



Town of Windsor Special Event Rental Packet

The following items must be submitted at the time of booking to the Town of Windsor Parks and Recreation Department for consideration of a use permit. This application can be submitted up to a year in advance of your event date but NO LATER THAN SIXTY (60) DAYS PRIOR to your event date for booking.

- ☐ Special Event Application
- ☐ Sonoma County Fire District Permit Application
<https://www.sonomacountyfd.org/tent-and-special-event-permits-and-inspections>
- ☐ Application Fee \$52 and Security Deposit \$1500

The following is due to the Parks and Recreation Department thirty (30) days prior to your event date:

- ☐ Rental Indemnification Form
- ☐ Worker's Compensation Declaration
- ☐ Proof of Insurance
- ☐ ABC Permit Application (if applicable)
<https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>
- ☐ Event Map and Amenity Layout
- ☐ Portolet Amenity Plan – Delivery and Pick-Up OR Cleaning and Fee's
- ☐ Security Guard Contract
- ☐ Windsor Police Contract (if applicable)

The following is due to the Parks and Recreation Department fifteen (15) days prior to your event date:

- ☐ Vendor List
- ☐ ABC Permit (if applicable)
- ☐ Event Fee's



Town of Windsor
 9291 Old Redwood Highway/ P.O. Box 100
 Windsor, CA 95492-0100
 Phone: (707) 838-1260 / Fax: (707) 838-1264
 Email: recreation@townofwindsor.com
 Website: www.townofwindsor.ca.gov

Special Event / Permit Application

Applicant Information			
Applicant Name:		Title (if applicable):	
Name of Organization (if applicable):		Tax ID Number:	
Address (street address, city, state, zip code):			
Telephone Number:		Mobile Phone Number:	
Fax Number:		Email Address:	
Type of organization (check one): ☐ resident business ☐ non-resident business ☐ non-profit			
If a non-profit, what type (e.g. 501(c)(3), other)?			
Event Information			
Event Name:			
Event Location:		Event Date(s):	
Event Time:	Event Set-up (Date and Time):		Clean-up (Date and Time):
Event Type (check all that apply): ☐ Concert/Entertainment Performance ☐ Corporate Event/Training ☐ Fair/Festival ☐ Parade/Rally ☐ Race/Walk ☐ Sports/Recreation ☐ Wedding/Reunion/Party ☐ Other:			
Facility Rental (refer to website for additional information)			
Please select any facility you are interested in renting:			
Community Center:	☐ Elsbree Hall	☐ Renee Room	☐ Kitchen
Chairs available: 200	Tables available: 34	Chairs requested:	Tables requested:
Senior Center:	☐ Large Room	☐ Small Room	☐ Outdoor Picnic Area ☐ Warming Kitchen
Chairs available: 85	Tables available: 20	Chairs requested:	Tables requested:
Civic Center/Town Hall:	☐ Huerta Gymnasium	☐ Gym Kitchen	☐ Council Chambers
Huerta Gym Chairs available: 300		Huerta Gym Tables available: 34	Tables requested: Chairs requested:
<i>Note: The Council Chambers is not a venue for meals. "Ready to serve" refreshments are acceptable.</i>			
Park Rental (refer to website for additional information)			
☐ Esposti	☐ Hiram Lewis	☐ Keiser	☐ Lakewood Meadows ☐ Pleasant Oak
☐ Vintage Oaks	☐ Wilson Ranch	☐ Town Green (not for profit organizations only) ☐ Other:	
Please identify the area(s) of the park you are interested in reserving and the time(s):			
Area:	Time (from):	☐ am ☐ pm	Time (to): ☐ am ☐ pm
Area:	Time (from):	☐ am ☐ pm	Time (to): ☐ am ☐ pm
Area:	Time (from):	☐ am ☐ pm	Time (to): ☐ am ☐ pm

