



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) FINE ART FESTIVAL

Event Title: SAUSALITO ART FESTIVAL

Event Location: MARINSHIP PARK & THE BAY MODEL CENTER

Event Dates: SEPT. 3-5, 2011 Total Anticipated Attendance: 30,000
Month – Date(s) – Year

Participants: (1,000) Spectators: (25-30K)

Actual “open to the public” or “advertised” event hours: 10 AM/PM to 6 AM/PM
(5PM MONDAY)

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

If yes, begin date: AUGUST 29 Start time: 7:00 AM/PM

Location: MARINSHIP PARK

Description of the scope of the setup/assembly work: Build up of Artist Tents, beverage booths, and stages.

Will dismantling be required? Yes No

If yes, dismantle completion date: SEPT. 8 Completion time: 4:00 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:

MARINSHIP WAY FROM PARK TO LIBERTY SHIP
7:00 AM – 7:00 PM (OPEN FOR EMERGENCY ACCESS)

SPONSORING ORGANIZATION AND APPLICANT INFORMATION

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

Sponsoring Organization: SAUSALITO ART FESTIVAL FOUNDATION

Chief Officer of Organization (Name): DEMETRI RIZOS, EXECUTIVE DIRECTOR

Sponsoring Organizations Address: PO BOX 10 SAUSALITO, CA 94966

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

Applicant (Name): DEMETRI RIZOS

Applicant Address: PO BOX 10 SAUSALITO, CA 94966

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

Cellular Phone Number: (415) 377-3625 FAX Number: (415) 331-1340

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

Name: _____

Address: _____ Phone Number: () _____

Contact Person "ON SITE" day of event: DEMETRI RIZOS

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

Cellular Phone Number: (415) 377-3625 Pager Number: () _____

Alternate Contact Person "ON SITE" day of event: PATRICK ROBERTS

Cellular Phone Number: (415) 845-1857 Pager Number: () _____

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

FEES · PROCEEDS · REPORTING

Yes No

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

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

Admission fees: \$ 25.00 per person
Vendor fees: \$ 1,200 per booth
Participant fees: \$ - per person

\$ 500,000 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: FINE ART, FOOD, BEVERAGES, MERCHANDISE
- Does this event involve a moving route of any kind along streets, sidewalks or highways? **If yes**, attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route and its impact.
- Does this event involve a **fixed venue** site? **If yes**, attach a detailed site map showing all streets impacted by the event.

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

- Alcoholic and Nonalcoholic Concession and/or Beer Garden Areas.
- Food Concession and/or Food Preparation Area(s).
Please describe how food will be served at the event: FOOD BOOTHS ALL COORDINATED BY LOCAL NON-PROFITS. ALL LOCATED NEAR BAY MODEL

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: 60 **REQUIRED** → One for every increment of 250 peoples thereof.
- Number of ADA Accessible toilets: 6 **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: 150 (Higher number placed near food, beverage and entertainment areas)
 - Number of Dumpsters w/lids: _____ **REQUIRED** → (One for every increment of 400 people)
 - Recycling Containers: 150 (Voluntary)

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

MAYORS BLUE RIBBON GARBAGE COMMITTEE IS DIRECTED BY ROBIN SWEENEY.
BAY CITIES MAINTAINS GARBAGE, TRUCK, RECYCLING, AND DUMPSTERS.

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

SAFETY · SECURITY · ACCESSIBILITY

Private Security:

Yes No

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

Security Company: PRAETORIAN EVENT SERVICES

Security Organization Address (City, State, Zip): 925 LAKEVILLE DRIVE #129 PETALUMA CA 94952

Security Director (Name): MARK SOLLUM Phone: (415) 798-4082

Interior Venue (Private Security):

On site contact person (Security Supervisor): MARK SOLLUM

Any searches prior to entering? Yes No

Bottle and can check: Yes No

Metal Detectors? Yes No

How many guards at each entrance? 5

Number of identifiable security guards inside the venue: 3

Parking Lot Patrol (Private Security):

Security Company: SAUSALITO ROTARY CLUB

Contact person (Security Supervisor): PATRICK LEE OR HERB WEINER

Number of security guards patrolling the parking lot: 0

Security's main function in the lot: _____

Persons with Disabilities:

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

MAY ENTER AT FRONT ENTRANCE

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

SAUSALITO ART FESTIVAL
SECURITY PLAN

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

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

Lighting:

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

Top Productions/ Stuart Rentals provide temporary fixed and portable lighting to augment the existing lighting at Mannship Park and Bay Model Areas.

