



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

Wednesday, February 18, 2015 6:30 PM

AGENDA

Doreen Gounard- Chair	Cindy Powers- Commissioner
Joe Burns- Vice Chair	
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 NOVEMBER 19, 2014 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. Proposal to have the 3rd Annual Zydeco Festival at Dunphy Park
- b. Proposal for the Avon Walk
- c. Changes to Caledonia Street Festival
- d. Measure A Update and Expenditure Proposal

6. DIRECTOR'S REPORT – To include but not limited to:

- a. No-Smoking Ordinance Signage
- b. Budget Status

7. FUTURE BUSINESS ITEMS

- a. Park Needs Report
- b. City Priority Calendar Input

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:

Re-application by Irene Segura with Andreen Productions LLC to hold Zydeco By the Bay for a second time in Dunphy Park.

RECOMMENDED MOTION:

Authorize Andreen Productions LLC to hold the Zydeco event as proposed in Dunphy Park provided that requirements are met as discussed.

SUMMARY

Staff is seeking support from the Parks and Recreation Commission to approve the Zydeco By the Bay High Impact Special Event Application. Staff will be working with the applicant along with DPW and the Sausalito Police Department to create an event that will again work well within the City of Sausalito.

BACKGROUND

The applicant has applied to hold their event for the third year in a row (Attachment A). The event is scheduled for October 17th, 2015 from 11:00pm – 6:00pm in Dunphy Park. Last year the event was a huge success and continues to receive complements from residents. In addition to a Music Festival, the event is about preserving the Zydeco culture as well as teaching youth about the music, the rhythms and the roots of its diversity. The mood of this event has been one of community, music and fun. The Performing Stars of Marin will be the beneficiary of this event. It will be a free community event that includes live music, dancing, Zydeco dance lessons, Louisiana and California cuisine and educational booth displays.

ISSUES

- A) Parking – Parking is always an issue with large events at Dunphy Park. As in years past, Zydeco By the Bay will be directing people to park in the Liberty Ship Office complex. This worked very well in 2013 & 2014 and no complaints were received.(Attachment A)
- B) Accessibility – The accessibility plan that the 2014 Zydeco by the Bay group used worked very well and they will be implementing the same plan in 2015. (Attachment B).
- C) Noise Impact –Officers monitored the festival throughout the day. There were no issues reported to the PD other than a handful of noise complaints the bass was too loud. There was also one emailed noise complaint from someone in

Item #: _____

Meeting Date: _____

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Schoonmaker Point Marina. Organizers are aware of the complaints and will take additional steps this year to mitigate the sound level.

FISCAL IMPACT

The fiscal impact to the City will be positive. It is assumed that while in town participants will visit local restaurants, taverns, and shops. Additional revenue will be accrued through park rental and parking area rental as to be determined.

STAFF RECOMMENDATIONS

Authorize Andreen Productions LLC to hold the Zydeco event as proposed in Dunphy Park with additional conditions as recommended by the Commission.

Option 1) Approve Zydeco by the Bay application as is with the addition that the applicant understands the event must end at its scheduled ending time of 6:00pm.

Option 2) Require applicant to reduce sound equipment decibels for the duration of the concert in order to reduce the possibility of noise complaints along with the applicants understanding that the event must end at its scheduled ending time of 6:00pm.

ATTACHMENTS

Attachment A – Zydeco by the Bay Special Event Application
Attachment B – Parking Plan

PREPARED BY:

ERIN STROUD
SPECIAL EVENT SUPERVISOR

SUBMITTED BY:

MIKE LANGFORD
PARKS AND RECREATION DIRECTOR



City of Sausalito Parks and Recreation Department
420 Litho Street · Sausalito CA 94965
415.289.4152

SPECIAL EVENT APPLICATION – HIGH IMPACT SPECIAL EVENT

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: Creole United Festival

Event Location: Dunphy Park

Event Dates: 10-17-15 Total Anticipated Attendance: 1500
Month – Date(s) – Year

Participants: (_____) Spectators: (_____)

Actual “open to the public” or “advertised” **event hours:** 11 AM/PM to 6pm AM/PM

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

If yes, begin date: 10-17-15 **Start time:** 7am AM/PM

Location: Dunphy Park

Description of the scope of the setup/assembly work: Medium size stage assembly

Will dismantling be required? Yes No

If yes, dismantle completion date: 10-17-15 Completion time: 8pm AM/PM

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:

Street closing is not necessary.

SPONSORING ORGANIZATION AND APPLICANT INFORMATION

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

Sponsoring Organization: _____ Performing Stars of Marin _____

Chief Officer of Organization (Name): Felecia Gaston _____

Sponsoring Organizations Address: 271 Drake Ave, Marin City 94965 _____

Sponsoring Organizations Business Phone Number: (415_) 332-8316 _____

Applicant (Name): Andreen Productions LLC _____

Applicant Address: 4147 Maybelle Ave. Oakland CA. 94619 _____

Business Phone Number: (510)331-5575 _____ Evening Phone Number: (_____) same _____

Cellular Phone Number: (_____) same FAX Number: (510_) 531-8052 _____

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: Donna Ramirez _____

Address: PO Box 2138 Los Gatos, CA. 95031 Phone Number: (408_) 438-3990 _____

Contact Person "ON SITE" day of event: Irene Segura, Donna Ramirez _____

(Note: This person must be in attendance for the duration of the event and immediately available to City Officials.)

Cellular Phone Number: (510_) 331-5575 _____ Pager Number: (_____) _____

Alternate Contact Person "ON SITE" day of event: Donna Ramirez _____

Cellular Phone Number: (408_) 438-3990 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? Yes _____

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

Admission fees: \$NA _____ per person

Vendor fees: \$350 _____ 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** or **use** of alcoholic beverages?
- Will items or services be sold at the event? **If yes**, please describe: Local Food, vendors Arts & crafts, local beverage vendors.
-
- 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. Dunphy Park

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: Local Food Vendors

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

- Gas Electric Charcoal Other (specify): _____

Portable and/or Permanent Toilet Facilities:

- Number of portable toilets: 4 **REQUIRED** → One for every increment of 250 peoples thereof.
- Number of ADA Accessible toilets: 2 **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
- 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: TBD__ (Higher number placed near food, beverage and entertainment areas) 5
 - Number of Dumpsters w/lids: 2 **REQUIRED** → (One for every increment of 400 people)
 - Recycling Containers: TBD__ (Voluntary) approx. 3-5

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

"Green Team" will be created and made up of volunteers to leave Dunphy Park the same way we received it. Also Conservation corp. and Bay City Refuse will be used.

Bay Cities Refuse will provide our onsite dumpster, as well as the recycling and compost cans.
We will ensure any products used by our food or beverage booths must use either recyclable or compostable (plates, cups)

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: Pretorian Management

Security Organization Address (City, State, Zip): _____

Security Director (Name): Mark Solum Phone: 415.798.4082

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: _____

Please see attached accessibility plan.

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.)

NA

Medical: Red Cross or EMT will be present for the entire event.

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)? Well Care of Marin

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): If necessary Marin Transit will be involved.

Parking Plan submitted

Disabled Parking (Describe the plan): There will be designated parking spots for disabled parking.

Accessibility Plan Submitted

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: 1 Number of Bands: 4

Type of Music: Zydeco and Blues

Will sound amplification be used? Start time: 11 AM/PM – Finish time: 6 AM/PM

Will **sound checks** be conducted prior to the event?
Start time: 11:30amAM/PM – Finish time: 12pm__AM/PM

Describe sound equipment that will be used? Monitors, speakers, PA and mics

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? Banners will be present on stage as backdrop.

