



CITY OF PINOLE COMMUNITY SERVICES COMMISSION REGULAR MEETING AGENDA

**WEDNESDAY
March 22, 2023
5:00pm**

Please note: HYBRID MEETING FORMAT

**Attend in person - PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET
OR**

Attend VIA ZOOM TELECONFERENCE - Details provided below

Please note: Updated COVID-19 safety guidance will be posted outside the City Council Chambers. Please review this information before entering the Chambers.

How to Submit Public Comments:

In Person: Attend meeting at the Pinole City Council Chambers, fill out a yellow public comment card and submit it to the Recreation Manager.

Via Zoom:

Members of the public may submit a live remote public comment via Zoom video conferencing. Download the Zoom mobile app from the Apple Appstore or Google Play. If you are using a desktop computer, you can test your connection to Zoom by clicking [here](#). Zoom also allows you to join the meeting by phone.

From a PC, Mac, iPad, iPhone or Android:

<https://us02web.zoom.us/j/82770240301>

Webinar ID: 827-7024-0301

By phone: +1 (669) 900-6833 or +1 (253) 215-8782 or +1 (346) 248-7799

- Speakers will be asked to provide their name and city of residence, although providing this is not required for participation.
- Each speaker will be afforded up to 3 minutes to speak.
- Speakers will be muted until their opportunity to provide public comment.

When the Chair opens the comment period for the item you wish to speak on, please use the "raise hand" feature (or press *9 if connecting via telephone) which will alert staff that you have a comment to provide and press *6 to unmute. **To comment with your video enabled, please let the Recreation Manager know you would like to turn your camera on once you are called to speak.**

Written Comments: All comments received **before 3:00 pm the day of the meeting** will be posted on the City's website on the agenda page ([Agenda Page Link](#)) and provided to the Commissioners prior to the meeting. **Written comments will not be read aloud during the meeting.**

Email comments to recreation@ci.pinole.ca.us Please indicate which item on the agenda you are commenting on in the subject line of your email.

Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

OTHER WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 26. The Community TV Channel 26 schedule is published on the city's website at www.ci.pinole.ca.us.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.ci.pinole.ca.us. and remain archived on the site for five (5) years.

If none of these options are available to you, or you need assistance with public comment, please contact the Recreation Manager, Maria Picazo at (510) 724-9062 or mpicazo@ci.pinole.ca.us .

Americans With Disabilities Act: In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in a City Meeting or you need a copy of the agenda, or the agenda packet in an appropriate alternative format, please contact the City Clerk's Office at (510) 724-8928. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection on the City Website at www.ci.pinole.ca.us. You may also contact the City Clerk via e-mail at hbell@ci.pinole.ca.us .

Ralph M. Brown Act. Gov. Code § 54950. In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies, which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

1. CALL TO ORDER

2. ROLL CALL

3. APROVAL OF THE MINUTES –February 22, 2023 meeting

4. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under any item not listed on the Agenda. The time limit is 3 minutes and is subject to modification by the Chair. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Commissioners may direct staff to investigate and/or schedule certain matters for consideration at a future meeting. PLEASE SEE THE COVERSHEET OF THE AGENDA FOR INSTRUCTIONS ON HOW TO SUBMIT PUBLIC COMMENTS

5. OLD BUSINESS

- A. 2023 Community Service Day
- B. Sister Cities
- C. Community Outreach/Engagement

6. NEW BUSINESS

- A. Special Events Application

7. ADJOURN TO NEXT MEETING

Recommendation: Adjourn to the next meeting on April 26, 2023

POSTED: Thursday, March 16, 2023, at 4:00pm at City Hall

Maria Picazo
Recreation Manager



MINUTES
22 February 2023

1. CALL TO ORDER

The Community Services Commission Meeting was called to order at 5:02 P.M. and was held via hybrid meeting format (Zoom Teleconference and in person-Pinole City Council Chambers).

2. ROLL CALL

Commissioners Present: Bob Kopp, Christy Lam-Julian, Laurelle Martin and Debbie Ojeda

Commissioners Absent: Darin Clarke and Nickolas Teller

Staff Present: Fiona Epps, Assistant to the City Manager, Maria Picazo, Recreation Manager, Jeremy Rogers, Community Services Director

3. APPROVAL OF MINUTES

Action: Motion by Commissioner Kopp to approve the minutes of September 28, 2022 and January 25, 2023 meeting. Seconded by Commissioner Lam-Julian. All in favor. Motion passed.

