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May 6th, 2024

Helen Dailey, Deputy Treasurer-Tax Collector
501 Low Gap Rd., Room 1060
Ukiah, CA 95482

Re: Application for Outdoor Festival License

Dear Helen,

Please find the application and additional required information for the Outdoor Festival License for this year's Mendocino Music Festival. Attached you will find the following:

- Application Form
- Articles of Incorporation
- State Park Permit
- Letter from the Sheriff's Office
- Community Event Permit
- Temporary Food Facility Permit
- Site Map
- A letter from the IRS indicating our 501 (c) 3 status
- Certificate of Liability Insurance, naming Mendocino County

Please let me know if any additional information is needed, and thank you for your time.

Raquel Taylor

Office Assistant

Raquel.Taylor@mendocinomusic.org

OUTDOOR FESTIVAL ORDINANCE REQUIREMENTS:

OUTDOOR FESTIVAL ORDINANCE REQUIREMENTS:

Name of Festival: **Mendocino Music Festival**

1.) Dates and of operation (MCC 6.16.040(C)). How many people will attend? (MCC 6.16.040(D)):

Dates: Saturday, July 13th - Saturday, July 27th

Hours: See attached

Attendance: See attached list

2.) Sponsor of festival:

☒ X - Non-profit

☐ Partnership:

Names and addresses of general partners:

☐ Corporation:

☐ Application signed by the President and attested to by the Secretary

☐ Certified copy of the Articles of Incorporation

3.) Legal description of premises where festival will be held (MCC 6.16.040(B))

Physical Location: 45035 Main Street, Mendocino, CA 95460

APNs: 1192400100 - 45035 Main Street

☒ Proof of ownership and written consent of property owners for below listed parcel and legal description of premises: **Permit issued by California State Parks**

4.) Statement of adequacy:

☒ Sheriff attesting to the adequacy of the proposed security or statement itemizing the deficiencies (MCC 6.16.040(E))

☒ Statement from County Health Officer attesting to the adequacy of the proposed sanitation, food handling and preparation facilities, and waste disposal (MCC 6.16.040(F))



COUNTY OF MENDOCINO

501 Low Gap Rd., Room 1060
Ukiah, California 95482
Phone (707) 235-6875

Sara Pierce
Acting Auditor-Controller
Treasurer-Tax Collector

Application for Outdoor Festival License under Article III of Chapter 11 of the Mendocino County Code

1. Name: Mendocino Music Festival
2. Residence Address: 45100 Main Street, Suite 2, Mendocino, CA, 95460
3. Mailing Address: P.O. Box 1808, Mendocino, CA, 95460
4. Individual _____ Corporation or Partnership: Non-Profit 501 © 3
5. Names and addresses of partners or corporation officers:

<u>Paddy Batchelder</u> Name	<u>President</u> Title	<u>PO Box 696, Gualala, CA, 95445</u> Address
<u>Arlene Reiss</u> Name	<u>Vice President</u> Title	<u>PO Box 73, Albion, CA, 95410</u> Address
<u>Marcia Lotter</u> Name	<u>Secretary</u> Title	<u>47080 Havens Neck Dr., Gualala, CA, 95445</u> Address

6. Principal location of event:
45035 Main Street, Mendocino, CA, 95460 (707) 937-2044
Address Telephone
7. Provide certified copy of Articles of Incorporation, if applicable.
8. Provide location and legal description of the premises where the outdoor festival is to be conducted, including all lands to be used for parking or other uses incidental to the outdoor activity. Submit **proof of ownership** of said premises **or the written consent of all owners**.
9. **Provide the date or dates and the hours during which the festival is to be conducted.**
10. Provide an **estimate of the maximum number of spectators, participants, or others expected to attend the outdoor festival for each day conducted.**
11. Applicant must contact the **Mendocino County Sheriff's Office** and comply with all requirements. Provide detailed explanation of the plan for policing the activity with particular emphasis on the control and prevention of alcohol and drug consumption.
12. Applicant must contact the **Mendocino County Department of Planning and Building Services** and comply with all requirements.
13. Applicant must contact the **Mendocino County Environmental Health Department** and comply with all requirements.

14. Provide written explanation of implementation of waste reduction, reuse, recycling, and diversion programs.

15. Provide detailed information on the following areas:

- a. Security Protection
- b. Water Supply
- c. Food Supply
- d. Sanitation facilities
- e. Medical facilities and services
- f. Vehicle parking space
- g. On-site traffic control and vehicle access
- h. Plans for spectators or participants remaining at night or overnight
- i. Camping facilities
- j. Illumination of premises
- k. Cleanup of premises
- l. Rubbish removal
- m. Plans for handling larger number of overnight spectators than are expected

OUTDOOR FESTIVAL FEE: \$175.00 PER DAY (payable to Mendocino County Tax Collector)

This **application shall be filed with the Tax Collector no later than 45 days prior to the event.** This application shall be accompanied by a non-refundable fee, (if applicable), which shall be of an amount to be set by resolution of the Board of Supervisors.

