



124 N. CLOVERDALE BLVD., CLOVERDALE, CA 95425
707-894-2521 707-894-3451 (FAX)

PARK/FACILITY RESERVATION INSTRUCTIONS

Cloverdale Park/Facility Reservation Information

- All city parks are open to the public from 7:00 a.m. to 10:00 p.m. daily.
- The reservation process does not grant exclusive use of any park or facility.
- No park or facility reservation is confirmed until the application is approved, a certificate of insurance is provided, and all fees are paid. Until then, the reservation is considered “pending”.
- Plan carefully! Completed applications take two weeks to process.

Checklist for Cloverdale Park/Facility Reservations

1. Complete the attached Park/Facility Reservation Application.
2. Obtain a certificate of insurance as outlined on Page 2 of the application. (NOTE: If you cannot obtain the certificate of insurance through your homeowner’s insurance company or by another source, the applicant can contact HUB International Insurance Services Inc at www.eventinsure.us or call 925-609-6500 and speak with a Special Events Insurance Coordinator. The City no longer arranges to obtain insurance on behalf of the applicant).
3. If you plan to have amplified music of any kind or sell and/or serve alcohol at your event, you must complete the attached Special Event Permit. It must be completed and submitted with your application for processing. The City of Cloverdale will not process the application without this Special Event permit if applicable to your event.
4. Determine the fees associated with the size of your event (this can be found on the Reservation Application) and submit payment with your application. One check for the Application Fee and a separate check with the correct Special Event Fee.
5. **IMPORTANT: Return all four (4) items above to City Hall for processing. DO NOT TAKE ANY FORMS TO THE POLICE DEPARTMENT.**

On receipt of the Park/Facility Reservation Application, certificate of insurance, and the Special Event Permit (if applicable), your application will be processed.

Once processed, you will be notified of the final decision.

Questions regarding the Application Packet and certificate of insurance requirements can be directed to Cloverdale City Hall at 124 N. Cloverdale Blvd. or by phoning (707) 894-1706 during regular business hours, or you may email Sandy Dersham at sdersham@ci.cloverdale.ca.us.

NOTE: Some events may require submittal of an Encroachment Permit Application. If so, please submit your Encroachment Permit Application with your Special Event Application and a separate third check for the Encroachment Permit Application Fee. Questions about Encroachment Permits should be directed to Engineering Technician, Eric Janzen at (707) 894-1728.



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PARK/FACILITY USE AGREEMENT

CONDITIONS OF USE

1. **Insurance:** The applicant is required to supply General Liability Insurance in the minimum amount of \$1,000,000 (one million) each occurrence; \$2,000,000 (two million) aggregate; \$1,000,000 (one million) aggregate each event occurrence for liquor liability; \$5,000 (five thousand) medical payments; and \$50,000 (fifty thousand) Fire Legal Liability naming the City of Cloverdale as additional insured by endorsement for all activities.
2. **Weather:** The Facilities Coordinator or designee reserves the right to cancel or adjust park and/or field reservations due to inclement weather or unsafe conditions. It is the responsibility of the applicant to contact the City during recent, current or forecasted rain concerning the conditions and use of the field.
3. **Park/Facility Use:** The use of a park or city facility must be compatible with regulations established by Cloverdale Municipal Code 12.20.010. The City reserves the right to review, approve, or deny any use.
4. **Use of Inflatables/Water Games:** Inflatables (ie., jump house) and Water Games (ie., water slides, water balloons, etc.) **IS PROHIBITED.**
5. **Contact:** Prior to any use of field or park by any organization, person, leagues, tournaments, or other events, a written schedule must be provided to Facilities Coordinator with a contact person name and telephone number.
6. **Restrooms, Grounds, Bleachers:** Everyone is responsible to assist with the maintenance, cleaning, and general upkeep of the park. Reserved areas must be cleaned before leaving the area. The City reserves the right to charge applicant the cost of time and materials for excessive cleaning or any damage to City property.
7. **Animals:** Posted signs must be obeyed. Dogs must be leashed pursuant to CMC 6.08.020.
8. **Health and Safety:** The group or party shall comply with all requirements of the Health and Safety Code, City Ordinances, City Policies, Fire and Police Department requirements and any other city, county, state, and/or federal applicable laws.
9. **Alcohol:** No alcohol is allowed in any Cloverdale parks or City Plaza without first obtaining a Special Event Permit from the Cloverdale Police Department.
10. **Amplified Music:** A Special Event Permit for amplified music is attached to this packet and must be submitted to the City of Cloverdale Police Department for processing and approval. If approved, the music must be monitored and must remain at appropriate noise levels at all times.
11. **Motor Vehicles:** No motor vehicles, motorcycles, motorbikes, or other human propelled vehicles, are allowed in Cloverdale parks without obtaining prior permission from the City Facilities Coordinator or designee.
12. **Bicycles:** No bicycle riding is permitted in Cloverdale parks.
13. **Overnight Camping:** No overnight camping is allowed in Cloverdale parks.
14. **Fees:** The City of Cloverdale requires fees to be paid immediately upon approval of the Park/Facility Use application. Refer to the current fee schedule for amounts due.