PROMOTION · ADVERTISING · RELATED EVENT ACTIVITIES

Yes No

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

Donna Ramirez Marketing will be working promotion for this event.

Will there be any live media coverage during your event? **If yes**, describe:

Yes, we will present event to all Bay Area Media outlets

INSURANCE REQUIREMENTS

Insurance for the event is required before final permit approval.

Name of Insurance Agency: ACI Insurance Lic#0B67643

Agent's Name: Peter Gonzalez Business Phone: 949.367.0200 ext 01

Policy Number: TBD Policy Type: General Liability

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 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: Irene Segura
Position: Manager
Organization: Andreen Productions LLC
Date: 5-18-13

General Information:

Day/Date: Sat. Oct. 17, 2015
Name of event: The Creole United Festival
Location of event: Dunphy Park
Expected attendance: 1500 as of (date) _____
Concert fees range from \$ 0 _____ to \$ _____

Timeline:

Parking lot opens: 2 Ticket office on-site opens: 11am Doors to venue opens: 11am
Opening band #1: Zydeco Time: 11 to 12:00
Opening band #2: Blues Time: 1:00 to 2:00
Opening band #3: Zydeco Time: 2:30 to 3:30
Opening band #4: Blues Time: 3:00 to 4:00
Main attraction: Andre Thierry & Zydeco Magic Time: 4:30 to 6pm
_____ Parking lot closes at: 7pm

Parking Lot:

Parking fee: \$ NA
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): Beer & wine

Where served: Beverages will be served inside festival

Time alcohol service begins: 11:00am - 5:30pm

Time alcohol service ends: 5:30pm

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: Andreen Productions LLC

Contact Person: Irene Segura

Address: 4147 Maybelle Ave. Oak. CA. 94619

Phone number: 510-331-5575 Fax phone number: 510-531-8052

Letter of agreement on file? Yes No



Performing Stars

ON STAGE FOR LIFE

BOARD OF DIRECTORS

Andrea Norwood
President

Dr. Virginia Edwards
Secretary

Dr. Wyna Barron
Treasurer

Karin Larson
Board Member

November 13, 2014

Dear City of Sausalito:

Performing Stars of Marin, a non-profit organization 501c3
Gives authorization to Andreen Productions LLC to apply
for events permit for the City of Sausalito for a Zydeco
Festival in Dunphy Park on October 17, 2015.

Sincerely,



Felecia Gaston
Executive Director

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: October 8, 2002

Marin Performing Stars
271 Drake Ave.
Marin City, CA 94965

Person to Contact:

Janet M. Duncan 31-07676
Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST

877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

94-3136030

Dear Madam:

This letter is in response to your telephone call of October 8, 2002, requesting a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in March 1996 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.



Performing Stars of Marin Board of Directors

Andrea Norwood, President ~ School Bus Transportation Specialist
B.A, Business Degree, Dominican College, Strategic Leadership

Dr. Virginia Edwards, Secretary ~ Retired Educator, Sausalito Marin City School District

Dr. Wyna Barron, Treasurer ~ Retired Educator, City of San Francisco

Karin Larson ~ Real Estate Professional Photographer

Notes: First, as part of a comprehensive organizational assessment and business planning initiative undertaken over the past year with support from the Marin Community Foundation, among several organizational capacity building steps, Performing Stars will be expanding its Board of Directors.

Second, in addition to its Board of Directors, Performing Stars relies on programmatic and organizational input and assistance from its Advisory Boards:

Advisory Board

Cheryl Jennings, Anchor, ABC7

Deborah Santana, Philanthropist

William Stephens, Superior Court Judge (ret)

Paul Eveloff, Businessman

Music Advisory Board

Bobby Hutcherson, Jazz

Joe Louis Walker, Blues

Narada Michael Walden, Producer

Pete Escovedo, Latin

Andre Thierry, Zydeco

John Lee Hooker, Jr., Blues

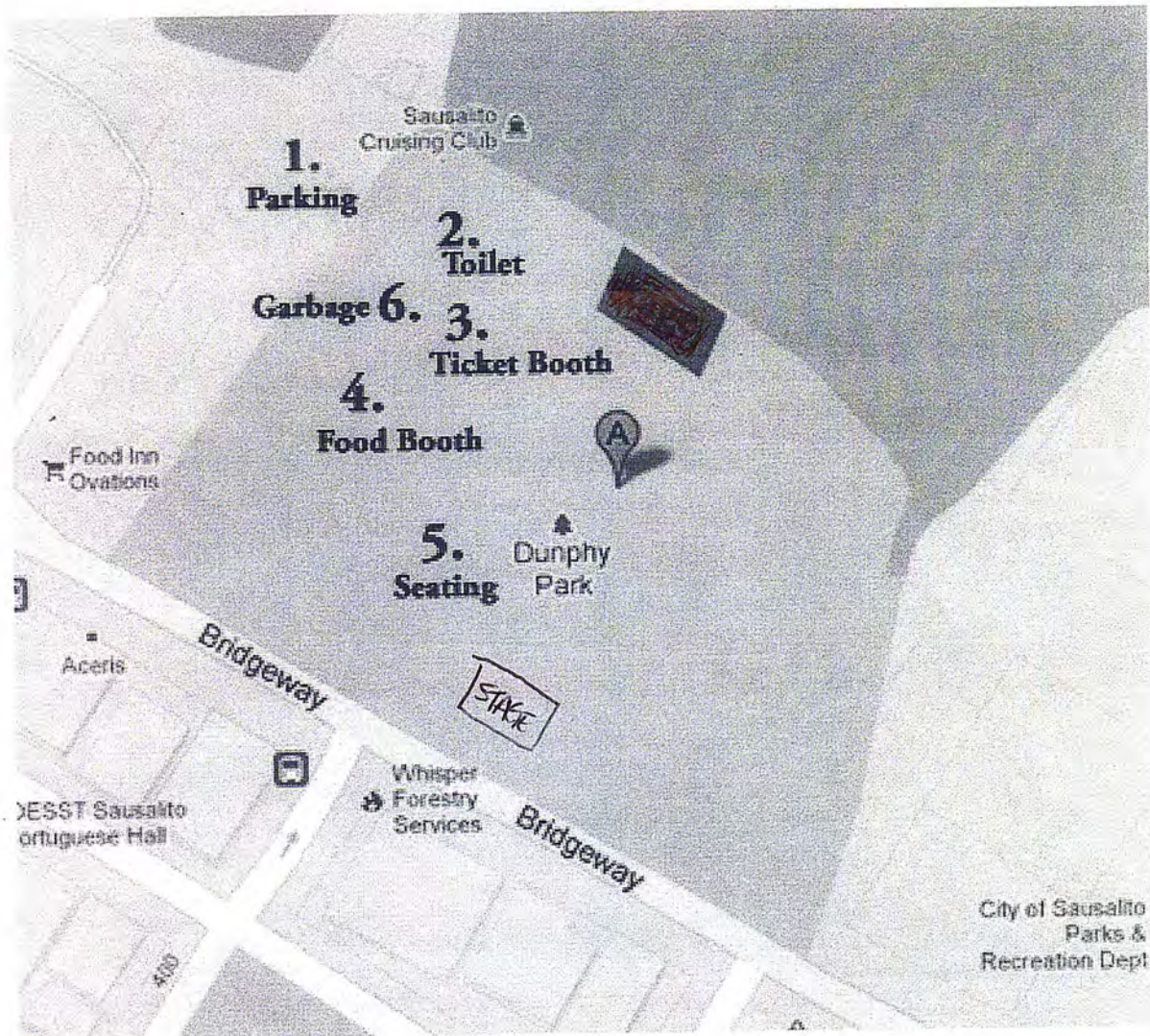
Zakiya Hooker, Blues

Accessibility Plan

Zydeco By the Bay

Presented by Andreen Productions

Saturday October 12, 2013



1. Two clearly marked accessible parking spaces will be designated in this area.
2. Two clearly marked disabled accessible toilets will be provided in this area.
3. There will accessible ticket booth in this area.
4. There will be accessible food and beverage purchase in this area.
5. There will be accessible stage viewing in this area.
6. There will be visually impaired garbage cans available with no obstructions.



