



SAUSALITO PARKS & RECREATION COMMISSION
CITY HALL- EDGEWATER ROOM, 420 LITHO STREET, SAUSALITO

Wednesday, July 16, 2014 6:30 PM

AGENDA

Joe Burns- Chair	Cindy Powers- Commissioner
Doreen Gounard- Vice Chair	Stan Bair- Commissioner
Sela Seleska- Commissioner	Mike Langford- Parks & 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.

6:30 PM COMMISSION WILL CONVENE IN THE EDGEWATER ROOM

1. BUSINESS MEETING BEGINS

- a. Roll Call
- b. Approval of Agenda

2. APPROVAL OF PREVIOUS MEETING MINUTES

3. SPECIAL PRESENTATIONS - 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. Sausalito Art Festival Special Event Application Review
- b. Ragnar Relay Special Event Application
- c. Waves to Wine Special Event Application Review
- d. 2014 4th of July update
- e. City Infrastructure needs
- f. FY 2014 Close Out

6. DIRECTOR'S REPORT

7. FUTURE BUSINESS ITEMS

8. ADJOURNMENT

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]



STAFF REPORT

PARKS AND RECREATION COMMISSION

AGENDA TITLE:

Application by the Sausalito Art festival Foundation to hold the 2014 Sausalito Art festival at Marinship Park over Labor Day Weekend.

RECOMMENDED MOTION:

Staff recommends that the Commission approved the application from the Sausalito Art Festival Foundation to hold the Sausalito Art Festival as proposed provided that requirements are met as noted.

SUMMARY

Staff is seeking support from the Parks and Recreation Commission to approve the Sausalito Art Festival High Impact Special Event Application.

BACKGROUND

The Sausalito Art Festival is a long standing tradition here in Sausalito. It attracts approximately 30,000 people plus over 1,000 volunteers. The Festival is a non-profit foundation and all proceeds go towards promoting the arts. Last year the Festival awarded \$20,000 in grants to Sausalito based organizations. In addition, the Foundation awarded an additional \$20,000 in scholarships to students studying the arts in college.

Along with the funds raised directly by the Festival, the Festival generates over \$100,000 for Sausalito based non-profits such as the Woman's Club, Rotary Club, Chamber of Commerce, Sausalito Sister Cities, and Lions Club just to name a few. These funds are raised through parking fees and food sales during the Festival

This year the hours for the festival are 10 a.m. to 7 p.m. Saturday and Sunday and 10 a.m. to 6 p.m. on Monday. The music will end 1 hour before the festival closes all days.

Staff has been working closely with the festival over the past few months on their application (Attachment A) to ensure all goes well this year. A draft letter of approval is attached (Attachment B) with conditions of approval.

Item #: _____

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ISSUES

Each year there are small issues that come up which is to be expected with an event this size. Staff has worked diligently this year to prepare for any issues and will continue to work with the Art Festival throughout the event.

FISCAL IMPACT

The City receives the following from the Festival:

- \$1 per car for parking and traffic mitigation (\$6,000 to \$8,000 depending on attendance)
- \$5,000 in rental fees for the use of Marinship Park
- This year the festival will be paying to have the tennis courts at the park resurfaced (approximate cost \$12,000)
- Approximately \$17,000 in artist business license fees
- Sales tax from goods sold

STAFF RECOMMENDATIONS

Staff recommends that the Commission approved the application from the Sausalito Art Festival Foundation to hold the Sausalito Art Festival as proposed provided that requirements are met as noted.

Alternative Actions:

1. Request additional information and delay to a date uncertain
2. Deny application

ATTACHMENTS

High Impact Special Event Application

PREPARED BY & SUBMITTED BY:

Mike Langford
Parks and Recreation Director

Item #: _____
Meeting Date: _____
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 Parks and Recreation Department
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OFFICE USE ONLY
 Date received: _____
 Date to review: _____
 Fees paid: _____
 Approved by: _____ Date: _____

SPECIAL EVENT APPLICATION – HIGH IMPACT SPECIAL EVENT

RECEIVED
 MAY 22 2014
 BY: _____

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) Fine Art Festival
Sausalito Art Festival

Event Title: _____
 Event Location: Marinship Park & Bay Model Center

Event Dates: August 30 - September 1, 2014
 Total Anticipated Attendance: 30,000
 Month – Date(s) – Year
 Participants: 1,000
 Spectators: 25,000 - 30,000

Actual "open to the public" or "advertised" event hours: 9:00 a.m. AM/PM to 6:00 p.m. AM/PM

Will a staging/setup/assembly/construction location be required? Yes No
 If yes, begin date: August 24, 2014
 Start time: 7:00 a.m. AM/PM
 Location: Marinship Park

Description of the scope of the setup/assembly work: Build-up of Artist Booths; Beverage Booths, Food Booths, and Stages

Will dismantling be required? Yes No
 If yes, dismantle completion date: September 5, 2014
 Completion time: 4:00 p.m. AM/PM



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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:

Marinship Way from Park to Libertyship 7:00 a.m. - 7:00 p.m. (open for emergency access)

SPONSORING ORGANIZATION AND APPLICANT INFORMATION

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

Sponsoring Organization: Sausalito Art Festival Foundation

Chief Officer of Organization (Name): Paul Anderson, Managing Director

Sponsoring Organizations Address: 2400 Bridgeway Suite 220, Sausalito, CA 94965

Sponsoring Organizations Business Phone Number: (415) 332-3555

Applicant (Name): Paul Anderson

Applicant Address: PO Box 10, Sausalito, CA 94966

Email Address: paul@sausalitoartfestival.org

Business Phone Number: (415) 332-3555 Evening Phone Number: (415) 717-0210

Cellular Phone Number: () FAX Number: (415) 331-1340

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: N/A

Address: Phone Number: ()



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

Cellular Phone Number: (415) 717-0210 Pager Number: (_____) _____

Alternate Contact Person "ON SITE" day of event: Lexi Matthews

Cellular Phone Number: (206) 963-6591 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 or participant fees required? **If yes**, explain:

Admission fees: \$ 25 per person

Vendor fees: \$ 1425 per booth

Participant fees: \$ _____ per person

\$ 1.5M 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: _____
Fine art, food, beverages, merchandise



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Yes No

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:

Yes No

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: _____
 Food Booths operated by local non-profits, located in 94965

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

Gas Electric Charcoal Other (specify): _____

Yes No

Portable and/or Permanent Toilet Facilities:

- Number of portable toilets: 64 **REQUIRED** → One for every increment of 250 peoples thereof.
- Number of ADA Accessible toilets: 7 **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.



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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
- 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: 150 (Higher number placed near food, beverage and entertainment areas)

Number of Dumpsters w/lids: Bay Citie **REQUIRED** → One for every increment of 400 people)

Recycling Containers: 150

Describe recycling and composting plan: _____

Mayor's Blue Ribbon Garbage Committee, directed by an assigned Volunteer Captain; Bay Cities maintains garbage, truck, recycling, and dumpsters.

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

Mayor's Blue Ribbon Garbage Committee, directed by an assigned Volunteer Captain; Bay Cities maintains garbage, truck, recycling, and dumpsters.



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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: Praetorian Event Services

Security Organization Address (City, State, Zip): 925 Laheville Drive #129
Petaluma, CA 94952

Security Director (Name): Mark Sollum

Phone: (415) 798-4082

Interior Venue (Private Security):

On site contact person (Security Supervisor): Mark Sollum

Any searches prior to entering? Yes No

Bottle and can check: Yes No

Metal Detectors? Yes No

How many guards at each entrance? 5

Number of identifiable security guards inside the venue: 3

Parking Lot Patrol (Private Security):

Security Company: Sausalito Rotary Club

Contact person (Security Supervisor): Partick Lee or Herb Weiner

Number of security guards patrolling the parking lot: 0



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CONTINUED Parking Lot Patrol (Private Security):

Security's main function in the lot:

Persons with Disabilities:

What is the **Accessibility Plan** for access to the event by individuals with disabilities: _____
 May enter at Front Entrance

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

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.)

