



**SAUSALITO PARKS & RECREATION COMMISSION
CITY HALL- CITY COUNCIL CHAMBERS, 420 LITHO STREET, SAUSALITO**

WEDNESDAY January 6, 2016 6:30PM

AGENDA

Doreen Gounard- Chair	
Joe Burns- Vice Chair	Mike Langford- Parks & Recreation Director
Sela Seleska- Commissioner	
Cindy Powers- Commissioner	

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. SPECIAL PRESENTATION - None

3. 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

4. BUSINESS ITEMS

- a. **Application by Eric Fruge' with Lycee Francias to hold its Kermesse (End of the Year Party) at MLK Park on June 6, 2016.**
- b. **Dunphy Park Schematic Master Plan Forum Planning**

5. FUTURE BUSINESS ITEMS

- a. Use of herbicides on City owned property
- b. Measure A fund use (look at past priorities)

6. 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 Eric Fruge' with Lycee Francais San Francisco to hold its Kermesse (End of the Year Party) at MLK Park on June 6, 2016.

RECOMMENDED MOTION:

Approve High Impact Special Event application from Lycee Francais to hold the Kermesse event as proposed in MLK Park on June 6, 2016.

SUMMARY

The Lycee Francais has submitted a High Impact Special Event Application to hold the 3rd annual Kermesse (End of the Year Party) at MLK Park on June 6, 2016. In years past there have only been minor issues with the event and the Parks and Recreation Department Staff will be working with the applicant along with DPW and the Sausalito Police Department to create a successful event for participants and City of Sausalito.

BACKGROUND

The applicant has applied to hold their event for the third time in four years (Attachment A). The event is scheduled for June 6, 2016 from 11:00am – 3:00pm in MLK Park. Last year the event was not held due to a scheduling conflict. Two years ago the event was a huge success. In addition to an end of the year party, the event is also a fundraiser for Lycee Francais. The mood of this event has been one of community, music and fun. It is a private event for the staff, students attending Lycee Francais and their parents that includes carnival games, bounce houses, food and beverage sales (including beer and wine), crafts, book fair, raffle, face painting and balloon animals.

ISSUES

- A) The Sausalito Police Department reported that there were no significant issues in 2013 and 2014 regarding this event, and have granted approval for this event.
- B) Parking – Lycee Francais San Francisco is providing valet parking for all of its attendees. This service will be contracted through a professional valet service. “No Parking” signs for the day of the event will be posted 3 days prior to the event and will be verified by the Sausalito Police Department to make sure there are plenty of parking spaces available for the valet service to use. They will not utilize the MLK Gym parking lot until after 1:45pm to allow the Playland guests to park. They will also keep some parking spaces available in the 610 Coloma Parking Lot available for tenants.

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- C) Accessibility - The existing ADA Parking spaces will be available and are sufficient for this event.
- D) Noise Impact –The residents surrounding the campus and MLK Park are particularly sensitive to any amplified sound. Lycee Francais is aware of this issue and have chosen not to have any type of amplified sound beyond a bull horn to announce raffle winners. They are aware that the bull horn must be aimed towards Bridgeway and away from the residents behind the campus each time it is used.
- E) Restrooms – The current Lycee Francais restrooms will be open and available for the duration of this event, as well as the restrooms located next to the basketball courts. These are also sufficient for any ADA attendees.
- F) Impact to surrounding residents and businesses: The impact to surrounding businesses and residents should be minimal. “Private Event” signs will be posted the day of the event at all entrances.

FISCAL IMPACT

There will be no fiscal impact to the City.

STAFF RECOMMENDATIONS

Staff recommends that the Parks and Recreation Commission approve the High Impact Special Event application from Lycee Francais to hold the Kermesse event as proposed in MLK Park on June 6, 2016.

