



**SAUSALITO PARKS & RECREATION AGENDA  
REGULAR MEETING  
Wednesday, November 21, 2012, 6:30 PM  
CITY HALL EDGEWATER ROOM, 420 LITHO STREET, SAUSALITO**

<b>John Lerner- Chair</b>	<b>Sela Seleska- Commissioner</b>
<b>Melissa Mooney- Commissioner</b>	<b>Cindy Powers- Commissioner</b>
<b>Doreen Gounard- Commissioner</b>	<b>Joe Burns- Commissioner</b>
	<b>Mike Langford- Parks &amp; Recreation Director</b>

Note that the Parks and Recreation Commission may, at its discretion, consider agenda items out of the order in which they are listed. The public may comment on any item on the agenda that has not previously been subject to public comment.

**6:30 PM COMMISSION WILL CONVENE IN THE EDGEWATER ROOM**

**1. BUSINESS MEETING BEGINS**

- a. Roll Call
- b. Approval of Agenda

**2. APPROVAL OF SEPTEMBER 19, 2012 MINUTES**

**3. SPECIAL PRESENTATIONS**

- a. None

**4. COMMUNICATIONS**

*NOTE: Members of the public are invited to address the Commission concerning topics that are not listed on the Agenda. The Commission reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentation to three minutes.*

**Public Communications: speakers limited to 3 minutes each**

**5. BUSINESS ITEMS**

- a. Proposal to relocate the Sausalito Mermaid to Gabrielson Park
- b. Proposal by the Rotary Club of Sausalito to install new play equipment and other amenities at Cazneau Park
- c. Winterfest Special Event Application

**6. DIRECTORS REPORT - To include but not limited to:**

- a. Harrison Park Update
- b. Past and Future Events
- c. Budget
- d. Monthly Stats

**7. FUTURE BUSINESS ITEMS**

- a. Proposal to adopt an ordinance to limiting people to a maximum of 3 dogs at Remington Dog Park .

**8. ADJOURNMENT**

## 9. UP-COMING COMMUNITY EVENTS

- Sausalito Marin City School District Board Meeting December 6<sup>th</sup> @ 7pm
- City Council Meeting November 27<sup>th</sup> @ 7 PM
- Chamber of Commerce Mixer December 7<sup>th</sup> @ 5:30pm – 7:30pm– Bay Model Visitor Center, 2100 Bridgeway, Sausalito
- Next Parks and Recreation Commission meeting December 19<sup>th</sup> @ 6:30pm

**INFORMATION FOR THE PUBLIC:** *Information regarding any item on this agenda may be obtained from the Parks and Recreation Office at City Hall or by calling Mike Langford at 289-4126.*

**IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT,** *if you need special assistance to participate in this meeting, please contact Mike Langford at 289-4126. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title II]*



Sausalito Parks and Recreation Commission  
420 Litho Street, Sausalito, CA 94965  
Edgewater Room  
Wednesday, September 19, 2012 6:30pm

## Minutes

### Call To Order

The meeting was called to order at 6:30 pm by John Lerner

### Roll Call

**Commissioners Present:** Joe Burns, Sela Seleska, John Lerner and Doreen Gounard

**Absent:** Cindy Powers and Melissa Mooney

**Staff:** Mike Langford- Parks and Recreation Director

Note that the Parks and Recreation Commission may, at its discretion, consider agenda items out of the order in which they are listed. The public may comment on any item on the agenda that has not previously been subject to public comment.

