

Outdoor Festival Ordinance Requirements:

Name of Festival: **Mendocino Music Festival**

1.) Dates and hours of operation (MCC 6.16.040(C))

July 8-July 22, 2017

Hours:

Rehearsals from 10:00 a.m. to 1:00 p.m. and 2:30 p.m. to 4:30 p.m.

Sound checks at 5:00 p.m.

Performances begin at 7:30 p.m. to 10:15 p.m.

2.) How many people will attend? (MCC 6.16.040(D))

Varies per day but estimated up to 1200 per day including staff and performers

3.) Sponsor of festival:

☒ Non-profit: **Mendocino Music Festival**

☐ 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

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

Physical location: Headlands State Park, 735 Main Street, Mendocino, California

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

5.) 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) 234-6875
Fax (707) 463-4166

Shari L. Schapmire
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 Ste. 2, Mendocino, CA 95460
3. Mailing Address P.O. Box 1808, Mendocino, CA 95460
4. Individual _____ Corporation or Partnership non-profit 510 (c) 3
5. Names and addresses of partners or corporation officers:

<u>Barbara Barkovich</u> Name	<u>President</u> Title	<u>44810 Rosewood Terrace, Mendocino</u> Address
<u>Deborah Farmar</u> Name	<u>Vice President</u> Title	<u>160 Ebbing Way, Fort Bragg</u> Address
<u>Marcia Lotter</u> Name	<u>Secretary</u> Title	<u>33730 W. Hwy 1, Gualala</u> Address
6. Principal location of event:

<u>45035 Main Street, Mendocino, CA 95460</u> Address	<u>(707)937-2044</u> 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

This application shall be filed with the Tax Collector no later than three weeks 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.

4/26/2017
Date

Sharry England
Applicant

Sharry England

Executive Assistant

Title

Barbara N. Barkovich
President of Corporation

Marcia J. Kottler

Attest: Secretary of Corporation

mendocino music festival

PO Box 1808
Mendocino, CA 95460
707 937-2044

info@mendocinomusic.org • www.mendocinomusic.org

2017 APPLICATION FOR OUTDOOR FESTIVAL LICENSE

8. The Mendocino Music Festival is held at the Mendocino Headlands State Park, Ford House Grounds, 45035 Main St. Mendocino. Our Special Event Permit issued by States Parks is attached. Only one parking space is reserved. All other parking takes place in the town of Mendocino, at 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 2017 Festival begins on Saturday, July 8th and runs through Saturday, July 22nd. 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. The daytime concerts at the Performance Tent are on July 8th at 2:00 pm and the 16th at 2:30 pm. Other daytime concerts take place at Preston Hall, Presbyterian Church Sanctuary, Mendocino the Hill House Inn, and Matheson Theater. Below is the 2017 performance list.
10. **Performance Tent Concerts:**
 - Saturday, July 8th** Afternoon concert – estimated audience 150, estimated performers 4, estimated volunteers and staff 30
 - Saturday, July 8th** – Evening concert-estimated audience 600, estimated performers 5; estimated volunteers and staff 35
 - Sunday, July 9th** – Evening concert 6 pm – estimated audience 650, estimated performers 75, estimated volunteers and staff 35
 - Monday, July 10th double bill** – Evening concert - estimated audience 500, estimated performers 8, estimated volunteers and staff 35
 - Wednesday, July 12th** – Evening concert - estimated audience 400, performers 5, estimated volunteers and staff 30
 - Thursday, July 13th** – **Evening concert**-estimated audience 600, estimated performers 5, estimated volunteers and staff 35
 - Friday, July 14th** – **Evening concert** - estimated audience 800, estimated performers 45, estimated volunteers and staff 40
 - Saturday, July 15th** – **Evening concert** - estimated audience 800, performers 30, estimated volunteers and staff 40
 - Sunday, July 16th** – **Afternoon lecture** – estimated audience 150, performers 2 estimated volunteers and staff 30; **Evening Concert double bill** – estimated audience 500, estimated performers 10, estimated volunteers and staff 35
 - Monday, July 17th**- No performance
 - Tuesday, July 18th** – **Evening concert** - estimated audience 400, estimated performers 5, estimated volunteers and staff 35
 - Wednesday, July 19th** – **Evening concert** - estimated audience 600, performers 60, estimated volunteers and staff 40

Thursday, July 20th – Evening concert - estimated audience 400, estimated performers 4, estimated volunteers and staff 40