4. CITIZENS TO BE HEARD

Anthony, resident of Pinole, stated that the meeting ID information was not posted. It should be posted more often during the meetings so the citizens can have access and provide public comment.

He asked that the Senior Center post the schedule and upcoming events on the front door foyer area of the center. The public should have access to the information when the building is closed.

He stated that there was a confusion regarding the Senior Center food programs. He requested clarity on the programs and requirements for the various programs.

Commissioner Martin thanked the caller for his comments. Additionally, she informed him that handouts are available at the Senior Center that explain the various food programs and requirements. She deferred to staff for clarification on the food programs. Staff stated that the Community Produce program is offered on the second Monday of each month. This program is open to all community members and applications are not required. The Senior Center recently implemented a new program in partnership with the Contra Costa and Solano Food Bank. The Senior Food program is offered on the second and fourth Tuesday of each month. The program is offered to Pinole seniors 55 and over who meet the requirements outlined by the Food Bank. Applications and flyers are available at the Senior Center and City website. Staff invited all interested participants to stop by the Senior Center or call for more information. Staff clarified that both programs offered are in partnership with the Contra Costa and Solano Food Bank.



MINUTES
22 February 2023

Commissioner Martin asked staff to respond to Anthony's question regarding the agenda posting. Staff informed the Commissioners that the agenda and meeting ID is posted on the City's website and City Hall.

Commissioner Martin asked staff to respond to Anthony's question regarding the Senior Center schedule. Staff informed the Commissioners that the hours of operation are posted on the front door, but she will follow up with the Senior Center coordinator regarding the schedule and events posting on the front door.

Commissioner Martin thanked Anthony for his concerns on community items and stated that now he has the information needed.

Anthony, resident of Pinole, suggested that staff provide brief history on the land where Station 74 was built. He provided suggestions regarding parking and pedestrian safety for the ribbon cutting ceremony. Additionally, he requested information regarding the trees that were knocked down near Ellerhorst Elementary School.

Commissioner Martin thanked Anthony for his comments and enthusiasm. She informed Anthony that staff have a plan to address pedestrian safety for the event and parking. Staff provided additional information on the parking and safety plan for the event. Commissioner Martin informed him that the trees will be replaced but it has to go through the West Contra Costa Unified School District.

3. OLD BUSINESS

A. 2023 Community Services Commission Event Schedule

Staff reviewed the schedule with the Commissioners for the 2023 events. Staff asked the Commissioners to discuss a date for the 2023 Community Service Day event. The Commissioners discussed and selected Saturday, May 20. Commissioner Lam-Julian asked staff to confirm that there were no conflicts with the local school events. Staff would review the schedule and provide an update to the Commissioners.

B. Sister Cities

Director Rogers informed the Commissioners that he would like to develop a policy regarding the Sister City program. The Commission would help develop the policy with staff. He would like the Commissioners to provide recommendations on what they would like to see in a Sister City policy. Director Rogers provided examples of what could be considered for the policy and asked the Commissioners to provide suggestions. The Commissioners discussed, provided suggestions and feedback. Director Rogers thanked the Commission for their suggestions and feedback.



MINUTES
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C. Community Outreach/Engagement

Staff asked the Commissioners if they had any updates to provide on community engagement and outreach. Commissioner Martin stated that she has been working with St. Joseph on volunteerism and programs. Additionally, she worked with Pinole Valley High School on a speaker contest, and it was well attended. Commissioner Lam-Julian informed the Commissioners that she attended several community and West Contra Costa County Unified School District meeting and events. She provided updates on the topics that were discussed.

7. NEW BUSINESS

A. Community Service Day

The Commissioners briefly discussed Community Service Day and asked staff to provide next steps for this event. Staff asked the Commissioners to think about projects that should be considered for Community Service Day. Staff would follow up with the Public Works Department regarding a project list. The logistics of the event would be further discussed during the March 22, 2023 meeting.

B. Station 74

Fiona Epps, Assistant to the City Manager provided an update to the Commissioners on Station 74. She informed the Commissioners that a ribbon cutting ceremony would be hosted on Saturday, March 4 from 11am-1pm. She provided details on the event and the activities that would be offered. She asked the Commissioners if they had availability to volunteer at the event. The Commissioners thanked staff for the update and confirmed their availability to support with the event.