### Approval of Agenda

Commissioner Gounard moved to approve the agenda, seconded by Commissioner Seleska and ALL in favor

### Minutes

#### Approval of Minutes from June 20, 2012

- o Commissioner Gounard moved to approve Minutes of June 20, 2012, seconded by Commissioner Seleska and ALL in favor

### Business Items

#### Exploring renaming Harrison Park to Maryanne Sears Park upon Park's reopening (Parks & Recreation Director, Mike Langford)

- o Mike Langford presented a staff report asking Parks & Recreation Commission to establish a task force consisting of one Commissioner and community members to explore renaming Harrison Park Maryanne Sears Park
- o Commissioner Lerner moved to establish a task force consisting of one Commissioner and community members to explore renaming Harrison Park Maryanne Sears Park. Second by Commissioner Seleska and ALL in favor

#### Deed Restriction on Recreation Center, MLK Gym, and Harrison Park to secure State Grants (Parks & Recreation Director, Mike Langford)

- o Mike Langford explained the procedure of applying for State Grants and facility restrictions necessary
- o Commissioner Lerner moved to approve Recommend to City Council that they pass a resolution authorizing the City Manager to sign the Deed Restrictions necessary to secure the State Grant funds for work at the MLK Gym, Parks and Recreation Center, and Harrison Park. Seconded by Commissioner Gounard, and ALL in favor.

### Director's Report (Parks & Recreation Director, Mike Langford)

- o Mike Langford gave the Commission update on: Ordinance No. 1207, Harrison Park, Robin Sweeny Park, Gym improvements, upcoming events, FY 2012 Budget Close Out, Budget Update FY 2013 and Monthly Stats.

### Adjournment

- o Motion made by Commission Lerner "To adjourn." Second by Commissioner Gounard. ALL in favor.
- o The meeting was adjourned at 7:15pm

Respectfully submitted,  
Mike Langford  
Parks and Recreation Director



# STAFF REPORT

---

## **AGENDA TITLE:**

Proposal by the Rotary Club of Sausalito to install new play equipment and other amenities at Cazneau Park.

## **RECOMMENDED MOTION:**

Recommend that the Rotary Club of Sausalito be permitted by the City of Sausalito to install new play equipment and other amenities at Cazneau Park provided the work is compliant to all codes, laws, and regulations.

---

---

## **SUMMARY**

4,000 square foot Cazneau Park was acquired by the City of Sausalito in 1963. There have been at least two different versions of play equipment at the Park since that time.

Currently the Park does not meet safety or ADA regulations and is only being used as a dog park which is actually against City Ordinance.

The Rotary Club of Sausalito has offered to take on the Park as a project. The Club would be responsible for all aspects of the project including holding public meetings, design, funding, and construction of all improvements.

Staff would work with Rotary to ensure that all codes, laws, and regulations are followed.

## **BACKGROUND**

In 1963 Mr. Roth, then owner of the Gardener House, thought to be the oldest house in Sausalito, donated the property now known as Cazneau Park to the City. The Park is a 4000 square foot rectangular lot located on Cazneau Street just west of the intersection of Turney, Girard, and Cazneau streets.

Research shows that the first play equipment installed came from Christ Church.

In the 1990's the Park consisted of a large fir tree, a metal slide, two plastic spring horses, three swing seats, a sand box, gym bars, and one garbage can. At some point

---

in time the equipment was replaced with a small wooden play structure and two swing seats. In March 2009 the swing was removed due to extensive rot at the base.

Currently, the Park has only the small wooden play structure, overgrown trees, a dirty sandbox, and a failing fence. In addition the surfacing is not compliant with both ADA and playground safety regulations. As such, the Park is seldom used as intended. The only use that the Park gets is as a dog park which is actually against City Ordinance 1183 which prohibits dogs from Cazneau Park, Harrison Park, the fenced in area of Robin Sweeny Park, and the children's area of South View Park.

In May of 2012 Staff was approached by incoming Rotary Club of Sausalito President Susan Cullen. Susan was looking for projects for the Rotary Club to undertake during her year in office. Staff suggested that they consider Cazneau Park as a project. At its regular board meeting on November 12, 2012 a brief presentation outlining what needs to be done at Cazneau Park was given by Parks and Recreation Director Mike Langford (Mr. Langford is a member of the Rotary and sits on the Board). The board voted (with Mr. Langford abstaining) to take on Cazneau Park as a project.

