

Event description *(Provide as much detail as possible)*

| |
|--|
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|--|

Event categories *(Check all that apply)*

| | | | | | |
|--|--|--|------------------------------|--|--|
| | Public Event | | Market | | Ceremonial Event |
| | Private Event | | Exhibition / Expo | | Fair / Festival / Carnival / Circus |
| | Concert | | Fundraiser | | Race / Tour / Ride / Walk / Parade |
| | Sporting Event | | Cultural Event | | Celebration / Special Occasion |
| | Regional Event | | Rally / Demonstration | | Religious / Political Event |
| | Other Event: <small>(Please explain)</small> | | | | |

Onsite contacts

| | | | | |
|-----------------------------------|-------------------|--|--------------------|--|
| Onsite Contact - Primary | Full name: | | Cell phone: | |
| | Email: | | | |
| Onsite Contact - Secondary | Full name: | | Cell phone: | |
| | Email: | | | |

| Emergency contacts | | | |
|-------------------------------|------------|--|-------------|
| Emergency Contact - Primary | Full name: | | Cell phone: |
| | Email: | | |
| Emergency Contact - Secondary | Full name: | | Cell phone: |
| | Email: | | |

| Section A: Checklist | | | |
|--|---|-----|----|
| No. | Statement | Yes | No |
| 1 | The event will be held entirely on City property (<i>i.e., parks, streets, sidewalks, etc.</i>). | | |
| 2 | The event is accessible to the general public, meaning, no portion of the event is exclusive to specific guest lists or ticket holders. | | |
| 3 | The event remains largely unchanged compared to its previous occurrence. | | |
| 4 | This application is for a singular event taking place only once within a calendar year. | | |
| 5 | All special event activity will occur in the Downtown Core, meaning, all public property within 1,500' of the Healdsburg Plaza. | | |
| If you answered "NO" to any statement (1 through 5) above, please provide detailed information in APPENDIX A and reference each section letter/number. | | | |
| 6 | A road closure is being requested for this event. (<i>Please include specific street closure locations and times in the "Event location detail" section on page 1.</i>) | | |
| 7 | The event will impede private property owners from accessing any part of their property, or will obstruct patrons from accessing any business. | | |
| 8 | One more areas of the event will be fenced or have restricted/controlled access. | | |
| If you answered "YES" to any statement (6 through 8) above, please provide detailed information in APPENDIX A and reference each section letter/number. | | | |

| Section A: Important notations |
|--|
| <ul style="list-style-type: none"> ➤ Special events may be co-sponsored by more than one organization, but only one organization serves as the primary applicant. The primary applicant is responsible for all permit coordination, obtaining supplemental permits, providing insurance, confirming payment of fees, and ensuring adherence to permit requirements. ➤ If your event location is on a public street, please list cross streets (<i>i.e., Plaza St., between Healdsburg Ave. and Center St.</i>) in the "Event location detail" subsection. ➤ If your event includes a rolling road closure, please follow the instructions in SECTION I. |

SECTION B: EVENT OPERATIONS

Staffing

| | | | | | |
|---------------------------------------|--|--------------------------------------|--|--|--|
| Number of on-site event staff: | | Number of on-site volunteers: | | Total number of staff and volunteers: | |
|---------------------------------------|--|--------------------------------------|--|--|--|

Food

| | | | | | |
|---|--|---|--|--|--|
| Number of non-prep food booths: <i>(Not requiring on-site food preparation)</i> | | Number of on-site food prep booths: <i>(Requiring on-site food preparation)</i> | | Number of mobile food facilities: <i>(i.e., trucks, trailers, carts, etc.)</i> | |
|---|--|---|--|--|--|

Entertainment

| | | | | | |
|-----------------------------------|--|---------------------------------------|--|-------------------------------------|--|
| Number of musical artists: | | Number of non-musical vendors: | | Total number of all vendors: | |
|-----------------------------------|--|---------------------------------------|--|-------------------------------------|--|

Alcohol

| | | | | | |
|---|--------------------|---------------|--|----------------------------|-----------------------|
| Alcohol will be.... <i>(check all that apply)</i> | Not present | Sold | <i>If alcohol will be present, please select all that apply:</i> | Beer/Wine/Champagne | Spirits/Liquor |
| | Consumed | Served | | Other: | |