ATTACHMENTS

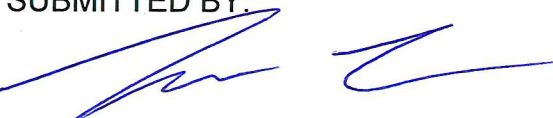
Attachment A – High Impact Special Event Application

PREPARED BY:



JULIE MYERS
RECREATION SUPERVISOR SPECIAL EVENTS

SUBMITTED BY:



MIKE LANGFORD
PARKS AND RECREATION DIRECTOR



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

RECEIVED
 OCT - 1 2015
 BY *[Signature]*

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) School year-end party

Event Title: Lycee Francais de San Francisco Kermesse

Event Location: MLK Park

Event Dates: 6 - 5 - 2016 Total Anticipated Attendance: 700
 Month - Date(s) - Year

Participants: (60)

Spectators: (640)

Actual "open to the public" or "advertised" event hours: 11:00 AM to 3:00 PM

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

If yes, begin date: June 5, 2016 Start time: 7:00 AM/PM

Location: MLK Park, same location

Description of the scope of the setup/assembly work: Setting up tables & chairs, booths for games, bounce houses, food & drink areas

Will dismantling be required? Yes No

If yes, dismantle completion date: June 5, 2016 Completion time: 6:00 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 streets require closure

SPONSORING ORGANIZATION AND APPLICANT INFORMATION

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

Sponsoring Organization: Lycee Francais de San Francisco

Chief Officer of Organization (Name): Elizabeth Chaparat, CAO

Sponsoring Organizations Address: 1201 Ortega Street, San Francisco, CA 94122

Sponsoring Organizations Business Phone Number: (415) 661-5232

Applicant (Name): Eric Fruge'

Applicant Address: 755 Ashbury Street, San Francisco, CA 94117

Email Address: efruge@lelycee.org

Business Phone Number: (415) 661-5232 x2701 Evening Phone Number: (415) 837-3785

Cellular Phone Number: (415) 837-3785 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: None

Address: _____ Phone Number: ()



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

Cellular Phone Number: (415) 837-3785 Pager Number: () none

Alternate Contact Person "ON SITE" day of event: Nathalie Hutavoinne

Cellular Phone Number: (415) 606-6857 Pager Number: () none

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

FEES · PROCEEDS · REPORTING

Yes No

Is the organization a "Tax Exempt, non-profit" organization? If yes, obtain a copy of the IRS 501 C tax exemption letter providing proof and certifying the current tax exempt, non-profit status.

IRS 501 C Letter obtained? _____

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

Admission fees: \$ _____ per person
 Vendor fees: \$ _____ per booth
 Participant fees: \$ _____ per person

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

OVERALL EVENT DESCRIPTION

Yes No

Does the event involve the sale of alcoholic beverages? Beer & Wine

Does the event involve the use of alcoholic beverages? Beer & Wine

Will items or services be sold at the event? If yes, please describe: Food and drinks



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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: Meats will be barbeque cooked and served in disposable paper or plastic plates or containers. The food will be set up on tables for self-service

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: _____ **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.

Persons attending the Kermesse will have access to the LSF toilet facilities in the school. They are ADA accessible.



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)
- Number of Dumpsters w/lids: 2 **REQUIRED** → One for every increment of 400 people)
- Recycling Containers: _____

Describe recycling and composting plan: 20 trash containers with lids and ~~two~~ two dumpsters will be on site for garbage disposal. The school will contract with a professional service to remove those containers. Parent volunteers and employees will clean up other debris from the site after the event's conclusion.

Describe the plan for clean-up and removal of waste and garbage during and after the event:
There will be designated trash containers for composting and recycling



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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: None _____

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: Persons w/ disabilities

will level access to MLK park and access to restroom facilities

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.)

