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

Dear Special Event Organizer:

Attached is an Ordinance of the Sausalito City Council adding chapter 17.32, Special Events on City property, to the Sausalito Municipal Code and adopting the Special Events Permit Policy and Procedure. The Special Events Permit Policy and Procedure was approved by the Sausalito City Council and adopted on November 19th 2002.

Please review the Special Event Information Sheet and the Special Events Fee Schedule. Completed applications are to be returned to the Parks and Recreation Office at 420 Litho Street.

Please note that low impact events can be approved within two weeks. Due to the nature of high impact events, and the impact on the community, high impact event applications must be returned to the City of Sausalito at least three months prior to the event date.

No Events will be approved without a completed application and signed permit on file with the City of Sausalito.

To assist you in the application process, please do not hesitate to contact the Parks and Recreation office at 415.289.4152.

Sincerely,

Sausalito Parks & Recreation

Low Impact Application

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

SPECIAL EVENT INFORMATION SHEET

The following information is intended to assist the applicant with the application process and general planning of your event. It is suggested that you read the application package through prior to beginning work. Contact the Special Event Coordinator for assistance if needed. As applicable to your event, the following plans will be required:

- ▫ If the ratio of total attendance to parking spaces exceeds 3.5 people per parking space, off-site parking and shuttle service shall be provided to ensure emergency access to local residents and emergency vehicles is available at all times. A list of off-site parking areas and vehicles to be used will be provided to the City of Sausalito. For coordinating events with bus operations you may contact the Golden Gate Transit Marketing Dept. at (455.2000).

- ▫ A complete security plan detailing all necessary preparations and staffing for crowd control, site security, and limited access areas.

- ▫ A detailed electrical plan for the event site including all load calculations and panel schedules.

  - A site plan with the following information:
  - All property lines and dimensions
  - Location of all structure/facilities and equipment along with their distance from property line and existing or proposed structures (First Aid Station, Emergency Exits, Closed Roads, Restrooms, Location of registration/vendor tables, and Closed and Blocked Driveways)
  - Vehicular, pedestrian, disabled and emergency access points, parking spaces, drive aisles and traffic circulation pattern
  - Detail of route for walk, runs, parades, or bike rides. Use a highlight pen to mark the route or area the event will involve on maps you provide. Indicate location of Start/Finish points, rest stops, water stations, portable toilets, etc.

- ▫ A Communication Plan describing how communication will be handled at event; method by which emergency services will be notified in the event of an emergency (i.e., mobile phone #, amateur radio contact, etc.); method event staff and volunteers will use to communicate with each other and with participants.

- ▫ A Command Post displaying location of Command Post and/or Person in charge on day of event with a phone number where contact can be reached on day of event.

- ▫ A Clean-up Plan describing how, when and by whom clean up will take place.

- Complete plans and specifications certified by a licensed architect or engineer for the following use:
  - Stages (requires a Building Permit)
  - Tents covering over 200sq. ft. (requires a Fire Permit)
  - Canopies covering over 400sq. ft. (requires a Fire Permit)

- Noise Ordinance Criteria – Include schedule of any music or entertainment proposed to occur during event. Please note that the use of sound amplifying or loudspeaker equipment is required to be controlled as per Chapter 12.16 of this code. Additionally, a permit to operate sound amplifying or loudspeaker equipment must be filed with the City of Sausalito and approved by the Sausalito Police Department.

- A copy of ABC Permit to serve alcoholic beverages.
- Smoking prohibited in City Parks as per City Ordinance 1207
- Styrofoam is not allowed.

ADDITIONAL INFORMATION REQUIRED TO BE SUBMITTED WITH APPLICATION

- Applicant may be required to obtain an insurance certificate and should contact the Sausalito Community Development Department for possible additional requirements at 415.289.4128.
- Applicant may require a county health certificate for sale of food products. For information, contact county health department at 415.499.6907.
- Applicant must maintain event area in a neat and sanitary condition at all times and provide trash receptacles for the proper disposal of waste products.
- Applicant must provide a listing of all person or groups participating in the event along with an individual's name, address, and telephone number responsible for its activity.
- A Crowd Control Plan may be required after permit application has approved.

CANCELLATION

- Thirty days or more prior to event date, any deposit will be returned less a $100 administration fee.
- Less than thirty days prior to event date, the deposit will retained unless another event can be rescheduled, in which case a $100 fee will be retained.
- Less than six days prior to event date, the entire fee will be retained.

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SPECIAL EVENTS PERMIT POLICY AND PROCEDURE

PURPOSE

The purpose of this policy is to further and implement the Sausalito Special Events Ordinance, Chapter 17.32 of the Sausalito Municipal Code. This policy further specifies requirements and procedures for the approval of special events. The City Council has established these requirements and procedures for special events to ensure the general safety, health, and welfare of the community and to ensure that the temporary operation of each special event will be compatible with the neighborhood or area in which it is located. In the event of any conflict between the terms of the Sausalito Special Events Ordinance and this policy, the terms of the Sausalito Special Events Ordinance shall control.