Currently, Staff is working with the Rotary Club to come up with a critical path schedule. The schedule will identify the following:

- Two public meetings to gather information on what the residents would like to see in their park
- Properly surveying the Park and development of a CAD drawing
- Submission of CAD drawing and community ideas to playground manufactures
- Public meeting to review playground manufacture submissions
- Adjustments to selected submission
- Presentation to Council
- Presentation to Planning Commission
- Fence repair
- Removal of old equipment and surfacing
- Installation of new play equipment and surfacing
- Park opening

Throughout the project, Staff would work with Rotary to ensure that all codes and regulations are followed.

## **ISSUES**

There are two potential issues. The first being community resistance. It is possible that the surrounding community will not want the Park refurbished. Many people like the Park as it is so they can use it as a dog park and not hear the sounds of children playing. Staff has spoken to the neighbors who currently own the Gardener House next door and they are in favor of refurbishing the Park.

---

The other potential issue is cost. The Rotary has been told that the project is currently estimated to cost between \$30,000 and \$40,000. The Club has committed to this however they currently do not have all the funds. This can be overcome via fundraisers and spreading out the work over a period of time if need be.

## **FISCAL IMPACT**

There is minimal fiscal impact to the City. Currently the sidewalk in front of the Park is in disrepair. It has not been determined if the City will pay for sidewalk improvements or if this is something the Rotary will take on. In addition to sidewalk repairs, an ADA accessible parking space and ramp must be installed in front of the Park.

Another fiscal consideration is maintenance. Currently there is little to no maintenance done to the Park. If it is refurbished there will be an expectation by the public that the Park be well maintained. The city's three parks workers may not have enough time in their schedule to take on maintaining another park. However, as a Rotary project, the Rotary has committed to having periodic "work days" to correct issues at the Park. That said, the day to day maintenance would still need to be done by City staff.

## **STAFF RECOMMENDATIONS**

Staff recommends that the Parks and Recreation Commission recommend that Rotary Club of Sausalito be permitted by the City of Sausalito to install new play equipment and other amenities at Cazneau Park provided the work is in compliance with all codes, laws, and regulations.

## **ATTACHMENTS**

Attachment A – Photos of current Park condition

PREPARED AND SUBMITTED BY:

---

Michael Langford  
Parks & Recreation Director

**ATTACHMENT A**  
**Photos of Current Park Condition**





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

<b>OFFICE USE ONLY</b>	
Date received:	_____
Date to review:	_____
Fees paid:	_____
Approved by:	_____ Date: _____

**SPECIAL EVENT APPLICATION – HIGH IMPACT SPECIAL EVENT**

**EVENT INFORMATION**

**Type of event:**

- Run/Walk   
  Bi or Triathlon   
  Bike Tour/Race   
  Street Festival   
  Motion Picture  
 Parade   
  Still Photography   
  TV Ad. Shoot   
  Other (specify) \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Total Anticipated Attendance: \_\_\_\_\_  
Month – Date(s) – Year

Participants: ( \_\_\_\_\_ )

Spectators: ( \_\_\_\_\_ )

Actual “open to the public” or “advertised” event hours: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Will a staging/setup/assembly/construction location be required?     Yes     No

If yes, begin date: \_\_\_\_\_ Start time: \_\_\_\_\_ AM/PM

Location: \_\_\_\_\_

Description of the scope of the setup/assembly work: \_\_\_\_\_

\_\_\_\_\_

Will dismantling be required?     Yes     No

If yes, dismantle completion date: \_\_\_\_\_ Completion time: \_\_\_\_\_ AM/PM





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

List any street(s) requiring closure as a result of this event. Include street name(s), day, date and time of closing and time of reopening:

---

---

---

**SPONSORING ORGANIZATION AND APPLICANT INFORMATION**

- Commercial (For Profit Organization)
- Non-commercial (Non-Profit Organization)

Sponsoring Organization: \_\_\_\_\_

Chief Officer of Organization (Name): \_\_\_\_\_

Sponsoring Organizations Address: \_\_\_\_\_

Sponsoring Organizations Business Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Applicant (Name): \_\_\_\_\_

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

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

Business Phone Number: (\_\_\_\_) \_\_\_\_\_ Evening Phone Number: (\_\_\_\_) \_\_\_\_\_

Cellular Phone Number: (\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_) \_\_\_\_\_

List any professional event organizer or event service provider that is authorized to work on behalf of the Sponsoring Organization to produce this event.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_



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

Contact Person "ON SITE" day of event: \_\_\_\_\_  
 (**Note:** This person must be in attendance for the duration of the event and immediately available to City Officials.)

