

TOWN OF SAN ANSELMO
Staff Report
April 17, 2013

For the meeting of April 23, 2013

TO: Town Council
FROM: David P. Donery, Community Services Director
SUBJECT: Special Event Application: Music in the Park

RECOMMENDATION

That Council approve the San Anselmo Art Commission's application for "Music in the Park" scheduled for selected dates in July and August of 2013.

BACKGROUND

The Music in the Park series began in 2000, and is hosted by the San Anselmo Arts Commission. These events provide an opportunity for individuals and families to enjoy contemporary and classic music at Creek Park.

DISCUSSION

The Sunday concerts attract up to 100 people per show.

The attached application provides details of the event with comments and conditions from Town staff.

Respectfully submitted,



David P. Donery
Community Services Director

Attachment 1 – Music in the Park 2013 Event Application

TOWN OF SAN ANSELMO

1000 Sir Francis Drake Blvd.
 San Anselmo, CA 94960
 (415) 258-4640

APPLICATION FOR COMMUNITY-BASED EVENTS

Please complete this application if you wish to conduct an event in downtown 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:** MUSIC in the PARK 2013**Organization(s) presenting the event:** San Anselmo Arts Commission**Other event sponsor(s), if any:** None**Contact Person:** Arnie Cicchetti, Chair **Phone Number:** (415)453-6880**Address:** 119 Laurel, San Anselmo, CA 94960 **email:** acicchetti@earthlink.net**Event Date(s):** 7/21, 7/28, 8/4, 8/11 & 8/18**Start and end times:** 1:00p.m. to 4:00p.m.**Number of attendees (estimate):** 100+/- per event**Location:** Creek Park**Will alcohol be served or sold?** Yes ___ No **X**

Brief Description of Event: Music in the Park is a program that provides free music in Creek Park on five Sunday dates during July and August. Musicians are selected by the San Anselmo Arts Commission. All performances will be held from 1:00 to 4:00p.m.

Public space requested:

Creek Park Creek Park Parking Lot
 Pine Street Parking Lot Magnolia Parking Lot
 Town Hall Lawn Council Chambers
 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) _____

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. **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.
- F. **Traffic control:** A traffic and parking control plan, including enforcement measures, must be approved by the Police Chief.
- G. **Noticing:** Events that include closure of the street will require a minimum of five days advance written notice to businesses and residents directly adjacent to the business or residential property.
- H. **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.
- I. **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 alcohol is served or sold.
- J. **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.
- K. **Creek Park:** No more than three booths are allowed inside the turf areas of the park.
- L. **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.
- M. **Parking:** Temporary accessible parking must be provided if a street closure or other event condition renders permanent accessible parking unusable.
- N. **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: Arnie Cicchetti

Date: April 12, 2013

NAME OF EVENT: Music in the Park 2013

DEPARTMENT	COMMENTS/CONDITIONS	APPROVED BY
POLICE	Requires compliance with all ADA regulations. Signage including "A-Frame or Sandwich-Style" boards are not allowed in accordance with SAMC 10-9.813	Sean Smith
FIRE	No additional requirements	Rob Bastianon
RECREATION	No additional requirements	David Donery
PUBLIC WORKS	No additional requirements	Sean Condry
ADMINISTRATION	No additional requirements	Debbie Stutsman
TOWN COUNCIL		