POLICY

State and City law regulate the use of real property in the City of Sausalito. Generally, these laws establish both the structures that may be constructed on land and the activities that may be conducted thereon. The City receives numerous requests to allow activities, and occasionally structures, on City owned and controlled property on a "short term" basis. Some of these types of uses may allow private individuals, businesses, or not-for-profit organizations to hold special events that may temporarily alter the character of a particular area.

For the purpose of this policy, the Special Event Coordinator is the designee of the City Manager and is responsible for the administration of this policy. Unless otherwise determined by the City Manager, the Director of the Parks and Recreation Department is deemed the Special Event Coordinator.

PERMIT REQUIREMENT

No person shall conduct a special event on City owned or controlled property unless such person first obtains, and continues to maintain in full force and effect, a special event permit for such special event.

For purposes of this policy, "special event" shall have the same meaning as set forth in Municipal Code Section 17.32.030. Special events shall be limited in scope to activities that do not detrimentally impact the community. The Special Event Coordinator will evaluate the potential impacts of a proposed event. Factors shall include, without limitation, the following:

1. Impacts on Noise
2. Impacts on Traffic
3. Impacts on Parking
4. Impacts on the General Environment

The Special Event Coordinator will not consider as a factor the content of any constitutionally protected speech at the event, unless there is a threat of immediate harm to persons or property. The Special Events Coordinator shall determine if the proposed Special Event is a "High Impact Special Event" or a "Low Impact Special Event." Low Impact Special Events are generally those events that will not have a significant impact on the community or on City services. Low Impact Special Events typically will have 200 or fewer participants and will not be held in areas of high density. High Impact Special Events are all other events. It is important to note, however, that the number of participants alone cannot be the determining factor in deciding whether a proposed event is a Low Impact Special Event or a High Impact Special Event. The location, time of day, time of year, nature of the event combined with any other relevant factors must be taken into consideration. Therefore, it is necessary for the Special Event Coordinator to determine if the proposed event is a Low Impact Event or High Impact Event after considering all applicable factors.

PERMIT PROCEDURE

A person or persons wishing to hold a special event must file a Special Event Permit application with the Special Event Coordinator at least ninety (90) days prior to the date of the proposed event. Notwithstanding the preceding, the Special Event Coordinator may accept a Special event permit application less than 90 days in advance if the Special Event Coordinator determines (in his or her sole discretion) that there is adequate time for review of the application and if the conditions set forth in Municipal Code Section 17.32.090 are met.

A Special Event Permit application shall be on a form provided by the City of Sausalito. Low Impact Special Events may utilize the abbreviated form entitled "Special Event Application – Low Impact Events." All other proposed events shall utilize the form entitled "City of Sausalito Special Event Information Sheet – High Impact Special Events. At a minimum, the application shall contain the information required by Municipal Code Section 17.32.060 and the following information:

1. The name of the special event organizer and the organizer's contact person (if different);
2. A detailed description of the proposed special event (including the hours it is to be conducted);
3. The location of the proposed special event;
4. A precise diagram of the venue area and floor plan (if applicable) for the proposed special event;
5. A description of any special equipment or temporary building and structures, including tents, stages, "bounce machines", and vendors booths, and their estimated delivery and set-up times;
6. The anticipated number of workers, participants and spectators at the proposed special event;
7. A traffic control plan (including any necessary directional devices and street closures) for the proposed special event.
8. Water facilities and sanitary measures (including toilets and trash containers) for the proposed special event;
9. A collection, recycling and disposal plan for garbage generated by the event;

10. A description of an arrangement to provide adequate parking for the people attending the event, including monitored bicycle parking at appropriate large public event;
11. Alcoholic Beverage Control Plan, if applicable;
12. Security measures for the special event.

INSURANCE REQUIREMENTS

The requirements of this paragraph shall be a condition of approval for any special event permit for a special event on City of Sausalito property. As a condition of permit approval, the special event permit holder shall obtain insurance, as required by Municipal Code 17.32.130. The permit holder shall also sign an indemnification clause agreeing to defend and hold the City of Sausalito, its officers, agents, employees, elected and appointed officials, representatives and volunteers, harmless from any claims, liabilities, losses or expenses arising from the special event. The permit holder shall submit the documents required by this paragraph no later than 5 calendar days prior to the special event.

ALCOHOLIC BEVERAGES

In the case where an "alcoholic beverage" as that term is defined by the Alcoholic Beverage Control Act of the State of California, will be served and/or sold at the special event, the Special Event Coordinator shall be satisfied that appropriate security measures are being taken and the special event permit holder shall obtain a letter of authorization from the Office of Chief of Police, and a daily license from the State of California Alcohol and Beverage Control Board. All events held on the property of the City of Sausalito will also require written authorization from the Office of the City Manager.