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PARK/FACILITY RESERVATION APPLICATION

Application for Use of: City Plaza (Non-Profit Only) City Park Furber Park

Date of Event: _____ Hours of Use – beginning at _____ ending at _____

Public Event: Yes No Non-Profit: No Yes (**Attach 501(c)(3)**) Total Attendance Expected: _____ people

Alcohol to be Served: Yes No (If yes a completed and signed Special Event Permit must be attached to this application)

Alcohol to be Sold: Yes No (If yes a completed and signed Special Event Permit must be attached to this application)

Amplified Music: Yes No If yes, live band stereo equipment disc jockey other

(If yes to the above, a completed and signed Special Event Permit must be attached to this application)

Applicant Name or Primary Contact: _____

Organization: _____

Address: _____ City, State, Zip: _____

Contact Phone Number: _____ Contact Alternate Phone: _____

Email Address: _____

Complete Description of the Event: _____

Applicant hereby agrees to hold the City of Cloverdale, its City Council and Commissions, the individual members thereof, and all officers, agents and employees, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of City facilities.

I hereby certify that I have read the accompanying Use Agreement and agree to abide by all conditions stated therein. I also realize that the reservation is granted with the understanding that the City may cancel the event due to inclement weather or unsafe conditions.

Signature

Date

**PAYMENT REQUIRED WITH APPLICATION
 (two checks made payable to the City of Cloverdale)**

Special Event Fees (1 to 25 attendees City parks or City Plaza)

- \$75.00 Application Fee (Non-Refundable)
- \$275.00 Special Event Fee (Refunded if not approved)
- Materials and Equipment Charge (will be invoiced after event)

Special Event Fees (26 to 75 attendees City parks or City Plaza)

- \$75.00 Application Fee (Non-Refundable)
- \$340.00 Special Event Fee (Refunded if not approved)
- Materials and Equipment Charge (will be invoiced after event)

Special Event Fees (76 or more attendees City parks or City Plaza)

- \$75.00 Application Fee (Non-Refundable)
- \$405.00 Special Event Fee (Refunded if not approved)
- Materials and Equipment Charge (will be invoiced after event)

Special Event Fees (200+ attendees City parks or City Plaza)

- \$75.00 Application Fee (Non-Refundable)
- \$275.00 Special Event Deposit (Refunded if not approved)
- \$550.00 Special Event Balance Due (Due upon approval of event)
- Materials and Equipment Charge (will be invoiced after event)

***** CITY USE ONLY *****

Applicant's Certificate of Insurance attached or on file

City of Cloverdale insurance (applicant to pay)