C. Earth Day

Fiona Epps, Assistant to the City Manager informed the Commissioners that the City would be hosting a month long celebration for Earth Day to give the community an opportunity to participate in various activities. She provided details on the events that would be hosted throughout the month. The Commissioners thanked staff for the update and for organizing the various events.

8. ADJOURNMENT

The meeting was adjourned at 5:59p.m. to the next Community Services Commission meeting on Wednesday, March 22, 2023|5:00 P.M.

Submitted by:

Maria Picazo
Recreation Manager

Approved by the Commissioners on _____



City of Pinole
Community Service Day

Saturday, May 20, 2023

Pinole Youth Center
635 Tennent Ave.

Breakfast/Registration 8am-9am
Volunteer Projects 9am-12pm
Lunch 12pm-1pm

*Registration is also available online
visit <https://pinolerec.recdesk.com/Community/Program>,
and click on Community Events on the left side to complete registration.

Questions: email recreation@ci.pinole.ca.us or call 510-724-9062

COMMUNITY Service Day

Saturday, May 20, 2023

**Pinole Youth Center
635 Tennent Ave.**

Breakfast/Registration 8am-9am

Volunteer Projects 9am-12pm

Lunch 12pm-1pm

*Registration is also available online
visit <https://pinolerec.recdesk.com/Community/Program>,
and click on Community Events on the left side to complete registration.



Community Services Department Special Event Application

(APPLICANT MUST BE 21+YEARS)

The information requested in this application will be used to determine your eligibility based on applicable policies, resolutions, and ordinances which are set by City Council. City staff will work closely with event organizers so that events like the one you are proposing are successful. **Only complete applications will be accepted.** Completed applications are considered a **request for permit only; submission does not mean that the event has been approved.** In order for an event to be approved, all required permits must be obtained and all fees and deposit(s) must be paid. Any misrepresentation in this application or deviation from the final permit conditions may result in revocation of the permit and the canceling of this or future events.

“Special Event” is any organized formation, parade, procession, demonstration or assembly which will travel upon the street, sidewalk, or any other public right of way owned or controlled by the city which does not comply with traffic laws; or, any organized assembly with **100 or more persons**, under the control of a person for a common or collective use, who will require additional public safety or services and/or which will interfere with the use of public property or right of way. Examples include parades, concerts, community events, sporting events and/or block parties.

A Special Event Application must be submitted a minimum of 6 months prior to event.

Application Guidelines

The Event Organizer is responsible for submitting a complete Special Events Application to the City a minimum of 6 months prior to the proposed event. If an application is submitted less than six months before an event, the City may be unable to deliver the required City services and/or authorize the event. The application should be filled out completely and indicate all City services required/requested to support the event. The following items are required to be submitted with the application:

Event Site Diagram and/or Route Map - must accompany the application, indicating the proposed layout of all equipment (food & vendor booths, alcoholic beverage sales locations, food & beverage consumption areas, tent & canopy locations, stages, first aid & lost child facilities, information/headquarters area, trash & recycle container locations, portable toilets, vendor & public parking areas, bicycle corral, fencing, etc.); all street closures (including number of lanes to be closed) and parking tow zones; the direction of travel of any parade, race, run or walk; and all other proposed event activities.

Event Description - A detailed event description should also be submitted describing all aspects of the event including logistics, schedule of events, and any other relevant information. Additionally, a brief event description of 50 words or less should be submitted for possible use in City brochures, websites, or other publications.

Fee Information

Fee varies dependent on the type of event, see below.

\$150-Event that requires limited site/plan review, no closures, etc. (i.e. park rentals/activities, misc. events, etc.)

\$300-Event that requires, but not limited to, street/parking lot closures, site/plan review, etc. (i.e. fun runs, festivals, etc.)

Fee Information Continued

Event staff will review your application and determine whether your event can go forward. If so, and if you wish to proceed, at this point it is recommended that the applicant meet with City event staff. The *non-refundable* application fee is due (please note that this amount is a fee and is not applied against the final balance due); the initial application now becomes your final application; **from this point forward fee cannot be refunded**, whether your event takes place or not. In the event of rain or external elements/natural disaster that prevents the event from taking place, the application fee can be refunded or transferred to another date dependent on availability.

