issued Permits

You will need a permit if your event includes any of the following:

- ◆ More than 20 people
- ◆ Jump house(s)
- ◆ Organized sports use
- ◆ Use of electricity
- ◆ Beating on drums
- ◆ Amplified music

### City Council Issued Permits

Your permit must be approved by the City Council if your event includes any of the following:

- ◆ Park closures
- ◆ Sale of alcoholic beverages
- ◆ Any type of sales, including food, drinks, tickets for attractions, or any other items that require payment by attendees
- ◆ Full or Partial Closures of the Public Right of Way (Streets, Sidewalks, etc.)

- ◆ Closures of parking spaces
- ◆ Animals in City parks, including pony rides and/or dogs, unless otherwise permitted (i.e. dog park areas, etc.)

## AVAILABILTY

Parks and other public space are available for special events when not in use for City or Recreation Department sponsored functions or users with a valid License Agreement with the City.

## RESERVATIONS

The City does not monitor or enforce the informal reservation or use of facilities by the general public. Obtaining a permit for a special event does not constitute a reservation. Unless closure of a portion of a park or public space is requested and approved by the City Council, reservations are non-exclusive uses and parks are open to the public on a first - come, first - serve basis. Persons interested in having a gathering in one of the City parks are advised to arrive at the park early on the day of the event and remain there to secure use of the desired facilities. Leaving a tablecloth on a table does not reserve the table for use later in the day. You must remain at the facility to ensure its availability for your event.

## FACILITIES

<p><b>LA PLAZA PARK</b> OLD REDWOOD HWY &amp; WEST SIERRA AVE</p> <ul style="list-style-type: none"> <li>• Bandstand</li> <li>• Picnic tables</li> <li>• Playground equipment</li> <li>• Restrooms</li> </ul>	<p><b>SUNFLOWER PARK</b> E COTATI AVE &amp; SUNFLOWER DRIVE</p> <ul style="list-style-type: none"> <li>• Tennis courts</li> <li>• Pickleball courts</li> <li>• Small playing field</li> <li>• Restrooms</li> </ul>
<p><b>CIVIC CENTER PARK (Cator)</b> 216 EAST SCHOOL STREET</p> <ul style="list-style-type: none"> <li>• Baseball Field</li> <li>• Basketball courts</li> <li>• Large playing field</li> <li>• Group Barbeque</li> <li>• Picnic tables</li> </ul> <p>The property is also the site of City Hall, the Ray Miller Community Center and the Cotati Police Department.</p>	<p><b>PUTNAM PARK</b> MYRTLE AVE</p> <ul style="list-style-type: none"> <li>• Baseball Field</li> <li>• Soccer fields</li> <li>• Playground equipment</li> <li>• Horseshoe pit</li> <li>• Picnic tables</li> <li>• Restrooms</li> <li>• Dog park</li> </ul>
<p><b>FALLETTI PARK</b> GRAVENSTEIN WAY &amp; VILLAGE CT</p> <ul style="list-style-type: none"> <li>• Playground equipment</li> </ul>	<p><b>KOTATE PARK</b> LASALLE &amp; LINCOLN AVE</p> <ul style="list-style-type: none"> <li>• Playground equipment</li> </ul>

<ul style="list-style-type: none"> <li>• Barbecue</li> <li>• Picnic tables</li> <li>• Small playing field</li> </ul>	<ul style="list-style-type: none"> <li>• Large playing field</li> <li>• Picnic tables</li> </ul>
<p><b>VETERANS MEMORIAL PARK</b> PARK AVE &amp; OLD REDWOOD HWY</p> <ul style="list-style-type: none"> <li>• Horseshoe pit</li> <li>• Picnic tables</li> <li>• Sand volleyball court</li> </ul> <p>The property is also the site of the Veterans Memorial building, operated by Sonoma County. For building rental info – 707-565-2158</p>	<p><b>SANTERO PARK</b> SANTERO WAY</p> <ul style="list-style-type: none"> <li>• Toddler Playground</li> <li>• Petanque Court</li> <li>• Picnic tables</li> <li>• Small playing field</li> </ul>
<p><b>DRAPER PARK</b> WILFRED AVE</p> <ul style="list-style-type: none"> <li>• Picnic tables</li> <li>• Small playing field</li> </ul>	<p><b>DELANO PARK</b> VALPARISO AVE &amp; PAGE ST</p> <ul style="list-style-type: none"> <li>• No facilities</li> </ul>
<p><b>POCKET PARK</b> LASALLE &amp; LORETTO AVE</p> <ul style="list-style-type: none"> <li>• No facilities</li> </ul>	

## **FEE SCHEDULE**

All rental fees are due at time of application submittal. Fees will be accepted in cash, check payable to “City of Cotati” or credit card. All refunds will be paid by check.