Event Details		
Describe the Event: Provide a written description of the event as part of the permit application.		
Is this a fundraiser? ☐ Yes ☐ No	If yes, who will benefit?	Percentage of proceeds to be donated?
Is the event open to the general public? ☐ Yes ☐ No	By invitation only? ☐ Yes ☐ No	
Will admission be charged? ☐ Yes ☐ No	If yes, what is the cost of admission?	
How will admission be controlled?		
How will access be controlled?		
Estimated Number of Participants:	Estimated Number of Spectators/Attendees:	Estimated Number of Staff/Volunteers:
Estimated Number Under Age 21:	Estimated Number of Children:	
Estimated Number of Adults:	Estimated Total Number of People:	
Is this an annual event? ☐ Yes ☐ No	If yes, how many years has the event been held?	
If yes, where have the previous events been held?		
Does your event include alcohol (sales, tastings, service, etc.)? ☐ Yes ☐ No		If yes, complete section A, page 4.
Does your event include entertainment or similar activities? ☐ Yes ☐ No		If yes, complete section B, page 4.
Does your event include amplified sound? ☐ Yes ☐ No		If yes, complete section B, page 4.
Does your event include food or beverage concessions or preparation? ☐ Yes ☐ No		If yes, complete section C, page 5.
Does your event include the sales of goods or merchandise? ☐ Yes ☐ No		If yes, complete section D, page 5.
Will portable restrooms be provided at your event? ☐ Yes ☐ No		If yes, complete section E, page 5.
Does your event include security? ☐ Yes ☐ No		If yes, complete section F, page 5.
Does your event require utilities (water, electrical, etc.)? ☐ Yes ☐ No		If yes, complete section G, page 5.
Does your event include the closure of a street(s)? ☐ Yes ☐ No		If yes, complete section H, page 6.
Does your event include the use of public parking spaces? ☐ Yes ☐ No Public parking includes on-street parking, parking spaces in public parking lots, parking spaces in parking lots at public facilities.		If yes, complete section I, page 6.
Does your event include offsite parking? ☐ Yes ☐ No		If yes, complete section J, page 6.
Emergency Contact Information		
In case of an emergency during the event, a contact person must be available throughout all hours of the event. If this person is different from the primary applicant, please provide the name and contact information below.		
Name:	Mobile Phone/Pager Number:	Phone Number:

Insurance Requirements

Applicant shall procure and maintain for the duration of this event, contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the applicants operation and use of the leased premises, or the operation and use by the applicant's vendors, consultants, agents, representatives, employees or subcontractors. The cost of the insurance shall be borne by the applicant. Limits of insurance requirements vary depending on the type of event. Please visit our [Insurance Requirements](http://www.townofwindsor.ca.gov/insurance) (<http://www.townofwindsor.ca.gov/insurance>) web page for more information. Following submission of the application, you will be provided with the specific insurance requirements which will also be included as part of the permit.

Indemnification Agreement

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the Town of Windsor, its agents, officers, council members, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the Town, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The Town of Windsor shall have the right to appear and defend its interests in any action through its Town Attorney or outside counsel. The applicant shall not be required to reimburse the Town for attorney's fees incurred by Town Attorney or the Town's outside counsel if the Town chooses to appear and defend itself in the litigation.

Applicant Acknowledgement

I/we have read and completed the Special Event Permit application. I/we have included a detailed description of the event and any required diagrams, plans, or maps, with this application. I/we understand that after review of our application package additional information may be requested and/or conditions and requirements may be imposed. A fully executed copy of the permit, including all rules, regulations, conditions, and pertinent information will be issued upon approval of the event application. I understand that certain aspects of the event may require permits from the Sonoma County Department of Health Services or other outside agencies and I/we are responsible for obtaining those permits, separate from any of Town of Windsor requirements.

I have read and agree to the requirements of the cancellation policy: ☐ Yes ☐ No

I have read and agree with all of the above.

Applicant Name (Print):

Organization Name:

Applicant Signature:

Date:

Date:

Staff Use Only

Application Accepted By:

Date:

Permit Application Fee:

\$

Deposit Paid:

\$

Date Paid:

File/Permit Number:

Notes:

A. Alcoholic Beverages

Use of alcoholic beverages is generally not permitted in Town Parks. A Special Use Permit allowing alcoholic beverages at organized group events may be issued on a case-by-case basis.

☐ Alcohol Sales ☐ Free Tasting ☐ Charge for Tasting ☐ Host Alcohol Served

Type of alcohol (check all that apply): ☐ Beer ☐ Wine ☐ Mixed Drinks

Hours of Alcohol Service (no alcohol is permitted after 10:00 pm):

From (date and time):

To (date and time):

Who will benefit?

Percent to be Donated:

If serving alcohol, please provide a copy of the required Alcoholic Beverage Control (ABC) license and insurance coverage. Security guards and/or Police Officers may be required.

B. Entertainment and Related Activities

Note: No amplified sound is allowed in Neighborhood Parks with the exception of Town co-sponsored events. Events are required to comply with the Town of Windsor Noise Ordinance unless an Amplified Sound Permit is approved for the event.

Types of entertainment (check all that apply):

☐ Live Music ☐ DJ – Live ☐ DJ – Pre-recorded ☐ Voice Only ☐ Other:

Number of Bands/Performers:

Number of Stages:

Number of Tables:

Number of Chairs:

Performer Name:

Type of Performance:

Performer Name:

Type of Performance:

Performer Name:

Type of Performance:

Performer Name:

Type of Performance:

Times of performances:

Times of amplified sound:

Will sound checks be conducted prior to the event? ☐ Yes ☐ No

If yes, start and end times.