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


CITY OF SAUSALITO INDEMNIFICATION AGREEMENT

1. ANDREEN PRODUCTIONS LLC ("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 CREDIT LIMITED FESTIVAL

Event Date 10.17.15

BY TRENE SEGURA
 (Printed)


 (Signature)

IT'S ✓

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.)

	YES	NO		Add Security Deposit _____
Is the organization non-profit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If Yes: (MUST submit documentation of 501c3)	TOTAL _____
Is the event a fund-raiser?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Is the event open to public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Will admission be charged?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Will you need access to electricity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Alcoholic beverages:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ 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: 11-17-14

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: _____

THE CREOLE UNITED FESTIVAL

Dunphy Park, Sausalito, Ca. • October 17, 2015

-  PARKING
-  FIRST AID
-  CO BOOTHS
-  FOOD
-  BEVERAGES
-  WINE
-  BEER





Sausalito Park & Facility Rental Request

RECEIVED
JAN 27 2015
 BY: _____

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

Customer Information

Name: IRENE SEGURA Today's Date: 11.17.14
First Last
 Address: 4147 MAYBELLE AVE OAK CA 94619
Street, City, State, Zip
 Home Phone: 510.331.5575 Work Phone: SAME
 Cell Phone: SAME e-mail: segura@pacbell.net

Organization Information (if applicable)

Name: ANDREWS PRODUCTS Event Contact Person: IRENE SEGURA
Name of Organization If different from customer information
 Address: 4147 MAYBELLE AVE OAK CA 94619 Event Contact Phone #: 510.331.5575
Street, City, State, Zip

Rental Information

Type of Activity: ZUCCO FESTIVAL Estimated Attendance: 1500
(Please indicate any special activities such as bounce houses, etc.)
 Requesting Event Date of: OCT. 17, 2015 Time: 11 To: 6
(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

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.)

	YES	NO		Add Security Deposit	_____
Is the organization non-profit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If Yes: (MUST submit documentation of 501c3)	TOTAL	_____
Is the event a fund-raiser?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Is the event open to public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Will admission be charged?	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Will you need access to electricity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Alcoholic beverages:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ 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: 11-17-14

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: _____

RESERVATIONS WILL ONLY BE HELD AT THE TIME THE SECURITY DEPOSIT IS RECEIVED.
PAYMENT FOR RENTAL IS DUE 7 DAYS PRIOR TO RENTAL DATE.

Bring a physical copy of this permit to the Permitted Event. Use of Facility/Park Space is reserved for permit holder. If any other individuals or group occupying rented space do not vacate immediately when permit is shown-please call the Sausalito Police Department 415.289.4170.

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.

THE APPLICANT/GROUP NAMED ON PERMIT AGREES TO RENT FACILITY AS IS.

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.

Noise Regulations: All noise must be kept to a respectable level as to have a minimal impact on surrounding neighborhoods. All rentals must abide by Municipal Code standards for Noise Control (Title 12.16) including the noise limits of:

7am-7pm: 55db

7pm-10pm: 50db

10pm-7am: 45db

This rental contract does not permit the use of amplified sound. To obtain a permit for amplified sound, the appropriate special event permit must be filed with The City. Call 289.4198 for questions regarding Special Event permitting.

Noise complaints received occurring from this reservation may result in forfeiture of rental deposit fees at the Parks and Recreation Department's discretion.

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

Sausalito Recreation Department

420 Litho Street
 Sausalito, CA 94965
 Phone: (415) 289-4152
 FAX: (415) 289-4189
 Email: acheng@ci.sausalito.ca.us

Receipt
#1025609.002
 Jan 27, 2015 8:36 AM



IRENE SEGURA
 ANDREEN PRODUCTIONS, LLC
 4147 MAYBELLE AVENUE
 OAKLAND, CA 94619

Prepared By: Anita Cheng
 Customer ID: 8855

Home phone: (510) 331-5575, Work phone: --

▼ Payment Summary

Check: \$126.00 Check # 1115

Total Received: \$126.00 **Total Payments: \$126.00**

▼ Transactions

Customer	Description	Item	Charge Description	Unit	Qty	Fee	Charge
Irene Segura Andreen Productions, LLC 4147 Maybelle Avenue Oakland, CA 94619 Home phone: (510) 331-5575 Email: segura@pacbell.net ID: 8855	ZYDECO FESTIVAL (HIGH IMPACT)- Irene Segura #2486 Action: Paid on Account Balance ¹ Location: Dunphy Park- ALL at Dunphy Park Permit # 2486	Special Event HIGH IMPACT Application Fee	High Impact Application processing fee	Each			\$120.00
	ZYDECO FESTIVAL (HIGH IMPACT)- Irene Segura #2486 Action: Paid on Account Balance ¹ Location: Dunphy Park- ALL at Dunphy Park Permit # 2486	Special Event Security Deposit	--	Each			\$6.00

Total Charges \$126.00
Total Payments \$126.00
Balance \$0

▼ ¹ Payment Schedule for Original Balance of \$732.00

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
				Current Balance \$606.00
				Due Now \$0

Oct 10, 2015	\$732.00	\$126.00	\$0	\$606.00
			Current Balance	\$606.00
			Due Now	\$0

Parking Plan Zydeco By the Bay October 18, 2014

Parking system to support the mobility and accessibility needs within the city, venue and especially the pedestrian network.

Allow municipal parking lots 1-4 ---where appropriate---to be factored into parking formula
*Requesting 250 spaces or more.

Allow municipal parking lot 5-- where appropriate to be factored in parking formula
*Requesting 50 spaces

Allow on-street meter parking--- where appropriate ---to be factored into parking formulas
*General public availability – 100 spots available.

Submitted a request to Kimber Companies, Bruce Huff for additional parking spaces
*Requested 118 spaces

Event signs and designated event parking attendants will direct visitors to parking areas, ensuring that they can find them if they need them

Provide friendly online user information and marketing for parking and transportation options in Marin County when traveling to Sausalito.

Provide parking for vehicles and trucks within Dunphy Park
*60 spaces onsite.

2 parking coordinators and 12 attendants.

Provide parking for bicycles within Dunphy Park (Marin County Bicycle Coalition)

Accommodate pedestrian movement, including safety and security.

Promote and advertise the City of Sausalito website for additional information about destination parking and parking regulations.

Promote and advertise Marin County Park-and-Ride Lots

Promote and advertise use of remote parking with Marin County shuttle service

Promote and advertise alternative modes, such as ridesharing, transit and ferry.