Cellular Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Pager Number: (\_\_\_\_\_) \_\_\_\_\_

Alternate Contact Person "ON SITE" day of event: \_\_\_\_\_

Cellular Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Pager Number: (\_\_\_\_\_) \_\_\_\_\_

**REQUIRED:** Obtain a written communication from the Chief Officer of the organization, which authorizes the applicant or professional event organizer to apply for the Special Event Permit on their behalf.

**FEES · PROCEEDS · REPORTING**

Yes    No  
        Is the organization a "**Tax Exempt, non-profit**" organization? **If yes**, obtain a copy of the IRS 501 C tax exemption letter providing proof and certifying the current tax exempt, non-profit status.

IRS 501 C Letter obtained? \_\_\_\_\_

       Are admissions, entry, and vendor participant fees required? **If yes**, explain:

Admission fees:    \$ \_\_\_\_\_ per person

Vendor fees:        \$ \_\_\_\_\_ per booth

Participant fees:    \$ \_\_\_\_\_ per person

\$ \_\_\_\_\_ Estimated gross receipts including tickets, product and sponsorship sales from this event?

**OVERALL EVENT DESCRIPTION**

Yes    No  
        Does the event involve the **sale** of alcoholic beverages? \_\_\_\_\_

       Does the event involve the **use** of alcoholic beverages? \_\_\_\_\_

       Will items or services be sold at the event? **If yes**, please describe: \_\_\_\_\_

\_\_\_\_\_



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

- Does this event involve a moving route of any kind along streets, sidewalks or highways? **If yes**, attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route and its impact.
- Does this event involve a **fixed venue** site? **If yes**, attach a detailed site map showing all streets impacted by the event.

In addition to the route map required above, attach a diagram showing the **overall layout and setup** locations for the following items:

- Alcoholic and Nonalcoholic Concession and/or Beer Garden Areas.
- Food Concession and/or Food Preparation Area(s).  
 Please describe how food will be served at the event: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will food be cooked in the event area? Please specify method:

- Gas     Electric     Charcoal     Other (specify): \_\_\_\_\_

**OVERALL EVENT DESCRIPTION** (continued)

- Portable and/or Permanent Toilet Facilities:
  - Number of portable toilets: \_\_\_\_\_ **REQUIRED** → One for every increment of 250 peoples thereof.
  - Number of ADA Accessible toilets: \_\_\_\_\_ **REQUIRED** → 10% of total portable toilets.
  - **Note:** Unless the applicant can substantiate the availability of both accessible and non-accessible toilet facilities in the immediate area of the event site, the above is required.

**Other Areas of Consideration:**

- First Aid Facilities and Ambulance Locations
- Tables and Chairs
- Fencing, Barriers and/or Barricades
- Generator Locations and/or Source of Electricity
- Canopies or Tent Locations



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

- Booths, Exhibits, Displays or Enclosures
- Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures
  
- Vehicles and/or Trailers
- Other Related Event Components Not Covered Above
  
- Trash Containers and Dumpsters
  - Number of Trash Cans: \_\_\_\_\_ (Higher number placed near food, beverage and entertainment areas)
  
  - Number of Dumpsters w/lids: \_\_\_\_\_ **REQUIRED** → One for every increment of 400 people)
  - Recycling Containers: \_\_\_\_\_ (Voluntary)

Describe the plan for clean-up and removal of waste and garbage during and after the event:

---



---



---

**Note:** It is the Event Organizers' responsibility to dispose of waste and garbage throughout the term of the event. Immediately upon conclusion of the event, the venue must be returned to a clean condition. The City does not provide street sweeping services for special events unless prior arrangements have been made.