PROCEDURE FOR REVIEW

A. Low Impact Special Events: Low Impact Special Events are subject to a 10 business day review process which shall include the following:

- Review by Special Event Coordinator.
- Review by the Special Event Review Panel (SERP). SERP will be composed of representatives of Parks and Recreation, Police, Fire, DPW, and CDD.
- City Manager review.

B. High Impact Special Events: The Special Event Coordinator, upon receiving an application for a High Impact Special Event and applicable fees for a special event, shall do the following prior to issuance of the permit:

- Present to Parks and Recreation Commission for conceptual approval.
- Order and review impact notifications.

- Consult the Special Event Review Panel (SERP). SERP will be composed of representatives of Parks and Recreation, Police, Fire, DPW, and CDD.
- Consider impacts upon external organizations/agencies, and notify as appropriate, e.g. CHP, CalTrans, Golden Gate Transit, Health Department, etc.
- Request any additional information from the applicant and impose any restrictions that he/she considers necessary or appropriate to evaluate the event's potential impacts on the community.
- Conduct final review with SERP, if applicable.
- Obtain City Manager approval.
- Obtain City Council approval, if applicable.

For High Impact Special Events anticipating 200 or more participants, or for events in areas of high density with potentially substantial impacts on the community, the Special Event Coordinator may:

- Require the notification of business owners and/or residents of properties within the proximity, as determined by the Special Events Coordinator, to the proposed venue of the proposed request in order to solicit written or oral comments on the proposed event; and/or
- Agendize the permit application for City Council review and comment at a public hearing.

DECISION ON APPLICATION AND APPEAL OF DECISION

Within 30 days of an application, the Special Event Coordinator shall advise the applicant in writing of the decision that either approves the request, conditionally approves the request, seeks additional information, or denies the request with the reason for denial stated.

An appeal may be made to the City Manager, within 10 days of written notification by the Special Event Coordinator. The City Manager decision shall be final unless the applicant files a written appeal, with payment of applicable fees, within 10 days of the decision.

In the case of an appeal, the City Council shall conduct a duly noticed public hearing within 30 days of the receipt of the written appeal. The City Council shall consider the applications under the standards set forth in the chapter and sustain or overrule the decision of the City Manager. The decision of the City Council shall be final.

SUSPENSION OF PERMIT

The Special Event Coordinator, City Manager or the Chief of Police shall have the power to suspend, and may suspend, any special event permit if the applicant has done any of the following:

1. Violated any provision or requirement of approval imposed upon the permit.
2. Violated any provisions of the law.
3. When the actual conduct of the activity, threatens the preservation of the public peace, safety or general welfare.

City of Sausalito
Parks and Recreation Department
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TEL: 415.289.4152 FAX: 415.289.4189

RESOLUTION NO. 4623

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SAUSALITO
ESTABLISHING FEES FOR SPECIAL EVENTS

WHEREAS, pursuant to Ordinance No. 1162, the City Council of the City of Sausalito added Chapter 17.32 to the Municipal Code of the City of Sausalito and established procedures regulating special events on City owned property; and

WHEREAS, California State Law allows cities to recover their reasonable costs for providing services; and

WHEREAS, the City Council desires to establish a fee schedule to allow the City to recover its costs incurred in connection with special events held on City property including costs in connection with processing applications and providing police and public works services in connection with the special event; and

WHEREAS, notice of the proposed fees has been provided as required by law; and

WHEREAS, pursuant to Public Resources Code Section 21080(b)(8) the establishment of fees to meet operating expenses are not subject to the California Enviromental Quality Act.

NOW, THEREFORE, the City Council of the City of Sausalito does resolve as follows:

Section 1: The following fee schedule shall apply to special events held on City property:

Application Fee/Permit (High Impact Special) ……..$120.00
Application Fee/Permit (Low Impact Special Event)……$50.00
Reapplication Fee (Low Impact Special Event only) applicable to event
Recurring on an annual basis with no substantial changes……$25.00
Police Fee……$75.00/hour/Officer (4hr min.)
Department of Public Works Fee……$45.00/hour/Employee
Appeal Fee ……$500.00
Refundable Cleaning/Damage Deposit……$500.00

Section 2: The fee schedule shall be reviewed annually with adoption of the budget.