### **Special Events**

<b>NON-REFUNDABLE APPLICATION FEE</b>	\$25
<b>APPROVED PERMIT FEE</b>	\$125 per day of event
<b>SPECIAL EVENT BUSINESS LICENSE FEE</b>	As applicable
<b>STREET CLOSURE FEE</b>	\$250

<b>REFUNDABLE SECURITY DEPOSIT</b>	<b>FEE</b>
Up to 50 patrons	\$100
51-250	\$250
251+	\$500

### **Free Individual and Group Events in City Parks**

The following fee table only applies to events that do not charge an admission fee to the general public.

<b>ATTENDANCE</b>	<b>RESIDENT PERMIT FEE</b>	<b>NON - RESIDENT PERMIT FEE</b>	<b>REFUNDABLE SECURITY DEPOSIT</b>
21 to 50	\$50	\$75	\$100
51- 250	\$100	\$150	\$250
251 +	\$300	\$400	\$350

**Individual or Group Events in City Parks with Admission Fees**

Events where admission or other fees are charged to the public, shall be assessed a Park Use Permit fee and refundable deposit based on event attendance.

<b>ATTENDANCE</b>	<b>RESIDENT PERMIT FEE</b>	<b>NON- RESIDENT PERMIT FEE</b>	<b>REFUNDABLE SECURITY DEPOSIT</b>
Up to 100	\$200	\$300	\$250
101-250	\$300	\$500	\$350
251+	\$600	\$750	\$350

**SECURITY DEPOSIT**

Clean-up charges may be deducted from this deposit.

Please allow up to **4 weeks** for processing the return of your deposit.

**FEE WAIVERS & DISCOUNTED FEES**

For large multi-year events, the City may waive the rental fees in the first year of the event. Rental fees will be 50% of the scheduled amount in year 2. In year 3 and on, with the event well established, the rental fees will be fully assessed.

Groups with an IRS non-profit designation, or other governmental organizations, can request a 50% discount in the permit fees if there are no admission fees associated with the planned event. Governmental organizations are entities with an elected governing board.

In all cases, the City will charge direct costs for services requested for the event (set up, clean up, banners, etc.).

## **TERMS AND CONDITIONS**

A completed application with all required attachments must be submitted prior to a proposed event being considered for approval.

Costs associated with City staff time and City equipment necessary to provide traffic control, parking restrictions, special barricading, on-site monitoring of events or other special event needs shall be the responsibility of the applicant and shall include all costs incurred by the City, including actual time, materials and equipment.

Applications must be received at least 30 days (for staff-approved permits) or 45 days (for City Council-approved permits) before the requested event date. Applications may be submitted up to one year in advance.

Applicant shall remit payment to the City any balance of permit fees no less than 15 days prior to the event.

Applicant is responsible for planning and implementing the event, and determining resources and approvals that are needed to conduct the event, including whether permits from the City or other agencies are required.

Applicant may be required to notify residents and businesses potentially impacted by an event.

One or more pre-event meetings with the applicant and City staff may be required to review the details of the application, determine required City services, and establish permit conditions.

One or more post-event meetings with the applicant and City staff may be required to evaluate the event, determine if permit conditions were met, and provide feedback and recommendations to the event organizer.

Clean-up costs and the costs to repair or restore property shall be paid by permittee. The City may deduct such costs from the security deposit as well as bill the permittee for costs in excess of the deposit.

Small-scale events may be reviewed and approved by the Recreation Coordinator, with or without interdepartmental review. Events of eight hours or more in duration or events of any duration which in the judgment of the City raise unusual issues will be subject to an interdepartmental review prior to a decision being made. Interdepartmental review may result in recommended conditions of approval for the proposed use.

### **Cleanup**

Applicants are responsible for all trash and debris cleanup and removal. All decorations and materials use must be removed at the completion of the event. During an event, trash receptacles should be serviced as needed and liners replaced, to be provided by the applicant. If there is excess trash or debris that will not fit into public receptacles, groups are responsible for removing and properly disposing of it at the end of their event. Under no circumstance is trash to be allowed to enter the storm drain system. Extra trash and recycling receptacles may be required at the applicant's expense.

### **Restroom Facilities**

All events utilizing public restrooms shall be required to provide restroom monitors to ensure that no vandalism occurs during the course of the event and that restrooms are vacated and locked at the close of the event. Events requiring permits shall be responsible for ensuring that the restrooms are clean following the event.