TOP Productions/Stuart Rentals provide temporary fixed and portable lighting to augment the existing lighting at Marinship Park and Bay Model Areas

Medical:

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

- # ¹ _____ Ambulance(s) How provided? SMEMS _____ PUC License # _____
- # _____ Doctors (Names and Specialties): _____
- # _____ Nurses (Names and Specialties): _____
- # _____ Paramedics (How provided)? _____
- # ³ _____ Emergency Medical Technicians (How provided)? Red Cross/SMEMS _____



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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):
Please see attached _____

SEE ATTACHMENT (B)

Disabled Parking (Describe the plan): _____
Please see attached _____

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

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")



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ENTERTAINMENT • ATTRACTIONS • RELATED EVENT ACTIVITIES (CONTINUED)

Number of Stages: 2 Number of Bands: 3/day/stage

Type of Music: Pop/Rock

Yes No

Will sound amplification be used?
 Start time: 10:00 a.m. AM/PM – Finish time: 6:30 p.m. AM/PM

Will **sound checks** be conducted prior to the event?
 Start time: 9 a.m. AM/PM – Finish time: 6:00 p.m. AM/PM

Describe sound equipment that will be used? _____

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? _____
 Sponsor banners; stage, directional, & entry signage; Artist & booth signage

PROMOTION • ADVERTISING • RELATED EVENT ACTIVITIES

Yes No

Will this event be promoted, advertised or marketed in any manner? **If yes**, describe:
 Promotional & Advertising Campaign



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Yes No

Will there be any live media coverage during your event? **If yes**, describe:
 Yes, invited media can cover the event live

INSURANCE REQUIREMENTS

Insurance for the event is required before final permit approval.

Name of Insurance Agency: Haas & Wilkenson
 Agent's Name: Carol Porter Business Phone: 913-676-9258
 Policy Number: G21436835 Policy Type: General Liability
 Address (City, State, Zip) 4300 Shawnee Mission Parkway, Fairway, KS 66205

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 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: Paul Anderson
 Position: Managing Director
 Organization: Sausalito Art Festival Foundation
 Date: 5/12/2014



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CONTINUED CONCERT INFORMATION SHEET

General Information:

Day/Date: August 30, 2014 - September 1, 2014
 Name of event: Sausalito Art Festival
 Location of event: Marinship Park
 Expected attendance: 30,000 as of (date) _____
 Concert fees range from \$ n/a to \$ _____

Timeline:

Parking lot opens: 7:00 a.m.
 Ticket office on-site opens: 9:00 a.m.
 Doors to venue opens: 9:00 a.m.
 Opening band #1: TBD Time: _____ to _____
 Opening band #2: TBD Time: _____ to _____
 Opening band #3: TBD Time: _____ to _____
 Opening band #4: TBD Time: _____ to _____
 Main attraction: TBD Time: _____ to _____
 Parking lot closes at: 7:00 p.m.

Parking Lot:

Parking fee: \$ 20 or \$10
 Parking location(s): Please see attached

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

Organization: Sausalito Rotary Club
 Where: _____
 Organization: _____
 Where: _____



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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? EXPLAIN HERE _____

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

If yes, which TV stations and where? _____
 Live coverage prior and during event

Alcohol:

What types of alcohol served (i.e. beer, wine): Beer, wine, liquor

Where served: Booths located in Marinship Way & Bay Model Parking Lots

Time alcohol service begins: 9:00 a.m.

Time alcohol service ends: 6:00 p.m. (5:00 p.m. on Monday)

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



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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: Sausalito Art Festival Foundation

Contact Person: Paul Anderson

Address: PO Box 10, Sausalito CA 94966

Phone number: 415-332-3555 Fax phone number: 415-331-1340

Letter of agreement on file? Yes No

NOTES:

-Will provide music information in July
 -Parking and shuttle information may change slightly; will forward updated information



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AFTER ACTION REPORT - To be completed by the Special Events Coordinator within 10 days of event and reviewed with SERP.

Name of event: _____

Date/Day of event: _____

Number of attendees: _____

Types of people attending and their age range: _____

Number of officers deployed: _____

Number of security deployed: _____

What was the philosophy towards criminal acts/rowdy behavior: _____

Number and types of arrests: _____

Number and types of ejections: _____

What was the type of behavior demonstrated by the crowd: _____

Were there tailgate parties before or after the event? _____

Was there an orderly departure after the event? _____

Any other significant incidents? _____

(Attach additional pages, if necessary)



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CITY OF SAUSALITO INDEMNIFICATION AGREEMENT

1. Paul Anderson ("Permittee") has applied for a Special Event Permit from the City of Sausalito. In consideration of the City of Sausalito ("City") granting the Special Event Permit I/We agree to all the terms and conditions set forth in this Agreement.
2. ("Permittee") shall indemnify and hold the City of Sausalito, its elected and appointed officials, officers, employees, agents, volunteers and representatives harmless against and from liability and claims of any kind including, without limitation, claims for loss or damage to property of Permittee or any other person, or for any injury to or death of any person, arising out of or in connection with the Event identified below. Permittee shall, at Permittee's sole cost and expense, defend City its elected and appointed officials, officers, employees, agents, volunteers and representatives in any action or proceeding arising from any such claim by counsel satisfactory to City and shall indemnify City its elected and appointed officials, officers, employees, agents and volunteers against all costs, attorneys' fees, expert witness fees and any other expenses incurred in or for such action or proceeding.
3. Within thirty (30) days of notice from the City, I/We agree to pay the City for any and all costs incurred by the City to repair damage to City property proximately caused by Permittee and/or its officers, employees, volunteers, agents and/or any person who was or reasonably should have been under the Permittee's control.

Event Sausalito Art Festival

Event Date 8/30/2014-9/1/2014

BY PAUL A ANDERSON
 (Printed)

[Handwritten Signature]
 (Signature)

IT'S _____

2014 SAUSALITO ART FESTIVAL EMERGENCY EVACUATION PLAN

An order to evacuate the Sausalito Art Festival grounds (SAF) may be given by one of the following people or their designee:

- Southern Marin Fire Protection District (SMFPD)
- Officials of the U.S. Army Corps of Engineers
- Sausalito Police Department
- SAF Director Paul Anderson
- SAF Board Chair Mike Stone

In case of an event that may require evacuation the reporting person shall notify the SAF Security detail or Praetorian Security via radio Channel One (1), **using the term 'Code Red,' identify themselves and give description and location of the emergency.**

Should a decision to evacuate be made the Chief of Security will notify designated SAF personnel to make the announcement on the three public address systems (Children's Area, Main Stage, Artist Stage).

A copy of the evacuation announcement will be posted at or near the public address microphones, and given to the people assigned who will make the announcement.

The announcement, as per SMFPD fire marshal is: "LADIES AND GENTLEMEN, WE ARE EVACUATING THE ART FESTIVAL GROUNDS. PLEASE WALK TO THE NEAREST EMERGENCY EXIT AS ORDERLY AS POSSIBLE."

EMERGENCY EXIT AND REGULAR EXIT SIGNS WILL BE POSTED THROUGHOUT THE GROUNDS WITH DIRECTIONS AS PER SMFPD.

Festival captains and security will assist in directing patrons to safe exits.

THERE ARE SIX (6) PRIMARY EVACUATION ROUTES:

CHILDREN'S AREA AND FOOD BOOTHS: Southeast along food booths to Gate 8. Captains and security personnel at Gate 8 will direct patrons to parking lots L and Rotary across Liberty Ship Way.

MAIN STAGE, TENT, ADJACENT BEVERAGE BOOTHS: Southwest to Gates 9 and 10 (aka Leonard Lane and Porta Pottie Row). Captains and security personnel direct people to the pedestrian lane on Marinship and toward the parking lots at The Plant and the Bay Model (Lot B)

MAIN LOUNGE, PIER LOUNGE, DEBRIS YARD: Northwest through Gate 7 (Debris Yard) and out through Gate 6. Captains and security personnel direct people toward Main Exit, Modern Sailing Academy parking lot, Marina Plaza Parking lot.

