



**City of Sausalito  
Parks and Recreation Department  
420 Litho Street · Sausalito CA 94965  
TEL: 415.289.4152 FAX: 415.289.4189**

**SPECIAL EVENT INFORMATION SHEET**

The following information is intended to assist the applicant with the application process and general planning of your event. It is suggested that you read the application package prior to any planning. Contact the Recreation Supervisor Special Events for assistance if needed.

All approved permits must comply with the following regulations:

1. The permittee agrees to rent the facility or property as is.
2. All noise must be kept to a respectable level as to have a minimal impact on surrounding neighborhoods, businesses and community. Sound amplification may only be used if permitted.
  - a. Noise limits are: 55 db's until 7:00 PM, 50 db's until 10:00 PM, and 45 db's after 10:00 PM. Noise limits are measured at the property line.
  - b. Applicant must abide by Sausalito Municipal Code Section 12.16.140 in regards to construction hours. Construction hours are Mon.-Fri. 8am- 6pm and Sat. 9am- 5pm.
3. Alcohol use/sale may be approved. If approved the following conditions must be met:
  - a. Alcohol is to be served only to guests over the age of 21
  - b. Alcohol may only be sold with prior approval. If approved permittee must procure an ABC On Sale General – Seasonal License.
  - c. Open containers of alcohol are not permitted to leave area rented.
  - d. Public intoxication is not permitted
4. Barbecuing is permitted.
  - a. Open fires and ground fires are prohibited
  - b. Keep your grill at least 10 feet away from trees and overhead branches
  - c. Fires must be contained in grills that are raised at least two feet above the ground
  - d. If coal is used, don't dump hot coal or ashes at the base of a tree, on the ground, or in the bay. Instead, extinguish coals, place in foil and leave in a trash can.
5. Litter Pick-up and disposal is the responsibility of the Permittee. Trash must be bagged, sealed and placed in the park's trash receptacles. If the trash does not fit in the receptacles, the Permittee is responsible for removing the trash from Facility/Park/Property. The facility, park and/or property must be restored to a clean and neat condition. Large parties may be required to contract with an outside garbage service to provide extra garbage cans and/or a dumpster.
6. Animal rules and regulations are the same for each park in Sausalito. Permittee, its agents and attendees must comply with all posted rules. Dogs are to be leashed at all times in all Sausalito Parks, and all dog waste must be picked up and properly disposed of. (Sausalito City Ordinance 6.04)
7. Smoking is prohibited in City Parks. (Sausalito City Ordinance 12.28.040)



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8. All permits shall not be transferred or assigned.
9. The permittee, its agents and attendees shall not engage in any activity on Facility, Park and/or Property other than the activity for which this permit is expressly issued.
10. As a condition of use, ALL CITY LAWS AND ORDINANCES MUST BE FOLLOWED, including, but not limited to all vehicle codes and noise ordinances.
11. The permittee, its agents and attendees must behave in a peaceful and orderly manner. Neighbors are not to be disturbed under any conditions.
12. The permittee, its agents and attendees will comply with all State Health & Safety Codes and all County and Sausalito City Ordinances with regard to the use of public property and lands.
13. The activities of the permittee, its agents and attendees will not damage the facility, park and/or property in any manner. If damage occurs it may result in the forfeiture of rental security deposit fees at the Parks and Recreation Department discretion. Additional fees may be charged if damage exceeds the deposit.
14. If the City receives a noise, traffic violation, excessive parking complaint, and/or any complaint, the City of Sausalito and its Police Department reserve the right to close down the event and may result in the forfeiture of rental and security deposit fees at the Parks and Recreation Department discretion.
15. A wet field precludes any park/field usage. If rain impacts rental you may inquire about 24 hour delay in use of the park/field. Contact Parks and Recreation at 415-289-4152 to discuss options.
16. If a key is required for use of the facility the following apply:
  - a. Key may be picked up at the Parks and Recreation office 7 days prior to rental. Please arrange pick up time with office staff.
  - b. Key use is limited to the rental time and date listed on permit.
  - c. Key must be returned at the end of the rental or upon request of Parks and Recreation staff.
  - d. Lost or stolen keys are to be reported immediately. If a key is lost, stolen or not returned a charge that reflects the cost of replacing the key and changing any and all locks affected may be assessed.
  - e. Issued key may not be copied, duplicated, altered or reproduced.
  - f. Permittee MUST bring a physical copy of approved permit document to the permitted event. Use of rented facility, property, and/or park is reserved for permit holder. If any other individuals or group occupying rented space does not vacate immediately when approved permit is shown please call the Sausalito Police Department at (415) 289-4170.
17. ALL PARKS ARE OPEN TO THE PUBLIC, people may walk through the park and use areas not being used by permittee.
18. All rules and regulations regarding the use of any Sausalito Facility, Park or Property are enforceable by the Sausalito Police Department and the City of Sausalito Parks and Recreation Department staff. The City of Sausalito and its Police Department reserve the right to cancel your permit if the above regulations are not honored.