Friday, July 21st – Evening concert - estimated audience 600, performers 8, estimated volunteers and staff 40

Saturday, July 22nd – Pre-Concert Lecture at 6:30 pm estimated audience 150, performers 3, estimated volunteers and staff 10; **Evening concert** - estimated audience 800, estimated performers 100, estimated volunteers and staff 40

Other Concerts (Indoors and Offsite):

Sunday, July 9th – 11:00 am –Acapella workshop at Matheson Theater - estimated audience 50, performers 6, volunteers 3

Sunday, July 9th – 2:00 pm Preston Hall– estimated audience 120, performers 7, volunteers 4

Monday, July 10th – 2:30 pm Preston Hall- estimated audience 100, performers 4, volunteers 4

Wednesday, July 12th – 2:30 pm Preston Hall -estimated audience 100, performers 3, volunteers 4

Thursday, July 13th – 2:30 pm Preston Hall - estimated audience 100, performer 1, volunteers 4

Friday, July 14th – 2:30 pm Preston Hall- estimated audience 100, performers 2, volunteers 4

Saturday, July 15th – 2:30 pm Preston Hall- estimated audience 75, performers 2, volunteers 3

Saturday, July 15th – 2:30 pm at Hill House estimated audience 120, performers 10, volunteers 3

Monday, July 17th – 11:00am Presbyterian Church Sanctuary – Workshop, estimated audience 30, performers, 1 estimated volunteers, 3

Monday, July 17th – 2:30 pm Preston Hall- estimated audience 100, performers 4, volunteers 4

Tuesday, July 18th – 2:30 pm Preston Hall – estimated audience 120; performers 4, volunteers 4

Wednesday, July 19th – no concert

Thursday, July 20th– 2:30 pm Preston Hall - estimated audience 100, performers 4, volunteers 4

Friday, July 21st - 4:00 pm – estimated audience 100, performers 14, volunteers 4

Saturday, July 22nd - 2:30 pm – estimated audience 100, performers 5, volunteers 4

11. A statement from 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 music, not wine or beer.

12. Contact with Mendocino County Planning Department: MMF contacted Planner Julie Acker. She stated that no permits are required from the Planning and Building Services Department.

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 locked with combination locks so that others cannot use the dumpsters for their trash and mix recyclables with trash. On site we have well-marked, large plastic containers that say “Trash” or “Recyclables” with an explanation of what goes in 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 intent to be as “green” a festival as possible. All glass containers for juices, sodas, wine and beer are recycled. All cans and water bottles are 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. We also hire security guards from 4:00 PM to 12 midnight when no performances are taking place, from the time the tent goes up until it comes down. We go on site June 22nd to prepare the tent concert hall. Projected completion of the tent to coming down and site restored is Friday, July 28th.

15b. Water Supply – We buy water from Whispering Pines of Mendocino County. We have water dispensers back stage 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, tea and wine and/or beer in the evenings, before the performance begins and at intermission (We pay for a wine & 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 daily to clean and monitor the toilets and sinks.

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

15f. Vehicle parking space – The audience parks in the town of Mendocino. Performers park at the 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 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 State Parks. Waste Management rents us dumpsters for recycling and trash. Throughout the festival WM regularly empties the dumpster. Once the festival is over and the site is totally cleaned up, WM takes away the dumpsters.

15l. We do not have spectators in excess because if we sell out a concert we do not try to sell extra seats.

2017 MENDOCINO MUSIC
FESTIVAL 31st SEASON



ALLAN POLLACK
ARTISTIC DIRECTOR &
CONDUCTOR

Saturday, July 8th at 2:00 PM
OPENING CONCERT
CALDER QUARTET

Mendelssohn: String Quartet No. 2 in A minor, Op. 13
Beethoven: String Quartet No. 15 in A minor, Op. 132

Saturday, July 8th at 7:30 PM
THE HOUSE JACKS
A Cappella quintet from San Francisco

Sunday, July 9th at 2 PM
SIDE NOTE
Bay Area-based a cappella septet

Sunday, July 9th at 6 PM
FESTIVAL ORCHESTRA
Gershwin: Cuban Overture; Piazzolla: Four Seasons;
Rimsky Korsakov: Scheherazade

Monday, July 10th at 7:30 PM
DOUBLE BILL: LAURIE LEWIS & THE RIGHT
HANDS and RITA HOSKING
Traditional American folk and bluegrass