**SAFETY · SECURITY · ACCESSIBILITY**

**Private Security:**

Yes    No

    Is there a **Professional Security** organization hired to handle security arrangements for this event? **If yes**, please list:

Security Company: \_\_\_\_\_



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

Security Organization Address (City, State, Zip): \_\_\_\_\_

\_\_\_\_\_

Security Director (Name): \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

**Interior Venue (Private Security):**

On site contact person (Security Supervisor): \_\_\_\_\_

Any searches prior to entering?  Yes  No

Bottle and can check:  Yes  No

Metal Detectors?  Yes  No

How many guards at each entrance? \_\_\_\_\_

Number of identifiable security guards inside the venue: \_\_\_\_\_

**Parking Lot Patrol (Private Security):**

Security Company: \_\_\_\_\_

Contact person (Security Supervisor): \_\_\_\_\_

Number of security guards patrolling the parking lot: \_\_\_\_\_

Security's main function in the lot: \_\_\_\_\_

**Persons with Disabilities:**

What is the **Accessibility Plan** for access to the event by individuals with disabilities: \_\_\_\_\_

\_\_\_\_\_

**REQUIRED** → It is the applicant's responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to this event.

**SAFETY · SECURITY · ACCESSIBILITY** (continued)



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

**Lighting:**

If this is a night event, state how the event and surrounding areas will be illuminated to ensure the safety of the participants and spectators. (If required, show a separate site map detailing streetlights, portable lights, and other illuminating devices.)

---

---

---

**Medical:**

Indicate what arrangements have been made for providing **First Aid Staffing and Equipment:**

- # \_\_\_\_\_ Ambulance(s) How provided? \_\_\_\_\_ PUC License # \_\_\_\_\_
- # \_\_\_\_\_ Doctors (Names and Specialties): \_\_\_\_\_
- # \_\_\_\_\_ Nurses (Names and Specialties): \_\_\_\_\_
- # \_\_\_\_\_ Paramedics (How provided)? \_\_\_\_\_
- # \_\_\_\_\_ Emergency Medical Technicians (How provided)? \_\_\_\_\_

**VEHICLE/BICYCLE PARKING PLAN · SHUTTLE PLAN · MITIGATION OF IMPACT**

**Note:** Parking, traffic congestion, and environment pollution are all factors for concern with events. Consider and encourage the use of car pools, public transportation, and alternate modes of non-polluting transportation when in the planning stage of the event.

**Parking and Shuttle** plans (provide a detailed description, for events with over 1000 participants include bicycle parking plan): \_\_\_\_\_

---

---



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

Disabled Parking (Describe the plan): \_\_\_\_\_

**PARKING PLAN · SHUTTLE PLAN · MITIGATION OF IMPACT** (continued)

Impact to residents, businesses, churches, etc. (Describe plan to notify those impacted):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ENTERTAINMENT · ATTRACTIONS · RELATED EVENT ACTIVITIES**

Yes    No  
   

Are there any musical entertainment features related to your event? **If yes**, state the number of stages, number of bands, and type of music. (*Consider use of the "Concert Information Sheet"*)

Number of Stages: \_\_\_\_\_ Number of Bands: \_\_\_\_\_

Type of Music: \_\_\_\_\_

  

Will sound amplification be used?

Start time: \_\_\_\_\_ AM/PM – Finish time: \_\_\_\_\_ AM/PM

  

Will **sound checks** be conducted prior to the event?