Parking

| | | |
|--|------------|-----------|
| Please answer the following questions regarding event parking: <i>(Excluding locations and times that would be part of a requested road closure)</i> | Yes | No |
| Are you requesting to reserve parking stalls for your event? | | |
| Will you include off-site parking and/or shuttle transportation? | | |

If yes, please complete the section below and identify the specific location(s) on your Event Layout.

| Street / Location of stalls | Number of stalls | Date(s) | Times |
|-----------------------------|------------------|---------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Vendor information (Only vendors preparing food on-site, offering high-risk services, or likely to attract a large crowd) | | | |
|--|---|-------------|---|
| Name | Type (musician, service, entertainment, food booth/truck, etc.) | Name | Type (musician, service, entertainment, food booth/truck, etc.) |
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |

| Section B: Checklist | | | |
|--|---|------------|-----------|
| No. | Statement | Yes | No |
| 1 | Sound amplification or any other noise generating equipment will be used. <i>(i.e., music amplifiers, PA systems, generators, forklifts, fireworks, rides/games, etc.)</i> | | |
| 2 | Event activities and/or set-up/clean-up activities are expected to occur between 10:00 p.m. and 6:00 a.m. | | |
| 3 | The event will include the delivery or pick-up of event equipment / materials outside of the times indicated in SECTION A "Event location detail". | | |
| 4 | Event will include entertainment features or interactive games. <i>(i.e., live music, stage performances, carnival games, dunk tanks, climbing walls, etc.)</i> | | |
| 5 | The event organizers will arrange and install all required barricades and road signs. Please select "Yes" if City equipment is requested; please see notation below. | | |
| If you answered "YES" to any of the above statements, please provide detailed information in APPENDIX A and reference each section letter/number. | | | |

| Section B: Important notations |
|--|
| <ul style="list-style-type: none"> ➤ Event organizers seeking to rent "No Parking" barricades from the City must specify the quantity in APPENDIX A. Please be aware that rental fees will apply, and availability is limited. ➤ When completing the "Vendor information" under SECTION B, please include the specific names of any bands / performers and not solely their management company. ➤ If your event includes shuttle transportation, please include the specific pick-up/drop-off locations in the "Parking" subsection. ➤ Event organizers are required to notify residents, businesses and other entities that may be impacted by the event. Event notifications must include the event days/times, potential impacts, and contact information of the event organizer. |

SECTION C: SAFETY & SECURITY

Security - Licensed

| | | | |
|--|--------------------|---|--|
| Will private security be onsite during the event? <i>(either through licensed professionals, volunteers, or alternative methods)</i> | Yes | If using licensed professionals, list company name and number of staff: | |
| | No | Company: | |
| | Staff Qty.: | | |

Security - Unlicensed

| | | | |
|--|-------------------|--|--|
| Will any staff or volunteers operate in a security capacity?: | Yes | If using unlicensed staff or volunteers, list number of personnel and how they will be identified: | |
| | No | Staff Qty.: | |
| | ID Method: | | |

Security – Supplemental *(Provide as much detail as possible)*

Please provide a detailed account of any significant information pertaining to your event security plan, strategy, or any alternative methods that have not been previously discussed.

Section C: Checklist

| No. | The event will include.... | Yes | No |
|-----|--|-----|----|
| 1 | An air supported temporary membrane structure. | | |
| 2 | A tent with a size exceeding 400 square feet, or a combination of multiple tents, regardless of individual sizes, with a combined area surpassing 400 square feet. | | |
| 3 | On-site cooking, deep frying, or devices producing open flames. | | |
| 4 | Compressed gas cylinders i.e., propane (C3H8), helium (He), carbon dioxide (CO2), compressed air, etc. | | |
| 5 | Pyrotechnics i.e., fireworks, flame effects, sparklers, explosive devices, etc. | | |
| 6 | Manned or Unmanned Aircraft Systems. <i>(i.e. drones, hot air balloons, helicopters, etc.)</i> | | |
| 7 | Overhead and/or rigged structures greater than 7' high. | | |
| 8 | Special lighting to be set-up or used. <i>(i.e., stage lighting, bistro lighting, uplighting, gobo lights, lasers, etc.)</i> | | |
| 9 | Circus/carnival amusement rides. | | |
| 10 | Live animals. <i>(i.e. petting zoo, pony rides, pet parade, animal show, etc.)</i> | | |
| 11 | On-site Emergency Medical Services (EMS). | | |

If you answered "YES" to any of the above statements, please provide detailed information in APPENDIX A and reference each section letter/number.