STAFF REPORT

PARKS AND RECREATION COMMISSION

AGENDA TITLE:

This is a re-application by Jessica Coulombe with Avon Walk for Breast Cancer to hold a portion of the Avon Walk for Breast Cancer through Sausalito.

RECOMMENDED MOTION:

Authorize Jessica Coulombe to hold Avon Walk for Breast Cancer as proposed provided that requirements are met as discussed.

SUMMARY

Staff is seeking support from the Parks and Recreation Commission to approve the Avon Walk for Breast Cancer Impact Special Event Application. The event is scheduled to take place over July 11th and 12th, 2015. 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

The Avon Walk for Breast Cancer has come through Sausalito every year since 2003. This group has rented Gabrielson Park, Marinship Park and MLK Jr. Park to use as rest stops and quick stops as their walkers come through Sausalito. There will be about 1500 walkers coming through Sausalito throughout both Saturday and Sunday.

ISSUES

- A) Porta Potties at Gabrielson – There was some miscommunication with a new staff member at Avon regarding the placement of the porta potties at Gabrielson which resulted in lines forming into Spinnaker Drive. The issue was brought up and has officially been changed on their site map.

FISCAL IMPACT

None

STAFF RECOMMENDATIONS

Authorize Jessica Coulombe to hold Avon Walk for Breast Cancer event as proposed.

ATTACHMENTS

None

PREPARED BY & SUBMITTED BY:

ERIN STROUD
SPECIAL EVENT SUPERVISOR

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



City of Sausalito
 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

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: AVON WALK FOR BREAST CANCER

Event Location: SAN FRANCISCO, SAUSALITO, MILL VALLEY, LORTE MADERA

Event Dates: JULY 11-12, 2015 Total Anticipated Attendance: 1500
 Month – Date(s) – Year

Participants: (1500)

Spectators: (30 AT HEARING) STATION ONLY

Actual "open to the public" or "advertised" event hours: 7:00 AM to 7:30 PM

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

If yes, begin date: FRIDAY, JULY 10 Start time: AFTER 10:00 AM

Location: GABRIELSON PARK, MARINSHIP PARK, MLK, JR. PARK

Description of the scope of the setup/assembly work: POSTING ROUTE SIGNAGE, TOILET DELIVERY, TENT SET-UP

Will dismantling be required? Yes No

If yes, dismantle completion date: JULY 12, 2015 Completion time: 9:00 AM



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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:

NONE

SPONSORING ORGANIZATION AND APPLICANT INFORMATION

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

Sponsoring Organization: AVON FOUNDATION FOR WOMEN

Chief Officer of Organization (Name): ELOISE CAGGIANO

Sponsoring Organizations Address: 177 THIRD AVE, 2ND FLOOR, NEW YORK, NY 10017

Sponsoring Organizations Business Phone Number: (415) 470-9260

Applicant (Name): JESSICA COULOMBE

Applicant Address: SAME AS ABOVE

Email Address: jessica.coulombe@avonwalk.org

Business Phone Number: (415) 470-9260 Evening Phone Number: ()

Cellular Phone Number: (415) 470-9260 FAX Number: (415) 952-9330

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: JESSICA COULOMBE
 (Note: This person must be in attendance for the duration of the event and immediately available to City Officials.)

Cellular Phone Number: (415) 470-9260 Pager Number: (____) _____

Alternate Contact Person "ON SITE" day of event: CHERYL PRIDEAUX

Cellular Phone Number: (310) 699-9993 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.

[Handwritten signature]

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: \$ 50 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: _____



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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: WATER, GATORADE, AND SNACKS AVAILABLE TO PARTICIPANTS ONLY

Will food be cooked in the event area? Please specify method:
 Gas Electric Charcoal Other (specify): _____

- Yes No
 Portable and/or Permanent Toilet Facilities: PLEASE SEE ATTACHED DOCUMENTS FOR SPECIFIC LOCATIONS
- 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.



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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: _____ (Higher number placed near food, beverage and entertainment areas) 5 FOR TRASH & RECYCLING AT EACH LOCATION

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

Recycling Containers: 5 AT EACH LOCATION

Describe recycling and composting plan: TRASH BINS & RECYCLING BINS AT REST STOPS & QUICK STOP. OUR VOLUNTEER PACK-UP TEAM WILL REMOVE WASTE FROM SITES AND TRANSPORT TO DUMPSTERS AT LOCATIONS OUTSIDE OF SAUSALITO. WE WILL BE COMPOSTING WHERE APPROPRIATE.

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

SEE ABOVE



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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: _____

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: _____



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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: THE EVENT ROUTE

AND SITES ARE AS ACCESSIBLE AS POSSIBLE TO PARTICIPANTS. WE PROVIDE

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

TRANSPORTATION AND ASSISTANCE FOR ANY AREAS NOT ACCESSIBLE.

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 street lights, portable lights, and other illuminating devices.)

N/A

Medical:

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

1 Ambulance(s) How provided? _____ PUC License # _____

4 Doctors (Names and Specialties): _____

15 Nurses (Names and Specialties): _____

0 Paramedics (How provided)? _____

3 Emergency Medical Technicians (How provided)? _____

THESE ARE APPROXIMATE NUMBERS. PLEASE SEE ATTACHED FOR DETAILS ON OUR MEDICAL TEAM.



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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): _____

PARTICIPANTS WILL NOT BE PARKING. THERE IS DESIGNATED
PARKING FOR EVENT VEHICLES & SAG BUSES AT EACH
LOCATION

Disabled Parking (Describe the plan): N/A

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

SHOULD NOT BE 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")



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ENTERTAINMENT · ATTRACTIONS · RELATED EVENT ACTIVITIES (CONTINUED)

Number of Stages: _____ Number of Bands: _____

Type of Music: _____

Yes No

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? _____

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? SIGNAGE ALONG

ROUTE TO DIRECT WALKERS & INFORMATIONAL SIGNS AT REST STOPS & QUICK STOPS

PROMOTION · ADVERTISING · RELATED EVENT ACTIVITIES

Yes No

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

TV, RADIO, BART & MUNI BANNERS, WEB ADS



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Yes No

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: ARTHUR J GALLAGHER AND CO. OF NY

Agent's Name: AUCE PRINE Business Phone: 212-345-6635

Policy Number: CK09009020 Policy Type: GENERAL LIABILITY / DAMAGE

Address (City, State, Zip) 444 MADISON AVE, 20TH FLOOR, NEW YORK, NY 10022

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: N/A

Position: _____

Organization: _____

Date: _____



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CONTINUED CONCERT INFORMATION SHEET

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

Parking Lot: N/A

Parking fee: \$ _____

Parking location(s): _____

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

Organization: _____

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? _____

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): N/A _____

Where served: _____

Time alcohol service begins: _____

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



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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: AVON FOUNDATION FOR WOMEN

Contact Person: JESSICA COULOMBE

Address: 777 THIRD AVE, 2ND FLOOR, NEW YORK, NY 10017

Phone number: 415-470-9200 Fax phone number: 415-952-9330

Letter of agreement on file? Yes No

NOTES:

PLEASE SEND INVOICES? PERMIT TO JESSICA COULOMBE
AT jessica.coulombe@avonwalk.org



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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. Eloise Caggiano ("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 AVON WALK FOR BREAST CANCER

Event Date JULY 11-12, 2015

BY Eloise Caggiano
(Printed)

IT'S program director

Eloise Caggiano
(Signature)



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: JESSICA COULOMBE Today's Date: 11/10/2014
First Last
 Address: 777 THIRD AVE, 2ND FLOOR, NEW YORK, NY, 10017
Street, City, State, Zip
 Home Phone: _____ Work Phone: _____
 Cell Phone: 415-470-9260 e-mail: jessica.coulombe@avonwalk.org

Organization Information (if applicable)

Name: AVON FOUNDATION FOR WOMEN Event Contact Person: _____
Name of Organization If different from customer information
 Address: 777 THIRD AVE, 2ND FL, NY, NY 10017 Event Contact Phone #: 415-470-9260
Street, City, State, Zip

Rental Information

Type of Activity: FUNDRAISING WALK Estimated Attendance: 1500
(Please indicate any special activities such as bounce houses, etc.)
 Requesting Event Date of: JULY 11-12, 2015 Time: 7:00 AM To: 7:30 PM
(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				
	@	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 <u>Marinship Field</u> 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: <u>GABRIELSON, MLK TRACK ONLY</u>						

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.)