Not a night event

Medical: N/A

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)? _____



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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 parking map. LFSF will contract with a professional valet service to insure maximum efficiency of parking space

Disabled Parking (Describe the plan): *Persons with disabilities may park in the disabled parking designated spots in the parking lot*

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

There should be no impact upon residents, businesses, churches etc. around the McK Park and LFSF school areas that would be adverse in nature

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? 3 bounce

houses

Will fireworks, rockets, or other pyrotechnics be used? _____

Will any signs, banners, decorations, or special lighting be used? At game

booths and upon tables

PROMOTION · ADVERTISING · RELATED EVENT ACTIVITIES

Yes No

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

It will be marketed on LFSF campuses to student families, faculty & staff, in LFSF newsletters and on the website.



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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: Bolton & Company

Agent's Name: Mary Ann Sun Business Phone: 626-799-7000

Policy Number: ZBF-8783103-05 Policy Type: Commercial General Liability

Address (City, State, Zip) 3475 E. Foothill Blvd., Suite 100, Pasadena, CA 94122

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: _____

Position: _____

Organization: _____

Date: _____



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CONTINUED CONCERT INFORMATION SHEET

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

Parking Lot:

Parking fee: \$ 0
 Parking location(s): Please see attached map
 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): Beer and wine only.

Where served: At designated food and alcohol stations. Please see map

Time alcohol service begins: 11:00 a.m.

Time alcohol service ends: 3:00 p.m.

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 We will apply for a permit

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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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. Lycee Français de San Francisco ("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 LFSF Kermesse

Event Date June 5, 2016

BY Eric Frugé
(Printed)

Eric Frugé
(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: <u>ERIC</u> <u>FRUGE</u> First Last	Today's Date: _____					
Address: <u>755 Ashbury Street, San Francisco, CA 94117</u> Street, City, State, Zip						
Home Phone: <u>859-536-6988</u>	Work Phone: <u>415-661-5232 x 2701</u>					
Cell Phone: <u>415-837-3785</u>	e-mail: <u>eFruge@lycee.org</u>					
Organization Information (if applicable)						
Name: <u>Lycee Francais de San Francisco</u> Name of Organization	Event Contact Person: _____ If different from customer information					
Address: <u>610 Coloma St, Sausalito</u> Street, City, State, Zip	Event Contact Phone #: <u>415-661-5232 x 2701</u>					
Rental Information						
Type of Activity: <u>School year-end party</u> (Please indicate any special activities such as bounce houses, etc.)	Estimated Attendance: <u>700</u>					
Requesting Event Date of: <u>June 5, 2016</u>	Time: <u>7:00 a.m.</u> To: <u>6:00 p.m.</u> (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
Dunphy Park	_____ @	Area 3: Bocce Court (per court)	\$16 Non- Profit	\$26 Residents	\$37 Non- Residents	\$47 Commercial
(indicate # of Bocce Courts requesting) _____		<input type="checkbox"/> check if need use of Dunphy Parking Lot \$100 security deposit _____				
Cloudview Park	_____ @		\$16 Non- Profit	\$28 Residents	\$42 Non- Residents	\$58 Commercial
<u>MLK Field # 1</u> or <u>MLK Field # 2</u> 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 type="checkbox"/>	<input checked="" 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 <input checked="" type="checkbox"/> 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 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: *Emilio* Date: September 23, 2015

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: _____



LYCÉE FRANÇAIS
DE SAN FRANCISCO

September 4, 2015

Sausalito Sarks and Recreation
420 Litho Street
Sausalito, CA 94965

Dear Sirs,

I am writing to Authorize Eric Fruge, director of Institutional Advancement, to apply for a special event permit on my behalf. The event is our school's annual Kermesse. Our application is for MLK Park site adjacent to our Sausalito campus. The requested date is Sunday, June 5, 2016.