Portolets may be required at the applicant's expense.

**Vendors/Concessions**

Applicants with food vendors or concessions shall obtain the required permits and follow all regulations from the Sonoma County Environmental Health Department, and shall ensure each food vendor complies with Health Department requirements.

Food must be served in non-polystyrene containers.

Applicants shall obtain a business license if applicable by the City Business License Ordinance.

**Party Jumps/Pony Rides**

Groups renting party jumps and/ or pony rides must note this activity on their application. Companies providing the jump/ponies must have liability insurance on file with the City of Cotati naming the City as an additional insured, any needed business license, in accordance with the City's business license regulations. Request must be made in advance for electrical service by indication on the application.

**Park Hours**

City 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.

**First Aid**

Events anticipated to attract over 500 patrons (participants, spectators, vendors, entertainers, staff, and volunteers) will be required to provide a first aide booth at the applicant's expense.

**Noise**

It is unlawful in any park to play or beat on any drum or play any musical instrument employing amplified sound. Authority for amplified sound may be granted through the permit process.

**Animal Restrictions**

It is unlawful to allow animals, including dogs, in City Parks, with the exception of the Cotati Dog Park. Special events in which permission has been granted by the City are the exception. Events including animals will require permission from the City. Restraint/control of all animals is required. Violations of this provision may result in fines as well as impound fees if your animal is taken to the animal control shelter.

## INSURANCE

- Use of City parks or public spaces requires insurance documentation to be approved by the City's Risk Manager. Applicant must furnish the City with a certificate of Endorsement naming the City of Cotati as an additional insured. Language required should read as follows: **The City of Cotati, its officers, officials, employees and volunteers**". **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 Cotati, its officers, officials, employees and volunteers" AS ADDITIONAL INSURED IS REQUIRED.**
- Minimum coverage required is \$1,000,000 General Liability.
- Insurance must cover all contractors, such as caterer, decorator and security personnel.
- If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City's Risk Manager. A daily license must be obtained from the Department of Alcoholic Beverage Control and a copy must be provided to the City.
- Special event insurance has been purchased by applicants from their homeowner/renter insurance agent or from the following (the City is not recommending or endorsing any of these companies):

[www.galescreek.com](http://www.galescreek.com)

[www.statewideins.com/special-events-insurance.html](http://www.statewideins.com/special-events-insurance.html)

[www.eventinsure.com](http://www.eventinsure.com)

The organizer(s) shall provide the Recreation Coordinator with a detailed map of the event layout. All paperwork shall be submitted at least 30 days prior to the event to allow for proper review time.

## ALCOHOLIC BEVERAGES

The sale of alcohol may be permitted to groups with City Council approval for exclusive use of a park or public space.

All groups selling alcoholic beverages in any fashion must conform to all State Alcoholic Beverage rules and regulations and must obtain any and all permits required by the State Department of Alcoholic Beverage Control. The approved license must be posted at the dispensing location for the duration of the event.

Copies of all State Department of Alcoholic Beverage Control permits must be submitted to the City of Cotati prior to the event.

Groups of more than 50 serving alcohol must provide general liability insurance coverage in the amount of \$2,000,000 naming the City of Cotati as additional insured.

The Police Department will review and will need to approve all applications for events where alcohol is being served. They may require that servers receive training in responsible beverage service.



California State Law prohibits the sale or service of alcoholic beverages to persons under 21 years of age. If minors are in possession of alcohol, the event will be closed immediately. Persons serving alcohol to minors during events are solely responsible for any criminal or civil penalties imposed.

All paperwork shall be submitted to the Police Department at least 30 days prior to the event to allow for proper review time.

The use of alcohol in City parks and public spaces without an Approved Alcoholic Beverage Control permit and City Council approval is prohibited.

### **USE OF STREETS, SIDEWALKS, ALLEYS, OR PARKING AREAS**

A Traffic Control Plan, approved by the Public Works Director or designee, is required for closure of public right of way permitted through a Special Event Permit. The cost of preparing and implementing a Traffic Control Plan is the responsibility of the applicant.

The applicant is responsible for all fees associated with public right of way closures.

For events where "No Parking" restrictions will be in effect, signs shall be posted a minimum of 24 hours in advance. The cost of the "No Parking" signs and posting of signs is the responsibility of the applicant.

The use and loan of City-owned traffic control devices, including signs, barricades and cones, is administered by the Public Works Director or designee. Damaged or lost items will be charged from the Applicant's deposit and billed if in excess of the deposit.