Start Time:

End Time:

Please describe any amplified music or announcements that will take place and the sound equipment that will be used for the event:

Will generators be used? ☐ Yes ☐ No If yes, complete the following and show location(s) on the site plan.

Type:

How Many?

Number of tents, canopies, and/or booths (show location on site plan/route map):

Number of Canopies:

Number of Tents:

Number of Booths:

Size of tents, canopies, and/or booths (note size on site plan/route map):

Size of Canopies:

Size of Tents:

Size of Booths:

Note: No alcohol is allowed in Town Parks without Town Council approval. Please check the ABC Guidelines regarding the type of license required for your event. Applicant is responsible for making sure that alcohol is not supplied to minors and that the Responsible Hospitality Guidelines are followed. Alcohol use and consumption is limited to date and hours approved in the Permit. The Police Department has the authority to stop any alcohol sales or use not in compliance with the Permit.

C. Food Concessions or PreparationCheck all that apply: ☐ On-site Food Concession(s) ☐ On-site Food Preparation ☐ CatererWill a caterer or food vendor be preparing and/or serving food on-site? ☐ Yes ☐ No

If yes, contact the Central Fire District at 707-838-1170 a minimum of 30 days prior to the event.

D. Merchandise/Selling of Goods or Services**Describe the goods/services to be sold:**

Notes: 1) Seller's Permit and Business License may be required to sell goods and/or services in the Town of Windsor. Please contact the Administrative Services Department at 707-838-5330 to determine if a Sellers Permit and/or Business License is required. 2) All vendors are required to complete and sign the indemnification form. 3) It is the applicant's responsibility to assure that all participants selling goods and/or services adhere to local requirements.

E. Restrooms

Who will be providing this service (name and contact information):

Total number of portable toilets?

Total number of ADA accessible portable toilets?

Total number of handwashing stations?

Total number of ADA accessible handwashing stations?

Delivery Date:

Delivery Time:

Pick-up Date:

Pick-up Time:

For multi-day events, provide service schedule:

Note: Restrooms are available in community parks, but may not be serviced during your event.

F. Security Information

All events with alcohol require security. Security may be required for any event based on Windsor Police Department's review of the event. Private security may be required and rates vary depending on the company. **If using private security, a copy of the security contract must be provided to the Town within a minimum of 45 days of the event.**

Type of security provided (check all that apply)?

☐ Town of Windsor police officers☐ Private Security (licensed and bonded)

Number of Windsor Police Officers:

Time (From):

Time (To):

Number of Private Security:

Time (From):

Time (To):

Name of Private Security Company:

Business Phone Number:

Street Address:

Mobile Phone Number:

City/State/Zip Code:

Fax Number:

Private Patrol Operators' License Number:

License to Carry Fire Arms: ☐ Yes ☐ No**G. Utilities**

All utilities, including electric, water, generators, etc., shall be reviewed by the Town's Building Official and all required permits obtained prior to the event.

Electrical:

☐ Yes☐ No☐ 110v☐ 220v

Location(s):

Hose bibs:

☐ Yes☐ No

If yes, explain:

Gray water disposal:

☐ Yes☐ No

If yes, explain:

H. Street Closure (Show the location of the street closure(s) on the site plan/route map.)Refer to the **Submittal Requirements Checklist and Site and Route Map at the end of the application.****Complete Street Closure:** Complete street closures do not allow vehicles within the perimeter of the event and prevent access by vehicle to residences and/or businesses.**Rolling Street Closure:** In a rolling street closure, traffic and pedestrians co-exist as listed on the proposed site plan and route map and there will be disruptions to vehicle access to residences and/or businesses.Type of closure requested (check all that apply): ☐ Complete Closure ☐ Rolling Closure**Complete Closure**

Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):

Rolling Closure

Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):
Name of Street:	Date of Closure:	Time of Closure (start):	Time of Closure (end):

Note: Events that include road closures are required to provide written notification of the event and associated closures to businesses and residences along the approved route. The written notice shall include: the name and type of event; date and time of the event; date and time of the road closure; and contact person and phone number.**I. Use of Public Parking** (Show the location of the public parking on the site plan/route map.)Refer to the **Submittal Requirements Checklist and Site and Route Map at the end of the application.**

Name of Street:	Date of Use:	Time of Use (start):	Time of Use (end):	Number of Spaces:
Name of Street:	Date of Use:	Time of Use (start):	Time of Use (end):	Number of Spaces:
Name of Street:	Date of Use:	Time of Use (start):	Time of Use (end):	Number of Spaces:

J. Off-Site Parking (Show the location of proposed offsite parking on the site plan/route map.)Refer to the **Submittal Requirements Checklist and Site and Route Map at the end of the application.**Will you be using shuttles to transport participants to/front the event to the offsite parking? ☐ Yes ☐ No

If yes, complete the remainder of this section.