Sincerely,

Elizabeth Chaponot, Chief Administrative Officer
Lycée Français de San Francisco



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/29/2015

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 Bolton & Company 3475 E. Foothill Blvd., Suite 100 Pasadena, CA 91107 www.boltonco.com 0008309	CONTACT NAME: PHONE (A/C, No. Ext): (626) 799-7000 FAX (A/C, No): (626) 583-2117 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Lycee Francais De San Francisco 1201 Ortega Street San Francisco, CA 94122	INSURER A: Citizens Insurance Company of America NAIC # 31534	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 25361222

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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 OTHER:	<input checked="" type="checkbox"/>		ZBF-8783103-05	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Permit Application

The City of Sausalito, its officers, employees, representatives, volunteers and agents' and any other public entities impacted by this event are named as additional insured per form 421-2915 attached.

CERTIFICATE HOLDER

City of Sausalito
 420 Litho Street
 Sausalito, CA 94965

CANCELLATION

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

Mary Ann Sun

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ACORD 25 (2014/01)

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Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: July 30, 2012

LYCEE FRANCAIS DE SAN FRANCISCO
1201 ORTEGA ST
SAN FRANCISCO CA 94122

Person to Contact:

Sophia Brown # 02-02975

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

94-1660059

Dear Sir or Madam:

This is in response to your June 12, 2012 request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 2001.

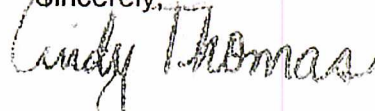
Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(ii).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your 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.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. The IRS maintains a list on our website of organizations whose tax-exempt status was automatically revoked under section 6033 (j) of the Code.

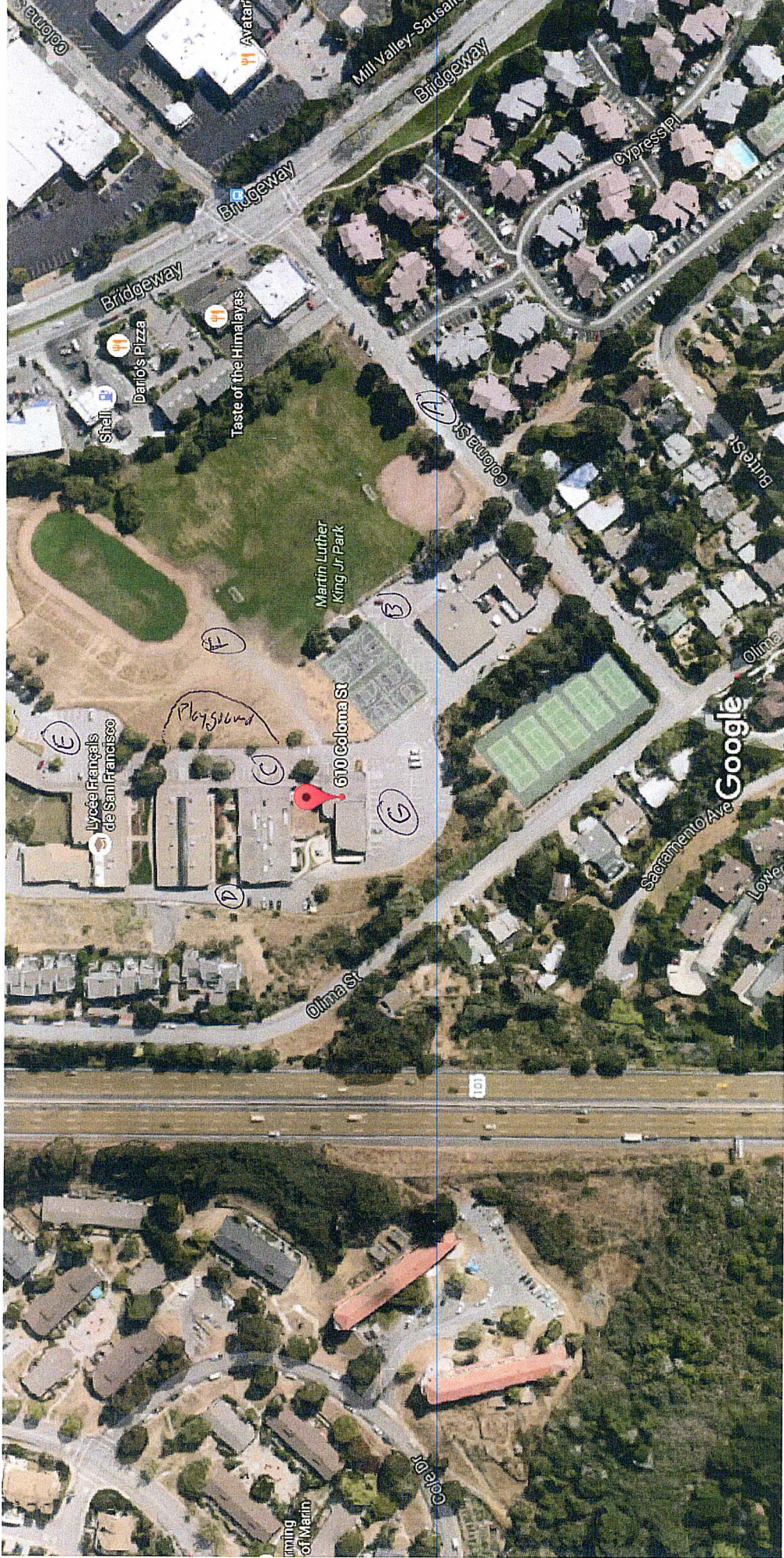
If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Thomas
Manager, Exempt Organizations
Determinations