The Event Sponsor shall pay 100% of the cost of providing City services for special events and may include such services as police, street control, maintenance, and cleaning, etc. An estimate of costs will be prepared by events staff and 25% of the estimated amount is due upon its receipt. This amount is applied against the final balance due. Unlike an estimate for repairs, for example, the total due is still only an estimate. Your final balance due is calculated after your event is over and is based on existing conditions and circumstances at the time of your event. Whereas every effort is made to prepare the most accurate estimate possible, your final balance may be somewhat higher or lower. It is also important to bear in mind that costs can vary greatly depending on the nature of each event and the City services requested by event applicant and/or required by event staff; event staff make the final determination about services required.

City Staff are not authorized to waive any fees associated with the special event. If the applicant appeals the required payment, the City Council will provide direction to staff if they find a public purpose supports the City funding, partially funding or waiving such fees.

Applicant Information

Full Name of Applicant: _____

Full Name of Organization: _____

_____ Resident _____ Non-Resident _____ Non-Profit

Date of Birth: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Email: _____

Event Location: _____

Select rental location if applicable below (rental application must be completed)

_____ Fernandez Park BBQ Area _____ Fernandez Park Gazebo

_____ Pinole Valley Park Baseball Field _____ Fernandez Park Baseball Field

Special Event Details

Date of Event: _____

Type of Event: _____

Event/Activity Description *(attach separately)*

Event Hours: _____ *(Include set up and take down time)* Expected Attendance: _____

**event can't start before 7am or end after 8pm (time can be earlier dependent on event location)*

Is Event Open to the Public? ____ Yes ____ No

Admission fee? ____ Yes ____ No If Yes, admission fee: _____

Food and Vendor Booths? ____ Yes ____ No If Yes, number of vendors: _____

Special Event Details Continued

If yes, it is the responsibility of the event organizer to contact the following to obtain the permits required by law:

If you plan to serve or sell food or beverages to the public, you **must** obtain all required permits including a Temporary Health Permit from the Contra Costa Environmental Health Department (CCEHD) **at least two (4) weeks in advance** of your scheduled event. CCEHD offices are located at 2120 Diamond Boulevard in Concord, and their staff can be reached by telephone at (925) 646-5225. **Include a copy of your CCEHD permit with this application submittal to the City and vendor proof of insurance.**

Will alcohol be served? _____ *Yes _____ No

Will alcohol be sold? _____ *Yes _____ No

*If alcoholic beverages will be consumed or sold, a permit from the State of California's Alcoholic Beverage Control (ABC) authorizing the sale of alcoholic beverages must be provided 30 working days prior to the event. Failure to obtain the permit or failure to abide by any law shall be grounds for denying or revoking this application/permit and the cancellation of the event. Additional insurance will be required. Alcohol is not permitted in any public parks. It is the responsibility of the applicant to contact the ABC; Pinole PD will review your request along with the rest of your completed application at least 30 days prior to event.

Does your event include the use of generators? _____ *Yes _____ No

If Yes, for what purpose:

If portable power/generators are used, they must meet Building and Fire Safety regulations and may require grounding and inspection. The City of Pinole may advise event organizer on placement of power/generators to meet grounding requirements. Proof of insurance must be provided by the vendor.

Will amplified sound be used? _____ *Yes _____ No

If Yes, please describe and provide vendor information: **Proof of insurance must be provided by the vendor.*

City Services Requested

City services being requested by the applicant or required by the City

POLICE			
Traffic Control	Lane Closure	Road Closure	Security/Public Safety
FIRE			
Security/Public Safety			
PUBLIC WORKS			
Barricades	No-parking notification	Cleaning	

Traffic Control

Will you require any street(s) be closed? _____ *Yes _____ No

If yes, list street(s):

Date(s) and Time(s) for street closure: _____

Permit Requirements

The Organizer is responsible for obtaining all necessary permits required but not limited to those outlined below.

- ☐ City of Pinole Special Event Parks Permit and/or Facility Rental permit
- ☐ City of Pinole Temporary Use Permit
- ☐ City of Pinole Police Department Parade Permit
- ☐ City of Pinole Police Department Alcohol Permit
- ☐ City of Pinole Fire Department Safety Permit
- ☐ Contra Costa County Temporary Health Permit
- ☐ Department of Alcoholic Beverage Control (ABC) permit
- ☐ Temporary seller's permit (California State Board of Equalization)

Alcohol Permit Guidelines/Plan

Alcohol service and consumption on public property must be approved by the City of Pinole. If you are interested in serving or selling alcohol at your event, you will need to obtain an appropriate license from the California Department of Alcoholic Beverage Control (ABC) and Pinole Police Department and abide by the following rules:

- All alcohol must be sold and consumed within a fenced venue (ABC license type will dictate the size and type of fencing).
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband. All attendees must present their wristband to be served or consume alcohol.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.
- Attendees may be served no more than two (2) standard drinks at a time. The City defines one (1) standard drink size as: 12 oz beer 5 oz wine 1 oz distilled spirit/hard alcohol in a mixed drink
- Shots are not permitted.
- Alcohol cups must be paper or plastic and be distinguishable from soda cups.
- Service may begin at 11am and must conclude by 8pm
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water, and food must be available at the event.
- Alcohol consumption areas need to be included in event diagram.