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**THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED:**

Fireworks (unless otherwise approved by the Fire Dept.), discharging of firearms, gambling, helicopter rides, open fires, nudity. Styrofoam is not allowed. **Smoking prohibited in City Parks as per City Ordinance 1207**

**ADDITIONAL PLANS, DOCUMENTS, AGREEMENTS**

Depending on your event, the following plans, documents, or agreements may be required:

- Transportation Plan. If the ratio of total attendance to parking spaces exceeds 3.5 people per parking space, off-site parking and shuttle service shall be provided to ensure emergency access to local residents and emergency vehicles is available at all times. A list of off-site parking areas and vehicles to be used will be provided to the City of Sausalito. For coordinating events with bus operations you may contact the Golden Gate Transit Marketing Dept. at (455.2000).
- Security Plan. A complete security plan detailing all necessary preparations and staffing for crowd control, site security, and limited access areas.
- Electrical Plan. A detailed electrical plan for the event site including all load calculations and panel schedules.
- Site Plan. A site plan with the following information:
  - All property lines and dimensions
  - Location of all structures/facilities and equipment along with their distance from property line and/or existing or proposed structures (First Aid Station, Emergency Exits, Closed Roads, Restrooms, Location of registration/vendor tables, and Closed and Blocked Driveways)
  - Vehicular, pedestrian, ADA and emergency access points, parking spaces, drive aisles and traffic circulation pattern
  - Highlighted route detail for walk, runs, parades, or bike rides. Indicate location of Start/Finish points, rest stops, water stations, portable toilets, etc.
- Communication Plan. A plan describing how communication will be handled at event; method by which emergency services will be notified in the event of an emergency (i.e., mobile phone #, amateur radio contact, etc.); method event staff and volunteers will use to communicate with each other and with participants.
- Emergency Plan. An emergency plan with location of command post and also including emergency contact/person in charge on day of event with a day of event phone number.
- Garbage Plan. A clean-up plan describing how, when and by whom clean-up will take place.
- Architectural Plan. Complete plans and specifications certified by a licensed architect or engineer for the following use:
  - Stages (requires a Building Permit)
  - Tents covering over 200sq. ft. (requires a Fire Permit)
  - Canopies covering over 400sq. ft. (requires a Fire Permit)
- Noise Plan. A plan that includes schedule of any music or entertainment proposed to occur during event. Please note that the use of sound amplifying or loudspeaker equipment is required to be controlled as per



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Chapter 12.16 of this code. Additionally, a permit to operate sound amplifying or loudspeaker equipment must be filed with the City of Sausalito and approved by the Sausalito Police Department.