Medical:

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

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

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 refer to attached materials

Disabled Parking (Describe the plan): _____

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

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

please refer to attached materials

SAUSALITO ART FESTIVAL
SHUTTLE PLAN

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

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

SAUSALITO ART FESTIVAL
PARKING PLAN

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

Lot Designation	Location	Use	Spaces
M	Manzantia Lot	Artist Parking	120
MLK	MLK Field	Public Parking	500
C	1 & 3 Harbor Drive	Public Parking	415
D-1	180 Harbor Drive	Public Parking	50
D-2	475 Gate 5 Road	Public Parking	75
D-3	Coloma St. Lots	Public Parking	120
D-4	3020-3030 Bway	Public Parking	50
E	Arquez	Public Parking	60
F	Marina Plaza	Public Parking	400
G	SWA	ADA Accessible	25
A/B	Bay Model/Berkell	Entertainer Lite	25
L	Lab Lot	Limited/Army Corp	55
J	10/20 Libertyship	Public Parking	
K	30/50 Libertyship	Artist Parking	
P	Dunphy Pk/Locust	Oversize/Artist OF	15
S	Bayside School	Volunteers	75

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: 2 Number of Bands: 3 per day on each stage
Type of Music: ROCK

Will sound amplification be used? Start time: 11 AM/PM – Finish time: 6:30 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? _____

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? Artist Booths, directional signage, entry signage and stage banners.

PROMOTION · ADVERTISING · RELATED EVENT ACTIVITIES

Yes No

Will this event be promoted, advertised or marketed in any manner? **If yes**, describe:
strategic advertising campaign via radio, print, social media

Will there be any live media coverage during your event? **If yes**, describe:
Local TV stations invited/encouraged to attend.

INSURANCE REQUIREMENTS

Insurance for the event is required before final permit approval.

Name of Insurance Agency: HAAS & WILKERSON

Agent's Name: CAROL MARTIN Business Phone: (800) 821-7703

Policy Number: SA483720 Policy Type: GENERAL LIABILITY

Address (City, State, Zip) PO BOX 2946 SHAWNEE MISSION, KANSAS 66201

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: DEMETRI RIZOS
Position: EXECUTIVE DIRECTOR
Organization: SAUSALITO ART FESTIVAL FOUNDATION
Date: 6-16-11

General Information:

Day/Date: SEPT 3-5, 2011
Name of event: SAUSALITO ART FESTIVAL (59th Annual)
Location of event: MAILINSHIP PARK
Expected attendance: 30,000 as of (date) _____
Concert fees range from \$ — to \$ —

Timeline:

Parking lot opens: 7:00AM Ticket office on-site opens: 10:00AM Doors to venue opens: 10:00AM
9/3 - Opening band #1: Romantics, Men without Hats Time: 1PM to 6PM
The Human League
9/4 - Opening band #2: Montrose, Edger Winter Time: 1PM to 6PM
Word Classic Readers
9/5 - Opening band #3: The Smithereens Time: NOON to 5PM
Kenny Loggins
Opening band #4: _____ Time: _____ to _____
Main attraction: _____ Time: _____ to _____
Parking lot closes at: 7:00 PM

Parking Lot:

Parking fee: \$ 20 for Premium / \$70 for other lots
Parking location(s): _____
Any organized parties in the lot before or after the event? Yes No

Organization: _____
Where: _____
Organization: _____
Where: _____

} organized by the Rotary Club of Sausalito

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? _____

Impromptu coverage from local TV stations

Alcohol:

What types of alcohol served (i.e. beer, wine): BEER, WINE, LIQUOR

Where served: Beverage booths located in Manship Park i. Bay Model Parking Lot

Time alcohol service begins: 10:00 AM

Time alcohol service ends: 6:00 PM (5:00 PM ON MONDAY)

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

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

Has ABC issued a permit/license? Yes No

Seating (obtain an interior map):

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

General Admission (no assigned seating)? Yes No

Reserved? Yes No

Special Event Traffic Controllers:

Are traffic controllers needed for this event? Yes No

Is a traffic plan already in place? Yes No

Billing Information:

Company/Organization: Sausalito AA Festival Foundation

Contact Person: DEMETRI RIZOS

Address: PO BOX 10 SAUSALITO CA 94966

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

Letter of agreement on file? Yes No