ART AREA IN MARIN SHIP PARK is divided into quadrants:

Southeast quadrant exit either Gate 8 or 10

Northeast quadrant exit Gate 5

Northwest quadrant exit to Testa Lane and through Main Exit Gate 4

Southwest quadrant exit Gates 4 or 10

IN ALL CASES, IF A CAPTAIN OR SECURITY PERSONNEL ARE AT AN EXIT GATE THEY SHOULD DIRECT PEOPLE TO GET OFF THE STREETS AS SOON AS POSSIBLE AS EMERGENCY VEHICLES WILL BE USING THEM.

NOTE: The SMFPD fire marshal has assigned identifying letters to the four sides of the Art Area:

A - Marinship Way

B - Testa Lane

C - Debris Yard

D - Park lawn ends, Army Corps of Engineers property begins

All SAF captains and will receive the Emergency Evacuation Plan and map.

IN SOME CASE YOU MAY DIRECTLY CONTACT POLICE, FIRE AND AMBULANCE THROUGH THIS COUNTY-WIDE NUMBER: (415) 472-0991. Call the number if you see something like a tent go up in flames and be ready to give an exact location, such as tent number 330. Then call Security on Channel 1. If you see a little smoke coming out of a garbage can just radio Security.



SAUSALITO ART FESTIVAL
SECURITY PLAN

LOCATION	TYPE	NUMBER	DUTIES
Gate 1	Paid	1	Regulate all traffic in and out of Debris Yard. Maintain Fire access.
Gate 2	Paid	1	Regulate all traffic in and out of Stage Area and Debris Yard. Maintain Fire access.
Stage	Paid.	1	Monitor and maintain order during popular stage acts. Act as roamer and relief when not needed for primary responsibility.
Pier and Shore	Volunteer	2	Prevent unauthorized access to Festival via shore- line and pier.
Gate 4/Food Gate	Volunteer	1	Limit access to food storage area to authorized persons only.
Bay Model	Paid/Volunteer	1/1	Limit access from the Bay Model to Festival grounds. Volunteer will be present to stamp hands of those persons entering the Bay Model who will wish to return to the Festival.
Security	Paid	1	Duties as needed
Libertyship and Marinship	Paid/Volunteer	1/1	Monitor and limit traffic to permit holders and patrons of local businesses

Volunteer Check-In/Gate 5	Volunteer	1	Volunteer greeter, direct volunteers to check in area.
Gate 5A/Volunteer Entry point	Paid	1	Limit access to verified volunteers. No access for bicycles, dogs.
Gate 7/Main Entrance	Paid/Volunteer	2/6	Paid security to monitor and maintain front gate area and provide ticket booth security. Volunteer security to conduct bag checks and assist with lines as needed.
Gate 8/Exit	Paid/Volunteer	1/2	Paid security to act as loss prevention and monitor exit from Festival. Volunteers assist with loss prevention and stamp hands.
Marinship North	Volunteer	1	Control intersection traffic and assist with lines as needed.
Roamer	Volunteer	1	Respond to assist other volunteer positions or requests as needed. Act as relief for volunteer positions as needed.

SAUSALITO ART FESTIVAL
SHUTTLE PLAN

Each year the Sausalito Art Festival operates a shuttle service to transport visitors from remote parking lots (see parking plan) and Downtown Sausalito, to the Art Festival site.

Shuttle Stop #	Location
1	Coloma Street @ MLK/Lot B Service
2	Coloma east of Bridgeway - D Lot Service
3	Coloma west of Gate 5 Rd. - D Lot Service
4	Gate 5 Rd. north of Harbor Dr. - D Lot Service
5	One Harbor Drive - C Lot Service
6	Marinship SAF stop - SAF Service
7	Anchor Street - Downtown Service



Sausalito Art Festival Parking Plan 2014

Vehicle parking at the Sausalito Art Festival is a cooperative venture between the Sausalito Rotary Club and the Sausalito Art Festival. All parking is conducted with the full permission of affected landowners and/or their agents.

Lot Designation	Location	Use	Spaces	Notes
MLK	MLK Field	Public Parking	500	
C	1 & 3 Harbor Drive	Public Parking	375	
D-1	180 Harbor Drive	Public Parking	50	
D-2	475 Gate 5 Road	Public Parking	75	
D-3	Coloma St. Lots	Public Parking	120	Partially Used
D-4	3020-3030 Bridgeway	Public Parking	50	
F	Marina Plaza	Public Parking	328	
MW	Marinship Way	Public Parking	25	
G	SWA	Artist	45	
A/B	Bay Model/Burkell	Entertainer/Staff	60	
L	Lab Lot	Artist/Staff (Limited/Army Corp)	55	
J	10/28 Libertyship	Public Parking	175	
K	30 Libertyship	Public/Artist Parking	60 Public, 75 Artist	
P	Dunphy Park/Locust	Oversize Artist OF	100	

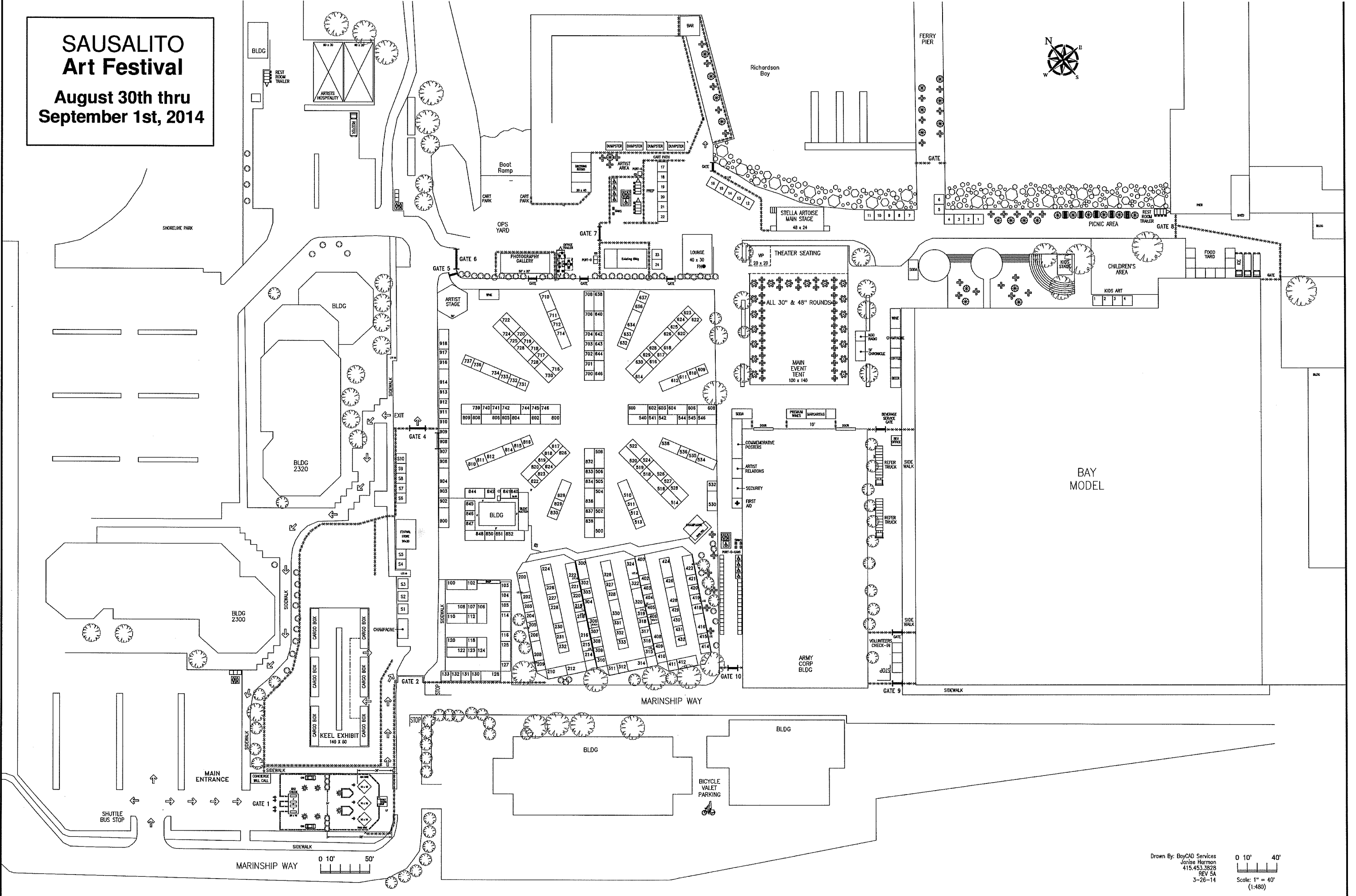
Totals:

Public Spaces: **1758**

Artist/Staff: **335**

SAUSALITO Art Festival

August 30th thru
September 1st, 2014





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/14/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Frenkel & Company 350 Hudson Street – 4 th Floor New York, NY 10014	Phone No.: (212) 488-0200 Fax No.: (212) 488-0220	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER#:	FAX (A/C, No):													
	INSURED Havas Impact, LLC A SUBSIDIARY OF HAVAS N.A., INC. 2885 Pacific Dr. Suite A Norcross, GA 30071		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: AXA INSURANCE COMPANY</td> <td>33022</td> </tr> <tr> <td>INSURER B: GREAT DIVIDE INSURANCE COMPANY</td> <td>25224</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: AXA INSURANCE COMPANY	33022	INSURER B: GREAT DIVIDE INSURANCE COMPANY	25224	INSURER C:		INSURER D:		INSURER E:		INSURER F:
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

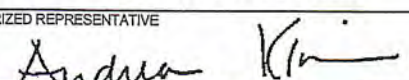
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PCS00481(13)	1/1/2013	1/1/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMP/OP AGG \$ 1,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED FILE WITH COMPANY <input checked="" type="checkbox"/> NON-OWNED AUTOS			CAA2007410-10 (AOS) MAA2007409-10 (MA)	12/31/2012 12/31/2012	12/31/2013 12/31/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XS000482(13)	1/1/2013	1/1/2014	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ WC STATU-TORY LIMITS OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE- EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	AUTO PHYSICAL DAMAGE			CAA2007410-10 (AOS)	12/31/2012	12/31/2013	\$1,000 DEDUCTIBLE
B	AUTO PHYSICAL DAMAGE			MAA2007409-10 (MA)	12/31/2012	12/31/2013	\$1,000 DEDUCTIBLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Sausalito Art Festival is named as an Additional Insured as respects the General Liability Policy.

CERTIFICATE HOLDER

CANCELLATION

Sausalito Art Festival Attn: Joseph Lillis PO Box 10 Sausalito, CA 94966	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS AUTHORIZED REPRESENTATIVE  4
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Sausalito Art Festival Foundation 2014 List of Officers

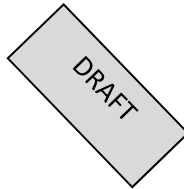
Paul Anderson, Managing Director

Board of Trustees

Mike Stone, Board Chair
Sally Calef, Vice Chair
Sande McGarry, Treasurer
Ann Arnott, Secretary
Jerry Spolter, Counsel

Millie Amis
Annette Brinton
Zeny Cieslikowski
Tony Cook
Wayne Kaleck
Leonard Kaprielian

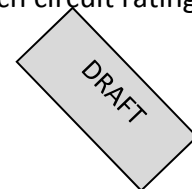
July 17, 2014



Dear Mr. Anderson,

Your High Impact Special Event Permit for the Sausalito Art Festival 2014 has been approved with the following conditions:

1. All information stipulated in the 2007 License Agreement must be adhered to.
2. All information in the submitted Application is correct and there are no changes to the application including but not limited to booth layout, entry/exit, traffic flow, and parking.
3. All areas must be fully ADA accessible. Examples include:
 - a. 2nd exit from Artists tent must be ADA accessible
 - b. Must have a comparable ADA restroom everywhere there is a standard restroom (both inside and outside Festival)
 - c. Busses cannot block ADA ramps when loading or unloading
 - d. All cable crossings must have appropriate ADA ramps or be overhead
4. Festival must comply with all applicable building, safety, and fire codes. Examples include:
 - a. Trailer Restroom doors cannot open out without proper landing
 - b. All electrical equipment and fixtures shall be UL listed
 - c. Electrical equipment and appliances shall not exceed the branch circuit rating
 - d. Electrical disconnects must be easily accessible
 - e. Electrical disconnects need to be mounted securely
 - f. ALL outlets must be GFCI protected
 - g. Power strips with operable breakers must be used in all areas
 - h. All electrical equipment, appliances, and fixtures must be grounded in accordance with the California Electrical Code and the manufactures recommendations
 - i. All extension cords must be exterior rated if not covered by tent structure
 - j. Lighting fixtures must have the required clearances
 - k. All emergency access points are to be clearly identified with approved signage
 - l. Access gates are to be approved by the Fire Marshal
5. The Art Festival shall position two traffic controllers at the intersection of Testa and Libertyship to coordinate bus, pedestrian, and bicycle traffic. Traffic Controllers must remain at the intersection for ½ hour after Festival close or until such time as there is no pedestrian traffic.
6. If the parking lot commonly referred to as SWA is to be used during the Festival then an additional Traffic Controller must be at the entrance/exit to the lot during lot use. This Traffic Controller must remain at the intersection for ½ hour after Festival close or until such time as there is no pedestrian traffic as well.

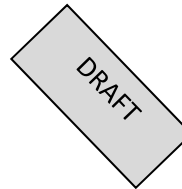


7. The Art Festival or its agent is to pay the City \$1 per car in traffic and parking mitigation fees.
8. All required permits including those from Police, Fire, County Health, and the Building Department are obtained.
9. The Art Festival, as previously agreed to, pays for the resurfacing of the Marinship Tennis Courts after the Festival.
10. Art Festival to be charged for all staff time at a rate negotiated between the Festival and City Manager.

Should you have any questions please let me know.

Sincerely,

Mike Langford
Parks and Recreation Director
City of Sausalito
420 Litho Street
Sausalito CA 94965
mlangford@ci.sausalito.ca.us
415.289.4126



cc

Adam Politzer, City manager
Chief Jennifer Tejada, Sausalito Police Department
Captain John Rohrbacher, Sausalito Police Department
Lieutenant Kurtis Skoog, Sausalito Police Department
Chief Jim Irving, Southern Marin Fire
Fred Hilliard, Fire marshal
Jeremy Graves, Community Development Director
Kenneth Henry, Building Inspector
Jonathon Goldman, Public Works Director
Loren Umbertis, Public Works Division Manager



STAFF REPORT

PARKS AND RECREATION COMMISSION

AGENDA TITLE:

Application by Lambert Budzinski with Ragnar Relay Series to hold a portion of the Ragnar Relay Napa Valley through Sausalito.

RECOMMENDED MOTION:

Authorize Lambert Budzinski to hold Ragnar Relay Napa Valley as proposed provided that requirements are met as discussed.

SUMMARY

Staff is seeking support from the Parks and Recreation Commission to approve the Ragnar Relay Napa Valley High Impact Special Event Application. High Impact Special Event Application

BACKGROUND

Ragnar Relay has come through Sausalito every year since 2011 without incident. They have rented Dunphy Park Parking Lot to use has an exchange chute for their runners as well as restroom facilities. While the total amount of runners is approximately 2500, only 25-30 will be in each wave. Waves start in San Francisco and are spaced at a distance to avoid congestion and by the time they reach Sausalito they are spaced a minute or two apart. The first runner will be in Sausalito at 7 a.m. with the bulk of the runners coming through town between 7:30 and 8:30 a.m.

All directional signage will be removed and all trash generated will be taken off site.

Staff has received preliminary approval from the Police Department and will continue to coordinate between Police and Event Organizer as necessary.

ISSUES

In 2012 some of the runners ran in an unsafe way on Alexander. This issue was addressed and fixed in 2013.

Item #: _____
Meeting Date: _____
Page #: 1

FISCAL IMPACT

None

STAFF RECOMMENDATIONS

Authorize Lambert Budzinski with Ragnar Relay Series event as proposed.