Start time: \_\_\_\_\_ AM/PM – Finish time: \_\_\_\_\_ AM/PM

Describe sound equipment that will be used? \_\_\_\_\_

\_\_\_\_\_



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

- Yes    No  
        Will any inflatable, hot air balloons or similar devices be used? \_\_\_\_\_  
\_\_\_\_\_
- Will fireworks, rockets, or other pyrotechnics be used? \_\_\_\_\_  
\_\_\_\_\_
- Will any signs, banners, decorations, or special lighting be used? \_\_\_\_\_  
\_\_\_\_\_

**PROMOTION · ADVERTISING · RELATED EVENT ACTIVITIES**

- Yes    No  
        Will this event be promoted, advertised or marketed in any manner? **If yes**, describe:  
\_\_\_\_\_
- Will there be any live media coverage during your event? **If yes**, describe:  
\_\_\_\_\_

**INSURANCE REQUIREMENTS**

**Insurance for the event is required before final permit approval.**

Name of Insurance Agency: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Policy Type: \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

For final permit approval, the event organizers will need commercial general liability insurance that names **"The City of Sausalito, its officers, employees, representatives, volunteers and agents"** and any





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

other public entities impacted by this event, as **additional insured**. Insurance must be maintained for the duration of the event.

**CONCERT INFORMATION SHEET**

**Information for this event obtained from:**

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Date: \_\_\_\_\_

**CONCERT INFORMATION SHEET (continued)**

**General Information:**

Day/Date: \_\_\_\_\_  
Name of event: \_\_\_\_\_  
Location of event: \_\_\_\_\_  
Expected attendance: \_\_\_\_\_ as of (date) \_\_\_\_\_  
Concert fees range from \$ \_\_\_\_\_ to \$ \_\_\_\_\_

**Timeline:**

Parking lot opens: \_\_\_\_\_  
Ticket office on-site opens: \_\_\_\_\_  
Doors to venue opens: \_\_\_\_\_  
Opening band #1: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
Opening band #2: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
Opening band #3: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_



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

Opening band #4: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Main attraction: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Parking lot closes at: \_\_\_\_\_

**Parking Lot:**

Parking fee: \$ \_\_\_\_\_

Parking location(s): \_\_\_\_\_

Any organized parties in the lot before or after the event?  Yes  No

Organization: \_\_\_\_\_

Where: \_\_\_\_\_

Organization: \_\_\_\_\_

Where: \_\_\_\_\_

Has permission been obtained from management for these parties?  Yes  No

Are keg permits required and/or are any issued?  Yes  No

Any portable toilets in the lot?  Yes  No

Has management allowed distribution of handbills in lot or on cars?  Yes  No

Are any radio stations broadcasting in the lot?  Yes  No

**If yes, which radio stations and where?** \_\_\_\_\_

\_\_\_\_\_

Are any TV stations doing a remote broadcast at the venue?  Yes  No

**If yes, which TV stations and where?** \_\_\_\_\_

\_\_\_\_\_

**Alcohol:**

What types of alcohol served (i.e. beer, wine): \_\_\_\_\_

Where served: \_\_\_\_\_

Time alcohol service begins: \_\_\_\_\_



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

Time alcohol service ends: \_\_\_\_\_

Is the alcohol served in pre-existing licensed locations?  Yes  No

If not, and is outdoors, is the area fenced?  Yes  No

Has ABC issued a permit/license?  Yes  No

**Seating (obtain an interior map):**

Festival seating (no seating in front of stage)?  Yes  No

General Admission (no assigned seating)?  Yes  No

Reserved?  Yes  No

**Special Event Traffic Controllers:**

Are traffic controllers needed for this event?  Yes  No

Is a traffic plan already in place?  Yes  No

**Billing Information:**

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Fax phone number: \_\_\_\_\_