Name of Shuttle Company:	Company Phone Number:	Company Email:
Number of Shuttles/Buses:	Shuttle/Bus Parking Location (show on site plan):	
Shuttle/Bus Times:		
Shuttle/Bus Pick-up and Drop-off Locations (show on site plan):		



Honesty ♦ Respect ♦ Integrity

Sonoma County Fire District
Fire Prevention Division
8200 Old Redwood Hwy Windsor CA 95492 ~ 707-892-2441

Fire Prevention Division Standard SPECIAL EVENT

PURPOSE

This standard is applicable to any public event, exhibit space, booth, festival or any other similar event of 50 or more people. Information contained herein applies to typical instances and may not address all circumstances. Final approval is subject to field inspection.

CODE REFERENCES

2022 California Fire Code (CFC)
NFPA 10
California Code of Regulations, Title 19

PERMIT(S) REQUIRED

A completed Special Event Assembly Permit Application with a site plan/map and permit fee shall be submitted together to the Sonoma County Fire District **at least ten (10) business days** prior to the opening/operation of any event. ***Fees will be doubled for applicants who submit an application for permit(s) less than 5 business days prior to their event.*** Additional inspection fees may be required for extended events if further inspections are required after the first day.

REQUIRED INSPECTIONS

An inspection of the facility/event shall take place prior to the event start, by a fire inspector from Sonoma County Fire District.

GENERAL REQUIREMENTS

- 1) **EVENT DETAILS** - Plans shall be submitted for all events. Drawings need not be to scale, but measurements necessary to determine compliance with requirements outlined in this Standard and applicable codes shall be clearly identified. All plans shall minimally contain the following information:
 - a. Business information including event location (address) and event date(s).
 - b. Promoter's address and contact person's phone number for the event.
 - c. Complete site plan which shows layout of tables and/or chairs; which includes total number of each, number of rows and seats between aisles, and spacing measurements between them; exit locations and widths; aisle and cross aisle locations and widths; layout and number of booths; detail of exhibits, both inside and outside of buildings, including area dimensions and calculated occupant loads.
 - d. Where cooking is proposed, a detailed description shall be provided identifying the following: fuel to be used, location of all cooking areas relative to one another, amount of fuel proposed to be used and stored, fire protection being provided and, when required, proof that **additional** Fire Department permits have been obtained and those specific permit requirements have been met.

- e. Any supporting information needed to demonstrate the event satisfies all applicable requirements (i.e., cooking areas, fire extinguisher placement, and proximity to other buildings or hazards relative to the proposed event).

2) **RIGHT OF ENTRY** – *CFC 104.3*. The Fire Inspector may enter any portion of any event or exhibit space at any time for the purpose of inspecting the premises for fire and life safety compliance.

3) **OBSTRUCTIONS** – *CFC 903.3.3 & 1028.1; CCR Title 19, CH 1, Article 3* - No display or exhibit shall be installed or operated that will interfere in any way with access to any required exit or with the visibility of any exit sign. No display shall block access to firefighting equipment, fire sprinkler systems or sprinkler heads, such as fire alarm actuating devices, fire extinguishers, fire hose cabinets, fire hydrants or access by emergency vehicles.

Example of fire sprinkler system and/or sprinkler head obstruction - CFC 903.3.3: include but may not be limited to items that exceed a four-foot by four-foot diameter, booths, pop-ups, roof covered structures, covered kiosks, displays, concession stands or equipment. Prior to events as to not create impacts to vendors, arrangements shall be made to remove the covers or roof tops of structures or to relocate such structures outside of sprinklered buildings.

4) **HIGHLY COMBUSTIBLE GOODS** – *CFC 314.3* - No display, exhibit, or temporary construction shall be built of highly combustible material.

5) **FLAMEPROOFING CERTIFICATION, LABELING AND INSTALLATION** – *CCR Title 19, CH 8, Article 8* - Any paper or fabric used in displays or exhibits shall be inherently fire retardant or be treated with an approved fire-retardant solution by a California State licensed applicator. Documentation in the form of a Certificate of Fire Retardancy shall be maintained on-site and be available during any inspection. All such treated material shall be maintained fire retardant throughout its intended use.

Exceptions:

- a. A table cloth need not be flame retardant treated when there are NO open flame devices of any kind allowed and where no cooking will be performed on tables and where table arrangement is not conducive to the propagation of fire.