Is the organization non-profit?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If Yes: (MUST submit documentation of 501c3)	Add Security Deposit _____
Is the event a fund-raiser?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TOTAL _____
Is the event open to public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Will admission be charged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Will you need access to electricity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Alcoholic beverages:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____ Served _____ Sold	
Will there be amplified music or PA system used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If SERVED or SOLD, a separate Events Application is required, please call 289-4152 for application)	
			(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: 11-24-14

PAY BY CASH _____, CHECK _____, OR CREDIT CARD: VISA, MASTER CARD, or AMERICAN EXPRESS

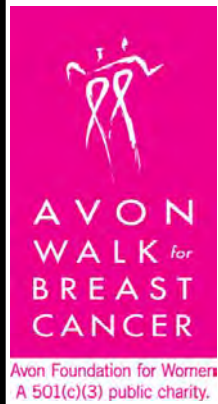
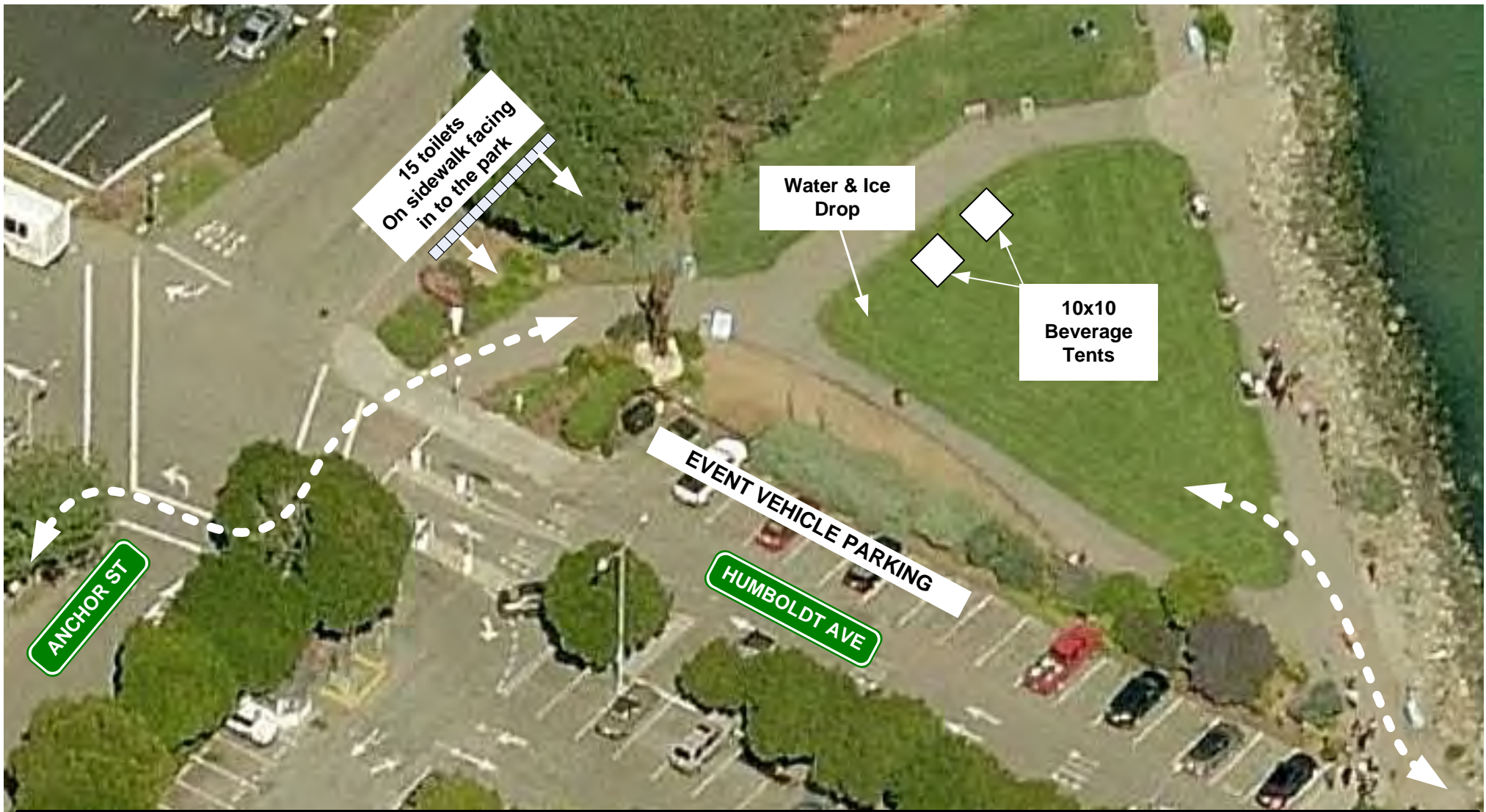
Amount collected _____ Check # _____

CREDIT CARD INFORMATION:

Cardholder Name (as appears on card): _____

Card #: _____ CVV Code: _____ Expires: _____

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



DAY 1 | Quick Stop C

July 11, 2015
10:00 am – 3:00 pm
Mile 15.9

DAY 2 | Quick Stop B

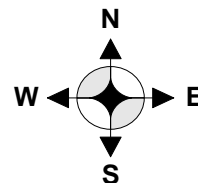
July 12, 2015
9:00 am – 11:00 am
Mile 7.6

Gabrielson Park

Anchor St & Humboldt Ave
Sausalito, CA 94965

Supply Checklist

- 2 Tents 10x10
- 6 Tables
- 12 Chairs
- 15 Toilets (1 ADA)
- 19 Bags of Ice (Sat)
- 23 Cases of Water (Sat)
- 5 Bags of Ice (Sun)
- 39 Cases of Water (Sun)



0.0 in. 540.0 in. 1080.0 in.



Special Notes:

- TOILETS MUST BE FACING IN TO THE PARK – NOT INTO THE STREET
- Please make sure that site is left as we find it – particularly related to sidewalk chalk.
- Please help to ensure that noise levels are at a reasonable level

Special Notes:

- Make sure to park event vehicles out of the way of the Bus Loop.