- ABC Permit. A copy of ABC Permit to sell alcoholic beverages.
- COI and Endorsement. Applicant may be required to obtain an insurance certificate and endorsement as required by Municipal Code 17.32.130.
- Indemnification Agreement. The permit holder shall also sign an indemnification clause agreeing to defend and hold the City of Sausalito, its officers, agents, employees, elected and appointed officials, representatives and volunteers, harmless from any claims, liabilities, losses or expenses arising from the special event.
- County Health Certificate. Applicant may require a county health certificate for sale of food products. For information, contact county health department at 415.499.6907.
- Vendor List. Applicant may be required to provide a listing of all person or groups participating in the event along with an individual's name, address, and telephone number responsible for its activity.
- A Crowd Control Plan may be required after permit application has approved.



## **SPECIAL EVENTS PERMIT POLICY AND PROCEDURE**

### PURPOSE

The purpose of this policy is to further and implement the Sausalito Special Events Ordinance, Chapter 17.32 of the Sausalito Municipal Code. This policy further specifies requirements and procedures for the approval of special events. The City Council has established these requirements and procedures for special events to ensure the general safety, health, and welfare of the community and to ensure that the temporary operation of each special event will be compatible with the neighborhood or area in which it is located. In the event of any conflict between the terms of the Sausalito Special Events Ordinance and this policy, the terms of the Sausalito Special Events Ordinance shall control.

### POLICY

State and City law regulate the use of real property in the City of Sausalito. Generally, these laws establish both the structures that may be constructed on land and the activities that may be conducted thereon. The City receives numerous requests to allow activities, and occasionally structures, on City owned and controlled property on a “short term” basis. Some of these types of uses may allow private individuals, businesses, or not-for-profit organizations to hold special events that may temporarily alter the character of a particular area.

For the purpose of this policy, the Recreation Supervisor Special Events is the designee of the City Manager and is responsible for the administration of this policy. Unless otherwise determined by the City Manager, the Director of the Parks and Recreation Department is deemed the Recreation Supervisor Special Events.

### PERMIT REQUIREMENT

No person shall conduct a special event on City owned or controlled property unless such person first obtains, and continues to maintain in full force and effect, a special event permit for such special event.

For purposes of this policy, “special event” shall have the same meaning as set forth in Municipal Code Section 17.32.030. Special events shall be limited in scope to activities that do not detrimentally impact the community. The Recreation Supervisor Special Events will evaluate the potential impacts of a proposed event. Factors shall include, without limitation, the following:

1. Impacts on Noise
2. Impacts on Traffic
3. Impacts on Parking
4. Impacts on the General Environment

The Recreation Supervisor Special Events will not consider as a factor the content of any constitutionally protected speech at the event, unless there is a threat of immediate harm to persons or property. The Special Events Coordinator shall determine if the proposed Special Event is a “High Impact Special Event” or a “Low Impact Special Event.” Low Impact Special Events are generally those events that will not have a significant impact on the community or on City services. Low Impact Special Events typically will have 200 or fewer participants and will not be held in areas of high density. High Impact Special Events are all other events. It is important to note, however, that the number of participants alone cannot be the determining factor in deciding whether a proposed event is a Low Impact Special Event or a High Impact Special Event. The location, time of day, time of year, nature of the event combined with any other relevant factors must be taken into consideration. Therefore, it is necessary for the Recreation Supervisor Special Events to determine if the proposed event is a Low Impact Event or High Impact Event after considering all applicable factors.



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**PERMIT PROCEDURE**

A person or persons wishing to hold a special event must file a Special Event Permit application with the Recreation Supervisor Special Events at least ninety (90) days prior to the date of the proposed event. Notwithstanding the preceding, the Recreation Supervisor Special Events may accept a Special event permit application less than 90 days in advance if the Recreation Supervisor Special Events determines (in his or her sole discretion) that there is adequate time for review of the application and if the conditions set forth in Municipal Code Section 17.32.090 are met.