- b. Materials for sale.

6) **EXTENSION CORDS** – *CFC 603.6* - Extension cords shall not be a substitute for permanent wiring and shall be listed and labeled in accordance with UL 817. Extension cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances. Extension cords marked for indoor use shall not be used outdoors.

7) **ELECTRICAL EQUIPMENT** - Electrical equipment and installation may be required to be inspected and approved by a qualified person or contractor acceptable to the Sonoma County Fire District.

8) **OPEN FLAMES** – *CFC 308, and CCR Title 19, Chapter 1, Article 3.14*

- 1. The use, storage, and handling of any flammable or combustible liquid shall be subject to the approval of the Sonoma County Fire District. The location for the use and storage of flammable and combustible liquids shall be noted on the submitted plans prior to approval (see item #1).

2. The use, storage, and handling of portable containers of liquefied petroleum gas (LPG), such as propane, **INSIDE ANY BUILDING**, used for assembly purposes or tents, is strictly **PROHIBITED**. Location of storage and use of any portable container of LPG outside of buildings or tents shall be noted on the plans prior to approval (see item #1) and meet the requirements of Santa Rosa Fire Department Standard Liquid Petroleum Gas (LPG) "Limited Use".
 3. The use of any type of open flame shall be approved by the Sonoma County Fire District prior to any installation or operation and may require additional permits.
- 9) **VEHICLES** – *CFC 314.4* Liquid- or gas-fueled vehicles, boats, or other motor craft shall not be located indoors except as follows:
1. Batteries are disconnected.
 2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
 3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
 4. Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.
- 10) **HOUSEKEEPING** – *CCR Title 19 Chapter 1, Article 3.19*. Trash receptacles shall be constructed of non-combustible material.
- 11) **"NO SMOKING" SIGNS** – *CFC 310.3* The fire code official is authorized to order the posting of "No Smoking" signs in a conspicuous location in each structure or location in which smoking is prohibited. The content, lettering, size, color and location of required "No Smoking" signs shall be approved. Permittee is responsible for enforcing "NO SMOKING" regulations.

SPECIFIC ACTIVITY REQUIREMENTS – NFPA 10; CFC 906

FOOD SERVICE AREAS: The following fire and life safety requirements shall be applicable for all food service areas, including temporary concession stands inside or outside of a building.

1. Commercial cooking may be allowed only in approved locations with approved equipment. Typically, only electrical equipment will be permitted inside. Approval from the Sonoma County Fire District is required prior to use.
2. Each food service location utilizing oils in woks or fryers shall be provided with a Class "K" rated portable fire extinguisher. All other fire extinguishers required for the event shall be a minimum 2A:10BC rating, five-pound dry chemical.
3. Fire extinguishers shall be fully charged, annually serviced, appropriately tagged, and shall be readily accessible.

TENTS, TEMPORARY STAGE CANOPIES AND MEMBRANE STRUCTURES: Tents with sides and membrane structures greater than 400 square feet and tents with no sides greater than 700 square feet shall comply with the requirements of the California Fire Code Chapter 31.

OUTDOOR EXHIBITS AND DISPLAYS:

The following fire and life safety requirements shall be applicable for outdoor assembly areas.

1. If portable fencing is to be used which may block access of emergency vehicles to the site, the following shall apply: **Two (2) sets of plans** identifying the configuration of the site shall be submitted to the Sonoma County Fire District for review and approval **at least ten (10) working days** prior to the event. **One (1) set** of plans will be returned to the applicant identifying the location of required emergency vehicle access points.
2. Emergency vehicle access points shall remain unobstructed or be staffed with security personnel during hours of operation of event.
3. No parking will be permitted in fire lanes. Loading and unloading areas shall be designated.
4. Painted lines, fences, posts, ropes, etc., shall be used to designate emergency vehicle roadways from exhibit or parking areas.
5. *CFC 509.2* - All fire hydrants, fire sprinkler/standpipe connections, or other fire protection devices and equipment shall remain unobstructed and readily accessible at all times.
6. The area within fencing shall be served by a sufficient number of exits and appropriate exit width through the fencing in accordance with the CBC. Exits shall be kept clear and unobstructed during hours of operation.
7. All required exits shall have appropriate signage.
8. Provision of fire extinguishers shall be as that required for public assemblies.



