



*City of Clearlake*  
**Special Event Handbook**

**Special Event Planner’s Handbook**

Philosophy..... 2  
Event Liaison..... 2  
Do you need a permit? ..... 2  
Events on Private Property..... 3  
Special Events Permit Application Process..... 3  
Event Requirements..... 5  
Helpful Tips ..... 6  
Application Timing..... 8  
Special Event Permit Standards..... 9  
Appeal Process ..... 9  
SPECIAL EVENT APPLICATION ..... 11  
Waiver of the Clearlake Senior/Community Center and Special Event Fees ..... 19  
COVID-19 ADDENDUM..... 20  
COMMUNITY CENTER RENTAL RATES 2020/21..... 21  
SPECIAL EVENT AND PARK EVENT RATES 2020/21 ..... 22

## **Special Event Planner's Handbook**

### **Philosophy**

The City of Clearlake supports and welcomes special events to enhance the quality of life for its residents and to attract visitors. We recognize the many social, cultural, and financial benefits of special events and encourage them as part of life in the City of Clearlake. Some of these benefits include economic growth, increased tourism, recreation, recognition of the arts, charitable aid, and many others that are both tangible and intangible.

The City of Clearlake is also legally charged with the responsibility to protect the safety, health, property, and general welfare of its residents and visitors. Because your event may have an impact on residents and businesses (in the form of crowd control, safety, large assembly logistics, traffic flow interruption, and noise), we must determine the terms and conditions under which an event may be approved and conducted.

The purpose of this Special Events Handbook is to help you accomplish the positive goals of your event, while minimizing any potential negative impacts on the community.

### **Event Liaison**

The City of Clearlake provides an event coordinator to assist the permit applicant through the process. After you have read this handbook, please contact the event coordinator to facilitate your application and coordinate required permits, licenses, and fees.

Tina Viramontes – Facilities Coordinator  
707-994-8201 x 131  
14050 Olympic Drive  
Clearlake, CA 95422  
[tviramontes@clearlake.ca.us](mailto:tviramontes@clearlake.ca.us)

### **Do you need a permit?**

You are required to obtain a Special Event Permit from the City of Clearlake if you plan to conduct your event on public property, if any of the following apply:

- ✓ Large crowds are expected.
- ✓ Public transportation or traffic patterns could be affected.
- ✓ There will be amplified sound; or
- ✓ There will be fireworks or pyrotechnics of any kind.

Demonstrations, protests, and rallies are allowed without a Special Event Permit on public property under the following conditions:

## Special Event Planner's Handbook

- Protest remains peaceful.
- Amplified sound is not audible from more than 100 feet away.
- Pedestrian/vehicular traffic is not interrupted.
- Streets and sidewalks are not blocked; and
- Building entrances remain open.

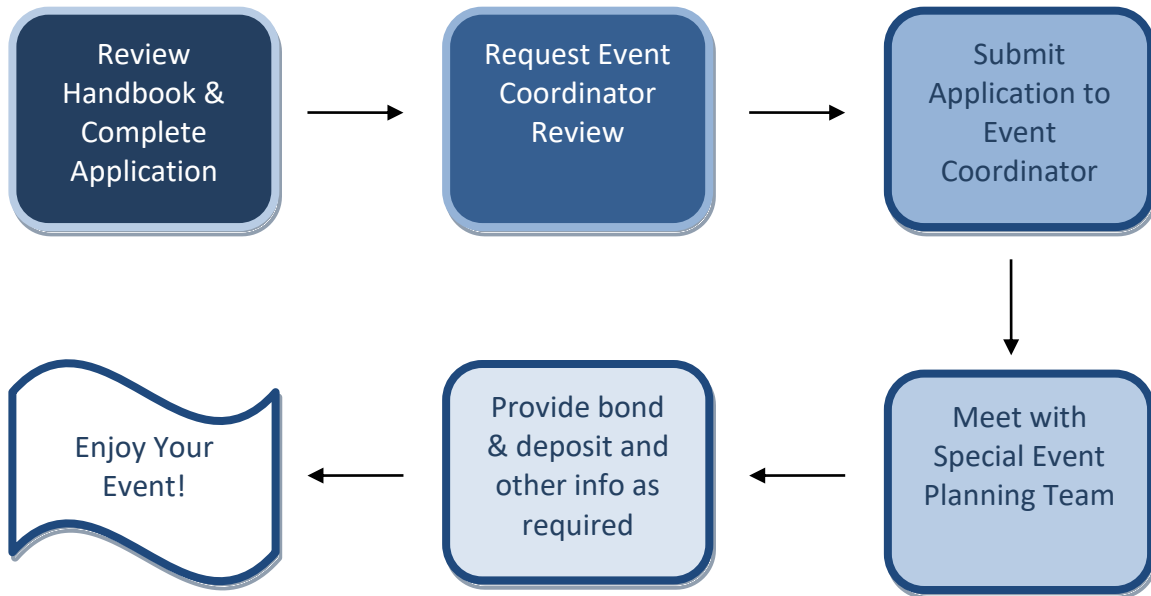
If any of the above guidelines are violated the Police Department may ask individuals to leave the premises or take enforcement actions. For any exception to the above, a Special Event Permit is required.

