



TOWN OF SAN ANSELMO
 1000 Sir Francis Drake Blvd, Suite # 14
 San Anselmo, CA 94960
 415-258-4640

APPLICATION FOR COMMUNITY-BASED EVENTS

Please complete this application if you wish to conduct a community-based event (non-commercial) in San Anselmo on public property for more than 50 people or involving the closure of a downtown street for more than fifteen minutes. The application will be reviewed by staff and forwarded to the Town Council for approval.

EVENT INFORMATION

Name of event: Downtown San Anselmo Community Advocacy Event

Organization(s) presenting the event: Children for Change

Other event sponsor(s), if any:

Contact Person: Annelise Bauer **Phone Number:** 415) 300-6120

Address: PO Box 2211, San Anselmo CA 94979 **Email:** info@children4change.org

Event Date(s): 10/22/22

Start and end times: 12:30 - 2

Number of attendees (estimate): 50

Location: Imagination Park

Will alcohol be served or sold?

Yes_____ No__x_____

Brief Event Description: Children for Change (C4C) is a nonprofit based in San Anselmo and serves students across Marin. C4C empowers young people to become change-makers with the knowledge, confidence and empathy to make a positive impact in their world. Quarterly Change for Good weekends are held to provide C4C families with the opportunity to be out in community doing good. C4C is proposing to host a Change for Good weekend in downtown San Anselmo where students will hold several Community Advocacy projects that will benefit the wider community and offer the students an opportunity to act, educate, and advocate for good. Here is a summary of these projects:

1. **"Bring a Lemon/Lemonade Stand":** the community will be encouraged to bring fruits and vegetables from their yard trees and gardens; and to purchase lemonade from our table downtown; all proceeds (fruit and funds) will go to SF/Marin Food Bank.
2. **Wildlife Education:** in partnership with WildCare, student education posters will be displayed to educate the public about coexisting with local wildlife.
3. **Cedars Collaboration:** in partnership with Cedars Marin, there will be a collaboration project to celebrate and promote inclusive community relationships

Public space requested:

☐ Creek Park ☐ Creek Park Parking Lot
☐ Pine Street Parking Lot ☐ Magnolia Parking Lot
☐ Town Hall Lawn ☐ Council Chamber
☐ XXX Imagination Park ☐ Memorial Park
☐ Other: _____
☐ San Anselmo Avenue: from (cross streets) _____ to _____
☐ Tunstead Avenue: from (cross streets) _____ to _____
☐ Other street(s): from (cross streets) _____ to _____
☐ Other space use (e.g. parking spaces) _____

Other Facilities: ☐ borrow folding tables and folding chairs if available _____

Additional Comments on the Public Space Requested:**To be qualified for consideration, applicants must fall into one of the following categories:**

- ❖ Town-Sponsored Events
- ❖ Ross Valley* accredited or licensed schools (pre-kindergarten through 12th grade, (both public and private schools))
- ❖ Ross Valley* Youth Organized Sporting of Cultural Events
- ❖ Organizations located in the Ross Valley* which have received tax-exempt status pursuant to Internal Revenue Service Code Section 501c(3)
- ❖ Merchant associations located in incorporated San Anselmo and established as of 2006 *Ross Valley is defined as incorporated and unincorporated areas of San Anselmo, Fairfax, and Ross

Standards & Objectives

The Town Council, with input from downtown merchants, property owners, and local residents, has adopted the following criteria they will consider when reviewing applications for the closure of roadways or other public space in the downtown area.