Alternative Actions:

1. Request additional information and delay to a date uncertain
2. Deny application

ATTACHMENTS

High Impact Special Event Application

PREPARED BY & SUBMITTED BY:

ERIN STROUD
SPECIAL EVENT SUPERVISOR

Item #: _____
Meeting Date: _____
Page #: 2



City of Sausalito
Parks and Recreation Department
 420 Litho Street · Sausalito CA 94965
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OFFICE USE ONLY	
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: Ragnar Relay Napa Valley

Event Location: Dunphy Park (exchange location)

Event Dates: 9/19/2014 Total Anticipated Attendance: 2500 throughout the day
 Month – Date(s) – Year

Participants: (_____)

Spectators: (N/A)

Actual "open to the public" or "advertised" event hours: 5 AM/PM to 7 PM/AM

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

If yes, begin date: 9/19/2014 Start time: 3:00 AM/PM

Location: Attached

Description of the scope of the setup/assembly work: Setup will include

signage, exchange chute, portable toilet delivery

Will dismantling be required? Yes No

If yes, dismantle completion date: 9/19/2014 Completion time: 7:00pm AM/PM



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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:

No street closures required

SPONSORING ORGANIZATION AND APPLICANT INFORMATION

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

Sponsoring Organization: TBD

Chief Officer of Organization (Name): _____

Sponsoring Organizations Address: _____

Sponsoring Organizations Business Phone Number: (_____) _____

Applicant (Name): Lambert Budzinski

Applicant Address: 12 South 400 west Salt Lake City, UT 84101

Email Address: lambert@ragnarok.by.com

Business Phone Number: (801) 499-5024 Evening Phone Number: (_____) Same

Cellular Phone Number: (513) 543-8405 FAX Number: (801) 499-5023

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: Lambert Budzinski

Address: Same Phone Number: (_____) Same



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

Cellular Phone Number: (513) 543-8405 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? TBD

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

Admission fees: \$ _____ per person

Vendor fees: \$ _____ per booth

Participant fees: \$ _____ per person

\$ 0 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: _____



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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: N/A

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

Gas Electric Charcoal Other (specify): N/A

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



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- 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: 4 (Higher number placed near food, beverage and entertainment areas)

- Number of Dumpsters w/lids: N/A **REQUIRED** → One for every increment of 400 people)
- Recycling Containers: N/A (Voluntary)

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

Course takedown will involve breakdown of directional signs and exchange chute.
All garbage will be taken to a dumpster off site.

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: _____



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Security Organization Address (City, State, Zip): N/A

Security Director (Name): N/A

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? N/A

Number of identifiable security guards inside the venue: N/A

Parking Lot Patrol (Private Security):

Security Company: Volunteers will direct traffic flow

Contact person (Security Supervisor): N/A

Number of security guards patrolling the parking lot: N/A

Security's main function in the lot: Volunteers' Direct traffic in an efficient manner

Persons with Disabilities:

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

Any participants with disabilities have communicated
REQUIRED → It is the applicant's responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to this event. with staff

SAFETY · SECURITY · ACCESSIBILITY (continued)



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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.)

N/A - Daytime event

Medical:

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

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

N/A

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): Layout and map attached



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Disabled Parking (Describe the plan): N/A

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

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

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? _____



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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? _____

Directional signs

PROMOTION · ADVERTISING · RELATED EVENT ACTIVITIES

Yes

No

Will this event be promoted, advertised or marketed in any manner? **If yes**, describe:

Yes, via www.ragnarrelay.com

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: USA Track and Field

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



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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: _____ *N/A* _____
Position: _____
Organization: _____
Date: _____

CONCERT INFORMATION SHEET (continued)

General Information:

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

Timeline:

Parking lot opens: _____ *N/A* _____
Ticket office on-site opens: _____
Doors to venue opens: _____
Opening band #1: _____ Time: _____ to _____
Opening band #2: _____ Time: _____ to _____
Opening band #3: _____ Time: _____ to _____



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Opening band #4: _____ Time: _____ to _____
 Main attraction: _____ Time: _____ to _____
 Parking lot closes at: _____

Parking Lot:

Parking fee: \$ _____
 Parking location(s): Dunphy Park
 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 N/A
 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: N/A

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

Where served: _____

Time alcohol service begins: _____



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Time alcohol service ends: N/A

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 volunteers

Is a traffic plan already in place? Yes No

Billing Information:

Company/Organization: Ragnar Events, LLC

Contact Person: Lambert Budzinski

Address: 12 South 400 West, 2nd Floor Salt Lake City, UT 84101

Phone number: 801-499-5024 Fax phone number: 801-499-5023

Letter of agreement on file? Yes No

NOTES:



City of Sausalito
Parks and Recreation Department
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CITY OF SAUSALITO INDEMNIFICATION AGREEMENT

1. Lambert Budzinski ("Permittee") has applied for a Special Event Permit from the City of Sausalito. In consideration of the City of Sausalito ("City") granting the Special Event Permit I/We agree to all the terms and conditions set forth in this Agreement.
2. ("Permittee") shall indemnify and hold the City of Sausalito, its elected and appointed officials, officers, employees, agents, volunteers and representatives harmless against and from liability and claims of any kind including, without limitation, claims for loss or damage to property of Permittee or any other person, or for any injury to or death of any person, arising out of or in connection with the Event identified below. Permittee shall, at Permittee's sole cost and expense, defend City its elected and appointed officials, officers, employees, agents, volunteers and representatives in any action or proceeding arising from any such claim by counsel satisfactory to City and shall indemnify City its elected and appointed officials, officers, employees, agents and volunteers against all costs, attorneys' fees, expert witness fees and any other expenses incurred in or for such action or proceeding.
3. Within thirty (30) days of notice from the City, I/We agree to pay the City for any and all costs incurred by the City to repair damage to City property proximately caused by Permittee and/or its officers, employees, volunteers, agents and/or any person who was or reasonably should have been under the Permittee's control.

Event Ragnar Relay Napa Valley

Event Date 9/19/2014

BY Lambert Budzinski
(Printed)


(Signature)

IT'S _____



Sausalito Park & Facility Rental Request

Sausalito Parks and Recreation Department
 420 Litho Street, Sausalito, CA 94965
 TEL: 415.289.4152 FAX: 415.289.4189

Customer Information

Name: Lambert Budzinski Today's Date: 5/7/2014
First Last
 Address: 12 South 400 West Salt Lake City, UT 84101
Street, City, State, Zip
 Home Phone: - Work Phone: 801-499-5024
 Cell Phone: 513-543-8405 e-mail: lambert@ragnarrelay.com

Organization Information (if applicable)

Name: Ragnar Events, LLC Event Contact Person: Same
Name of Organization If different from customer information
 Address: Same Event Contact Phone #: 513-543-8405
Street, City, State, Zip

Rental Information

Type of Activity: Running Relay Race Estimated Attendance: 2,700 throughout the day
(Please indicate any special activities such as bounce houses, etc.)
 Requesting Event Date of: 9/19/2014 Time: 5am To: 7pm
(Should cover set up and clean up time)

Facilities	Hours	Hourly Rate (groups under 25)	Hourly Rate (groups over 25)	Total
Edgewater Room	@	\$21 Non- Profit \$32 Residents \$42 Non- Residents \$58 Commercial	\$37 Non- Profit \$47 Residents \$58 Non- Residents \$84 Commercial	
Exercise Room	@	\$21 Non- Profit \$32 Residents \$42 Non- Residents \$58 Commercial	\$37 Non- Profit \$47 Residents \$58 Non- Residents \$84 Commercial	
Game Room	@	\$21 Non- Profit \$26 Residents \$37 Non- Residents \$47 Commercial	\$32 Non- Profit \$42 Residents \$53 Non- Residents \$68 Commercial	
MLK Gym	@		\$42 Non- Profit \$58 Residents \$77 Non- Residents \$89 Commercial	

Parks	Hours	Hourly Rate				
Dunphy Park	@	Area 1: Main Area including Gazebo	\$26 Non-Profit	\$37 Residents	\$47 Non- Residents	\$58 Commercial
	@	Area 2: Sand Volleyball Area	\$16 Non- Profit	\$26 Residents	\$37 Non- Residents	\$47 Commercial
	@	Area 3: Bocce Court (per court)	\$16 Non- Profit	\$26 Residents	\$37 Non- Residents	\$47 Commercial
		(indicate # of Bocce Courts requesting)				
Cloudview Park	@		\$16 Non- Profit	\$28 Residents	\$42 Non- Residents	\$58 Commercial
MLK Field # 1 or MLK Field # 2 or Marinship Field or (CIRCLE)			\$21 Non- Profit	\$26 Residents	\$32 Non- Residents	\$42 Commercial
Tennis Court #1, #2, #3, #4 at MLK or Marinship (rates per court per hour)	@	(indicate # of Court requesting)				
Other Parks:	@		\$16 Non- Profit	\$28 Residents	\$42 Non Residents	\$58 Commercial
*Name of Park:						

CONTINUE ON NEXT PAGE

All collected fees will be deposited. Security deposits will be refunded within 30 days after rental. Security deposit: per Room/Park \$100, Field/Gym \$200
 (Security Deposit Forfeiture: Renter agrees that in addition to any other remedies available to Department, if any of the foregoing use conditions are violated, Renter's security deposit shall be forfeited.)