San Francisco

July 11, 2015

Day 1, Rest Stop 4

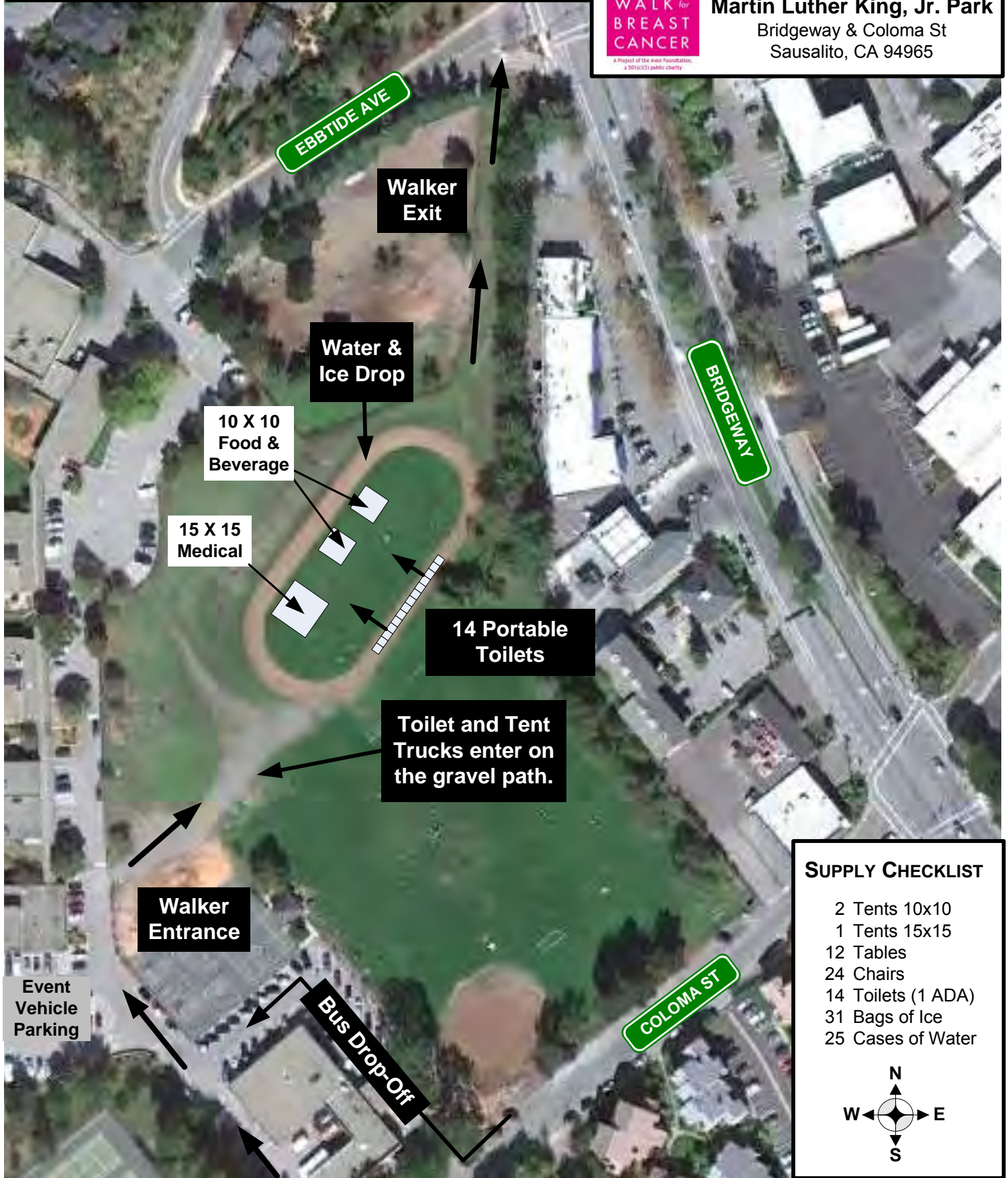
10:30 am – 3:45 pm

Mile 17.8

Martin Luther King, Jr. Park

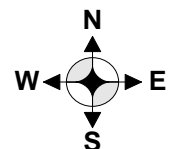
Bridgeway & Coloma St

Sausalito, CA 94965



SUPPLY CHECKLIST

- 2 Tents 10x10
- 1 Tents 15x15
- 12 Tables
- 24 Chairs
- 14 Toilets (1 ADA)
- 31 Bags of Ice
- 25 Cases of Water





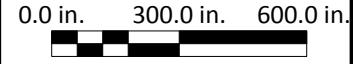
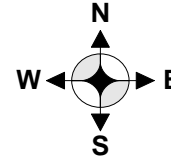
Avon Foundation for Women
A 501(c)(3) public charity.

DAY 2 | Rest Stop 2
July 12, 2015
8:30 am – 10:30 Am
Mile 6.4

Marinship Park
2300 Marinship Way
Sausalito, CA 94965

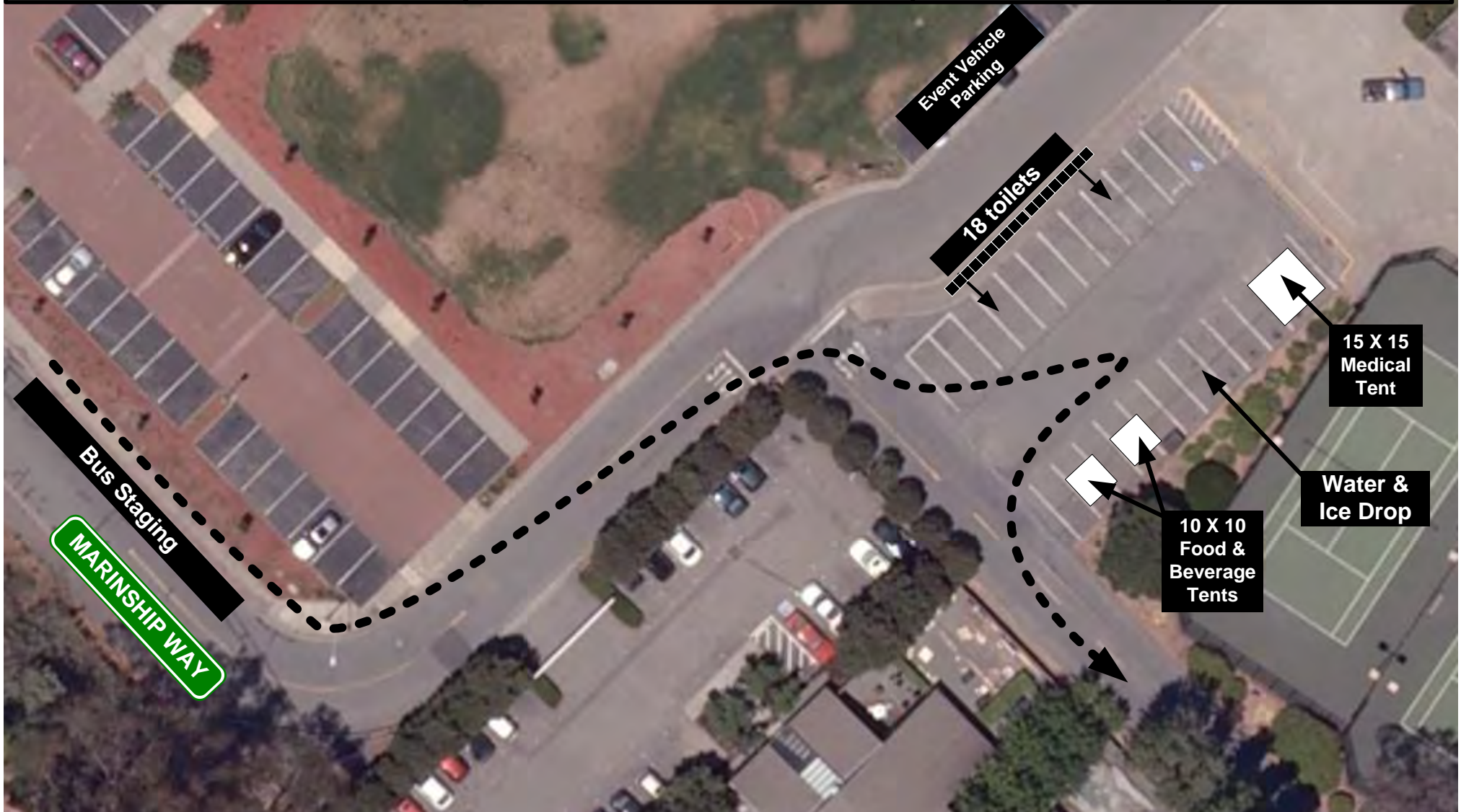
Special Notes:

- Toilets should be on the sidewalk between the parking lot and the street, facing in to the parking lot.



Supply Checklist

- 2 Tents 10x10
- 1 Tents 15x15
- 12 Tables
- 24 Chairs
- 18 Toilets (1 ADA)
- 12 Bags of Ice
- 41 Cases of Water





Avon Foundation is a 501(c)(3) public charity

2015 AVON WALK FOR BREAST CANCER Sausalito Event Details

Event Name: Avon Walk for Breast Cancer
Dates: July 11-12, 2015
Purpose: To raise funds for the Avon Breast Cancer Crusade
Organizer: Avon Foundation for Women

Background: The Avon Foundation for Women

The Avon Foundation for Women, an accredited 501(c)(3) public charity, was founded in 1955 to improve the lives of women, and today is focused on the issues of breast cancer and domestic violence. Avon global philanthropy has donated nearly **\$780 million** worldwide for the breast cancer cause since 1992 and has awarded more than **\$40.36 million** to organizations and institutions in Northern California, including the UCSF Comprehensive Cancer Center, San Francisco General Hospital, Zero Breast Cancer, Stanford University, Marin County Department of Health and Human Services, and Project Open Hand.

Background: The Event

The Avon Walk for Breast Cancer is a large-scale, outdoor, fundraising event that will take 1,500 walkers on a 39.3-mile journey over the course of a weekend. The goal is to provide participants with a fulfilling and rewarding experience in an environment designed to firmly connect them to the breast cancer cause. Every walker commits to raising a minimum of \$1,800 – many surpass this amount. On Saturday, July 11, the Avon Walk will begin with an inspiring Opening Ceremony in San Francisco followed by a 26.2-mile route to the Wellness Village at Corte Madera Town Park, the overnight campsite for all event participants. On Sunday, July 12, the route will cover 13.1 miles back to San Francisco for a celebratory Closing Ceremony.

See Attached Site Request Schedule for details and timing.

First Aid Facilities & Ambulance Locations

Our Medical Team consists of approximately 45 volunteer doctors, nurses & EMTs. The services they provide are limited to the provision of Basic First Aid. Each medical volunteer must provide license/certification and proof of insurance. Teams provide First Aid Medical support at each of the Rest Stops and along the route. They will manage any emergency situations that arise until local emergency Medical Services arrive on the scene. We will appoint a California licensed doctor who will act as the Medical Director overseeing all Medical care provided by the Medical Team during the course of the event. One ambulance will be stationed at the Lunch site while it is open to walkers.

Signage

The route is clearly marked with coroplast signs bearing the Avon Walk logo. Signs are zip-tied to existing structures such as telephone poles, light posts and trees by our Route Marking Team on Friday, July 10 and Saturday, July 11. They will be removed as the route closes on Sunday, July 12.

Event Vehicles

In addition to the vehicles listed for each site above, we have the following:

25 motorcycles - Moto Safety Team

4 minivans – Route Marking & Route Clean-up

7 passenger vans – Sweep vehicles which transport slow walkers to the next rest stop

3 cars – Road Manager & Rest Stop Closure

1 - 24' truck and 1 pickup truck– Route Water & Ice Team

4 busses – shuttle walkers from Lunch, Rest Stops or ½ Way Point to Wellness Village or Closing Ceremony

Parking Plan

8-10 event vehicles will be parked on site at Rest Stops and Quick Stops. The public are not encouraged to come to these sites – only to Closing Ceremonies & the Wellness Village. We will arrange for Cheering Stations along the route where family & friends can support their walkers. These sites will be placed in large parking lots, schools, or parks where there is ample parking. We do not need to shuttle people from parking lots to event sites.

Traffic

The majority of the route is on the sidewalk, and walkers are required to obey all traffic laws. We have a Moto Team of 25 motorcycles that ride ahead of the pack and station themselves at busy intersections or crosswalks to assist walkers with crossing the street and paying attention to traffic signals. In addition, we have 20 bicycle cops from the San Jose Police Department who will ride with the walkers. They station 2 bicycles at the front of the pack, 2 at the back, and the remainder ride back and forth with the middle. Similar to the Moto Team, they will keep walkers single-file where needed, assist with busy intersections and direct traffic, if necessary. We will utilize the Moto Crew on Alexander Ave between East Rd and South St to assist with this short but difficult section of the route. We will have the Walkers walk single-file along the northbound lane of traffic.

Mitigation of Impact

Flyers outlining the times that walkers will be passing through Sausalito will be distributed door-to-door two weeks prior to the event. These will be distributed to businesses and residents along the route. We feel that it is important that our local communities support our event and feel that they are a part of it. Aside from raising funds that go back to the local communities in which they were raised, our event is about awareness of a deadly disease that affects everyone directly and indirectly. We want every community to understand the importance of the event and its repercussions. We recognize that the Sausalito community is particularly sensitive to this impact, and we plan to do everything we can to minimize a negative response from the residents. The communication that we will be sending out to our walkers, volunteers, and supporters before the event is outlined below.

Written Communication

Walker Newsletter

“We ask you to be respectful of the communities that the Avon Walk will pass through during the course of the event weekend to ensure that we create a positive impact. Two highly sensitive areas are the City of Sausalito and all residential areas. Please be particularly mindful of your noise levels and ask your supporters to refrain from honking their car horns, playing loud music, or using noise-making devices such as bull horns, air horns and cowbells.”

Crew Newsletter

“We ask you to be respectful of the communities that the Avon Walk will pass through during the course of the event weekend to ensure that we create a positive impact. Two highly sensitive areas are the City of Sausalito and all residential areas. Please be particularly mindful of your noise levels and refrain from honking car horns along the route, playing loud music, or using noise-making devices such as bull horns, air horns and cowbells in these areas. If you witness this type of activity from Avon Walk supporters, please alert Route Dispatch as soon as possible.”

Cheering Station Document

“We ask you to be respectful of the communities that the Avon Walk will pass through during the course of the event weekend to ensure that we create a positive impact. We designate Cheering Stations in areas along the route where it is acceptable for you to cheer on your loved ones. Please do not drive along the route to cheer, as this creates an unsafe environment for the walkers.

Please be particularly mindful of your noise levels in the City of Sausalito and any residential areas. Refrain from honking your car horns, playing loud music, or using noise-making devices such as bull horns, air horns and cowbells.”