A Special Event Permit application shall be on a form provided by the City of Sausalito. Low Impact Special Events may utilize the abbreviated form entitled "Special Event Application – Low Impact Events." All other proposed events shall utilize the form entitled "City of Sausalito Special Event Information Sheet – High Impact Special Events. At a minimum, the application shall contain the information required by Municipal Code Section 17.32.060 and the following information:

1. The name of the special event organizer and the organizer's contact person (if different);
2. A detailed description of the proposed special event (including the hours it is to be conducted);
3. The location of the proposed special event;
4. A precise diagram of the venue area and floor plan (if applicable) for the proposed special event;
5. A description of any special equipment or temporary building and structures, including tents, stages, bounce houses, and vendor booths, and their estimated delivery and set-up times;
6. The anticipated number of workers, participants and spectators at the proposed special event;
7. A traffic control plan (including any necessary directional devices and street closures) for the proposed special event.
8. Water facilities and sanitary measures (including toilets and trash containers) for the proposed special event;
9. A collection, recycling and disposal plan for garbage generated by the event;
10. A description of an arrangement to provide adequate parking for the people attending the event, including monitored bicycle parking at appropriate large public event;
11. Alcoholic Beverage Control Plan, if applicable;
12. Security measures for the special event.

**PROCEDURE FOR REVIEW**

A. **Low Impact Special Events**: Low Impact Special Events are subject to a 10 business day review process which shall include the following:

- Review by City Manager Designee.
- Consult the Special Event Review Panel (SERP). SERP will be composed of representatives of Parks and Recreation, Police, Fire, DPW, and CDD if applicable.
- Possible request of any additional information from the applicant and impose any restrictions that he or she considers necessary or appropriate to evaluate the event's potential impacts on the community.

B. **High Impact Special Events**: The Recreation Supervisor Special Events, upon receiving an application for a High Impact Special Event and applicable application fees, shall do the following prior to issuance of the permit:

- Review by City Manager Designee
- Present to Parks and Recreation Commission for conceptual approval.
- Order and review impact notifications.



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- Consult the Special Event Review Panel (SERP). SERP will be composed of representatives of Parks and Recreation, Police, Fire, DPW, and CDD.
- Consider impacts upon external organizations/agencies, and notify as appropriate, e.g. CHP, CalTrans, Golden Gate Transit, Health Department, etc.
- Request any additional information from the applicant and impose any restrictions that he or she considers necessary or appropriate to evaluate the event's potential impacts on the community.
- Conduct final review with SERP, if applicable.
- Obtain City Manager approval, if applicable.
- Obtain City Council approval, if applicable.

For High Impact Special Events anticipating 200 or more participants, or for events in areas of high density with potentially substantial impacts on the community, the Recreation Supervisor Special Events may:

- Require the notification of business owners and/or residents of properties within the proximity, as determined by the Special Events Coordinator, to the proposed venue of the proposed request in order to solicit written or oral comments on the proposed event; and/or
- Agendize the permit application for City Council review and comment at a public hearing.

#### DECISION ON APPLICATION AND APPEAL OF DECISION

Within 30 days of an application, the Recreation Supervisor Special Events shall advise the applicant in writing of the decision that either approves the request, conditionally approves the request, seeks additional information, or denies the request with the reason for denial stated.

An appeal may be made to the City Manager, within 10 days of written notification by the Recreation Supervisor Special Events. The City Manager decision shall be final unless the applicant files a written appeal, with payment of applicable fees, within 10 days of the decision.

In the case of an appeal, the City Council shall conduct a duly noticed public hearing within 30 days of the receipt of the written appeal. The City Council shall consider the applications under the standards set forth in the chapter and sustain or overrule the decision of the City Manager. The decision of the City Council shall be final.

#### SUSPENSION OF PERMIT

The Recreation Supervisor Special Events, City Manager or the Chief of Police shall have the power to suspend, and may suspend, any special event permit if the applicant has done any of the following:

1. Violated any provision or requirement of approval imposed upon the permit.
2. Violated any provisions of the law.
3. When the actual conduct of the activity, threatens the preservation of the public peace, safety or general welfare.

#### CANCELLATION

Thirty days or more prior to event date, any deposit will be returned less a \$100 administration fee. Less than thirty days prior to event date, the deposit will be retained unless another event can be rescheduled, in which case a \$100 fee will be retained. Less than six days prior to event date, the entire fee will be retained.