Sonoma County Fire District

Fire Prevention Division

8200 Old Redwood Hwy Windsor CA 95492 ~ 707-892-2441

Special Event Application / Permit

A FEE WILL BE CHARGED FOR THIS APPLICATION / PERMIT AT THE TIME OF SUBMITTAL

Note: This Application / Permit is not valid until it is signed by the Fire District

BILLING INFORMATION		APPLICANT			
Name		Name			
Address		Address			
Email		Email			
Phone		Phone			
EVENT					
Address		Contact			
Email		Phone			
Event Name		Number of Participants		Event Date	
		Per Day	Total	Start Date	End Date

Overall Event Profile (Check most applicable and all that apply)

EVENT CONDITIONS				SAFETY PROVISIONS*	
NATURE OF EVENT		VENUE		SECURITY	
☐	Concert / Music Festival	☐	Indoors	☐	Event Staff
☐	Exhibit / Trade Show	☐	Parking / Traffic Access	☐	Private Security
☐	Bicycle / Foot Race / Parade	☐	Festival Seating / Standing	☐	Law Enforcement
☐	Athletic / Sporting Event	☐	Tables & Chairs	☐	EMERGENCY MEDICAL
☐	Agricultural / Farmers Market	☐	Tents- (Application REQUIRED)	☐	Event Staff First Aid
☐	Carnival / Fair / Circus / Haunted House	☐	Heating Provided	☐	Advance Life Support (ALS)
☐	Motor Sport	☐	Generator Provided	☐	Basic Life Support (BLS)
☐	Aviation / Marine Event	☐	FOOD & BEVERAGE	☐	FIRE PROTECTION
☐	Political Rally	☐	Catered / Prepared off-site	☐	Fire Extinguishers / Hoses
☐	Wedding	☐	Barbeque / Grill on-site	☐	Event Staff Fire Watch
☐	Pyrotechnic Display	☐	Deep Fryer on-site	☐	Fire Dept. Stand-by
☐	Wine Tasting	☐	Ranges on-site	☐	Fire Engine Stand-by
☐	Other	☐	Alcohol Served	☐	Fire Rescue Stand-by

I declare under penalty of perjury, to the best of my knowledge and beliefs, the responses made herein are true and correct.		
Applicant Signature:	Printed Name:	Date

**** If Safety Provisions are not sufficient for the event, additional Safety Provisions may be required by Sonoma County Fire District
This form will act as your permit once the site is Inspected, Permit Fee is paid and Signed by the Fire District.**

OFFICE USE ONLY BELOW THIS POINT				
Station #		Local Agency Notified and conditions have been added (If Any)	Public Safety Plan	Required
Subject to the conditions noted on the Fire Inspection Form, Permit is hereby approved. (Fire Inspection Form is attached)				
Permit/Inspection Fee:		Invoice#		Date Paid:
Inspector Signature:		Printed Name:		Date:



Special Event Vendor List

Vendor										
Business Name:										
Vendor Type: CHECK ALL BOXES THAT APPLY		Food Truck Commercial Kitchen W/Ansul System		Cooking W/ Propane		Using Generator		Inspected W/ SCFD (Annual Inspection Required)		Date Inspected: If inspected with SCFD
Primary Contact Name:				Primary Contact Phone:						
Primary Contact Address:				Primary Contact Email:						
Vendor										
Business Name:										
Vendor Type: CHECK ALL BOXES THAT APPLY		Food Truck Commercial Kitchen W/Ansul System		Cooking W/ Propane		Using Generator		Inspected W/ SCFD (Annual Inspection Required)		Date Inspected: If inspected with SCFD
Primary Contact Name:				Primary Contact Phone:						
Primary Contact Address:				Primary Contact Email:						
Vendor										
Business Name:										
Vendor Type: CHECK ALL BOXES THAT APPLY		Food Truck Commercial Kitchen W/Ansul System		Cooking W/ Propane		Using Generator		Inspected W/ SCFD (Annual Inspection Required)		Date Inspected: If inspected with SCFD
Primary Contact Name:				Primary Contact Phone:						
Primary Contact Address:				Primary Contact Email:						
Vendor										
Business Name:										
Vendor Type: CHECK ALL BOXES THAT APPLY		Food Truck Commercial Kitchen W/Ansul System		Cooking W/ Propane		Using Generator		Inspected W/ SCFD (Annual Inspection Required)		Date Inspected: If inspected with SCFD
Primary Contact Name:				Primary Contact Phone:						
Primary Contact Address:				Primary Contact Email:						

DAILY LICENSE APPLICATION

Complete all applicable items. Submit this application to your local ABC district office with the required fee (cashier's check or money order) payable to ABC. Once the daily license is issued, fees cannot be refunded. Listing of ABC district office is available at <https://www.abc.ca.gov/contact/district-offices/>. Please visit <https://www.abc.ca.gov/abc-221-instructions/> for further instructions.