\$ _____

Special Event Application Approved

Special Event Application Denied

City Approved: No Yes

By: _____

Date: _____

DEPARTMENTS NOTIFIED

Police Public Works Planning Engineering

Finance Fire Department



Cloverdale Police Department

Stephen Cramer, Chief of Police

112 Broad Street • Cloverdale, CA 95425 • Phone: (707) 894-2150 • Fax: (707) 894-5203

SPECIAL EVENT PERMIT APPLICATION

If you plan to sell or provide alcohol beverages, or if you plan to have amplified music at a city park or city facility event, you must have a Special Event Permit approved and issued by the City of Cloverdale Police Department. In order to obtain a permit, please read each statement below and initial on the line provided. **Submit this form with your application packet.**

NOTE: For the sale of alcoholic beverages or if alcoholic beverages are included in the cost of a meal ticket, you are also required to obtain an applicable ABC license from the State of California, Department of Alcohol Beverage Control (ABC) located at 50 D Street, Suite 400, Santa Rosa, CA 94931. The ABC license must be attached to this application for processing, if applicable.

To be Completed by the Applicant – initial each item below	
Initials _____	I agree that all attendees will remain on the designated site of the event and understand they cannot loiter or congregate on any private property or on the public right-of-way.
_____	I understand that any intoxicated person will not be allowed to enter or remain at the event. I agree it will be my responsibility to deliver an intoxicated attendee home safely.
_____	I understand that any person who begins to show signs of intoxication should not be served nor allowed to consume alcoholic beverages.
_____	I agree that any person who appears to be 30 years of age or younger will need to have their age verified by a valid driver's license or other valid government identification card before they are served any alcohol.
_____	I understand that any use of illegal drugs is a criminal offense and will not be permitted or tolerated. In this regard, I agree my attendees will abide by all laws and local ordinances.
_____	I understand that unless specifically approved by way of this Permit, a live band and/or amplified music is not authorized.
_____	I agree that the organizers will be responsible for clean-up of any and all debris left by attendees in the immediately vicinity of the event.
_____	I understand that the Chief of Police and any Police Officer may revoke this permit and immediately close the event as a result of any harmful, injurious, hazardous actions, or failure to obey the lawful orders of any Police Officer during the event.
_____	I understand the organizers assume total liability for any acts or omissions which may result, or that results, in any loss or injury to any participant, attendee, person or property.
_____	I understand that if it becomes necessary for the City of Cloverdale or any of its department to intervene or take official action as a result of this event, all resultant liability and/or responsibility is assumed by the applicant, sponsor or organizer of the event. I agree in the event of such action by the City of Cloverdale or its departments, the applicant, sponsor or organizer may be required to reimburse the City of Cloverdale for any and all costs.
The undersigned acknowledges that he/she is the authorized agent or representative of the group or organization which is requesting the permit. The undersigned agrees to all conditions on this application and agrees to operate in compliance with the requirement contained herein. By signing below, the undersigned attests they have read, understand, and agree to the aforementioned conditions contained in the permit.	
_____	_____
Sponsor / Representative PRINT NAME CLEARLY	Date

Sponsor / Representative SIGNATURE	



Cloverdale Police Department

Stephen Cramer, Chief of Police

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SPECIAL EVENT PERMIT APPLICATION

To be Completed by the Cloverdale Police Department Chief of Police

This *Special Event Permit* is hereby **approved** subject to the terms and conditions as set forth on this Special Event Permit Application.

If noted, the following requirements must be met:

1. Security personnel will be required. You are required to provide a minimum of _____ civilian monitors and/or _____ uniformed security officers. Private security companies must be approved by the Chief of Police.
2. A live band and/or amplified music are authorized from _____ until _____. *The volume must be kept at a level as not to disturb the residents living adjacent to the event.*
3. The following additional conditions must be met: _____

Chief of Police, Stephen Cramer

Date

This *Special Event Permit* is hereby **denied** for the following reason:

Chief of Police, Stephen Cramer

Date

To be Completed by Records/Dispatch

Date applicant notified by phone to collect paperwork: _____

Notified by (initials / ID number): _____

Comments: _____