Street closures for block parties on a closed residential street are intended for residents and neighbors to encourage neighborhood gatherings. A street may not be closed for a block party if any of the following conditions exist: the speed limit is greater than 25 mph; the street has more than two lanes; the street is categorized as an arterial or collector street; or there is a bus stop within the boundaries of the closure. Only readily removable barricades may be used for block party street closures, and a 20 -foot lane of clearance is required for emergency vehicle access at all times. A limited number of traffic control devices will be available for residential neighborhood block parties at no cost. The number of barricades must not exceed four per block party and the permittee must pick up and return the devices from and to the corporation yard as arranged with the Public Works Department at 707-665-3637.

The applicant shall provide the Recreation Coordinator with a detailed map of the event layout. All paperwork shall be submitted prior to the event to allow for proper review time.

## **SECURITY**

Event security may be required at any event, whether or not alcohol is served.

The cost of security guards will be paid by the applicant.

Security arrangements must be reviewed and approved in advance of your event by the Chief of Police or his/her designee.

Private security must be obtained from any security agency licensed by the State of California, Department of Consumer Affairs.

Security guards must be at the event the entire time guests are present. Security may be required overnight at the event site for multi-day events as deemed necessary by the Chief of Police or his/her designee.

## **FILM PRODUCTION**

Filming that takes place over multiple days or requires use of the public right of way requires approval of a Limited Term Permit issued through the Community Development Department. Please contact them no less than 60 days prior to your event to ensure that it can proceed as planned.

## **CANCELLATIONS**

If cancellation is necessary, the City must be notified immediately. If a reservation is cancelled more than 30 days prior to event, the entire deposit will be refunded. If a reservation is cancelled less than 30 days prior to the event, the deposit will not be returned.

A Park Use and Special Event Permit may be canceled by the City for any of the following reasons:

Information contained in the application is found to be false.

The applicant modifies the event in a material way from that described in the permit.

The applicant fails to meet any of the conditions listed in the permit.

Weather, such as heavy rain, creates saturated ground or other park conditions that may be damaged by the event. Events that are canceled due to ground conditions are eligible for a fee refund or rescheduling.

**Park Use and Special Event Permit Policy and Application**  
201 West Sierra Avenue, Cotati CA 94931 (707)792-4600 Fax: (707)795-7067

Name of Organization: \_\_\_\_\_

Name Refund Issued To: \_\_\_\_\_

Applicant serving as representative: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Arrival/Completion Time: \_\_\_\_\_

Estimated Attendees: \_\_\_\_\_ Tax ID # (if Non-Profit): \_\_\_\_\_

Type of Special Event: \_\_\_\_\_

**PARK REQUESTED:**

- |                     |                                 |
|---------------------|---------------------------------|
| _____ La Plaza Park | _____ Veterans Park             |
| _____ Draper Park   | _____ Sunflower Park            |
| _____ Putnam Park   | _____ Santero Park              |
| _____ Kotate Park   | _____ Civic Center (Cator) Park |
| _____ Falletti Park |                                 |

Alcoholic Beverages Sold: Yes ___ No ___	Food served: Yes ___ Sold ___
Street Closure Requested: Yes ___ No ___	Park Closure Requested: Yes ___ No ___
Animals: _____	Electricity Needed: Yes ___ No ___
Inflatable Jump House: Yes ___ No ___	Film Production: (if yes, see pg 12) Yes ___ No ___

*Use of the above facilities may be pre-empted if City business so requires.*

As an applicant for a City of Cotati Park Use and Special Event permit, facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or any expense that may arise during or be caused in any way by use or occupancy of any area or facility of the City of Cotati. I further agree that in consideration of being permitted to use said facility, I will hold the City of Cotati, its officials and employees free and harmless from any loss, liabilities, damages, and/or injuries to persons and property occurring during applicant's use or public liability insurance as stated in "Park Use and Special Event Permit Policy" with the City of Cotati named as additional insured to be submitted no later than one month prior to the rental date. I have read the rules and regulations of rental carefully and agree to them as written. **I understand that applications not submitted thirty (30) days prior to event may not be able to be processed.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Additional Conditions and/or Comments: \_\_\_\_\_

Date Insurance Certificate Rec'd: \_\_\_\_\_

Park Use Fee: \_\_\_\_\_ Deposit Received: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_  
101-00-60702-000000 101-00-35002-000000

Street Closure Fee: \_\_\_\_\_  
101-23-64022-000000

Group Classification: Cotati Resident  Non - Resident  ABC License Received



La Plaza Park Events: Indicate layout of event on this map.

Map not to scale