Does the event:

- ✓ Attract local residents
- ✓ Attract people throughout the Bay Area
- ✓ Attract families

- ✓ Generate interest for people to return and spend money in local businesses
- ✓ Create a positive impact for real estate stimulation
- ✓ Provide a overall positive impact on business
- ✓ Provide an opportunity for downtown merchants to participate in the event
- ✓ Provide access to neighborhood streets during the event
- ✓ Avoid conflicting with a retail holiday
- ✓ Assure public safety
- ✓ Provide adequate parking
- ✓ Benefit the Town
- ✓ Provide access for persons with disabilities
- ✓ Provide for clean-up by event organizers
- ✓ Provide emergency vehicle access
- ✓ Assure that any booths or other structures are designed and placed so that storefronts have access and visibility
- ✓ Allow local businesses to exhibit merchandise on the sidewalk area in front of their stores, without charge, while maintaining wheelchair access

CONDITIONS OF APPROVAL

The following conditions apply to downtown events, unless waived or modified by the Town. Other conditions, as set by the Town Council and staff, may apply to particular events for public safety or other objectives of the Town.

- A. **Police:** Off-duty police officers may be required for the event, as determined by the Police Chief, depending on the number of people attending and the nature of the event. Off-duty police officers are required during events where alcohol is served or sold.
- B. **Emergency access:** An emergency access lane of at least 14 feet wide must be maintained at all times.
- C. **Insurance:** Proof of general liability insurance, naming the Town, its employees, and agents as additional insured, at limits no less than \$1,000,000.
- D. **Recycling and garbage:** Extra containers for recycling cans and bottles, and garbage cans must be placed throughout the area of the event. Containers and cans are to be emptied when full during the event, and picked up after the event.
- E. **Compostable/Disposable Foodware:** In accordance with the Town of San Anselmo's Ordinance 1136 all food vendors will provide takeout food in reusable foodware or compostable disposable foodware, or items composed entirely of aluminum. If a compostable disposable foodware item is not available, an alternative foodware item made of other materials, except polystyrene foam and polystyrene food ware, may be substituted.
- F. **Toilet facilities:** Events estimated to attract more than 100 people and lasting more than two hours must provide portable toilets, in the number and location as approved by the Parks superintendent, unless alternate arrangements for toilet facilities are otherwise required or arranged to the approval of the Parks Superintendent. Toilet facilities must be provided for disabled persons at each location where portable facilities are provided. Hand washing facilities must be provided where food is served.
- G. **Traffic control:** A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.
- H. **Noticing:** Events that include closure of the street will require advance written notice to businesses and residents on the street(s) that will be closed. These notices must be distributed a minimum of five days prior to the Town Council meeting date that the event application will be considered.
- I. **Sales tax:** Persons or businesses selling items as part of the event shall designate San Anselmo as the point of sale for sales tax purposes.
- J. **Alcoholic beverages:** A permit is required from the Police Chief and the State Department of Alcohol Beverage Control in order to serve or sell alcoholic beverages. Off-duty police officers are required if

K. **Fire inspection:** A fire inspection is required of any and all appliances or devices that produce an open or enclosed flame and/or hot materials, including food.

L. **Creek Park:** No more than three booths are allowed inside the turf areas of the park.

M. **Signs and barricades:** Any "No parking signs" that are needed are to be provided by the event organizers, and posted according to the traffic control plan prior to the event. Barricades, detour signs, and other traffic control devices are to be provided by the event organizers.

N. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.

O. **Cables:** Cables must be covered so as not to create a tripping hazard. When cable covers are used, they must not create a tripping hazard and must be navigable by wheelchair. The path of travel must be no more than 1:12.

On behalf of the organization applying for the permit to conduct the event, I have read and agree to follow the standards for events, as stated in this application, and have read and agree to follow the permit conditions as stated in this application and those which may be required of me as conditions of approval.

Name: Annelise Bauer Date: 9/22/22

NAME OF EVENT: DATE OF EVENT: Downtown San Anselmo Community Advocacy Event 10/22/22

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE	No additional comments	M. Norton
FIRE	No additional comments	J. Weber
RECREATION	Requires compliance with all ADA regulations, including providing ADA-approved cord covers on all cords located on public right of way.	D. Mauk
PUBLIC WORKS	No additional comments	S. Condry & A. Shaw
ADMINISTRATION	No additional comments	D. Donery
TOWN COUNCIL		