Section C: Important notations

- It is crucial to have trained personnel or professionals overseeing the use of compressed gases to prevent accidents and ensure a smooth event.
- Pilots operating Unmanned Aircraft Systems (UAS) need to be FAA compliant and are responsible for remaining clear of trees, power lines, and other fixtures that could become a safety concern. The City of Healdsburg restricts pilots from flying over event spaces, attendees, spectators or using event spaces as launch/landing sites.

SECTION D: WASTE MANAGEMENT

Restrooms

| | | |
|---|------------|--|
| Will temporary restrooms be delivered to the event site? <i>(i.e., units, trailers, etc.)</i> | Yes | If yes, please list company name and quantities below: |
| | No | Company: <input style="width: 80%;" type="text"/> |

Quantities:

| | | | | | | | |
|---------------------------|--|----------------------|--|----------------------------|--|--|--|
| Standard toilet quantity: | | ADA toilet quantity: | | Handwash station quantity: | | Portable restroom trailer quantity & size: | |
|---------------------------|--|----------------------|--|----------------------------|--|--|--|

Garbage, Recycle, and Compost

| | | |
|--|------------|---|
| Will temporary waste bins/carts be delivered to the event site? | Yes | If providing temporary waste services, list company name and unit quantity: |
| | No | Company: <input style="width: 80%;" type="text"/> |

Quantities:

| | | | | | | | |
|--|--|-------------------|--|----------------------|--|------------------------------------|--|
| 32, 64, or 96-Gallon carts <u>sets</u> : | | 3 or 4-Yard bins: | | 20 or 30-Yard boxes: | | Other: <i>(Please describe)</i> | |
|--|--|-------------------|--|----------------------|--|------------------------------------|--|

Liquids

| | | |
|---|------------|--|
| Will potable water be used during the event? | Yes | If yes, specify the location of the water source: |
| | No | Location: <input style="width: 80%;" type="text"/> |

| | | |
|--|------------|--|
| Will the dumping of non-potable liquid be necessary during or post-event? | Yes | If yes, specify the disposal location: |
| | No | Location: <input style="width: 80%;" type="text"/> |

| | | |
|---|------------|--|
| Will the dumping of other liquids be necessary during or post-event? | Yes | If yes, in the space below please describe the liquid, its source, intended use, and planned disposal method / location: |
| | No | |

Post event clean-up

Please provide your detailed plans for post-event clean-up.

(i.e. How will you ensure the site will be left in the same condition as you arrived? Please provide detailed information.)

Section D: Checklist

| No. | Statement: | Yes | No |
|-----|---|-----|----|
| 1 | Event organizer will provide adequate waste containers for attendees to dispose of their waste. | | |
| 2 | There will be designated area(s) for waste collection and disposal at the event site. | | |
| 3 | There is a plan for sorting different types of waste. <i>(i.e., recyclables, garbage, compost)</i> | | |
| 4 | Your waste management plan will be communicated to event staff and attendees. | | |
| 5 | There is a contingency plan in place for unexpected increases in waste generation. | | |
| 6 | Event organizer has coordinated with local waste disposal services or authorities for post-event waste removal. | | |

If you answered "NO" to any of the above statements, please provide detailed information in APPENDIX A and reference each section letter/number.

Section D: Important notations

- The questions herein aim to cover various aspects of water usage and waste management to ensure the event organizer is adhering to proper disposal practices and complying with relevant regulations.
- Dumping food, liquid, debris into the street or storm drain is not allowed at any time. Anything thrown, swept or poured into the street, gutter or storm drain flows directly into our creeks without treatment or filtering.
- Soapy water or otherwise contaminated water/liquid needs to be discarded properly off-site.
- If cooking onsite, spill mats and/or splash guards are required to protect our streets, creeks, and parks.
- Disposable food ware made of polystyrene foam or products containing PFAS are banned in Healdsburg: Food providers shall not sell, hand out, give away, distribute or otherwise make available for public or customer use prepared food in disposable food service ware that contains polystyrene foam or PFAS.