Event Documents

We will also make notes wherever applicable in event documents, such as route cues, vehicle directions, and Rest Stop and Quick Stop site plans.

In-Person Training

We will reiterate during our Crew Training Day to all of our volunteers that the City of Sausalito is a highly sensitive area. We will specifically mention that the Moto Crew and all event vehicles cannot honk their horns or play loud music. We will also ask them to refrain from using noise-making devices such as bull horns, air horns, or cowbells. We will request that the volunteers act as another set of eyes for us, and report any such activity they witness by Avon Walk supporters who are cheering on their loved ones.

Please let me know if you have any questions. Thank you for your continued support of the Avon Walk for Breast Cancer, and for your help to make the event a success in 2015.

Kindly,
Jessica

Jessica Coulombe | Production Coordinator

Avon Walk for Breast Cancer San Francisco

Phone: 415-470-9260

Fax: 415-952-9330

Email: jessica.coulombe@avonwalk.org

www.avonwalk.org

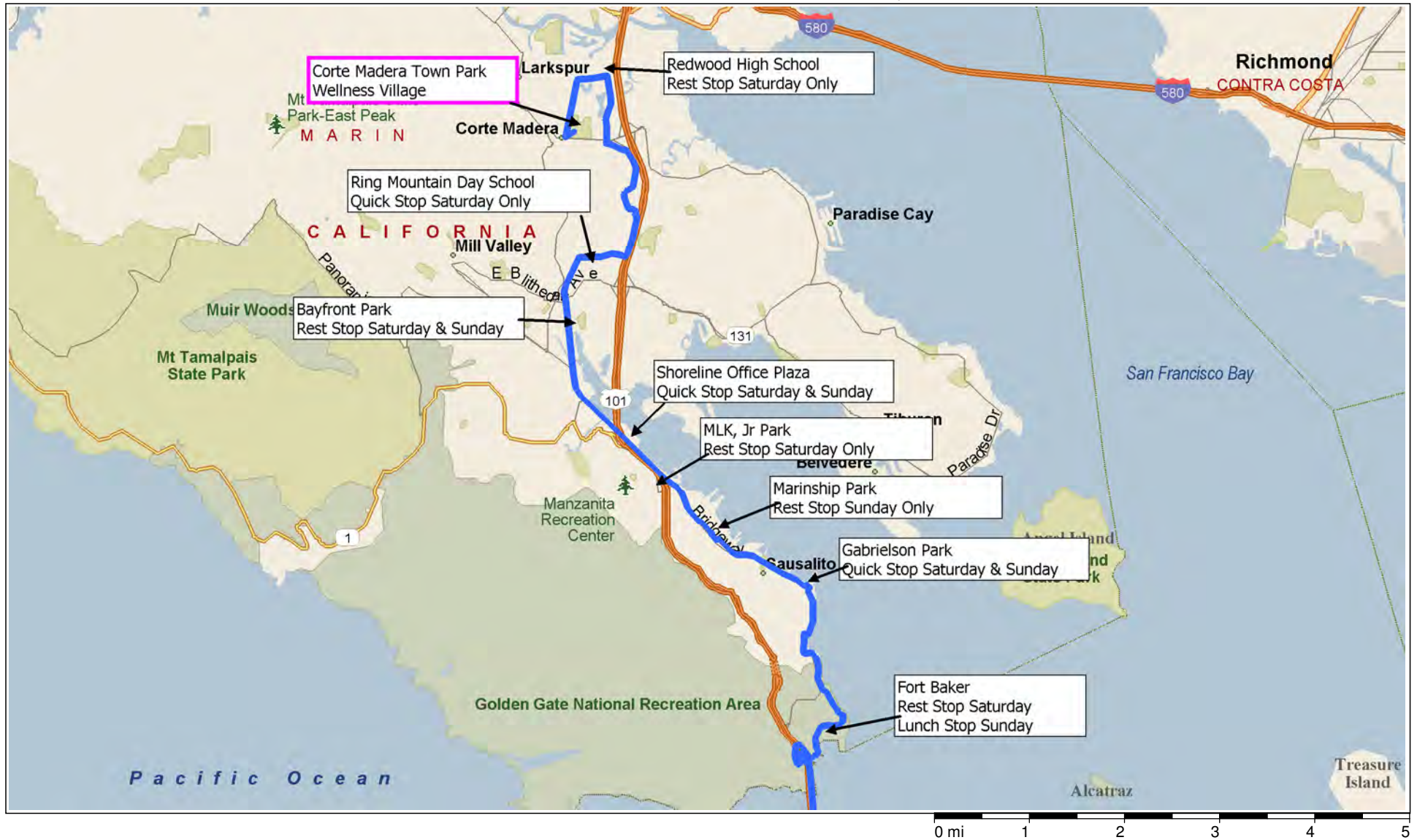
Avon Walk for Breast Cancer Route Stop site requests for 2015

Saturday, July 11th				
Location	Start Time	End Time	Details	Type of Stop
Dunphy Park	10:30am	3:30pm	4 portable toilets	Cheering Station
Toilet Delivery	After 10:00pm on Friday			
Walkers passing through	10:30am	3:30pm		
Toilets Serviced	After 6:00pm			
Gabrielson Park	8:00am	4:00pm	water and ice vendors may be on site earlier	Quick Stop
Toilet Delivery	After 10:00pm on Friday			
Crew Arrive to set-up	8:00am			
Site open to Walkers	10:00am	3:00pm		
Break-down (toilets remain)	3:00pm	3:30pm		
Crew Depart	3:30pm			
Toilets Serviced	After 6:00pm			
MLK Park	8:00am	4:00pm	inside track	Rest Stop
Toilet Delivery	After 10:00pm on Friday			
Crew Arrive to set-up	8:30am		tent vendor and water and ice vendors may be on site earlier	
Site open to Walkers	10:30am	4:00pm		
Break-down (tents and toilets remain)	4:00pm	4:30pm		
Crew Depart	4:30pm			
Toilets Removed	After 6:00pm			

Sunday, July 12th				
Location	Start Time	End Time	Usage	Type of Stop
Dunphy Park	10:30am	2:30pm		Cheering Station
Walkers passing through	10:30am	2:30pm		
Toilets Removed	After 6:00pm			
Gabrielson Park	7:00am	12:00pm	water and ice vendors may be on site earlier	Quick Stop
Crew Arrive to set-up	7:00am			
Site open to Walkers	9:00am	12:00pm		
Break-down	12:00pm	12:30pm		
Crew Depart	1:00pm			
Toilets Removed	After 6:00pm			
Marinship Park	7:00am	12:00pm	tent vendor and water and ice vendors may be on site earlier	Rest Stop
Toilets Delivered	After 6:00pm Saturday			
Crew Arrive to set-up	7:00am			
Site open to Walkers	8:30am	10:30am		
Break-down	10:30pm	11:00am		
Crew Depart	11:00am			
Toilets Removed	After 6:00pm			

Definitions:
Quick Stop
A quick stop is comprised of: (2) 10x10 tents for hydration (pop-ups), and portable toilets.
Rest Stop
A rest stop is comprised of: 10x10 tent for snacks, 10x10 tent for hydration, and a 15x15 tent for medical, set-up by our tent vendor and portable toilets. A bus loading zone will be designated at the stop.
Cheering Station
A cheering station is an area publicized as a viewing location along the route for friends and family of participants. No equipment or designated parking is necessary (4 portable toilets will be placed at Dunphy Park).

Avon Walk Route - Marin County





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