Wednesday, July 12th at 7:30 PM
PINE LEAF BOYS
Cajun and Zydeco rock-n-roll from South Louisiana

Thursday, July 13th at 7:30 PM
BAND OF HEATHENS
American rock-n-roll band from Austin, TX

Friday, July 14th at 7:30 PM
OPERA: Don Pasquale

Saturday, July 15th at 7:30 PM
BIG BAND with KIM NALLEY

Sunday, July 16th at 7:30 PM
DOUBLE BILL: JOAN SORIANO AND KANEKOA
Soriano is a bachata singer and guitarist from the Dominican Republic; Kanekoa is an ukulele powered Hawai'ian reggae folk rock group

Tuesday, July 18th at 7:30 PM
RICHIE GOODS with NUCLEAR FUSION
Jazz, blues and funk

Wednesday, July 19th at 6:30 PM
FESTIVAL ORCHESTRA
Schubert: Unfinished; Strauss Burlesque Brahms 1

Thursday, July 20th at 7:30 PM
JULIAN POLLACK with J3PO
Brooklyn based Producer and Talkbox vocalist

Friday, July 21st at 7:30 PM
SAN JOSE TAIKO
Japanese-American drumming and rhythm group

Saturday, July 22nd at 6:30 PM
FESTIVAL ORCHESTRA
Verdi Requiem

DAY TIME CONCERTS
2:30 PM at Preston Hall

PIANO SERIES
John Novacek – Wednesday, July 13th
Zofu (Piano Duo) – Saturday, July 15th
Molly Morkoski – Saturday, July 22nd

IN BOCA AL LUPPO - Monday, July 10th
STENBERG/CAHILL/WINANT TRIO
Celebrates Lou Harrison – Tuesday, July 11th
KATHLEEN GRACE – Wednesday, July 12th
ZOE ELLIS – Friday, July 14th
BABAGHANOUSH – Friday, July 14th

SCHUBERT
Lecture – Sunday, July 16th
Chamber – Monday, July 17th
Chamber – Tuesday, July 17th

EMERGING ARTISTS – Friday, July 21st – 4 PM

All Programs subject to change without notice



DEPARTMENT OF PARKS AND RECREATION • P.O. Box 942896 • Sacramento, CA 94296-0001

Mendocino District
12301 North Highway 1 – Box 1
Mendocino, CA 95460
707-937-2507

January 27, 2017

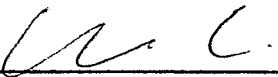
Resolution

WHEREAS, the Department of Parks and Recreation will enter into a special event permit with the Mendocino Area Parks Association and the Mendocino Music Festival Association to jointly sponsor a two week series of orchestral and chamber music concerts, opera and jazz at the Ford House Visitor Center in Mendocino Headlands State Park held July 8, 2017 through July 22, 2017.

WHEREAS, the Mendocino Area Parks Association and the Mendocino Music Festival Association are non-profit associations, and are working in cooperation with the Department to provide a series of cultural events at the Ford House Visitor Center; and

WHEREAS, the sale of beverage refreshments, including wine, at intermissions will help partially defray the cost of production.

NOW, THEREFORE, BE RESOLVED that the Superintendent of Mendocino District State Parks includes in the agreement with the Mendocino Area Parks Association and the Mendocino Music Festival Association a provision for the on-premises sale of wine during the 2017 summer concert services to be held July 8, 2017 through July 22, 2017, under such terms as he/she may require, and subject to regulations established by the Department of Alcoholic Beverage Control.

X 

Mike Lair

Acting District Superintendent

SPECIAL EVENT PERMIT

State 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 attached. Submit an original and 2 copies of completed forms (an original and 3 copies for hazardous events), all with original signatures, any supplemental documents (see No. 4 below), and a check or money order to cover the required filing fee to the District office of the park unit where the event will be held.

APPLICANT/ORGANIZATION

MENDOCINO MUSIC FESTIVAL

ADDRESS

PO Box 1808

CONTACT PERSON

Sharry England, Executive Assistant

PARK UNIT

Mendocino Headlands State Park

SPECIAL USE

Music Festival concerts, set up and take down

CITY/STATE/ZIP CODE

Mendocino, CA 95460

BUSINESS PHONE

(707) 937-2044

HOME PHONE

LOCATION

Ford House Grounds, Mendocino

DATE(S)

6/21 - 7/29/17 (7/8 7/22/17)

HOURS

varied

1. PURPOSE OF THE EVENT:

We present fine classical music, chamber music, opera, big band, bluegrass, 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 the Ford House Museum Grounds

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 of the venue is approximately 830 seats. Seating is limited to that.

4. PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Does the event involve the sale or use of alcoholic beverages?

Will additional fees be charged for participants (beyond regular facility fees)?

Will items or services be sold at the event?

Are there any other special conditions or requirements? (e.g., accessibility - see page 2)

If you answered yes to any of the above questions or if liability insurance is required (see Special Event Permit Terms and Conditions), please complete and attach a DPR 246A, Special Event Permit Supplement. If none of the above conditions apply, please complete the signature block below.

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

Barbara Farber

DATE

1/26/17

FOR DEPARTMENT COMPLETION ONLY

TOTAL PERMIT FEES

350

COMMENTS

+ 500⁰⁰ Refundable deposit

REVIEWED AND RECOMMENDED BY

[Signature]

TITLE

SE Coordinator

ADDRESS

12301 N. Highway 1 Box 1

APPROVED BY

[Signature]

TITLE

Supt

ADDRESS

CITY/STATE/ZIP CODE

Mendocino CA 95460

DATE

1/23/17

BUSINESS PHONE

(707) 937-4772

DATE

5-1-17

BUSINESS PHONE

(707) 865-3121

CITY/STATE/ZIP CODE

Department of General Services Use Only

Filing Fee

111046

Insurance

on file 1/31/17

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

[Signature]

DATE

THOMAS D. ALLMAN
Sheriff-Coroner



Undersheriff Randy Johnson

Captain Gregory L. Van Patten
Field Services

Captain Tim Pearce
Corrections

County of Mendocino
Office Of The Sheriff-Coroner

May 15, 2017

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

THOMAS D. ALLMAN

Sheriff-Coroner

Dear Deputy Treasurer-Tax Collector:



Undersheriff Randy Johnson

Captain Gregory L. Van Patten
Field Services

Captain Tim Pearce
Corrections

I have reviewed the proposed security plan for the Mendocino Music Festival and feel that it is adequate for the event. However, since the festival is held on State Park property State Park approval should be attained as well.

If you have any further questions regarding this matter please feel free to contact me at 964-6308.

Sincerely,

Thomas D. Allman
Sheriff-Coroner

Sheriff-Coroner



Undersheriff Randy Johnson

Captain Gregory L. Van Patten
Field Services

Captain Tim Pearce
Corrections

By G. Stefani #1159

Lt. Greg Stefani

Coast Area Commander

TA/GPS/jnw
cc: File



Mendocino County Health & Human Services Agency

Healthy People, Healthy Communities

Tammy Moss Chandler, Director

Anne Molgaard, Chief Operations Officer

Public Health Branch

Division of 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



April 12th 2017

Mendocino County Tax Collector

Subject: Mendocino Music Festival

Dear Tax Collector:

Environmental Health received the Permit applications and they have been reviewed for the Mendocino Music Festival 2017 event; a fourteen day event sponsored by Mendocino Music Festival, to be held July 08 through 22, 2017.

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 cursive script, appearing to read "Meropi Germanou".

Meropi Germanou REHS

Consumer Protection Program



FD#: 1547

RECEIVED
UKIAH

ENVIRONMENTAL HEALTH DIVISION

860 N Bush St, Ukiah, CA 95482
Telephone: (707) 234-6625

Community Event Application / Permit
(Statement of Adequacy for an Outdoor Festival) **Non-Profit Tax**

ID#: 94-3047133

Event Name: MENDOCINO MUSIC FESTIVAL

Event Date(s) and Hours: 7/8 to 7/22 -7:30-9:30 p.m.; 7/8 2-4 p.m. and 7/16 2:30-4:30 p.m.

Event Location: 45035 Main St. Mendocino, CA

of Food Vendor Booths: 1 (in house)

Property Owner Name: CA Dept. of Parks and Recreation

Estimated Maximum Attendance: 6500-7500 (c. 600 per day)

Coordinator's Business Name: Mendocino Music Festival

Coordinator's Contact Person: Sharry England

Mail Address: P.O. Box 1808, Mendocino, CA 95460

Phone #: 707-937-2044

The following information must be submitted **a minimum of one month prior to the event date:**
(*Faxed or Photocopies will not be accepted*)

- ☐ Event On Time < 15 Food Vendor Booths = \$158 ☐ Event On Time 15 or > Food Vendor Booths = \$303
☐ Event Late Fee < 15 Food Vendor Booths = \$256 ☐ Event Late Fee 15 or > Food Vendor Booths = \$384

☒ **Site Plan**

The site plan must show the proposed location of the temporary food facility vendors, the restrooms, and any shared facilities such as sinks, sewer access, or garbage dumpsters, and 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 enclosed blue booklets which include the food vendor application and fees, to your food vendors.