SECTION E: EVENT LAYOUT

Event layout overview

The Event Layout is a crucial part of your special event permit application. Attach an Event Layout as a separate supplemental document with your permit application. Below is a checklist of common event elements that you must complete. In your Event Layout, please include as many of your checked items as possible. Event layouts must be digitally created on an 11" x 17" document with a Google Map underlay. Multiple pages are acceptable, if necessary. Hand-drawn or recopied layouts from previous years will not be accepted. Incomplete or vague maps will result in delays or denial of your application.

Structures and Equipment *(Check all that apply)*

| | | | | | |
|--------------------------|---|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Tenting / Canopies | <input type="checkbox"/> | Tables / Chairs | <input type="checkbox"/> | Booths <i>(i.e., cooking / non-cooking, vendors, information, sponsor, etc.)</i> |
| <input type="checkbox"/> | Power Distribution Boxes | <input type="checkbox"/> | Propane / Gas / Helium | <input type="checkbox"/> | Fryers / Burners / BBQs / Devices Producing Open Flames |
| <input type="checkbox"/> | Generators | <input type="checkbox"/> | Food Heating / Cooling Systems | <input type="checkbox"/> | Overhead and/or Rugged Structures |
| <input type="checkbox"/> | Mobile Food Facilities <i>(i.e., food trucks / carts)</i> | <input type="checkbox"/> | Temporary Fencing <i>(or equipment to restrict access)</i> | <input type="checkbox"/> | Other Notable Temporary Structures / Equipment |

Infrastructure and Facilities *(Check all that apply)*

| | | | | | |
|--------------------------|--|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Roadways <i>(include street names)</i> | <input type="checkbox"/> | On-Site Parking <i>(i.e. trailers, loading zone, etc.)</i> | <input type="checkbox"/> | Off-Site Parking <i>(i.e. where participants are directed to park)</i> |
| <input type="checkbox"/> | Portable Restrooms / Trailers | <input type="checkbox"/> | Handwash Stations | <input type="checkbox"/> | Trash & Recycling Drop-off / Pick-up Locations |
| <input type="checkbox"/> | Lost and Found Area | <input type="checkbox"/> | Bike Parking / Bike Valet | <input type="checkbox"/> | Alcohol Service <i>(include any designated consumption areas)</i> |
| <input type="checkbox"/> | VIP Areas | <input type="checkbox"/> | Liquid Disposal <i>(if on-site)</i> | <input type="checkbox"/> | Other Notable Infrastructure and Facilities |

Stage and Audio-Visual *(Check all that apply)*

| | | | | | |
|--------------------------|---|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Stages / Risers <i>(include dimensions)</i> | <input type="checkbox"/> | Sound Systems / Amplifiers <i>(i.e., source of any amplified sound)</i> | <input type="checkbox"/> | Visual Effects and Projection <i>(i.e., visual displays, screens, projectors, gobos, strobe lights, mapping projection, etc.)</i> |
| <input type="checkbox"/> | A/V Booth | <input type="checkbox"/> | Truss Systems | <input type="checkbox"/> | Lighting Fixtures <i>(i.e. bistro lights, stage / theater lighting, etc.)</i> |
| <input type="checkbox"/> | Green Room | <input type="checkbox"/> | Dance Floors / Areas | <input type="checkbox"/> | Other Notable Stage and Audio-Visual equipment |

Event Logistics *(Check all that apply)*

| | | | | | |
|--------------------------|--|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Event Perimeter <i>(include names of adjacent streets)</i> | <input type="checkbox"/> | Street Closure Locations <i>(include hard barrier method)</i> | <input type="checkbox"/> | Route of Parade, Run, Bike Tour, etc. <i>(include the direction of travel and a supplemental Turn-by-Turn)</i> |
| <input type="checkbox"/> | All Activities Occurring in a Closed Street | <input type="checkbox"/> | Entrances/Exits of Fenced Areas | <input type="checkbox"/> | Entrances/Exits of Covered Structures |
| <input type="checkbox"/> | Shuttle Transportation Pick-up/Drop-off | <input type="checkbox"/> | Loading / Unloading Zones | <input type="checkbox"/> | Other Notable Logistical Elements |