Explain your sales plan (ticket system, cash at service area, etc.):

Explain your method(s) of serving:

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

How many alcohol service locations will you have and where will they be located? (include on site map):

Alcohol Permit Guidelines/Plan Continued

Is the event open to all ages? Yes _____ No _____

Explain how IDs will be checked, wrist bands applied and how you will monitor any underage drinking:

Do you have an alcohol sponsor? Yes _____ No _____ If yes, explain:

Waste Requirements

To minimize waste going to landfill and maximize material recovery, all events held on City property must offer recycling, composting, and trash collection services. The waste plan must follow the guidelines below. To support successful materials management, Republic Services provides trash, recycling, and composting bins for rental. All materials generated or provided by vendors and event organizers must meet the guidelines below.

City policy prohibits use of polystyrene (Styrofoam) on City property, including use for events.

Event Setup and Monitoring –

- ☐ Create a central waste collection area to consolidate materials. Depending on the event size and quantity of vendors, multiple consolidation areas may be ideal.
- ☐ If not already arranged, place containers side-by-side in the same order for each station. (Compost>Recycle>Landfill) Ensure signage is visible so that event attendees can identify materials to be placed in trash, recycling, and composting bins.
- ☐ Event organizers may designate a materials monitor to oversee each waste station for the event duration. This individual would educate attendees and vendors on what materials can be placed in each container to maximize onsite recycling and composting. In addition, they would monitor and replace bags as they become full or heavy

Sanitation

Describe your clean-up plans both during and after the event:

Describe your arrangements for trash removal:

Waste Removal Company Name: _____

For community events with more than 100 attendees, contact Richmond Sanitary Service 3260 Blume Drive, Richmond, CA (510) 262-7100, to rent garbage, compost, and recycling containers.

Are you planning to provide restrooms at the event? Yes _____ No _____

If yes, please identify the following: Total number of portable toilets _____

Total number of ADA accessible rest rooms (10% minimum): _____

Portable Toilet Company Name: _____

Telephone Number: _____ Fax: _____

Address: _____ City _____ Zip _____

Depending on the location of your event, you may be required to supply at your expense a minimum of one portable toilet per 250 persons in attendance. If only one unit is supplied, it must be ADA compliant; 10% of the total number of units supplied must be ADA compliant. Event organizer is responsible for ensuring the port-a-potties are serviced and fully equipped.

Please attach contracts for port-a-potty and garbage collection services.

Accessibility Plan

It is the applicant's responsibility to comply with all City, county, state, and federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities, and programs must be accessible to persons with disabilities. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

Security and Medical Plan

Event organizer may be required to hire City of Pinole Police Department officers, a professional security company, or a combination of both in order to obtain your permit. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures, and the amount and type of advertising used to promote your event. If you are required to hire City of Pinole Police Officers, the City of Pinole Police Department will issue you a contract for their services. Event organizer will be responsible for reimbursing the City of Pinole Police Department for the officer's time. Contracted security companies will be required to provide proof of insurance.

Event organizer must evaluate the possible medical response needs for your event. In some cases, these services will be provided by the City of Pinole Fire Department. Event organizer will be responsible for reimbursing the City of Pinole Fire Department.

Please describe your medical and security plan, The City of Pinole Fire Department will evaluate the plan and provide comments.

Marketing Information

Applicant is required to submit a copy of promotional materials advertising this event. If materials have not been developed at the time of this application submission, then applicant must submit copies when they are created. Event cannot be publicized until it has been approved by the City.

How and where do you plan on promoting your event? Please explain all forms of promotion materials being used and where they will be posted/displayed/distributed (e.g. Instagram, Nextdoor, website, banner, flyers). Include website/social media URLs if available.

Decision Process

The event organizer will be notified within 45 days if the application has been approved or denied. All event applicants will receive a "Letter of Conditions" related to their event. All conditions must be met, or the event will be cancelled.