☒ **Toilet Facilities**

1. At least one toilet facility is required to be provided for each 15 employees within 200 feet of each temporary food facility. Each toilet facility shall be provided with handwashing facilities with hot and cold running water, pump dispenser soap, and single-use sanitary towels.
2. A minimum of one toilet and one handwashing facility shall be available for each 100 patrons.

☒ **Water Supply**

List Water Source: _____

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

☒ **Refuse Disposal**

Provide # 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 and that I have read and understand the "Temporary Food Facility Requirements", 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: Barbara Faulkner

Date: 3/17/2017

Applicant's Title: Executive Director

Fee Received: EX

Payment #: 1547

Payment Date: 3/17/17

Received By: [Signature]

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

(For Official Use Only)

Approved By: [Signature]

Environmental Health Specialist

Approval Date: 3/30/17

Community Event Food Vendor List

Event Name: Mendocino Music Festival

Event Date(s): 7/8/2017-7/22/2017

Event Coordinator: It is your responsibility to provide the blue booklet containing the food permit application to each of the **food vendor booths** you expect to be operating at your event in a timely manner. If you run low, you should contact 234-6625 immediately for more. 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 qualify for the reduced permit fee. Applications received less than (5) business days prior to the event, will be subject to a delinquent fee.

Postmarks are acceptable. Faxed or Photocopied Applications will not be accepted.

[illegible]

*Booths serving Potentially Hazardous Foods (PHFs): Potentially hazardous foods are 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
Cooked Rice, Beans or other
Sprouts and Raw Seeds

Meat; Beef, Pork, Lamb...
 at-treated plant foods
 Shell Eggs

Milk and Milk Products
Bake or Boiled Potatoes
Shellfish and Crustacea

Fish Sliced Melons
Garlic-in-Oil Mixtures
Synthetic ingredients

****Booths serving Non-Potentially Hazardous Foods (NPHFs): Non-Potentially hazardous foods are as follows:**

Cookies Breads Cakes Potato Chips Popcorn Cotton Candy Candy Bars Etc...



Environmental Health Division

FD#: 1547

2017 Temporary Food Facility Application and Permit

For All Food Vendors Operating a Food Booth at a Community Event or Fair

Non-Profit Tax ID#: 94-3047133

860 N Bush St, Ukiah, CA 95482

Phone #: (707) 234-6625

NOTE: Application and fee shall be submitted a minimum of (5) business days prior to the event.
Applications may be paid for online and application faxed or emailed to Environmental Health.

This application shall serve as the official permit and is required to be posted in a prominent place within your facility after the application has been reviewed and approved, and your facility has been inspected by the health inspector.

Permit Types and Fees: (Please read carefully, then check the appropriate box and submit the complete information required)

- ☐ **Non-potentially hazardous food permit:** **\$47.00** If application and fee are received (5) business days prior to the event.
\$84.00 If application and fee are received less than (5) business days prior to the event.

Non-potentially hazardous foods: Fruit pies, dry goods, cereals, dehydrated foods, baked goods, cookies, chips, popcorn, candy, soda pop.

- ☐ **Potentially hazardous food permit:** **\$64.00** If application and fee are received (5) business days prior to the event.
\$113.00 If application and fee are received less than (5) business days prior to the event.

Potentially hazardous foods contain: Tofu or other Soy protein, Beef, Pork, Lamb, Milk products, Cooked rice, beans, sprouts, raw seeds, shell eggs, sliced melons, poultry, fish, potatoes, garlic-in-oil mixtures, shellfish or Crustacea.

- ☐ **Veteran's Food Permit:** **DD214** Fee Exempt; copy of DD214 must accompany application (5) business days prior to event.
- ☒ **Non-Profit Food Permit:** **Tax ID** Fee Exempt; Tax ID# must accompany application (5) business days prior to the event.

PLEASE PRINT! All information requested must be completed; if something does not apply to your operation, mark "NA" in the space provided.