Google Maps 610 Coloma St



- A- Coloma Street - 45
- B- 610 Coloma lot - 20
- C- LFSF Parking - 30
- D- Behind LFSF - 20
- E- New Village School Parking - 40

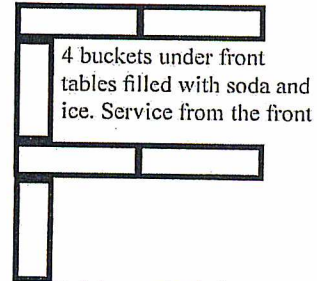
- F- Gravel lot - 20 (volunteers)
 - G- After 1:00 PM - 45
- 220 Vehicles

Detail of Food & Soda Ticket booth Boulange/Wine

FOOD & WATER/SODA

- (6) tables/2 tents
- (6) 6' white tablecloths
- (4) buckets for non-alcoholic
- (1) ticket bucket
- water, juice, soda
- (3) buckets for salads
- bin for clean-up
- bin for garbage bags
- forks, knives, napkins
- food trays
- serving utensils
- serving bowls
- cleaning supplies
- chips
- quiches
- salads
- Tarts

Signs:
2 large menu signs

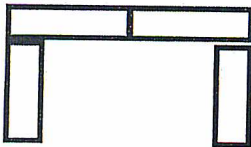


4 buckets under front tables filled with soda and ice. Service from the front

Quiches and salads prepped and plated from the back.
Back up salad, supplies under back tables
(3) buckets under back to chill salads

TICKETS

- 4 tables/4 chairs/
- 1 tent
- 4 6' white table cloths
- entry tickets
- prize tickets
- wrist bands
- 3 credit card irons
- 2 square
- credit card slips
- pens
- iPads/iPhones for Square

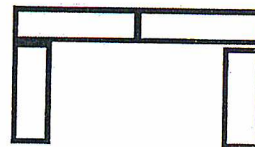


Signs:
volunteer sign
ticket price sign (\$2 for ticket/\$20 for wristband)
pricing sign (3 tickets petanque/
1 ticket for snow cone/1 ticket for cotton candy)

BOULANGE/COFFEE then BEER AND WINE

- 4 tables/2 chairs
- 1 tent
- 4 6' white table cloths
- 4 6' skirting
- (3) large buckets for wine and beer
- coffee and tea cambros
- cream, sugar, stirrers, tea bags,
- hot chocolate
- boulange pastries
- 1 ticket bucket
- cocktail napkins
- waxed bags for boulange
- clear plastic wine glasses
- opaque beer cups
- coffee cups