### Events on Private Property

A Temporary Use Permit (TUP) may be required for events on private property. TUPs allow the impact of the event to be evaluated and may include conditions to mitigate those impacts, if any. The TUP application will be evaluated per the **Event Requirements** section below. Contact Tina Viramontes for more information regarding the TUP application process.

### Special Events Permit Application Process

The steps in the application process illustrated below are designed to inform you regarding community regulations and policies that will affect the proposed event. Please follow these steps to ensure the ease, safety, and success of your event.



## **Special Event Planner's Handbook**

If the City of Clearlake services are required, there may be an additional cost. An estimate will be provided during the Special Event Planning Team meeting. Once all requirements have been satisfied, a permit will be issued for the event. This permit should be available for review during the event. Any outstanding balance for city services will be due and payable within 30 days after the event has concluded.

## Special Event Planner's Handbook

### Event Requirements

Special events may impact various City of Clearlake departments, the public, or even other agencies in the community. The following list provides examples of items that may be required *in addition to* your Special Event Permit. This list is for your information only based on the typical characteristics of a special event and may not completely address the requirements for your unique event. Any additional requirements will be identified during the Special Event Planning Team meeting.



#### Street Closures:

Requires permission from Police, Fire and Traffic Engineering. Notices must be given to Residents and businesses along the closure route at least 30 days before event. Proof of Notice must be submitted to the Special Event Coordinator at least 14 days before the event.



#### Concessions:

A Temporary Seller's Permit must be obtained from the Board of Equalization ([www.boe.ca.gov/info/reg.htm](http://www.boe.ca.gov/info/reg.htm)). Each booth operator is required to obtain and display a permit. In addition, food handler safety certification must be obtained from Lake County Environmental Health.



#### City Parks:

Events held in a park also require an application and fees to be submitted to City of Clearlake c/o Tina Viramontes \_\_\_\_\_.



#### Alcohol:

A liquor license and business license are both required if alcohol will be served or sold. Special Daily License can be requested from Alcohol Beverage Control \_\_\_\_\_.



#### Craft Booths:

For those events that will be selling items, a business license must be requested from the City/Town. In addition, a Temporary Seller's Permit is required at least 10 days before the event is held.



#### Festivals & Large Events:

Requires Police and Fire review. Additional City services and fees may be required. Any additional requirements will be determined during the permit review.

## Preliminary Application Review

Before a permit can be issued, the City of Clearlake Administrative Services Department will review key aspects of your event as explained above. Please be sure to provide as much information as possible regarding the following:

- Route for emergency vehicle access.
- Crowd management and security.
- Parade floats.
- Use of an open flame.
- Fireworks or pyrotechnics.
- Handling of vehicle fuel.
- Cooking facilities.
- Occupancy and spacing of enclosures; and
- Use of tents, air-supported structures, canopies, or fabric shelters.

## Helpful Tips

These suggestions will help you plan a safe and successful event. Please review them thoroughly BEFORE completing your permit application to ensure you have considered every important planning detail and provided all necessary information for consideration.

### Event Application

The Application is reviewed by the City of Clearlake Event Coordinator and others to ensure the event will be properly executed and is compatible with existing city goals and programming. This review will include an evaluation of the impact on public safety, traffic interruption, and other affected areas. Please provide as much detail as possible about the event, including a layout map, description, schedule, and contact information. By providing this information with your application, you can ensure the process will move as quickly as possible.

### Business License for Special Events

Special events where products or food will be served or sold will require a business license *in addition to* the permit. The Special Event Business License application must be received by the City, fees paid, and vendors identified at least thirty (30) days prior to the event.

If you are a business/vendor that is only operating at a Special Event such as the 4<sup>th</sup> of July Parade or another one-day event you must register with the event holder. Food vendors for a one-day event will still be required to check with Environmental Health regarding the food handling requirements. Proof of compliance will need to be provided to the City of Clearlake prior to the event.

### Food & Beverages

Guidelines are available through the County of Lake Health Department (located at 922 Bevins Ct. Lakeport CA 95453) to help you meet food handling and preparation requirements. A food handling safety certification is also required and can be obtained from Lake County Health

Department. A copy of the Alcohol license must be submitted at least 10 days in advance. Alcohol licenses are issued by the ABC ([www.abc.ca.gov/forms/PDFSp.html](http://www.abc.ca.gov/forms/PDFSp.html)).

### Portable Toilets & Solid Waste

The County of Lake Health Department recommends the number of portable toilets that will be required based on the maximum projected attendance and hours of operation. Details for obtaining a health permit may be requested from Tina Rubin at Lake County Environmental Health.

Detailed information regarding the method of storage, handling, and removal of solid waste and recyclables is required at least 30 days in advance.

### Building Permits

If temporary or permanent electrical wiring or structures will be installed, a building permit may be required. The Building Department review should be requested at least 90 days prior to the event. If a building permit is required, it could take up to 60 days for approval. Structures include, but are not limited to, bleachers, scaffolding, a grandstand, reviewing stands, stages, and platforms.

### Noise Limitations

In certain areas of the community, a noise limitation of 55 dbs is required and all amplified sound must end by 10:00 pm. Disturbing, excessive, or offensive noises will be controlled, and conditions imposed. A copy of the applicable ordinance(s) may be requested from the City Clerk or Deputy City Clerk.

### Parade Routes

The City of Clearlake Police Department traffic division must assist you in planning parade routes. Consider the following during the initial planning stage:

- Will the parade route...
  - Hinder emergency vehicles such as fire, police or paramedics?
  - Conflict with public transportation routes, such as the bus line?
  - Prevent or hinder the public's access to transportation, such as bus stops, shuttles, taxis, or airports?
  - Interfere with the public's access to any buildings, such as homes, businesses, churches, or hospitals?

### Insurance

A liability insurance policy is required to cover any bodily injury or property damage that may arise from your event. The insurance policy must name the City of Clearlake, its officers, employees, and agents as an "Additional Insured." The coverage must be maintained for the duration of the event. The amount of insurance required (usually \$1,000,000) will be determined by the City of Clearlake's Risk Management Department according to recognized



insurance standards. A Certificate of Insurance and Additional Insured Endorsement must be submitted with the Special Event Application.

Affordable insurance specifically designed for special events may be available to you if you cannot satisfy the insurance requirement. Please request information from the Special Event Coordinator.

Post-Event Clean Up Plan

You may be required to submit a post-event cleanup plan before your Special Event Application can be approved. This plan is required to ensure the material preservation of city facilities, equipment, premises, or streets. Please include information regarding the disposal of solid waste and recyclables.

You may also be required to post a bond or deposit to cover any damages to public property that may result from your event. If the cleanup plan is sufficient, and your previous events have a good record, the clean up deposit may be waived by the City. Once the cleanup plan is approved, a copy should be provided to the Health Department.

**Application Timing**

The event application should be submitted at least 60 days prior to the event and may be submitted up to a year in advance. No event date is guaranteed, or permission granted until a Special Event Permit has been issued. Approval or denial of the application will be provided by the City of Clearlake within 30 days of receipt of the application.

| <i>90 days</i>   | <i>60 days</i>   | <i>30 days</i>   | <i>3 days</i>   |
|--|--|--|---|
| <ul style="list-style-type: none"> <li>✓ Request Building Dept. Review</li> <li>✓ Obtain Insurance Coverage</li> <li>✓ Prepare Post-Event Clean Up Plan</li> </ul> | Submissions & Applications Due: <ul style="list-style-type: none"> <li>✓ Event Permit</li> <li>✓ Building Permit</li> <li>✓ Solid waste plan</li> <li>✓ Clean up plan</li> <li>✓ Evidence of insurance</li> <li>✓ Health Permit</li> </ul> | <ul style="list-style-type: none"> <li>✓ Notify Residents and Businesses of Street Closures; &amp; Submit proof</li> <li>✓ Apply for Liquor License</li> <li>✓ Apply for Temporary Seller's Permit</li> <li>✓ Submit Clean Up Plan to <u>Health Dept.</u></li> <li>✓ Pay Deposits &amp; Submit Bonds</li> <li>✓ Acquire Food Handling Permits</li> </ul> | <ul style="list-style-type: none"> <li>✓ Acquire Business License(s)</li> </ul> |

## Special Event Permit Standards

We encourage you to plan and conduct quality special events in the City of Clearlake. However, there are times when a Special Event Permit may not be issued. Various reasons the City of Clearlake may not issue a permit include but are not limited to:

- A substantial interruption of public transportation or other traffic. Examples include a conflict with development in the right-of-way or closing of a major street during peak commute hours.
- Diversion of so great a number of police employees as to prevent police protection to the remainder of the city.
- Undue interference with emergency vehicles or with another already scheduled event.
- Insufficient traffic controllers, crowd monitors, safety equipment, or insurance coverage.
- Possibility of violent or disorderly conduct.
- Expected violation of health, safety, or noise abatement laws.

## Appeal Process

Any person wishing to appeal the denial of a Special Event Permit has the right to submit their request to the City Manager, who has authority to reconsider the application denial. It is recommended that you provide as much information as possible for the appeal. If satisfaction is not reached at the City Manager level, an appeal may be made to the City Council. The City Council shall act upon the appeal at its next regularly scheduled meeting, subject to the appeal being received prior to 5:00 pm the Monday of Week before. In all cases, the City Council's decision is final.

Contact Information:

**Alan Flora - City Manager**  
**707-994-8201**  
**14050 Olympic Drive**  
**Clearlake, CA 95422**

**Locations:**

**Circle location of event**

Clearlake Senior Community  
Center

Highlands Park

RedBud Park

Austin Park

Ball Field

Haverty Field

Other

City of Clearlake

SPECIAL EVENT APPLICATION

Please fill out this Special Permit Application completely. Include a diagram of layout illustrating your event, fact sheets, budgets, description, brochures, media releases, any other information you feel will help the City of Clearlake approve your event. Please submit completed applications and supporting information to:

Special Event Coordinator
Tina Viramontes
707-994-8201 x 131
tviramontes@clearlake.ca.us
14050 Olympic Drive Clearlake CA 95422

This application is: [ ] New [ ] Revised [ ] Renewal

Application Date: \_\_\_\_\_

Event Title

\_\_\_\_\_

Event Date(s)

Hours Per Day

\_\_\_\_\_

\_\_\_\_\_

Requested Event Location

Total Expected Attendance Per day

\_\_\_\_\_

\_\_\_\_\_

Primary Event Contact \_\_\_\_\_ Phone \_\_\_\_\_ [ ] Day [ ] Eve
Media Contact \_\_\_\_\_ Phone \_\_\_\_\_ [ ] Day [ ] Eve

Permit Applicant Name and Company
Company Contact (If different from above)
Business Address

\_\_\_\_\_

Phone

\_\_\_\_\_

City:

CA Zip:

\_\_\_\_\_

Mailing Address (If different)

City:

CA Zip:

\_\_\_\_\_

Insurance Information

Please provide information regarding your insurance provider below. A Certificate of Insurance evidencing general liability coverage limits of \$1,000,000 and an Additional Insured Endorsement naming "the City of Clearlake, its officers, agents, and employees" must be attached to this Application.

Insurance Company

\_\_\_\_\_

Contact Person

Phone

\_\_\_\_\_

Business Address

\_\_\_\_\_

City:

CA Zip:

\_\_\_\_\_

I have purchased special event liability coverage through the City.

[ ] Copy Attached [ ]

# City of Clearlake

## General Event Description

Use the space below to provide a description of your event and related activities. Items to include are event goals, target audience, schedule, and description of entertainment. Feel free to attach additional pages as needed. In addition, please attach copies of any brochures, flyers, news releases or any other information related to this event that you believe will help the City of Clearlake in considering your event for approval.

*. (For example – A Craft Fair with food vendors in Austin Park. We want to operate from 8am -4pm on Saturday..... and provide the remaining details)*

## Event Features

Please check all of the items below that apply to your event. Please indicate each item on a scale diagram of the event layout on the next page. Feel free to attach additional pages as needed. A detailed description of some items will be requested in the following pages.

- |  |  |
|--|--|
| <input type="checkbox"/> Entertainment or Stage Location(s)    | <input type="checkbox"/> Vehicle Fuel Handling                                     |
| <input type="checkbox"/> Alcohol Concession Stands/Beer Garden | <input type="checkbox"/> Cooking Areas   |
| <input type="checkbox"/> Non-Alcohol Concession Stands         | <input type="checkbox"/> Tables, Enclosures, etc.                                  |
| <input type="checkbox"/> Food Concession Stands                | <input type="checkbox"/> Temporary/Permanent Structures                            |
| <input type="checkbox"/> General Merchandise/Craft Booths      | <input type="checkbox"/> Temporary /Permanent Electrical Wiring                    |
| <input type="checkbox"/> First Aid Facilities                  | <input type="checkbox"/> Event Organizer's Command Post                            |
| <input type="checkbox"/> Portable Toilets      How many? _____ | <input type="checkbox"/> Fireworks/Pyrotechnics Site including direction of launch |
| <input type="checkbox"/> Trash Containers      How many? _____ | <input type="checkbox"/> Fire Hydrants and Extinguishers                           |
| <input type="checkbox"/> Security Personnel Stations           | <input type="checkbox"/> Building Exits/Evacuation Route                           |
| <input type="checkbox"/> Parking Lots                          | <input type="checkbox"/> Location of Emergency Vehicles                            |

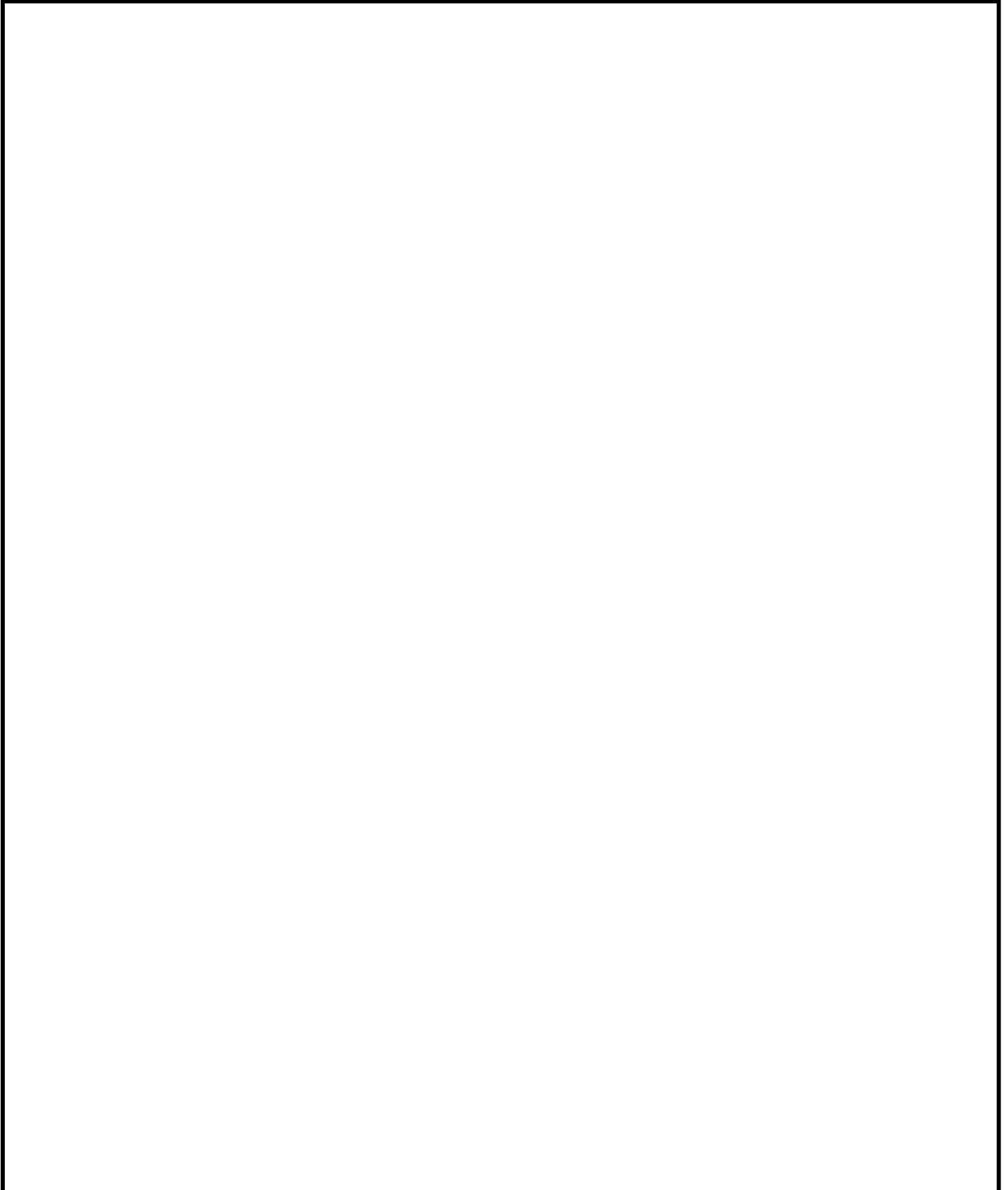
If there will be a parade, please check all items that apply and include on the diagram:

- |  |   |
|--|---|
| <input type="checkbox"/> Assembly Area   | <input type="checkbox"/> Parade Route                               |
| <input type="checkbox"/> Disbanding Area | <input type="checkbox"/> Alternate Routes                           |
| <input type="checkbox"/> Live Animals    | <input type="checkbox"/> Potentially Impacted Public Transportation |
| <input type="checkbox"/> Barricades      | <input type="checkbox"/> Potentially Impacted Residences/Businesses |
| <input type="checkbox"/> Street Closures |   |
| <input type="checkbox"/> Holding Pens    |   |

## *City of Clearlake*

### **Event Diagram**

Please label **all** event features clearly. Attach additional pages as needed. This will be a mapping/diagram drawing of how you plan to place vendor tables, banners, trash cans, and how to follow Social Distancing Guidelines.

A large, empty rectangular box with a black border, intended for the user to draw an event diagram. The box is currently blank, providing space for a mapping or diagram of event features such as vendor tables, banners, trash cans, and social distancing guidelines.

## *City of Clearlake*

### **Entertainment**

Please describe any music, sound amplification, or any other noise impact, including the intended hours of the music, sound or noise. PLEASE NOTE: There is a 10:00 pm noise curfew for amplified sound in the City of Clearlake.

### **Alcohol Concessions**

If alcohol will be sold, a temporary liquor license and Police Department Approval is required. Please describe the controls that will be in place to prevent alcohol service to persons under 21 years of age (wrist bands, enclosed areas, hand stamps, designated colored cups security, etc.).

## *City of Clearlake*

### Street Closures

Please provide the following information on all points of street closure being proposed.

| Closed Street Name | Affected Cross Street(s) | Date(s) | Start Time | End Time | Affected Bus Lines |
|--------------------|--------------------------|---------|------------|----------|--------------------|
|                    |                          |         |            |          |                    |
|                    |                          |         |            |          |                    |
|                    |                          |         |            |          |                    |
|                    |                          |         |            |          |                    |
|                    |                          |         |            |          |                    |
|                    |                          |         |            |          |                    |
|                    |                          |         |            |          |                    |
|                    |                          |         |            |          |                    |

### Attendance

Please provide attendance estimates for each day's event(s). Include event set up and tear down.

| Date                      | Activity/Entertainment Name | Start Time | End Time | Estimated Attendance |
|---------------------------|-----------------------------|------------|----------|----------------------|
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
|                           |                             |            |          |                      |
| Total Expected Attendance |                             |            |          |                      |

### First Aid

Provision for first aid is required for all events. The number and type of first aid stations will be determined by the City of Clearlake based on the attendance and type of event. You may select your own provider for first aid staff and equipment with prior approval from the City of Clearlake. Please provide contact information for your first aid provider, if known:

Company \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Business Address \_\_\_\_\_

City: \_\_\_\_\_ CA Zip: \_\_\_\_\_



## *City of Clearlake*

### **Food and Beverage**

A food handling permit is required from County of Lake Environmental Health Department. Please describe sanitation measures, food handling procedures, and the nature of food to be sold. Describe cooking layout if preparing food on-site including fuel or electrical sources. If an open flame will be used, a permit will be required from the Fire Department.

### **Public Safety & Event Security**

Please attach or describe the safety and security plan, including emergency evacuation plan, for your event including procedures for setup, operation, internal security, and crowd control. The Police Department will review the security plan to determine if additional security is required. If so, a contract with the Police Department will be required and a cost estimate will be provided. A security deposit will be required 15 days prior to the event. Once your event has concluded, the actual cost will be determined. You will receive a refund of any over-payment; any balance due must be paid within 1 days.

### **Post-Event Clean Up Plan**

Please attach or describe the plan for cleaning up and disposal all recyclables, trash and debris after the event. This plan should describe how the facilities, equipment, premises, or streets will be returned to their pre-event condition. You may be required to post a bond or deposit to cover potential damages to public property that may result from your event. A copy of the cleanup plan must be provided to the health department at least 30 days in advance of your event.



## City of Clearlake

### COVID Related Information

Due to the COVID Related Social Distancing regulations that are currently implemented all event holders and participants must wear masks before, during and after the event. The event holder must also have hand sanitizer available during the event for the safety of the participants. The diagram/layout of the event must also include the Social Distancing requirements. According to the County of Lake Health Department all event attendees must practice social distancing of at least 6 feet apart, wear masks at all times, hand sanitizers must be available and no gathering in large groups.

### Key Contacts

We are available to assist you in ensuring your event is a success. If you have questions about event planning or any of the requirements outlined in the application, we encourage you to ask questions before submitting your application. Please retain this page for future reference.

For general information regarding special events, please contact the Special Event Coordinator: Tina Viramontes\_

| For questions regarding:  | Please Contact              | Website | Phone              |
|---------------------------|-----------------------------|---------|--------------------|
| Alcohol Requirements      | Alcoholic Beverage Control  |         | 707-576-2165       |
| Building Permits          | Building Department         |         | 707-994-8201 x 103 |
| Business Licenses         | Building Department         |         | 707-994-8201 X 103 |
| City Calendar of Events   | Tina Viramontes             |         | 707-994-8201 x 131 |
| Fire Safety               | Fire Department             |         | 707-994-0733       |
| Fireworks                 | Fire Department             |         | 707-994-0733       |
| Food & Beverage Sales     | Environmental Health        |         | 707-263-1164       |
| Insurance Requirements    | Event Coordinator           |         | 707-994-8201 x 131 |
| Maintenance Requirements  | Public Works Department     |         | 707-994-8201 x117  |
| Noise Limits              | Clearlake Police Department |         | 707-994-8251       |
| Park Use Permits          | Tina Viramontes             |         | 707-994-8201 x 131 |
| Public Safety & Security  | Clearlake Police Department |         | 707-994-8251       |
| Street Closures           | Tina Viramontes             |         | 707-994-8201 x131  |
| Toilet/Waste Requirements | Environmental Health        |         | 707-263-1164       |
| Traffic Engineering       | Adeline Brown               |         | 707-994-8201 x341  |

*City of Clearlake*

**Waiver of the Clearlake Senior/Community Center and Special Event Fees**

Certain events, such as fishing tournaments and community parades, benefit the community by generating revenue for local hotels, restaurants, and retail establishments.

The events that benefit the community the most are those that bring large numbers of visitors to the community. These events bring money into the community that benefit the City, local businesses, and ultimately all the residents. If the visitors enjoy their visit they will return and tell their friends.

Other events sponsored by local non-profits also benefit the community by raising money that will be given to charitable or worthy causes.

The City Manager is authorized to waive fees for the use of the Clearlake Senior/Community Center and for special event permits. The following are the policies for considering waiving the rental fees, including, but not limited to:

- A. The cleaning deposit shall not be waived.
- B. Eventholders must submit a Special Event Application or a Clearlake Senior/Community Center application (whichever applies to the event) at least 30 days prior to the event in order to qualify for consideration of a fee waiver.
- C. Eventholders must request a fee waiver by the City Manager no later than 30 days before the event.

**Waiver Authorization**

\_\_\_\_\_ (Event holder for event) would like to request a waiver of fees for the event to be held on \_\_\_\_\_ at \_\_\_\_\_. We certify that the above-mentioned event falls into the criteria mentioned in the Special Event/Senior Center Event policy adopted by the City of Clearlake Council on May 4, 2021. It is also understood that this policy will be approved or denied on a case by case basis and the policy is not a guarantee that fees will be waived. It is also understood that the event holder will still be responsible for paying the required event deposit. The deposit must be paid prior to the event and will be refunded back within thirty (30) days after the event is completed and the City of Clearlake verifies the event location was left clean.

\_\_\_\_\_  
Signature of Event holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

**COVID-19 ADDENDUM**

I, the undersigned, acknowledge the contagious nature of COVID -19 and voluntarily assume the risk that I and others attending my event may be exposed to or infected by COVID- 19. I agree to having all attendees follow CDC and Lake County Department of Health recommendations for enhanced health and safety measures related to COVID-19 and follow all posted instructions while using City facilities; including requirements for social distancing, wearing of face coverings, participant grouping, types of activities allowed, and potential limits on event size.

I further acknowledge:

**-Masks and physical distancing required**

- No more than 3 separate households attend (including the host's)
- Gatherings should be two hours or less.
- Those with symptoms should not attend.
- Those at high risk of severe illness strongly encouraged not to attend.

---

Event holder

Date

City of Clearlake

**COMMUNITY CENTER RENTAL RATES 2020/21**

| ** Sq ft are approximations                     |                | <b>Standard</b> | <b>Non-Profit</b> |
|---|----------------|-----------------|-------------------|
|   |                | <b>Rate</b>     | <b>Rate</b>       |
| <b><u>Building w/o Kitchen (4042 sq ft)</u></b> | <b>4 hours</b> | \$ 235.00       | \$ 126.00         |
| Each Additional Hour                            |                | \$ 59.00        | \$ 32.00          |
| Cleaning Deposit                                |                | \$ 300.00       | \$ 300.00         |
|   |                |                 |                   |
| <b><u>Multi-purpose Room (2964 sq ft)</u></b>   | <b>4 hours</b> | \$ 174.00       | \$ 93.00          |
| Each Additional Hour                            |                | \$ 44.00        | \$ 23.00          |
| Cleaning Deposit                                |                | \$ 250.00       | \$ 250.00         |
|   |                |                 |                   |
| <b><u>Auxiliary Room (1078 sq ft)</u></b>       | <b>4 hours</b> | \$ 63.00        | \$ 34.00          |
| Each Additional Hour                            |                | \$ 16.00        | \$ 9.00           |
| Cleaning Deposit                                |                | \$ 100.00       | \$ 100.00         |
|   |                |                 |                   |
| <b><u>Kitchen Only (1078 sq ft)</u></b>         | <b>4 hours</b> | \$ 50.00        | \$ 25.00          |
| Each Additional Hour                            |                | \$ 20.00        | \$ 10.00          |
| Cleaning Deposit                                |                | \$ 300.00       | \$ 300.00         |
|   |                |                 |                   |
| <b><u>Classroom (320 sq ft)</u></b>             | <b>4 hours</b> | \$ 20.00        | \$ 10.00          |
| Each Additional Hour                            |                | \$ 5.00         | \$ 3.00           |
| Cleaning Deposit                                |                | \$ 100.00       | \$ 100.00         |
|   |                |                 |                   |
| <b>Alcohol Use Additional Deposit</b>           |                | \$ 200.00       | \$ 200.00         |
| <b>Returned Check Fee</b>                       |                | \$ 35.00        | \$ 35.00          |

City of Clearlake

**SPECIAL EVENT AND PARK EVENT RATES 2020/21**

| **   |  | Rate   | Cleaning Deposit |
|--|--|--|------------------|
|  |  |  |                  |
|  |  |  |                  |
| <b>Seasonal Business License<br/>(Christmas Tree lots, pumpkin sales etc.)</b> |  | <b>\$20.00 per day<br/>No proration</b>                                      | <b>N/A</b>       |
|  |  |  |                  |
| <b>Special Event Permit<br/>(Circus, carnival, etc.)</b>                       |  | <b>\$75.00 per day<br/>plus \$35.00 for<br/>Planning Temp<br/>Use Permit</b> | <b>N/A</b>       |
|  |  |  |                  |
| <b>Special Event:</b>  |  | <b>Daily</b>   |                  |
| <b>Non-Profit</b>  |  | <b>\$35.00</b>   | <b>\$100.00</b>  |
| <b>All others Under 50 Attendees</b>   |  | <b>\$75.00</b>   | <b>\$500.00</b>  |
| <b><u>All others Over 50 Attendees</u></b>                                     |  | <b>\$125.00</b>  | <b>\$1000.00</b> |
|  |  |  |                  |
|  |  |  |                  |
| <b>Austin Park</b>   |  |  |                  |
| <b><u>Covered Bench Area at Playground</u><br/><u>4 hours for 3 tables</u></b> |  | <b>\$50.00</b>   | <b>\$100.00</b>  |
|  |  |  |                  |
|  |  |  |                  |
| <b>Dog Park</b>  |  | <b>\$100</b>   | <b>\$150</b>     |
| <b><u>Bandshell</u></b>  |  | <b>\$500</b>   | <b>500</b>       |
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