Safety and Security *(Check all that apply)*

| | | | | | |
|--------------------------|---------------------------------|--------------------------|-------------------------------|--------------------------|---|
| <input type="checkbox"/> | Fire Extinguishers | <input type="checkbox"/> | Locations of Private Security | <input type="checkbox"/> | First-Aid Booth <i>(i.e., where individuals with minor injuries are directed)</i> |
| <input type="checkbox"/> | Fire Lanes <i>(minimum 14')</i> | <input type="checkbox"/> | Dedicated On-site EMS | <input type="checkbox"/> | Other Notable Safety and Security Elements |

Miscellaneous *(Check all that apply)*

| | | | | | |
|--------------------------|---|--------------------------|--------------------------------------|--------------------------|--|
| <input type="checkbox"/> | Directional / Informational Signs | <input type="checkbox"/> | Circus, Carnival, or Amusement Rides | <input type="checkbox"/> | Notable Activities <i>(i.e., bands, performers, games, car shows, seating areas, etc.)</i> |
| <input type="checkbox"/> | Live Animals <i>(i.e., petting zoo, trailers, etc.)</i> | <input type="checkbox"/> | UAS/UAV Launch and Landing Site(s) | <input type="checkbox"/> | Other Notable Equipment, Features, or Elements |

SECTION F: INSURANCE REQUIREMENTS CHECKLIST

Overview:

Ensuring the safety and well-being of participants, attendees, and the community is our top priority when it comes to hosting special events within the City of Healdsburg. As a fundamental component of this commitment, we require proof of liability insurance as a mandatory aspect of the special event permit application process. This includes a Certificate of Insurance (COI), General Liability Endorsement, and Workers' Compensation Declaration, all meeting our minimum requirements. This insurance serves as a crucial protective measure, providing financial coverage in the event of unforeseen incidents or accidents during the event. Applicants must submit a complete insurance packet along with your application. Comprehensive insurance documentation protects against potential liabilities and reflects your commitment to a safe and successful event.

Section F: Checklist

Below, you will find a helpful checklist designed to guide you in providing a comprehensive Certificate of Insurance (COI), General Liability Endorsement, and Workers' Compensation Declaration that align with our minimum requirements. It is crucial to include your insurance documentation at the time of submitting your special event permit application for it to be considered complete. This ensures a smooth and efficient processing of your application, allowing us to assess and approve your special event permit in a timely manner. Insurance requirements are subject to change.

Certificate of Insurance:

| Confirmed | COI Requirements |
|-----------|---|
| | Correct name and address of permit applicant is listed on the COI <i>(must match the applicant/business name on the Permit Application)</i> . |
| | Commercial General Liability Limits need to be \$2,000,000.00 or greater per occurrence. |
| | Certificate Holder: "The City of Healdsburg, it's officers, officials, employees, volunteers, and agents". |
| | Proof of Worker's Compensation and a WC Waiver of Subrogation endorsement in favor of "The City of Healdsburg, it's officers, officials, employees, and volunteers", or "Per Written Contract". If Permittee doesn't have employees, a Worker's Compensation Declaration page can be signed in lieu of Worker's Compensation. |

General Liability Endorsements:

| Confirmed | Endorsement Requirements |
|-----------|---|
| | "The City of Healdsburg, it's officers, officials, employees, and volunteers' or 'per written contract' need to be listed as Additionally Insured. |
| | If the Applicant sells, serves, or distributes alcohol, the Applicant's General Liability insurance coverage shall contain, or shall be endorsed to contain Liquor Liability Coverage, and it shall be entitled to the full limits required of the GL policy. |
| | Primary and Non-contributory endorsement language for "The City of Healdsburg, it's officers, officials, employees, volunteers, and agents", or "Per Written Contract". |
| | The GL Policy number added to the endorsements or the form numbers added to the certificate page in the description. Something that connects all these documents together. |