Add Security Deposit _____

	YES	NO		TOTAL _____
Is the organization non-profit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If Yes: (MUST submit documentation of 501c3)	
Is the event a fund-raiser?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Is the event open to public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Will admission be charged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- Prior to event	
Will you need access to electricity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Alcoholic beverages:			Served _____ Sold _____	
(If SERVED or SOLD, a separate Events Application is required, please call 289-4152 for application)				
Will there be amplified music or PA system used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
(If Yes, a separate Events Application is required, please call 289-4152 for application)				

CANCELLATION POLICY: Facility applicant will receive 100% refund of deposit if the Parks and Recreation Department is notified 7 days prior to rental date. 50% of deposit will be withheld if cancellation is received at less than 7 days to rental date. 100% of deposit will be withheld if reservation is canceled with less than 72 hours notice before rental date. **Deposit fees: \$100 for Room/Park Use \$100, Field/ Gym use \$200.**

Use of Conditions of Rental: Renter agrees to the following use conditions:

- * To restore the facility/ park to a neat, clean condition, including removal of any decorations and all garbage.
- * To conduct behavior in a peaceful and orderly manner. DO NOT DISTURB THE NEIGHBORS
- * To refrain from the sale of merchandise or alcohol and to refrain from using amplification of any sort without the prior written approval of the Department and/or City Manager.
- * To refrain from causing any damage to the Facility/ Park or surrounding property.
- * To comply with all State Health & Safety Codes and all County and City of Sausalito Ordinances, relating to the use of public property and lands.
- * 24 hour delay in use in the event of rain- if questionable, contact Parks and Recreation 289.4152 (wet field precludes park/field usage)
- *Smoking prohibited in City Parks as per City Ordinance 1207

Key use is limited to the reservation time and date listed on permit. Key must be returned at the end of the rental or upon request of Parks and Recreation Staff. 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. Issued key(s) may not be copied, duplicated, altered or reproduced.

It is distinctly understood and agreed that the applicant assumes all risks for loss, damages, liability, injury, cost or expense that may arise during or be cause in any way by such use or occupancy of the Facility of the City of Sausalito and/or the Parks and Recreation Department. The applicant further agrees that in consideration of being permitted to use said Facility, he/she or it will same and hold said City of Sausalito and said Parks and Recreation Department and/or their employees and agents free and harmless from any loss, claims and liabilities or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy of said facility. **RESERVATIONS WILL ONLY BE HELD AT THE TIME THE SECURITY DEPOSIT IS RECEIVED. PAYMENT FOR RENTAL IS DUE 7 DAYS PRIOR TO RENTAL DATE. THE APPLICANT/GROUP NAMED ON PERMIT AGREES TO RENT FACILITY AS IS. SECURITY DEPOSIT SECURES ROOM RESERVATION AND COVERS DAMAGE AND MAINTENANCE COSTS INCURRED BY RENTAL IF ANY.**

Applicant Signature: _____ Date: 5/7/2014

PAY BY CASH _____, CHECK _____, OR CREDIT CARD: VISA, MASTER CARD, or AMERICAN EXPRESS
 Amount collected _____ Check # _____

CREDIT CARD INFORMATION:

Cardholder Name (as appears on card): _____

Card #: _____ CVV Code: _____ Expires: _____

Billing Address: _____ City/ State/ Zip Code: _____



STAFF REPORT

PARKS AND RECREATION COMMISSION

AGENDA TITLE:

Application by Cliff Whitlock with National MS Society Northern California CA Chapter to hold a portion of the Bike MS: Waves to Wine Ride through Sausalito.

RECOMMENDED MOTION:

Authorize Cliff Whitlock to hold Bike MS: Waves to Wine as proposed provided that requirements are met as discussed.

SUMMARY

Staff is seeking support from the Parks and Recreation Commission to approve the Bike MS: Waves to Wine Ride 2014 High Impact Special Event Application. Staff will be working with the applicant along with the Sausalito Police Department to create an event that will again work well within the City of Sausalito.

BACKGROUND

Bike MS: Waves to Wine Ride is a two-day charity bike ride from San Francisco to Sonoma County. Funds raised at Bike MS: Waves to Wine will support local programs and services for Northern Californians living with MS and groundbreaking research focused on stopping the progression of MS, restoring function that's been lost and ending MS forever. Bike MS: Waves to Wine is now in its 30th year and attracts over 2,000 riders from all over the world. Last year, participants raised \$2.36 million to help create a world free of MS.

Riders begin in Daily City and the first rider will be in Sausalito at approximately 8:30 a.m. with riders throughout the day until 10:30 a.m.

Staff has received preliminary approval from the Police Department and will continue to coordinate between Police and Event Organizer as necessary.

Last year in 2013 it was required that this group must have a volunteer/staff/monitor person at every intersection throughout their route in Sausalito to ensure the safety of its riders, Sausalito pedestrians and Sausalito vehicles. The applicant enlisted the help of the VIPS in order to meet this requirement and plans on doing the same this year if the Police Department feels that this is necessary.

Item #: _____
Meeting Date: _____
Page #: 1

All directional signage will be removed and no trash should be generated as riders will not be stopping in town (except for pedestrians and red lights)

This event has been coming through Sausalito since 2008.

ISSUES

- A) Pedestrian Safety – The bikes riding through town potentially cause interference with pedestrians' safety crossing streets.
- B) Traffic Signal Adherence – The bikes riding through town could potentially not adhere to the traffic signals and injure themselves or vehicles.

FISCAL IMPACT

There would be no fiscal impact.

STAFF RECOMMENDATIONS

Authorize National MS Society Northern California CA Chapter to hold a portion of the Bike MS: Waves to Wine Ride through Sausalito as proposed.

Alternative Actions:

- 1. Request additional information and delay to a date uncertain
- 2. Deny application

ATTACHMENTS

High Impact Special Event Application

PREPARED BY & SUBMITTED BY:

ERIN STROUD
SPECIAL EVENT SUPERVISOR

Item #: _____
Meeting Date: _____
Page #: 2



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

OFFICE USE ONLY	
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



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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: (____) _____



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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 Riders must fundraise \$350 to participate

\$ _____ 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: _____



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- 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



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- 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: _____



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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)



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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): _____



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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? _____



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- 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



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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 _____



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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: _____



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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:



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Number of security deployed: _____

What was the philosophy towards criminal acts/rowdy behavior: _____

Number and types of arrests: _____

Number and types of ejections: _____

What was the type of behavior demonstrated by the crowd: _____

Were there tailgate parties before or after the event? _____

Was there an orderly departure after the event? _____

Any other significant incidents? _____

(Attach additional pages, if necessary)



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CITY OF SAUSALITO INDEMNIFICATION AGREEMENT

1. Nat'l MS Society Northern CA Chapter ("Permittee") has applied for a Special Event Permit from the City of Sausalito. In consideration of the City of Sausalito ("City") granting the Special Event Permit I/We agree to all the terms and conditions set forth in this Agreement.

2. ("Permittee") shall indemnify and hold the City of Sausalito, its elected and appointed officials, officers, employees, agents, volunteers and representatives harmless against and from liability and claims of any kind including, without limitation, claims for loss or damage to property of Permittee or any other person, or for any injury to or death of any person, arising out of or in connection with the Event identified below. Permittee shall, at Permittee's sole cost and expense, defend City its elected and appointed officials, officers, employees, agents, volunteers and representatives in any action or proceeding arising from any such claim by counsel satisfactory to City and shall indemnify City its elected and appointed officials, officers, employees, agents and volunteers against all costs, attorneys' fees, expert witness fees and any other expenses incurred in or for such action or proceeding.