Signs:
1 large menu sign



Key to Map:



Tents with games



Shade Umbrellas

Rented Inflatable Games with Generators



6' table with ten chairs and market umbrella

SLIDE
35ft x 15ft
and 16ft Tall
generator

Basketball hoop
10' x 10' and 8'
Tall
generator

SOCCER
GAME
20' x 8' x 10'
Tall
generator

Under 7 Zone
60' x 30' space
will hook to power
at bathroom. (4)
jumps and (3)
50' cords provided
by playland



BALLOON
ANIMALS
1 table/2 chairs
1 tent

BOUNCY
HOUSE
20' x 20' and
16' Tall
generator

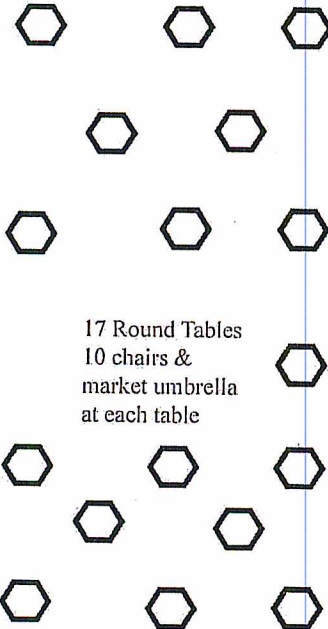


Bathroom

HAT MAKING
2 tables/6 chairs/
1 tent/generator



COTTON
CANDY
1 tables/2 chairs
1 tent/generator



17 Round Tables
10 chairs &
market umbrella
at each table



FOOD & WATER/
SODA
6 tables/2 tents

SHAVED ICE
1 tables/2 chairs
1 tent/generator



Free the Children
1 table/3 chairs
will provide rest of equip.

BOOK FAIR
2 tables/4 chairs
1 tent



TICKETS
4 tables/2 chairs/
1 tent



Boulange/Coffee
then Beer/Wine
4 tables/2 chairs
1 tent



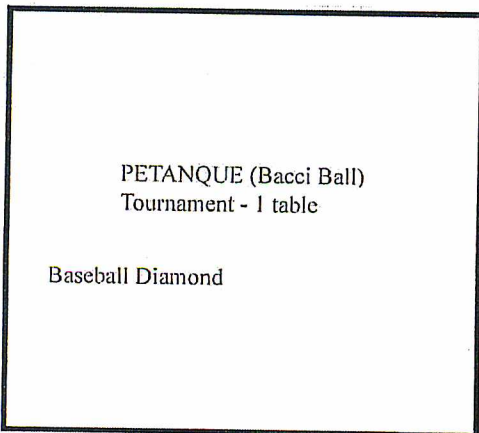
FACE PAINTING
& TATTOOS
1 table/10 chairs
1 tent



Sausalito Tiles
2 table/4 chairs



HAIR & NAIL
SALON
1 table/10 chairs/
1 tent



PETANQUE (Bacci Ball)
Tournament - 1 table

Baseball Diamond



RING TOSS
(BTTLES)
2 chairs
1 spike um-
brella



LITTLE
KIDS RING
TOSS-
FLOOR
MODEL
2 chairs
1 spike
umbrella



BEAN BAG
TOSS-
STANDING
2 chairs
1 spike
umbrella



TIC TAC TOE
2 chairs/
1 spike umbrella

FISH POND
2 chairs

Coloma Street

To Bridgeway -



STAFF REPORT

SAUSALITO PARKS AND RECREATION COMMISSION

AGENDA TITLE:

Dunphy Park Schematic Master Plan Public Review

RECOMMENDED MOTION:

Staff recommends that the Commission appoint a one or two member task force to work with the Friends of Dunphy Park and Staff to adjust the plans accordingly based on community input from public meetings to be held on January 19 and 27.