ABC USE ONLY		
License #	Receipt #	Fee \$
Conditions Requested ☐ Yes ☐ No		Diagram Requested ☐ Yes ☐ No
License Type ☐ B & W ☐ General ☐ Special		

SECTION 1. ORGANIZATION AND LICENSE TYPE INFORMATION

Organization Name	Tax ID
Organization Mailing Address	

LICENSE TYPE

☐ Special Daily Beer and Wine (\$50.00) ☐ Amateur Sports Organization ☐ Charitable ☐ Civic ☐ Cultural ☐ Fraternal ☐ Political ☐ Religious ☐ Social ☐ Other:	☐ Daily General (\$75.00) ☐ Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure ☐ Organization Formed for Specific Charitable or Civic Purpose ☐ Fraternal Organization in Existence over Five Years with Regular Membership ☐ Religious Organization ☐ Vessel per Section 24045.10 B&P (\$50.00)	☐ Special Temporary License (\$100.00) ☐ Television Station per Section 24045.2 or 24045.9 B&P ☐ Non-profit Corporation per Section 24045.4 and 24045.6 B&P ☐ Person Conducting Estate Wine Sale per Section 24045.8 B&P ☐ Women's Educational and Charitable Organization per Section 24045.3 B&P ☐ Other Special Temporary License Per Section: License #: Amount:
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SECTION 2. EVENT DETAILS

Event Dates	Total # of Days	Hours of Alcoholic Beverage Sales, Service and/or Consumption To		Virtual Event ☐ Yes ☐ No	Mark Yes, if the event is 100% virtual
Event Address (Street #, Name, and City)		Event Location Description (Jones Park, Pavilion A, etc.)		Location Within the City Limit ☐ Yes ☐ No	
Event Type ☐ Barbeque ☐ Dinner ☐ Sporting Event ☐ Birthday ☐ Festival ☐ Social Gathering ☐ Concert ☐ Lunch ☐ Wedding ☐ Carnival ☐ Mixer ☐ Other: ☐ Dance ☐ Picnic		Type of Entertainment		Event Open to Public ☐ Yes ☐ No	
		Estimated Attendance	Security Guard ☐ Yes ☐ No	If Yes, How Many	Outdoor Event ☐ Yes* <i>If Yes, a diagram of the event area is required</i> ☐ No

REQUIRED

☐ By checking this box, you are certifying that you understand the requirements detailed in Business and Professions (B&P) Code Section 25682(c) which state that a nonprofit organization that has obtained a temporary daily license from the department must designate a person(s) to receive RBS training certification prior to the event, and that designated person(s) shall remain onsite for the duration of the event.

SECTION 3. CONTACT INFORMATION

Contact Person	Phone Number	Email Address
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SECTION 4. SIGNATURES AND APPROVALS

I attest that I am authorized by the organization named above to make this application on its behalf.

Organization's Authorized Representative Name	Phone Number	Signature	Date Signed
Property Owner Approval By (Name) Required	Phone Number	Signature	Date Signed
Law Enforcement Approval By (Name), If applicable	Phone Number	Signature	Date Signed
District Office Approval By (Name)	Phone Number	ABC Employee Signature	Issuance Date

The above named organization is hereby licensed, pursuant to the California B&P Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the abovenamed location for the period authorized above. B&P Code Section 25682(c) requires that a designated RBS-trained person(s) shall remain on site for the duration of the event. Failure to comply with this requirement will result in immediate cancellation of the permit. **This license may be revoked summarily by the department if, in the opinion of the department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.**

WINDSOR TOWN GREEN

JOE RODOTA DR.