AYES: Councilmembers: Albritton, Belser, Bushmaker, Keller, Mayor Roberts
NOES: Councilmembers: None
ABSENT: Councilmembers: None

ATTEST:

_____ _____
DEPUTY CITY CLERK MAYOR OF CITY OF SAUSALITO

~ SIGNED COPY IN THE SPECIAL EVENTS BINDER AT COUNTER ~

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 – LOW IMPACT SPECIAL EVENT

Name of Event: _____

Name of Organization: _____

Mailing Address _____ City _____ Zip: _____

Business Phone Number: (_____) _____ Email _____

Cellular Phone Number: (_____) _____ FAX Number: (_____) _____

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

Cellular Phone Number: (_____) _____ Pager Number: (_____) _____

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

Cellular Phone Number: (_____) _____ Pager Number: (_____) _____

TYPE OF EVENT:

- ☐ Block Party
- ☐ Carnival
- ☐ Street Festival
- ☐ Wedding
- ☐ Parade
- ☐ Race/Walk/Run
- ☐ Merchandise Sale
- ☐ Other: _____

EVENT ACTIVITIES:

- ☐ Food Sales
- ☐ Fireworks
- ☐ PA System
- ☐ Motion Picture
- ☐ Live Animals
- ☐ Drawing/Raffle
- ☐ Music
- ☐ Other: _____

Location of Event: _____

Date :_____ Hours of operation: _____
(Indicate separate set-up and close down date and timeframes)
_____

Actual "open to the public" or "advertised" event hours:_____ AM/PM to _____AM/PM

Estimated attendance: _____ Admission fee (If applicable): _____

Is this event open to the public? ☐ Yes ☐ No

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Will any public property be affected during this event? ☐ Yes ☐ No
(Streets, sidewalks, parking lots, parks, school sites, etc.)

If yes, please describe all such public property and provide proof of authorization from property owner.
_____
_____
_____
_____

Yes	No	
☐	☐	Does the event include tent or stage setup?_____
☐	☐	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: _____
☐	☐	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**, **MUST attach a detailed site map** showing all streets impacted by the event.

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: _____ Street Address City, State, Zip Security Director (Name): _____ Phone: _____

ENTERTAINMENT

Yes	No	
☐	☐	Are there any musical entertainment features related to your event?
☐	☐	Will sound amplification be used? Start time: _____ AM/PM – Finish time: _____ AM/PM Sound amplification details:_____ _____ _____ (ex. Speaker size, microphones, what exactly will be amplified)

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ENTERTAINMENT *CONTINUED*

☐ ☐ Will **sound checks** be conducted prior to the event?
Start time: _____ AM/PM – Finish time: _____ AM/PM
☐ ☐ Will you need access to electricity?

POLICE ON SCENE:

Number of uniformed officers: _____
If cost recoverable, is there a letter of agreement on file? ☐ Yes ☐ No

Police primary duties/responsibilities:

Parking lot patrol: ☐ Yes ☐ No
Interior venue patrol: ☐ Yes ☐ No
Stationary entrance security: ☐ Yes ☐ No
Exterior: _____ Other:_____
_____

Does this event have 75 or more people in estimated attendance: ☐ Yes ☐ No
(If yes, Portable Toilet Facilities are required, see below)

Portable and/or Permanent Toilet Facilities:

- Number of portable toilets: _____ **REQUIRED** → One for every increment of 75 peoples thereof.

- **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.

THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED:

Fireworks (unless otherwise approved by the Fire Dept.), discharging of firearms, gambling, helicopter rides, open fires, nudity.)

Smoking prohibited in City Parks as per City Ordinance 1207

_____
Signature of Applicant

_____
Printed Name of Applicant

_____
Date of Application

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

1. _____ ("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 _____

Event Date _____

BY_____ _____
(Printed) (Signature)

IT'S_____

Sausalito Park & Facility Rental Request

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

Customer Information

Name: _____ Today's Date: _____
First Last

Address: _____
Street, City , State, Zip

Home Phone: _____ Work Phone: _____

Cell Phone: _____ e-mail: _____

Organization Information (if applicable)

Name: _____ Event Contact Person: _____
Name of Organization If different from customer information

Address: _____ Event Contact Phone #: _____
Street, City, State, Zip

Rental Information

Type of Activity: _____ Estimated Attendance: _____

(Please indicate any special activities such as bounce houses, etc.)

Requesting Event Date of: _____ Time: _____ To: _____
(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)_____ ☐ Check if need use of Dunphy Parking Lot $100 security deposit _____

Cloudview Park	_____	@	$16 Non- Profit	$28 Residents	$42 Non- Residents	$58 Commercial	_____
MLK Field # 1 or MLK Field # 2 or Marinship Field or (CIRCLE) **Tennis Court #1, #2, #3, #4 at MLK or Marinship (rates per court per hour)** _____ @ **(indicate # of Court requesting)**_____			$21 Non- Profit	$26 Residents	$32 Non- Residents	$42 Commercial	_____
Other Parks:	_____	@	$16 Non- Profit	$28 Residents	$42 Non Residents	$58 Commercial	_____

***Name of Park:** _____

CONTINUE ON NEXT PAGE

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

Add Security Deposit _____

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

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:_____