Food Concession Name: Mendocino Music Festival Contact Person: Sharry England

Contact Person Phone: 707.937.2044 Mailing Address: P.O. Box 1808, Mendocino, CA 95460

Name of Event: Mendocino Music Festival Event Coordinator: Barbara Faulkner

Event Dates: July 8th through 22nd, 2017 Hours of Operation: 2:00 p.m. to 4 p.m. & 7:00 to 9:15pm

Event Location: Mendocino Headlands State Park Water Source: _____

Food / Beverages to be provided: Cookies, Coffee, Tea, Wine, Beer and Sodas

Offsite food preparation required: ☒ Yes ☐ No If you checked 'Yes', give location: _____

Please note: You may **NOT** prepare or store any food at home; all preparation shall take place either in a licensed facility or in your booth at the event.

Utensil Washing Station Available: Yes ☒ No ☐ Hand Washing Station: Yes ☒ No ☐

Cooking Equipment in booth: None except Thanksgiving Coffee Maker

How will hot food be kept hot: N/A

How will cold food be kept cold: On site refrigerators

Read the following statement, and then sign and date below: In applying for this permit, I have read and am familiar with the operational requirements found in the Guidelines for Operating a Temporary Food booth at a Fair or Community Event, and I agree to comply with all legal requirements.

Signature: Sharry England Date: 3/20/17 Telephone #: 707 937 2044

(DO NOT WRITE BELOW-FOR EH OFFICE USE ONLY)

Amount Received: exempt

Payment #: None

Date: 3/20/17

Rec'd by: Ms.

This application shall serve as your permit and shall be displayed in a prominent place in your booth for the duration of the event.

Approved By: Marci Gorman

Issue Date: 3/30/17

Mendocino Music Festival Site Map

Location: Mendocino Headlands State Park

Ford House Grounds

735 Main St., Mendocino, CA

Scale 1" = 50'



Legend:

SP	= State Parks Kiosk
TR	= Trash & Recycling Bins
HW	= Handwashing Station
	= Handicap Accessible Porta-Potties
	= Public Restroom Porta-Potties
E	= Perform, Tent Entrance/Egress
	= Fire Extinguishers

ADDITIONAL RESTROOMS

STATE PARKS RR



(Garage)
Fire Equip.

TR

Ford Hisc
(STATE PARKS)

SP
TR

Concessions
Tent

TR

TR

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10' Wide Driveway = Emergency Access for

STATE PARKS

Main Street

40' Loading Zone

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IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248221235
Mar. 25, 2009 LTR 4168C E0
94-3047133 000000 00 000
00012900
BODC: TE

MENDOCINO MUSIC FESTIVAL
PO BOX 1808
MENDOCINO CA 95460-1808



011110

Employer Identification Number: 94-3047133
Person to Contact: April Howard
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 16, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in July 1987, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I



MENDMUS-01

MLOPEZ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/14/2016

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 NorthWest Insurance Agency, Inc. P.O. Box 3539 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@nwinsure.com		
INSURED Mendocino Music Festival Association P O Box 1808 Mendocino, CA 95460	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Nonprofits' Insurance Alliance of California		11384
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

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	X		2017-05480-NPO	01/01/2017	01/01/2018	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 LIABILIT \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N	N/A					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)
Regarding All Operations Performed by the Named Insured for the Certificate Holder.
Mendocino County is named as additional insured with respect to General Liability per form CG 20 12 04 13, attached.

CERTIFICATE HOLDER

CANCELLATION

Mendocino County
340 Lake Mendocino Dr
Ukiah, CA 95482

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



May 1, 2017

Julie Forrester
County of Mendocino, Treasurer-Tax Collector
5801 Low Gap Rd., Room 1060
Ukiah, CA 95482

Re: Application for Outdoor Festival License

Dear Julie,

Attached 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
- Application Addendum with requested information
- Articles of Incorporation
- State Park Permit
- Letter from Sheriff's Office
- Community Event Permit
- Temporary Food Facility Permit
- 2017 Mendocino Music Festival Program
- Site Map
- The IRS Letter indicating our 501 (c) 3 status
- Certificate of Liability Insurance, naming Mendocino County

Please let me know if any additional information is required for the submission of this application.

Thank you,

A handwritten signature in cursive script that reads 'Sharry England'.

Sharry England
Executive Assistant

sharry@mendocinomusic.org