3. Within thirty (30) days of notice from the City, I/We agree to pay the City for any and all costs incurred by the City to repair damage to City property proximately caused by Permittee and/or its officers, employees, volunteers, agents and/or any person who was or reasonably should have been under the Permittee's control.

Event Bike MS: Waves to Wine Ride 2014

Event Date 9/20/14

BY Janelle Del Carlo
 (Printed)

ITS Chapter President


 (Signature)

<i>City of Sausalito</i>																		
Recreation Revenues																		
Budget 2013- 2014																		
		Adopted Budget																Revised
Account	Description	2014	July	August	September	October	November	December	January	February	March	April	May	June	To Date	Difference	% Made	Budget
100-000-3471-000	Park Rentals	1	176	160	0	120	0	0	0	0	604	0	0	0	1060	(1,059)	106000%	500
100-000-3471-631	Dunphy Park	5,000	2095	974	1547	176	188	0	846	259	620	617	901.5	352.5	8576	(3,576)	172%	5000
100-000-3471-632	Sweeny Park	500	64	329	56	0	0	0	0	0	25	563	0	56	1093	(593)	219%	500
100-000-3471-633	Cloud View Park	200	0	0	0	96	0	0	98	0	140	84	0	0	418	(218)	209%	100
100-000-3471-634	South View Park	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	0
100-000-3471-636	MLK	15,000	1565	1420	1389	671	2462.5	255	420	147	2164	5552.5	2512.5	-101	18457.5	(3,458)	123%	15000
100-000-3471-637	Marinship Park	6,500	84	0	0	42	42	0	4782	0	189	0	0	0	5139	1,361	79%	5275
100-000-3471-639	Memorial Bench program	12,500	0	6000	0	0	0	0	0	0	0	0	0	20087.25	26087.25	(13,587)	209%	6000
100-000-3471-640	Brochure Adversting Sales	10,000	0	1450	450	0	125	1325	450	0	1450	975	1650	125	8000	2,000	80%	10000
100-000-3471-642	Banner Fee/ Special Event App. Fee	2,400	1714	490	254	327	220	820	778	100	549	737	569	320	6878	(4,478)	287%	4000
100-000-3472-600	Recreation Fees	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-601	Youth Class Fees	130,000	1121.8	14168	15502	11788	12193	4464	23877	12150	13459	18465	6178	9521	142886.8	(12,887)	110%	130000
100-000-3472-602	Adult Class Fees	45,000	4168	7296	5344	3109	2655	1242	6790.05	4359	5319	6832	3950	4768	55832.05	(10,832)	124%	45000
100-000-3472-603	Senior Program Fees	4,000	35	110	55	188.25	90	358.75	393	430	725.37	191.25	303.63	164.25	3044.5	956	76%	4000
100-000-3472-604	Teen Programs	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-605	Youth Programs	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-606	Day Camps	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-607	Sports Camps	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-608	Adult Sports Program	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-609	Adult Basketball	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-610	Adult Football	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-611	Adult Softball	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-612	Adult Clubs	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	#DIV/0!	-
100-000-3472-613	Tennis Programs	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-
100-000-3472-614	Special Interest Trips	4,000	350.63	0	319.69	268.13	0	1283.13	0	0	61.88	0	0	135	2418.46	1,582	60%	4000
100-000-3472-615	Special Event Garage Sales	3,300	0	0	1714	258.5	0	0	0	385	1155	429	35	0	3976.5	(677)	121%	3800
100-000-3472-616	Special Events - Other	2,500	0	0	806	72	256	571	436	0	0	0	630	0	2771	(271)	111%	2500
100-000-3472-617	Arias in the Afternoon	5,250	0	75	300	450	0	0	0	0	4522.16	0	0	0	5347.16	(97)	102%	5596
100-000-3472-618	Caledonia Street Fair	18,900	0	0	0	0	0	0	0	2293	1085	2036	6837	5236	17487	1,413	93%	20000
100-000-3472-619	Chili Cook-off	7,000	0	0	5861.83	-60	0	0	0	0	100	23.04	0	0	5924.87	1,075	85%	5801.83
100-000-3472-620	Easter Donations	400	0	0	0	0	0	0	0	0	0	241	0	0	241	159	60%	400
100-000-3472-621	Fourth of July Fireworks	26,500	26010.7	1772.13	0	0	0	0	0	0	0	0	656	12877.81	41316.64	(14,817)	156%	27782.83
100-000-3472-622	Fourth of July Picnic	2,850	2771.67	0	0	0	0	0	0	0	0	0	0	0	2771.67	78	97%	2771.67
100-000-3472-623	Halloween Donations	1,900	0	0	0	914	1097.5	0	0	767.44	-150	0	0	0	2628.94	(729)	138%	2011.05
100-000-3472-624	Jazz by the Bay	38,500	1708.67	1217.66	0	0	0	0	2200	18250	7450	4750	10210	6806.63	52592.96	(14,093)	137%	45000
100-000-3472-625	Playland DROP-Ins/ Non- Resident Charges	4,000	301	702	575	419	428	288	1187	487.75	1394	1235	472	731	8219.75	(4,220)	205%	4000
100-000-3472-626	Exercise Room	500	0	0	110.25	0	118.5	0	230.75	31.5	31.5	63	168	0	753.5	(254)	151%	500
100-000-3472-627	Game Room	700	0	0	480	231	0	0	210	84	222	171.5	0	0	1398.5	(699)	200%	711
100-000-3472-628	Edgewater Room	11,500	2152	1930	767	1167	1150	541	1989.5	337.5	930.5	663	1217	526.5	13371	(1,871)	116%	11500
100-000-3472-630	Gymnasium	50,000	850	2200	3980	2305	15514	2950.5	10683	6463	6026	4720	7837	2394	65922.5	(15,923)	132%	50000
100-000-3472-631	Childrens Concerts	1,500	0	0	0	0	0	0	0	0	0	0	1500	0	1500	-	100%	1500
100-000-3472-633	Photography and Film Permits	4,000	0	460	0	1145	120	0	0	320	0	320	0	1565	3930	70	98%	3000
100-000-3473-681	Donation for Park Improvements	-	0	0	0	0	0	0	0	0	0	0	0	0	0	-	#DIV/0!	0
100-000-3473-682	Donations - Recreation	-	1337.06	1022	760	0	1000	0	0	100	410	240	130	610	5609.06	(5,609)	#DIV/0!	5000
	Total Recreation Revenues	414,400	46,329	41,616	40,271	23,687	37,660	14,098	55,370	46,964	47,878	48,908	45,757	66,175	514,593	(100,193)	124%	421249.4

Classes & Rentals

	SUMMER 2013			Fall 2013			WINTER 2014			SPRING 2014			TOTAL		
	July	August	September	October	November	December	January	February	March	April	May	June			
Adult Classes Offered	47	47	47	56	56	56	75	75	75	67	67	67	245	Total Classes	423
Youth Classes Offered	45	45	45	37	37	37	46	46	46	50	50	50	178		
Adult Registrations	460	504	99	190	231	243	131	163	295	87	143	168	2714	Total Registrations	14856
Adult Registration DROP-Ins			685	191	225	406	137	168	236	212	350	516	3126		
Adult Non-Residents			298	169	176	243	79	91	162	114	180	253	1765		
Youth Registrations	89	96	111	58	81	79	110	143	172	78	91	106	1214		
Youth Registration DROP-Ins			0	0	0	0	0	0	0	0	0	0	0		
Youth Non-Residents			54	7	9	9	29	37	44	35	47	60	331		
Playland POS	470	586	408	307	531	442	475	731	654	525	317	260	5706		
Revenue	\$ 33,788	\$ 41,741	\$ 40,271	\$ 23,687	\$ 37,660	\$ 14,098	\$55,370.00	\$ 46,964	\$ 47,878	\$ 48,908	\$ 45,757	\$ 66,175	502297		
Cloudview Rental	0	0	0	1	0	0	0	0	2	0	0	1	4		
Dunphy Rental	7	15	10	2	2	0	4	2	3	2	9	4	60		
Harrison Rental	0	0	0	0	0	0	0	0	0	0	0	0	0		
Gabrielson Park Rental	0	1	1	0	0	0	0	0	0	0	0	1	3		
Robin Sweeny Park	0	1	3	1	0	0	0	0	0	1	0	1	7		
Marinship Field Rental	0	0	2	0	0	0	0	0	2	0	0	0	4		
Marinship Tennis Court Rental	0	0	7	2	0	0	0	0		0	0	0	9		
MLK Field Rental	5	15	13	30	15	0	0	0	9	17	29	18	151		
MLK Tennis Court Rental	28	27	36	20	14	9	16	14	16	19	21	19	239		
MLK Track	0	0	1	0	0	0		0	0	3	3	1	8		
MLK Gym Rental	9	8	27	25	35	41	47	46	35	22	29	19	343		
Edgewater Room Rental	21	29	27	23	29	31	32	26	32	27	32	29	338		
Exercise Room Rental	0	0	3	4	4	1	1	1	1	3	5	0	23		
Game Room Rental	0	0	1	4	2	0	0	1	3	1	1	0	13		
Langendorf Park Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	Total Rentals	1202