SUMMARY

In 2013 the City Council ranked the need for a Schematic Master Plan for Dunphy Park 5th on the Fiscal Year 2014 Priority Calendar. On November 16th, 2013 with the assistance of a professional neutral facilitator, a public forum was held to gather input for the Plan. The Friends of Dunphy Park completed a Schematic Master Plan. On November 10 2015 the City Council accepted the plan and directed the Parks and Recreation Commission to hold two well publicized public meetings to discuss the plans and gather further input. The plans are then to be adjusted accordingly and brought back to City Council for approval.

BACKGROUND

In 2013 the Friends of Dunphy Park encouraged the Council to place the "Dunphy Park Schematic Master Plan Process" on the Council Priority Calendar for Fiscal Year 2014. The Schematic Master Plan was then ranked 5th on the FY 2014 Priority Calendar and the Council approved a public forum and schematic masterplanning process to further develop community consensus on a guideline that will assure that future detailed plans for improvements are compatible with the City's long range view for development of all Dunphy Park lands. The forum and schematic masterplanning process included identification of desired improvements and priorities, preferred locations for various physical improvements and activities and appropriate guidelines such as size and technical requirements - without specifically designing them.

On November 16th, 2013 with the assistance of a professional neutral facilitator, the public forum was held with over 90 in attendance. At the March 18, 2014 City Council Meeting the Friends of Dunphy Park presented the preliminary results of the forum. Council requested that the Friends continue to work in developing a schematic Master Plan for Dunphy Park in collaboration with Staff and with input from the Audubon Society and other sources.

On June 17, 2014 the Friends of Dunphy Park returned to Council seeking direction on the conceptual parking location and next steps for continued development of funding and more detailed planning. Council provided input to the parking element of the plan and directed Staff to obtain a soil analysis and provided other technical needs as necessary.

Under the guidance and expertise of Jacques Ullman and Paul Leffingwell, the Friends of Dunphy Park completed the Schematic Master Plan (Attachment A) and presented the Plan to the City Council on November 10, 2015. The Council then made the following motion:

To recognize and thank the Friends of Dunphy Park for all their work with special thanks to Paul Leffingwell and Jacques Ullman for the countless hours and expertise that they have generously donated to the Schematic Master Plan process; accept the updated Schematic Plan as presented by The Friends of Dunphy Park; direct the Friends and Staff to hold discussions with the Sausalito Cruising Club and the North/South Greenway; direct the Parks and Recreation Commission to hold two well publicized public meetings to discuss the plans and gather further input; direct that these meetings be facilitated by a facilitator to be determined by City Staff and the Friends of Dunphy Park; direct that the plans be adjusted accordingly; and direct that the final plan be brought back to Council for Approval.

FISCAL IMPACT

The fiscal impact will depend on the extent that the plans need to be adjusted. Further design costs and construction costs are unknown at this time. \$1,800,000 in Measure F Funds have been allocated to Dunphy Park.

STAFF RECOMMENDATIONS

Staff recommends that the Commission appoint a one or two member task force to work with the Friends of Dunphy Park and Staff to adjust the plans accordingly based on community input from public meetings to be held on January 19 and 27.

ATTACHMENTS

Attachment A – Schematic Master Plan

PREPARED AND SUBMITTED BY:



Mike Langford
Parks and Recreation Director

Attachment A – Schematic Master Plan



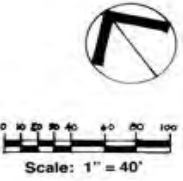


DRAFT

DRAFT

Overall Schematic Site Plan

Prepared by Friends of Dunphy Park • July, 2015



July 2015

70 Parking Spaces
 Including 2 accessible
 ADA Van spaces
 and
 3 ADA accessible
 Auto spaces

GALILEE HARBOR

SAUSALITO MARINE

HUMBOLDT AVENUE

BRIDGEWAY BLVD.

NAPA STREET

BEE STREET

LITHO STREET

LOCUST STREET