LIBRARY

OLD REDWOOD HIGHWAY



HUERTA GYMNASIUM

WEST PAVILION

PLAY AREA

TIME LINE WALK

OPEN SPACE AREA

CENTRAL PAVILION

50 AMP SPARKS MEMORIAL STAGE

50 AMP

BAND STAND

ARBOR

EAST PAVILION

SHADE TREE BOSQUE

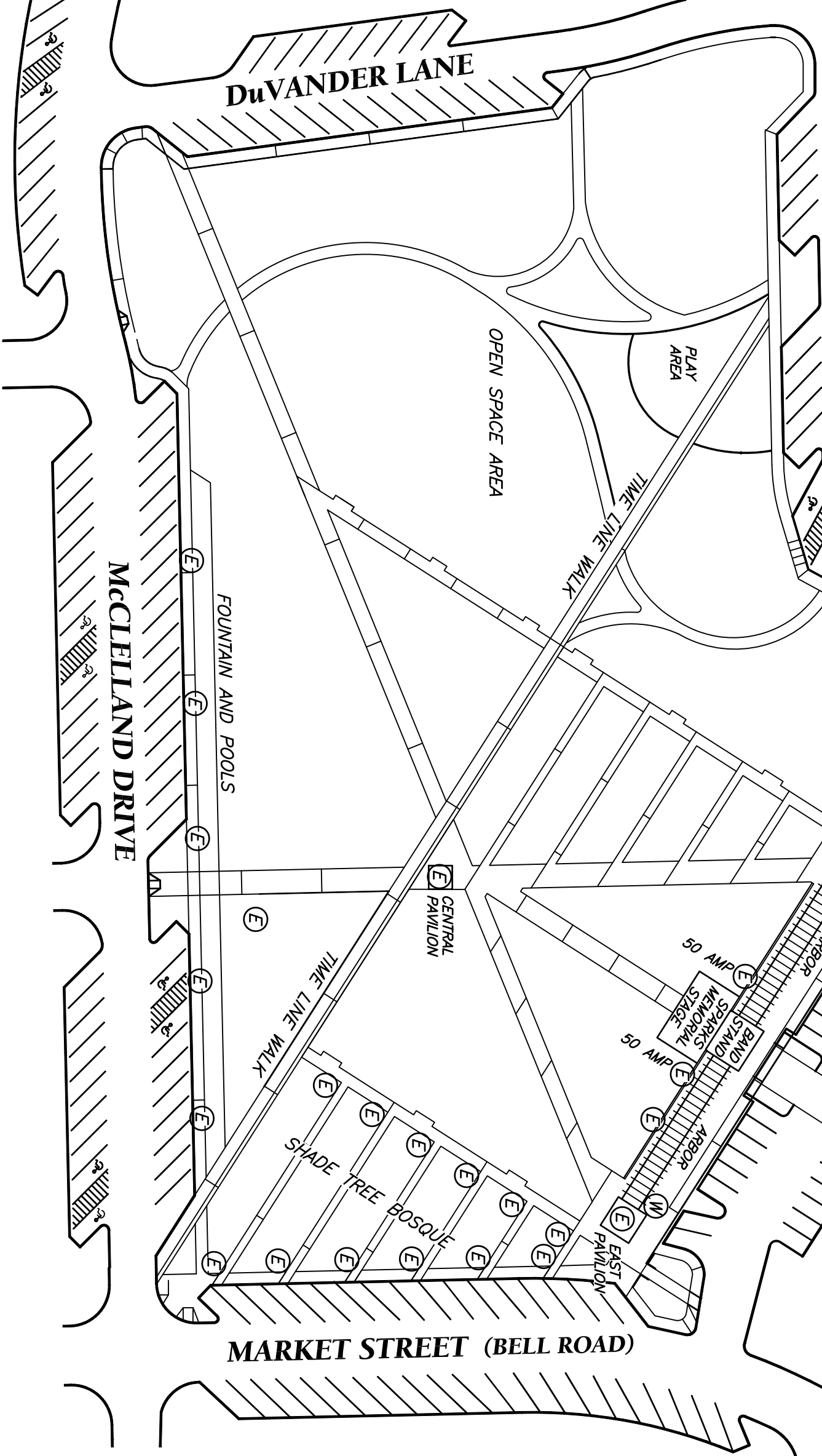
MARKET STREET (BELL ROAD)

FOUNTAIN AND POOLS

MCLELLAND DRIVE

DuVANDER LANE

- E ELECTRICAL BOX-110V
- R RESTROOM
- W DRINKING WATER



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DobleThomas & Associates, Inc.

LAND SURVEYING
CIVIL ENGINEERING
AERIAL MAPPING

Prepared under the supervision of:

Bradley Thomas, PLS 5520
My license expires: 30 September, 2010
DobleThomas & Associates, Inc.
225 Foss Creek Circle
HEALDSBURG, CA 95448
Ph. (707) 433-6792
Fax (707) 433-6752
www.DobleThomas.com
Branch office located in Ukiah

Date

PROJECT DESCRIPTION:

DOWNTOWN WINDSOR
WINDSOR, CALIFORNIA

SHEET DESCRIPTION:

Exhibit of
WINDSOR TOWN GREEN

PREPARED FOR:

TOWN OF WINDSOR
P.O. BOX 100
8400 WINDSOR ROAD, BLDG 100
WINDSOR, CA. 95492
(707) 838 5976

INITIAL DRAWING DATE: OCTOBER, 2009

No.	DATE	DESCRIPTION	BY	APPROVED

GRAPHIC SCALE (IN FEET)
1 inch = 60 ft.

SCALE:	1" = 60'
DRAWN BY:	GK
CHECKED BY:	BAT
FILE NO.:	2008-033
SHEET No.	OF
1	1