Meeting Requirements-Pre and Post Event

Once the organizer receives City approval, a pre-event meeting with the organizer and representatives from City departments will be scheduled. The meeting will be scheduled a minimum of 90 days prior to the event. The organizer must attend this meeting. At this meeting, the organizer will walk City staff through the proposed event plan in more detail. City staff will advise and approve an event plan that meets public health and safety standards, provides for the delivery of City services, and addresses the

Meeting Requirements-Pre and Post Event Continued

concerns of the community. The organizer will be informed of all required fees, conditions of use, and insurance. Note: Additional pre-event meetings may be held as necessary. The City will also conduct a post-event evaluation and review this with the Organizer at the post-event meeting held within 30 days of the event. The organizer must attend this meeting. At this meeting, City Staff will review the post-event evaluation with the organizer—both parties will debrief the overall event. Special Event Evaluation notes will be taken into consideration in whether to approve future special events, and in setting conditions of use for event and facility permits.

Appeals Process

Any applicant may appeal any decision, condition, fees, or charges by filing a written notice with the City Manager via the City Clerk's office within five (5) business days of the decision and needs to contain the name, address, phone number of applicant with a detailed description of the specific action or grounds to be reviewed. The City Manager will have five (5) business day to respond in writing and may consult with the City Attorney. The City Manager's decision may be appealed in writing to the City Council via the City Clerk within five (5) business days and shall include the same information as the original appeal. Any appeals not filed within the listed time frames will not be considered. Failure to file an appeal constitutes a failure to exhaust administrative remedies unless the applicant can establish by a preponderance of the evidence that due to timeliness or other circumstances recognized by law the filing of such appeal would be futile.

Insurance Requirements

For safety precautions, the City of Pinole requires proof of insurance (a certificate of liability in the amount of \$1 million per occurrence, \$2 million aggregate). A separate endorsement document naming City of Pinole as additional insured must be provided along with the insurance form and must be approved by the City Attorney's Office; ample time must be allowed for the City Attorney to review these documents. Your event can not be approved or take place unless the City Attorney's office has reviewed and approved your insurance documents. Proof of insurance should be submitted at least 60 days prior to the date of the event. The Certificate of Insurance must include and list the City of Pinole as additional insured.

Note: Without proof of insurance, the event will be cancelled. **Special Risks or Circumstances** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Proof of insurance may be faxed to (510) 724-1528 or emailed to recreation@ci.pinole.ca.us.

I, acting on behalf of the organization I represent, state that I am a legally responsible adult authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any damage to City Property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event. I also understand that the falsification or misrepresentation of any information on this application may result in the immediate termination or cancellation of this event at the sole discretion of an authorized representative of the City of Pinole. I understand that I am responsible for meeting all the requirements of my special event as set forth by the City of Pinole including, but not limited to the following: adequate public sanitation facilities ("porta-potties"), Contra Costa County Health and Fire Protection District permits and inspections, appropriate A.B.C. permits, and impact to surrounding neighborhoods, especially noise. I understand it is my responsibility to provide proof of adequate liability insurance which names the City of Pinole on a separate endorsement as "additional insured" or which provides a blanket additional-insured document as part of the policy, the validity of which is to be determined by the Office of the City Attorney of Pinole, CA.

Name of Applicant (Please Print): _____

Signature: _____

Date: _____

Staff Only

Application Received on: _____

☐ Complete Application

☐ Incomplete Application

Sent to the following Departments:

☐ Police Department

☐ Public Works Department

☐ Fire Department

☐ City Manager

☐ Community Development Department

☐ City Attorney

Application Approved on: _____

Application Denied on: _____

Reason: _____

Estimate of Costs sent on: _____

Copy of Insurance Received on: _____

Copy of ABC License received on: _____

Copy of City of Pinole PD Alcohol Permit received on: _____

Copy of Food Vendors Permit Received on: _____

Rental Application Received on (if applicable) _____

Promotional Material Received on (if applicable) _____

Copy of Restroom Contract Received on: _____

Copy of Republic Services Contract Received on: _____

Parade Permit Application Received on (if applicable) _____

Pre-Event meeting Date: _____

Post-Event meeting Date: _____

Payment Information

Payment Received on: _____

Parade Permit Payment Received on: _____

Rental Payment Received on: _____

Proposed event fee waiver presented to City Council (if applicable)

Meeting Date: _____

Fees Waived by City Council Yes _____ No _____