Special Events

	Date	Event	Revenue	Expense	Cost to City
	07/04/13	4th Of July Picnic and Family Fun	\$2,771.67	\$3,996.01	\$1,224.34
	07/04/13	4th of July Fireworks Extravaganza	\$27,782.83	\$27,304.44	-\$478.39
	07/05/13	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	07/12/13	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	07/19/13	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	07/26/13	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	08/02/13	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	08/09/13	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	CANCELLED	Mutt Show	\$0.00	\$0.00	\$0.00
	08/16/13	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
*	08/23/13	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
*	09/28/13	Annual Chili Cook Off	\$5,924.87	\$4,503.93	-\$1,420.94
	10/05/13	Arias In The Afternoon	\$4,840.31	\$5,126.27	\$285.96
	10/19/13	Fall City-Wide Yard Sale	\$1,988.25	\$287.11	-\$1,701.14
	10/31/13	Halloween Events	\$2,628.94	\$2,450.08	-\$178.86
	12/07/13	Breakfast with Santa	\$1,073.00	\$513.05	-\$559.95
	04/05/14	City-Wide Garage Sale	\$1,988.25	\$287.11	-\$1,701.14
	04/19/14	Annual Spring Easter Egg Hunt	\$241.00	\$1,321.87	\$1,080.87
	CANCELLED	Hershey Track & Field	\$0.00	\$0.00	\$0.00
	05/25/14	Caledonia Street Festival	\$9,133.00	\$888.24	-\$8,244.76
	05/30/14	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	06/06/14	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	06/13/14	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	06/20/14	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	06/27/14	Jazz By the Bay	\$2,998.18	\$821.35	-\$2,176.83
	Date	Event	Revenue	Expense	
*	12/17/13	EMPLOYEE RECOGNITION AND HOLIDAY PARTY	\$0.00	\$5,168.50	
*	04/10/14	CITY VOLUNTEER RECOGNITION PARTY	\$0.00	\$4,547.39	
			\$0.00	\$9,715.89	
*events done by Parks and Recreation but not through the Parks and Recreation Budget Lines					

Special Event Permits

Date	Event	Location	#				
07/04/13	Sparrow Creek July 4th Pancake Breakfast	City Streets	800				
07/13/13	Cassie Harries- Jones 4th Birthday Party @ Playland	MLK Gym	50				
07/13/13	Cruz's 2nd Birthday Party @ Playland	MLK Gym	50				
07/20/13	Logan's 4th Birthday Party @ Playland	MLK Gym	30				
07/26/13	BBQ	Dunphy Park	15				
08/03/13	Maritime Day Marin Flea Market	Dunphy Parking Lot & foot of Napa Street	500				
8/3- 9/2/2013	Art Festival Parking	MLK Park	300				
08/07/13	UB CRE Picnic	Dunphy Park	50				
08/10/13	Ari's 3rd Birthday Party @ Playland	MLK Gym	50				
08/10/13	Brittany Weaver Festival	Dunphy Park	150				
08/10/13	Travis & Taylor Wedding	Dunphy Park	130				
08/17/13	Reception/ Wedding Ceremony	Edgewater Room & Robin Sweeny Patio Area	20				
8/22/13, 9/26/13, 10/24/13	Boatrides & BBQ	Dunphy Park Gazebo	50				
8/24/2013	Bluesette Chavez	Dunphy Park Gazebo area	30				
8/25/2013	Marin City Fellowship Potluck	Dunphy Park	40				
8/28/2013	Lycee Francais Staff Retreat	MLK Fields	170				
9/3- 9/9/2013	2013 US Multihall Championship- Sailing Regatta	Dunphy Park	200				
9/4/2013	Opening Reception for Sausalito Sets Sailing Walking Tour	City Streets	100				
9/7/2013	Jeffrey's Party	Dunphy Park- Bocce Court	50				
9/10, 9/17, 9/24, 10/3, 10/8, 10/15/2013	Bridge Classes	Game Room	13				
9/14/2013	James Barbash's 6th Birthday Party @ Playland	MLK Gym	60				
9/14/2013	Preston Headley's 4th Birthday Party @ Playland	MLK Gym	30				
9/20/2013	Ragnar Relay Napa Valley	Dunphy Parking Lot	2500				
9/21/2013	Bike MS: Waves to Wine Ride 2013	City Streets	1700				
9/21/2013	Hurricane Gulch Neighborhood Block Party	3rd Street between Valley & Main Street	50				
9/28- 9/29/2013	Avon Walk for Breast Cancer	various parks: Gabrielson Park, Marinship Park, MLK Park	2500				
10/7/2013	Orbe's Birthday BBQ Party	Dunphy Park- Gazebo Area	50				
10/12/2013	4Yr Old Birthday Party @ Playland	MLK Gym	60				
10/12/2013	Zydeco by the Bay	Dunphy Park	700				
10/18- 11/19/2013	Sausalito Village Art Show	City Council Chambers	75				
10/19/2013	Jack's 9th Birthday Party @ Playland	MLK Gym	19				
11/2/2013	Amy Levin's 5th Birthday Party @ Playland	MLK Gym	40				
11/16/2013	Memorial Service	Dunphy Park- Gazebo Area	75				
11/23/2013	Luca Gaetani's 1st Birthday Party @ Playland	MLK Gym	60				
1/1/2014	New Years Day Celebration- Sushi Ran	sidewalk	75				
1/5- 12/28/14	Sweat Your Prayers- Moving Center School	MLK Gym	125				
1/18/2014	Baby Shower	Dunphy Park- Bocce Court	30				
2/9/2014	Sausalito Herring Festival	Gabrielson Park	150				
2/15/2014	Leo & Vivian's 4th Birthday Party @ Playland	MLK Gym	70				
03/01/14	80th Birthday Party	Game Room	50				
3/1/2014	Scarlett & Olsen;d 4th Birthday @ Playland	MLK Gym	40				
3/8/2014	Benson's 3rd Birthday Party @ Playland	MLK Gym	60				
3/8/2014	Combined 3 & 5 Yr Old Birthday Party @ Playland	MLK Gym	60				
3/8/2014	Kid's 9th Birthday Party @ Playland	MLK Gym	50				
3/9/2014	Josie Pruitt's 3rd Birthday	Cloudview Park	25				
3/15/2014	Sausalito/ Marin City Little League Opening Day Parade	City Streets	250				
3/21/2014	Harrison's 6th Birthday Party @ Playland	MLK Gym	30				
3/22/2014	4th Birthday Party for Pitcher Family @ Playland	MLK Gym	40				
3/22/2014	Andrew Dasher's 6th Birthday Party @ Playland	MLK Gym	30				
03/28/14	Lycee Lap-A-Thon	MLK Track	220				
4/5/2014	Birthday Party	Dunphy Park- Bocce Court	20				
4/11/2014	Spring Egg Hunt/ Spring Party- Sausalito Nursery School	Robin Sweeny Park	60				
04/12/14	Gigi's 5th Birthday @ Playland	MLK Gym	20				