Letter of agreement on file?  Yes  No

**NOTES:**

---

---

<i>City of Sausalito</i>																		
<b>Recreation Revenues</b>																		
<b>Budget 2012-2013</b>																		
		<b>Adopted</b>																
		<b>Budget</b>																
<b>Account</b>	<b>Description</b>	<b>2013</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>	<b>Difference</b>	<b>% Made</b>	
100-000-3471-631	Dunphy Park	4,500	4265	1278	920	578									7041	(2,541)	156%	
100-000-3471-632	Sweeny Park	500	0	252	0	308									560	(60)		
100-000-3471-633	Cloud View Park	200	0	0	56	56									112	88		
100-000-3471-634	South View Park	-	0	0	0	0									0	-		
100-000-3471-636	MLK	15,000	2158	2073	2729	2100									9060	5,940	60%	
100-000-3471-637	Marinship Park	6,500	84	128	0	0									212	6,288	3%	
100-000-3471-639	Memorial Bench program	12,500	0	0	0	0									0	12,500	0%	
100-000-3471-642	Banner Fee/ Special Event App. Fees	2,400	473	200	370	695									1738	662		
100-000-3472-600	Recreation Fees	-	0	0											0	-		
100-000-3472-601	Youth Class Fees	90,000	13367	18282	11200	11360									54209	35,791	60%	
100-000-3472-602	Adult Class Fees	43,500	4787	3853	8327	2660									19627	23,873	45%	
100-000-3472-603	Senior Program Fees	4,000	80	171	287	440									978	3,022	24%	
100-000-3472-604	Teen Programs	-	0	0	0	0									0	-		
100-000-3472-605	Youth Programs	-	0	0	0	0									0	-		
100-000-3472-606	Day Camps	-	0	0	0	0									0	-		
100-000-3472-607	Sports Camps	-	0	0	0	0									0	-		
100-000-3472-608	Adult Sports Program	-	0	0	0	0									0	-		
100-000-3472-609	Adult Basketball	-	0	0	0	0									0	-		
100-000-3472-610	Adult Football	-	0	0	0	0									0	-		
100-000-3472-611	Adult Softball	-	0	0	0	0									0	-		
100-000-3472-612	Adult Clubs	-	0	0	0	0									0	-		
100-000-3472-613	Tennis Programs	-	0	0	0	0									0	-		
100-000-3472-614	Special Interest Trips	-	0	0	0	0									0	-		
100-000-3472-615	Special Event Garage Sales	3,300	0	0	1440	238.47									1678.47	1,622	51%	
100-000-3472-616	Special Events - Other	2,500	-450	160	64	1054									828	1,672	33%	
100-000-3472-617	Arias in the Afternoon	5,250	0	0	450	300									750	4,500	14%	
100-000-3472-618	Caledonia Street Fair	18,900	0	300	0	0									300	18,600	2%	
100-000-3472-619	Chili Cook-off	6,500	0	0	0	7193.14									7193.14	(693)	111%	
100-000-3472-620	Easter Donations	400	0	0	0	0									0	400	0%	
100-000-3472-621	Fourth of July Fireworks	26,500	19427.26	3033.5	0	0									22460.76	4,039	85%	
100-000-3472-622	Fourth of July Picnic	2,850	2113.4	0	0	0									2113.4	737	74%	
100-000-3472-623	Halloween Donations	2,100	0	0	0	1182.51									1182.51	917	56%	
100-000-3472-624	Jazz by the Bay	38,450	4716.45	2439.26	0	57.41									7213.12	31,237	19%	
100-000-3472-625	Facility Rentals	-	0	0	0	0									0	-		
100-000-3472-626	Exercise Room	1,000	64	31.5	0	0									95.5	905	10%	
100-000-3472-627	Game Room	500	68	0	48	0									116	384	23%	
100-000-3472-628	Edgewater Room	11,000	2684.25	618	830.25	1218.5									5351	5,649	49%	
100-000-3472-630	Gymnasium	35,000	2095	525	3430	2305									8355	26,645	24%	
100-000-3472-631	Childrens Concerts	1,500	0	0	0	0									0	1,500	0%	
100-000-3472-633	Photography and Film Permits	3,000	1343	1383	510	290									3526	(526)	118%	
100-000-3471-640	Brochure Adversting Sales	10,000	425	2325	0	1000									3750	6,250	38%	
100-000-3473-681	Donation for Park Improvements	-	0	0	0	0									0	-	#DIV/0!	
100-000-3473-682	Donations - Recreation	-	0	0	1200	120									1320	(1,320)	#DIV/0!	
	<b>Total Recreation Revenues</b>	<b>347,850</b>	<b>57,700</b>	<b>37,052</b>	<b>31,861</b>	<b>33,156</b>									<b>159,770</b>	<b>188,080</b>	<b>46%</b>	