Proof of Workers' Compensation:

| Confirmed | WC Declaration Requirements |
|-----------|---|
| | Completed Worker Compensation Declaration form that is signed and dated <i>(required if applicant is not subject to Works Comp)</i> . |
| | Waiver of Subrogation <i>(required from any applicant who holds Workers' Compensation Insurance)</i> . |

Please provide the requirements and checklist in this Section to your insurer and confirm that they have provided all information contained in the checklist before submitting your insurance documents to the City. Providing insurance documents that do not meet the City's minimum requirements may delay your permit approval or result in an incomplete application. It is the responsibility of the applicant to ensure that the City has your most current insurance information on file that meets the minimum requirements.

SECTION G: PERMITS & LICENSES

Overview:

Event organizers are responsible for verifying and complying with all applicable City, County, State, and Federal laws. Below is a list of common permits and licenses required for special events; however, it is not exhaustive. It is the event organizer's responsibility to ensure compliance and secure any necessary permits or licenses when planning a special event.

Permit & Licenses Checklist

| Permit Name (Authority – Department) | Permit/License required to.... | Yes | No |
|---|--|-----|----|
| Limited Use Propane Permit (City of Healdsburg – Fire) | Use propane for outside public assemblies including booth or tent setting, mobile trailers, and mobile food trucks. | | |
| Tent Permit (City of Healdsburg – Fire) | Erect or operate an air-supported temporary membrane structure or tent having an area in excess of 400 square feet, either with side or no sides. CFC 3103, CFC 105. | | |
| Public Fireworks Display (City of Healdsburg – Fire) | Conduct a public fireworks display pursuant to Title-19, California Code of Regulations, Section 982. | | |
| Building Permit (City of Healdsburg – Planning & Building) | Install temporary overhead structures in excess of 7-feet. | | |
| Facility Use Permit (City of Healdsburg – Community Services) | Utilize the following City facilities in conjunction with a special event permit: Healdsburg Community Center, Healdsburg Senior Center, Foley Family Community Pavilion, Healdsburg Picnic Areas, or Recreation Park (Hanging banners only). | | |
| Film Permit (City of Healdsburg – Community Services) | Film permit means an authorization to engage in the taking of motion pictures, television, digital media or commercial still photography. A film permit shall be required for the taking of motion pictures, television, digital media or commercial still photography. | | |
| Community Event Organizer Permit (County of Sonoma – Health Services) | Conduct facilities or equipment that are shared by two or more temporary food facilities operating at a community event. Permits are required for multiple day events, including events that occur on nonconsecutive days. Note: It is the event organizer's responsibility to ensure that all food vendors have a current temporary food facility permit through the County of Sonoma. | | |
| Farmers' Market Food Permit (County of Sonoma – Health Services) | Sell food at a farmers market such as fresh fruits, nuts, vegetables, shell eggs, honey, flowers, and nursery stock. | | |
| ABC License (State of California – Alcoholic Beverage Control) | Sell, serve, or consume alcoholic beverages at a public special event. | | |
| Special Event Encroachment (Sonoma County – Permit & Resource Management) | Conduct a special event on public property in unincorporated Sonoma County. Special event permits are issued for encroachment, zoning, fire prevention, filming, food, and wastewater disposal, etc. | | |

If you answered "YES" to any of the above, please provide a copy of the permit/license either with your permit application submission or once the permit is officially issued.

SECTION H: EVENT MARKETING

Overview:

The City of Healdsburg recognizes the importance of event marketing in ensuring a successful special event. Applicants must ensure all marketing efforts comply with the Healdsburg Municipal Code and city policies. This section provides insight into the applicant's promotional strategies and helps evaluate potential community impacts to assist in determining if a Marketing Plan needs to be submitted.

Section H: Checklist

| No. | Statement | Yes | No |
|-----|---|-----|----|
| 1 | The event will require attaching signage, banners, or other equipment directly on City property (<i>i.e., gazabo, trees, fences, benches, poles, etc.</i>). | | |
| 2 | Signage will be on display in the public right-of-way. (<i>i.e., banners, lawn signs, a-frame signage, LED message boards, directional signage, etc.</i>). | | |
| 3 | Event promotions will extend beyond Sonoma County and/or include efforts to market the event regionally, nationally, or internationally. | | |

If you answered "YES" to any of the above statements, please submit a comprehensive Marketing Plan.