04/30/2024

Date

Donna Roberts

Applicant

Office Manager

Title

President of Corporation

Attest: Secretary of Corporation

Mendocino Music Festival
PO Box 1808
Mendocino, CA, 95460
707-937-2044
info@mendocinomusic.org – www.mendocinomusic.org

2024 Application for Outdoor Festival License

7. Copy of Articles of Incorporation attached.
8. The Mendocino Music Festival is held at the Mendocino Headlands State Park, Ford House Grounds, 45035 Main Street Mendocino. Our Special Event Permit, issued by the State Parks Department, is attached. Only one parking space is reserved, all other parking takes place in the town of Mendocino. Other parking areas are Mendocino High School, and business parking spaces designated by business owners for parking during the Festival. We use the exact same footprint each year for the large performance tent and small concession tent. Written consent of State Parks is attached.
9. The 2024 Festival begins on Saturday, July 13th and runs through Saturday, July 27th. Rehearsals usually run from 10:00 AM to 1:00 PM and from 2:30 PM to 4:30 PM. Sound checks take place at 5:00 PM and performances begin at 7:30 PM and run to 10:15 PM. Our daytime concerts take place at Preston Hall, Cotton Auditorium, and Matheson Performing Arts Center. Below is the 2024 performance list.
10. **Concerts in the tent:**
 - **Saturday, July 13th** – Evening concert, estimated audience: 600, estimated performers: 6, estimated volunteers and staff: 40
 - **Sunday, July 14th** – Evening concert at 6 PM, estimated audience: 650, estimated performers: 95, estimated volunteers and staff: 35
 - **Monday, July 15th** – Evening concert, estimated audience: 700, estimated performers: 5, estimated volunteers and staff: 35
 - **Tuesday, July 16th** – Evening concert, estimated audience: 650, estimated performers: 4, estimated staff and volunteers: 35
 - **Wednesday, July 17th** – No performance.
 - **Thursday, July 18th** – Evening concert, estimated audience: 600, estimated performers: 4, estimated staff and volunteers 35
 - **Friday, July 19th** – Evening concert, estimated audience: 700, estimated performers: 80, estimated staff and volunteers: 35

- **Saturday, July 20th** – Evening concert, estimated audience: 600, estimated performers: 55, estimated staff and volunteers: 35
- **Sunday, July 21st** – Evening concert, estimated audience: 650, estimated performers: 5, estimated staff and volunteers: 35
- **Monday, July 22nd** – No performance.
- **Tuesday, July 23rd** – Evening concert, estimated audience: 600, estimated performers: 4, estimated staff and volunteers: 35
- **Wednesday, July 24th** – Evening concert, estimated audience: 700, estimated performers: 90, estimated staff and volunteers: 35
- **Thursday, July 25th** - Evening concert, estimated audience: 700, estimated performers: 3, estimated staff and volunteers: 35
- **Friday, July 26th** – Evening concert, estimated audience: 800, estimated performers: 10, estimated staff and volunteers: 35
- **Saturday, July 27th** – Evening concert, estimated audience: 800, estimated performers: 120, estimated staff and volunteers: 40

Other Concerts (Indoors and Offsite):

- **Monday, July 15th** – 2:30pm at Preston Hall, estimated audience: 80, estimated performers: 6, estimated staff and volunteers: 4
- **Tuesday, July 16th** – 2:30pm at Preston Hall, estimated audience: 80, estimated performers: 1, estimated staff and volunteers: 4
- **Wednesday, July 17th** – 2:30pm at Preston Hall, estimated audience: 80, estimated performers: 1, estimated staff and volunteers: 4
- **Thursday, July 18th** - 2:30pm at Preston Hall, estimated audience: 60, estimated performers: 4, estimated staff and volunteers: 4
- **Friday, July 19th** – 2:30pm at Preston Hall, estimated audience: 70, estimated performers: 2, estimated staff and volunteers: 4
- **Saturday, July 20th** – 2:30pm at Preston Hall, estimated audience: 65, estimated performers: 2, estimated staff and volunteers: 4
- **Sunday, July 21st** – 2:30pm at Cotton Auditorium, estimated audience: 130, estimated performers: 4, estimated staff and volunteers: 4
- **Monday, July 22nd** – 2:30pm at Matheson Performing Arts Center, estimated audience: 120, estimated performers: 4, estimated staff and volunteers: 4

- **Tuesday, July 23rd** – 2:30pm at Preston Hall, estimated audience: 80, estimated performers: 1, estimated staff and volunteers: 4
 - **Wednesday, July 24th** – 2:30pm at Preston Hall, estimated audience: 70, estimated performers: 2, estimated staff and volunteers: 4
 - **Thursday, July 25th** – 2:30pm at Preston Hall, estimated audience: 70, estimated performers: 3, estimated staff and volunteers: 4
 - **Friday, July 26th** – 2:30pm at Preston Hall, estimated audience: 70, estimated performers: 20, estimated staff and volunteers: 4
11. A statement from the Mendocino County Sheriff's Office is attached. We have never had a problem with alcohol or drug consumption at the Mendocino Music Festival. It is attended almost exclusively by adults. Adults accompany almost all children and teenagers who attend. Although we sell wine and beer, there is not enough time before a performance or during intermission for anyone 21 or over to buy more than one glass. We comply fully with all ABC requirements. The emphasis at the Mendocino Music Festival is on music, not alcohol.
 12. Applicant must contact the **Mendocino County Department of Planning and Building Services** and comply with all requirements. We have contacted the Department of Planning and Building Services and will comply with all applicable requirements.
 13. We have contacted the County Environmental Health Department, as we do every year, and will comply with all requirements. Our Community Event Permit and Temporary Food Facility Permit are attached.
 14. Written explanation of implementation of waste reduction, reuse, recycling and diversion programs: Rubbish removal – We contract with Empire Waste Management for dumpsters for trash and recyclable materials. The dumpsters are locked with combination locks so that others cannot use the dumpsters for trash and mix recyclables with trash. On site we have well-marked, large plastic containers that clearly state "Trash" or "Recyclables" with an explanation of what goes into each container. Twice a day the trash and recyclable large plastic containers are emptied into the dumpsters. WM checks two times a week to see if the containers need emptying. At the end of the festival, WM takes the dumpsters and plastic containers away. It is our intention to be as "eco-conscious" as possible. All containers for juices, sodas, wine, and beer are recycled. All cans and water bottles are also recycled.
 - 15a. Security Protection – We hire one trained security guard to patrol the premises from 4:00 PM to midnight each night of the Festival and another to cover from midnight to 8:00 AM. We also hire a Mendocino Volunteer Fire Department certified responder and fire person to be on site for every performance in the tent (night concerts from 7:00 PM to 10:30 PM and daytime concerts from 2:00 to 5:30). During daytime rehearsals, employees of the MMF patrol the premises. Additionally, we have security guards patrolling the premises from 4:00PM to 12 midnight when no performances are taking place from the time the tent goes up until it comes down. We begin on site June 26th to prepare the tent

concert hall. Projected completion of the tent to full site restoration after the festival is Saturday, August 3rd.

15b. Water Supply – We buy water from Whispering Pines of Mendocino County. We have water dispensers backstage for our performers and in the concession tent for making coffee and tea or for drinking. Water is also available at the State Parks restroom area.

15c. Food Supply – We sell cookies, coffee, and tea before performances start and during intermission. In the evenings we sell wine and beer (we pay for a wine and beer license through the California Department of Alcoholic Beverage Control). We are in the town of Mendocino where there are numerous restaurants and stores.

15d. Sanitation Facilities – In addition to the sanitation facilities on the State Park property, we rent portable toilets and sinks from Thompson's Septic Service. Thompson's comes every other morning to clean and monitor the toilets and sinks.

15e. Medical Facilities and Services – In the case of an emergency, we would call the Mendocino Volunteer Fire Department, California State Parks, of the Mendocino Coast District Hospital.

15f. Vehicle Parking Space – The audience parks in the town of Mendocino. Performers park at Mendocino High School or areas designated by business owners for festival parking.

15g. On-Site Traffic Control and Vehicle Access – No traffic is allowed on site. Before and during the concerts we have a traffic person who keeps any vehicles from entering the site.

15h. Plans for Spectators or Participants Remaining at Night or Overnight – Not applicable.

15i. Camping Facilities – Not applicable.

15j. Illumination of Premises – We hang lights all around the perimeter of the large performance tent and at the concession tent. Both tents have interior lights.

15k. Cleanup of Premises and Rubbish Removal – Our technical staff cleans the site to the specifications of the State Parks. Waste Management rents us dumpsters for recycling and trash. Throughout the festival Waste Management regularly empties the dumpster. Once the festival is over and the site is totally cleaned up, WM takes away all the dumpsters.

15l. We do not have spectators in excess because we will not sell extra tickets if a concert is sold out.

15m. Plans for handling larger number of overnight spectators than are expected – Not applicable, we do not have overnight spectators.



**Public Health Department
of Mendocino County**
Healthy People, Healthy Communities



Environmental Health

Ukiah Office
860 N. Bush St.
Ukiah, CA 95482
Phone: 707-234-6625

Fort Bragg Office
120 W. Fir St.
Fort Bragg, CA 95437
Phone: 707-961-2714

May 17, 2024

Helen Dailey

Mendocino County Tax Collector

Subject: Mendocino Music Festival 2024/Statement of Adequacy

Dear Helen Dailey:

Environmental Health received the Community Event Permit/Application for **Mendocino Music Festival 2024** and it has been reviewed. It is a multi-day event to be held at 45035 Main Street, Mendocino, CA 95460, a state park owned by the California Department of Parks and Recreation. The event is scheduled for July 13th – 27th 2024.

The facilities and planned operation are adequate to meet the public health requirements of an outdoor festival.

Items addressed were: location, operation, sanitation (liquid waste and hand washing), refuse disposal, and food service.

Sincerely,

A handwritten signature in black ink, appearing to read "MEH".

Melissa Hernandez, REHS

Consumer Protection Program



Environmental Health Division
COMMUNITY EVENT APPLICATION / PERMIT
(STATEMENT OF ADEQUACY FOR AN OUTDOOR FESTIVAL)

**public
health**
Mendocino County

Ukiah Office: 860 N Bush Street
Ph: 707-234-6625

Fort Bragg Office: 120 W Fir Street
Ph: 707-961-2714
enviroh@mendocinocounty.gov

Non-Profit Tax ID #: 94-3047133

FD#: _____

Name of Event: Mendocino Music Festival Event Dates & Hours: 7/13-7/27 (7/14 6:00-9:00) 7:30-9:30

Location of Event: 45035 Main St., Mendocino, CA, 95460 # of Food Vendors: 1 (in house)

Property Owner Name: CA Dept. of Parks and Recreation Estimated Max Attendance: 6500-7500 (600 per day)

Coordinator's Agency: Mendocino Music Festival Coordinator's Name: Donna Roberts

Coordinator's Mailing Address: P.O. Box 1808, Mendocino, CA, 95460

Coordinator's Phone #: (707) 937-2044 Coordinator's Email: donna.roberts@mendocinomusic.org

The following information must be submitted a minimum of one month prior to the event date to avoid late fees:

- | | |
|--|---|
| <input type="checkbox"/> Event on Time: < 15 Food Vendor Booths = \$917 | <input type="checkbox"/> Event with Late Fee: < 15 Food Vendor Booths = \$1,052 |
| <input type="checkbox"/> Event on Time: 15+ Food Vendor Booths = \$1,685 | <input type="checkbox"/> Event with Late Fee: 15+ Food Vendor Booths = \$1,821 |

☒ Please also check here if you are Non-Profit, Fee Exempt. Documentation is required with submittal.

(Please Note: Non-Profit applications that are submitted late will not be exempt from the late fee)

**RECEIVED
UKIAH**

MAY 02 2024

**MENDOCINO COUNTY
ENVIRONMENTAL HEALTH**

☒ **Site Plan:** Submit a site plan that shows the proposed location of the temporary food booth vendors, restrooms, any shared facilities such as sinks, sewer access, and garbage dumpsters, as well as locations of drinking fountains.

☒ **Food Vendor List and Temporary Food Permit Applications:** Complete and submit the attached vendor list with this application. It is your responsibility to distribute the *Guidelines for Operating a Temporary Food Booth*, food booth applications, and fees to your vendors.

☒ **Toilet Facilities:** At least one toilet facility for each 15 employees shall be provided within 200 feet of each Temporary Food Facility. A minimum of one toilet and one handwashing facility shall be available for each 100 patrons.

☒ **List Water Source:** Whispering Pines - Received - Water Bottling Plant License 5/9/24 mch

A potable water supply shall be provided. A minimum of one drinking fountain shall be available for each 500 patrons

☒ **Refuse Disposal:** _____

Provide number and type of waste receptacles to be available at event. A minimum of one 50 gallon garbage can shall be available for each 100 patrons per day.

As Event Coordinator, I certify that all of the information above has been provided and is correct, that I have read and understand the "Letter to Event Coordinators", and I understand that I am responsible for ensuring compliance with the California Retail Food Code (Cal Code) by the temporary food vendors operating at this event.

Applicant Signature: Donna Roberts Date: 04/30/2024

Applicant's Title: Office Manager

When approved by the Environmental Health Division, this application shall serve as your permit.

Approved By: Matt

Approval Date: 5/9/24

Date Rec'd: _____
Rec'd By: <u>Exempt</u>
Payment #: _____
Amount Rec'd: _____

Continue to the back

COMMUNITY EVENT FOOD VENDOR LIST

Event Name: Mendocino Music Festival Event Dates: 07/13/2024-07/27/2024

Event Coordinator: PLEASE FILL IN THIS SHEET OR ATTACH A SEPARATE SHEET WITH ALL OF THE INFORMATION BELOW INCLUDED. It is your responsibility to provide the *Guidelines for Operating a Temporary Food Booth* and applications to each of the food vendor booths you expect to be operating at your event in a timely manner. If you need more, please contact our office or visit our website. Please remember to advise the food vendors that their permit application and fee must be submitted to Environmental Health (5) business days prior to the event start date in order to avoid a late fee. **Postmarks are acceptable.**

<u>Vendor Booth Name</u>	<u>Contact Person</u>	<u>Mailing Address</u>	<u>Email Address</u>	<u>Phone #</u>	<u>PHF* or NPHF**</u>
Mendocino Music Festival	Donna Roberts	PO Box 1808, Mendocino, CA, 95460	Donna.Roberts@men docinomusic.org	707-937-20 44	

Please attach additional paper if needed for additional vendors

***PHF: Booths serving Potentially Hazardous Food (PHF).** Potentially Hazardous Foods are foods which are typically high in protein content, contain moisture, have neutral or slightly acidic pH levels, and have a history of foodborne illness outbreaks and a natural potential for contamination due to production and processing methods. Examples are:

Tofu or soy protein foods, Meat- beef, pork, lamb, etc, milk and milk products, fish, sliced melons, cooked rice, beans, or other heat-treated plant foods, baked or boiled Potatoes, Garlic-in-Oil mixtures, sprouts and raw seeds, shellfish and crustacea synthetic ingredients.

***NPHF: Booths serving Non-Potentially Hazardous Foods (NPHF).** Examples of Non-Potentially Hazardous Foods are as follows:

Cookies, breads, cakes, potato chips, popcorn, cotton candy, candy bars, etc.

If you are unsure if the foods being provided are PHF or NPHF, please give our office a call.

MATTHEW C KENDALL
Sheriff-Coroner



Undersheriff John Magnan

Captain Quincy Cromer
Patrol Division Commander

Captain Gregory L. Van Patten
Corrections Division Commander

County of Mendocino Office Of The Sheriff-Coroner

May 6th, 2024

Deputy Treasurer-Tax Collector
501 Low Gap Road, Room 1060
Ukiah CA, 95482

Dear Deputy Treasurer-Tax Collector:

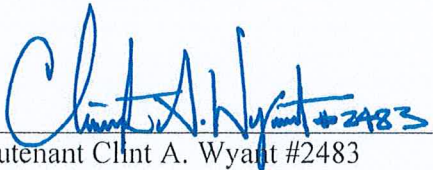
I, Lieutenant Clint Wyant of the Mendocino County Sheriff's Office have reviewed the proposed security plan for the Mendocino Music Festival and feel the plan for this event is adequate. As stated before, since this event will be held on California State Parks property, their approval should also be attained.

If you have any further questions regarding this matter, please feel free to contact me directly.

(707) 964-2690 – Desk
(707) 463-4086 – Dispatch Center

Sincerely,

MATTHEW C. KENDALL
Sheriff-Coroner

By  :
Lieutenant Clint A. Wyant #2483
Coastal Operations Commander – Field Services

SPECIAL EVENT PERMITState of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: To apply for a Special Event Permit, complete this form and read the Special Event Permit Terms and Conditions. Submit permit application and supporting documents to mendocino.specialevents@parks.ca.gov along with a check or money order mailed to Sonoma-Mendocino Coast District, ATTN: Special Events, 12301 N. Hwy 1, Box 1, Mendocino, CA 95460. If you have any questions, please call 707-937-3690 or email mendocino.specialevents@parks.ca.gov.

APPLICANT/ORGANIZATION Mendocino Music Festival Association	EMAIL donna.roberts@mendocinomusic.org	
CONTACT PERSON Donna Roberts	CITY/STATE/ZIP CODE 95460	
ADDRESS PO Box 1808	Primary PHONE () 707 937-2044	Secondary PHONE ()
PARK UNIT Mendocino Headlands State Park	LOCATION Ford House Grounds, Mendocino, California	
SPECIFIC USE Mendocino Music Festival concerts, setup & strike	DATE(S) 6/26-8/3/2024	HOURS Festival period 7/13-27

1. PURPOSE OF THE EVENT: **We present fine classical music, chamber music, big band, chorale, blues, world music and dance to the public. Our Mission Statement is attached.**

2. PARK AREA/FACILITIES TO BE USED:

Mendocino Headlands State Park and Ford House building and grounds use

3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT AT ONE TIME AND METHOD FOR LIMITING ATTENDANCE (THE STATE MAY LIMIT THE MAXIMUM ATTENDANCE WITHIN ITS DISCRETION):

Maximum seating capacity is 830 persons. Seating is limited to that.

4. PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the event involve the sale or use of alcoholic beverages?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will additional fees be charged for participants (beyond regular facility fees)?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will items or services be sold at the event?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are there any other special conditions or requirements? Please Describe:

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE

DocuSigned by:

Donna Roberts

DATE

2/26/2024

FOR DEPARTMENT COMPLETION ONLY

TOTAL PERMIT FEES
\$35 + \$1 per person

COMMENTS
submit special event fee after event with attendance report

pending approval: **2/29/24**

REVIEWED AND RECOMMENDED BY

Magnolia Barrett

TITLE
Special Events Coordinator

DATE

2/29/2024

BUSINESS PHONE

(707) 937-5721

ADDRESS

12301 N. Hwy. 1, Box 1

CITY/STATE/ZIP CODE

Mendocino, CA 95460

APPROVED BY

William Maslach

TITLE
District Superintendent

DATE

5/15/2024

BUSINESS PHONE

(707) 937-5804

ADDRESS

12301 N. Hwy. 1, Box 1

CITY/STATE/ZIP CODE

Mendocino, CA 95460

DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only)

DATE

☒ \$35 filing fee received

☒ permit packet submitted

conditional approval: **5/15/2024**

☐ insurance received

☐ all additional fees received

final approval: _____

permit file closed on: _____

SPECIAL EVENT PERMIT SUPPLEMENT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: Complete the information requested below then submit this form with your DPR 246, Special Event Permit.

Basic Considerations:

Time of Day: Attempt to schedule your event before 1 P.M. or after 3 P.M., to minimize conflicts with the visiting public.

Time of Year: Summertime and holiday weekends are the busiest times for State Parks, please be aware of this when planning your event.

Weather Conditions: Coastal fog and wind create variable weather patterns that should be taken into consideration when planning an event. In the summer, fog is often thick in the morning and burns off mid-day, sometimes returning in the late afternoon. Wind is usually heavier in the late afternoon. The weather has very little predictability.

Smoking is permitted only in parking lots and roadways. Cigarette butts are not to be discarded on park property.

The site must be restored to its original condition. As the permit holder, you are financially and legally responsible for any litter or damage to park property.

How many people are you expecting:

Last year we sold 4,901 tickets. We are hopeful we will do at least that well this year, if not better.

How many vehicles are you expecting:

On the Ford House grounds parking area, 5-6 at various times.

What are the total hours the site will be occupied including set up and clean up:

Site will be occupied and security personnel present round-the-clock from June 26 through August 3, 2024

What is the actual main event start time:

7:30pm on: July 13, 15, 16, 18, 19, 20, 21, 23, 24, 25, 26 and 27. 2:00pm on July 12 (rehearsal).

6:00pm on July 14, 2024.

Will seating or any other equipment or furnishing be set up, if so specify:

An 8-pole Tent Concert Hall is erected in the same place (using previous stake locations per instruction) every year on the Ford House Museum grounds containing a stage, floor, 800 folding chairs, lights, sound and heating. Also erected separately is an enclosed Concession Tent with tables and an enclosed Box Office tent with a table.

List any offsite vendors, suppliers, and/or caterers that will be hired by you for your event:

Employed crew will setup and strike the Tent Concert Hall on the bluffs. Suppliers like KemGas, Portaseptics, Redwood Waste Management and water delivery will deliver, maintain and remove their products on a clearly defined schedule.

List any flowers or plants (please note pampas grass and gorse are not permitted):

No plants or flowers are used EXCEPT at certain performances where bouquets are presented to artists at the conclusion of their performance. Flowers are grown locally. It is understood that

~~pampas grass and gorse are not permitted.~~

Do you plan on holding any additional activities on State Park Property outside of the reserved event area:

No.

Please provide the name, email, and phone number of event planner if applicable and different from the contact provided on your Permit Application:

As stated above, Donna Roberts, Office Manager, Donna.Roberts@MendocinoMusic.org.

(707) 937-2044

raquel.taylor@mendocinomusic.org

SPECIAL EVENT CONDITIONS ACKNOWLEDGEMENT

Applicant Name: Donna Roberts

Event Date: 6/26-8/3/2024

Event Location: Mendocino Headlands State Park

Event Type: Music Festival

Please initial next to each special event guideline below. Your initials indicate that you understand and will comply with State Parks Special Events policies.

DR State Parks special event locations remain open to the public and a Special Event permit does not ensure exclusive use of the space.

DR All vehicles must legally park in designated parking spaces, and no part of a parked vehicle may be in the roadway.

DR All parking spaces are first come, first serve and spaces may not be reserved, condoned off, or saved.

DR Vehicles may not drive on the beach, bluffs, or any other State land other than approved parking lots and roadways.

DR Nothing may be tossed or thrown including flower petals, birdseed, rice, etc.

DR Grounds must remain undisturbed; digging holes, driving stakes or poles into the ground, etc. is strictly prohibited.

DR No incendiary devices, open fire, candles, or other open flame allowed outdoors without express approval.

DR All equipment must receive prior approval (including but not limited to, seating, flowers/plants, arches, sound equipment, generators, heating devices, etc.)

DR Do not set up flags, tents, canopies, or arches unless approved through the permit process by State Parks and the Coastal Commission.

DR Permits are not transferrable to other parties, dates, locations, etc.

DR Permits do not include camping reservations. All camping reservations must be made through the Reserve California system either by phone at 1-800-444-7275, or online at www.reservecalifornia.com.

DR All Mendocino Sector park units are open for day use from 6:00 AM until 1 hour after sunset. All special event activities (including set-up and clean-up) should take place during this day-use period. State Parks is not responsible for any damage or loss resulting from leaving event equipment unattended.

DR It is the responsibility of the permittee to ensure that special event rules and regulations are followed by all participants of the event (including guests, vendors, caterers, etc.).

DR It is the responsibility of the permittee to pay for any damages to State Parks land resulting from the event.

Signature: Donna Roberts

Date: 2/26/2024

DocuSigned by:
7ECB5819CBA14E7...

FOR DEPARTMENT COMPLETION ONLY

SPECIAL CONDITIONS REQUIRED OF THE PERMITTEE BY THE DEPARTMENT OF PARKS AND RECREATION:

Please submit proof of rental for the following:

- ☒ portable restrooms - Thompson's Invoice included in file
- ☒ wash stations
- ☒ garbage bins - contracting with Redwood Waste Solutions. Will be invoiced in July.

Only use sleeves for tent staking. Do not drive on the grass past the typical semi-trailer drop-off location. Parking spots at the Ford House are reserved for Mendo Parks and not available for Music Festival use. If electrical and water access are needed, please coordinate with Mendo Parks. Bathrooms to the East of the Ford House are closed at night and not available past ~9pm.

Have accessibility issues been addressed? ☐ YES ☐ NO

EXCEPTIONS TO SERVICES PROVIDED BY THE STATE AS LISTED IN SPECIAL EVENT PERMIT AND CONDITIONS:

THE ITEMS CHECKED BELOW MUST BE RECEIVED AT THE DISTRICT PRIOR TO THE EVENT UNLESS OTHERWISE STATED.

- ☒ \$35+\$1 per person Permit Fees (\$35 Filing Fee + Special Event Fee: \$1 per person)
- ☒ \$ 500 Damage Deposit (per discretion of Permit Review)
- ☒ Proof of liability insurance coverage (Certificate of Insurance) in an amount not less than the following:
- ☐ Combined single limit (CSL) \$500,000 per occurrence (must be received at least 60 days in advance of event)
 - ☐ Combined single limit (CSL) \$1,000,000 per occurrence (must be received at least 60 days in advance of event)
 - ☐ Public liability \$300,000 each person; \$500,000 each occurrence. Property damage, liability and products damage liability \$200,000.
- ☐ Copy of license to sell alcoholic beverages from the California Department of Alcohol and Beverage Control (must be received at least 10 days in advance of event)

☐ YES ☐ NO SITE WALK THROUGH CONDUCTED WITH PERMITTEE.

COMMENTS:

- 1) Parking
 - 1) Parking is limited at most State Parks venues and all spaces are first come, first serve.
 - 2) All vehicles must be legally parked at all times.
 - 3) Spaces may not be cordoned off or saved.
 - 4) Offsite parking/shuttle service may need to be arranged (at the discretion of the park)
- 2) Equipment transportation.
 - 1) All equipment must be hand-carried or transported via handcart.
 - 2) Vehicles may not drive off road to unload equipment or passengers.
- 3) Decorative Plants
 - 1) Pampas grass and gorse are invasive species and not permitted in bouquets, arrangements, archways, etc.
- 4) Please notify special event coordinator of any changes within a reasonable timeframe. Please note: depending on the change, further review and discussion may be needed by Parks Operations and permit approval may be delayed.

Raquel Taylor

raquel.taylor@mendocinomusic.org

I have read, understand, and agree to these terms.



MENDMUS-01

EOROEPEZA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0603247 George Petersen Insurance Agency, Inc. P.O. Box 1180 Santa Rosa, CA 95402		CONTACT NAME: PHONE (A/C, No, Ext): (707) 964-1271 FAX (A/C, No): (707) 964-0108 E-MAIL ADDRESS: info@gpins.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Nonprofits' Insurance Alliance of California	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED

Mendocino Music Festival Association
P.O. Box 1808
Mendocino, CA 95460

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		2024-05480	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2024-05480	1/1/2024	1/1/2025	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Use of facility as a Green Room for musicians to prepare for stage

Ford House / CA State Park Land are named as additional insured with respects to General Liability per, CG 20 11 12 19.

CERTIFICATE HOLDER

CANCELLATION

Ford House / CA State Park Land
45035 Main St.
Mendocino, CA 95460

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

1045527
ENDORSED
FILED

In the office of the Secretary of State
of the State of California

ARTICLES OF INCORPORATION

OCT 27 1986

OF

MARCH FONG EU, Secretary of State

MENDOCINO MUSIC FESTIVAL ASSOCIATION

I

The name of this corporation is MENDOCINO MUSIC FESTIVAL ASSOCIATION.

II

- A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
- B. The specific purpose of this corporation is to provide musical events for the cultural and educational benefit of the community.

III

The name and address in the State of California of this corporation's initial agent for service of process is:

Mary Cardiff, Attorney at Law
17533 E. Kirtland Way, ~~P.O. Box 622~~
Fort Bragg, California 95437

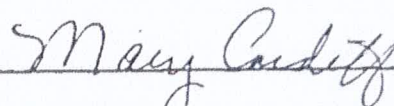
IV

- A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

DATED: August 10, 1986



MARY CARDIFF, Attorney and Agent

Mendocino Music Festival Site Map

Location: Mendocino Headlands State Park

Ford House Grounds

45035 Main Street, Mendocino, CA

Scale 1" = 50'



Legend:

- T.R. = Trash & Recycling Bins
- HW = Handwashing Station
- HA = Handicap Accessible Porta-Potties
- P = Public Restroom Porta-Potties
- E = Performance Tent Entrance/Egress
- FE = Fire Extinguishers

ADDITIONAL RESTROOMS
5 TOILETS
4 HW STNS

STATE PLANTS RA

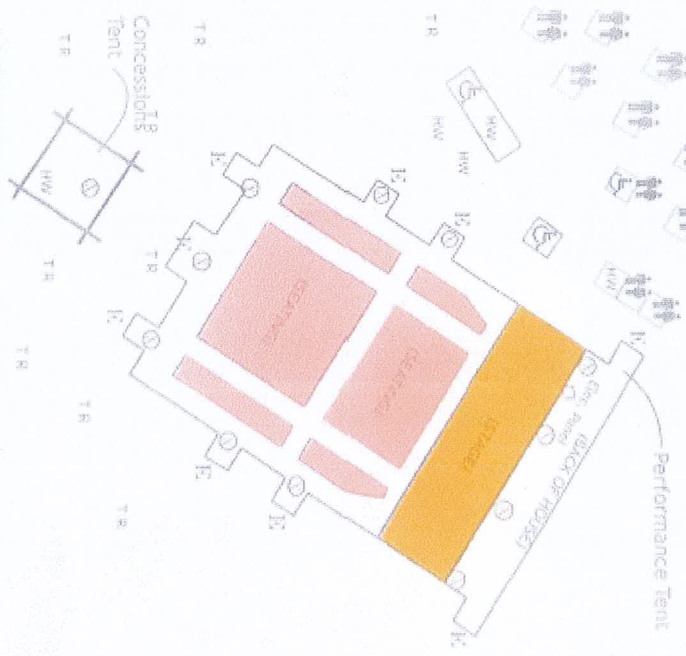
Fire Equip.

Ford House
(State Plants)

10' Wide Driveway - Emergency Access for

Main Street

40' Loading Zone



Internal Revenue Service

District
Director

Department of the Treasury

PO Box 2350, Los Angeles, Calif. 90053

Person to Contact: W. Greer

Telephone Number: (213) 894-2336

Refer Reply to: EO (0228) 97

Date: MARCH 12, 1997

EIN: 94-3047133

MENDOCINO MUSIC FESTIVAL
P.O. BOX 1808
MENDOCINO, CA 95460-1808

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal income tax in October 1986 as described in Internal Revenue Code Section 501 (c) (3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170 (b) (1) (A) (vi) .

The exempt status for the determination letter issued In October 1986 continues to be in effect, subject to an advance ruling period until

If you need further assistance, please contact our office at the above address or telephone number.

W.GREER
Disclosure Assistant