The Marketing Plan must include the following components:

Signage Location: Clearly specify the exact placement of each sign, including street names, intersections, or other identifying landmarks.

Signage Type: Indicate the type of signage (*i.e., banners, A-frame signs, pole signs, etc.*) to be used.

Signage Size: Provide the dimensions of each sign, including height, width, and any structural details relevant to the placement.

Signage Duration: Specify the exact dates and times the signage will be displayed.

Marketing Scope: Efforts to market the event regionally, nationally, or internationally.

The Marketing Plan should aim for clarity and precision, while adhering to all city guidelines and ordinances regarding the use of signage in public spaces.

Section H: Important notations

- Any signage on private property requires property owner approval and must comply with the Healdsburg Municipal Code.
- No signage may be installed within 300' of a roundabout
- All signage must be removed within 24-hours of the event.
- In the event of a cancellation, for any reason, event organizer must have the capability to effectively notify prospective attendees.
- All signage must be maintained in good condition.
- The City reserves the right to remove signage in the public right-of-way at any time.

SECTION I: SUPPLEMENTAL DOCUMENTS

Overview:

Supplemental documentation may be required by the City of Healdsburg to aid in the review of your special event permit application. By requesting supplemental documentation, the City can thoroughly evaluate event proposals, address potential risks, and ensure that events align with local regulations and safety standards.

Required Supplemental Document Checklist:

| Document: | Question: | Yes | No |
|--|---|-----|----|
| Private Security Contract | Will you contract private event security for your event? | | |
| Private Property Owner Written Approval | Will the event be held on both private and public property? | | |
| Turn-by-Turn | Are you requesting a rolling road closure / designated route? <i>(i.e., parade, run, bike route, etc.)</i> | | |
| Written Notices to Businesses / Property Owners | Will your event impact adjacent businesses or properties? <i>(i.e., road closures, noise, etc.)</i> | | |

If you answered "YES" to any of the above questions, please provide the listed document with your permit application submission.

Other Supplemental Documents:

In addition to the mandatory supplemental materials, you may be required to furnish the following documents for review/approval if requested by the City of Healdsburg:

- Risk Management Plan
- Perimeter Control Plan
- Parking Control Plan
- Post-Event Report
- Traffic Control Plan
- Event Marketing Plan
- Waste Management / Zero Waste Plan
- Other Supplemental Information

AGREEMENT & HOLD HARMLESS

Hold Harmless

If the permit is granted, this application and supporting documents form a contract between the City of Healdsburg and the Applicant relating to the described event. Applicant then becomes contractually obligated to the City of Healdsburg regarding all requirements of the issued permit and agrees to protect, defend, indemnify and hold harmless the City of Healdsburg and its officers, officials, agents, employees, and volunteers from and against any loss, injury, damage, claims, actions or lawsuits arising out of or in connection with the event or the intentional or negligent acts, errors or omissions of the Applicant, volunteers, agents and event participants, including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified. These defense and indemnity obligations shall survive the termination or completion of this agreement and are in addition to, and not limited by, the insurance obligations in the agreement.

Agreement

I, _____, the undersigned, hereby declare that all information provided in this special event permit application is true, accurate, and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts may result in the denial of this permit or the revocation of an issued permit.

I further acknowledge and agree to comply with all applicable laws, regulations, and guidelines governing special events within the City of Healdsburg. This includes, but is not limited to, adherence to the Healdsburg Municipal Code, special event safety standards, waste disposal requirements, and any conditions specified in the issued permit.

I understand that the approval of this permit is contingent upon meeting all the necessary criteria and requirements outlined by the City of Healdsburg. In the event of any changes to the event details or circumstances affecting the permit application, I will promptly inform the Community Services Department in writing.

By affixing my signature below, I confirm my understanding and acceptance of the terms and conditions outlined in this permit application.

**APPLICANT'S
SIGNATURE:**

DATE: