

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: Friday, July 11, 2026 - Saturday, July 25, 2026

Hours: Rehearsals 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 take place at 7:30 pm and run to 10:15 pm. Please see the attached sheets for more detailed information

Attendance: The number of attendees varies over the course of the event, including approximately 35-40 (please see attached sheets for more details) staff and performers

2.) Sponsor of festival:

Non-profit:

Partnership:

Names and addresses of general partners:

Paddy Batchelder (President) PO Box 696, Gualala, CA 95445

Karen Micciulla (Vice President) PO Box 24, Mendocino, CA 95460

Marica Lotter (Secretary) 47080 Havens Neck Drive, Gualala, CA 95445

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 (Ford House - 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))

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.

March 9, 2026

Date

Nicole Gold *Nicole Gold*

Applicant
Office Manager
Title

Paddy Batchelder *Paddy Batchelder*

President of Non-Profit

Marcia Lotter *Marcia Lotter*

Attest: Secretary of Non-Profit

Mendocino Music Festival
PO Box 1808
Mendocino, CA 95460
707-937-0515

info@mendocinomusic.org – www.mendocinomusic.org

2026 Application for Outdoor Festival License

7. Copy of Articles of Incorporation attached.
8. The Mendocino Music Festival is held at the Mendocino Headland 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, and 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 2026 Festival begins on Saturday, July 11th and runs through Saturday, July 25th. 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 and Cotton Auditorium. Below is the 2026 performance list.
10. Concerts in the tent:
 - Saturday, July 11th - Evening concert, estimated audience: 650, estimated performers: 4, estimated volunteers and staff: 40
 - Sunday, July 12th - Evening concert, estimated audience: 650, estimated performers: 95, estimated volunteers and staff: 35
 - Monday, July 13th - Evening concert, estimated audience: 700, estimated performers: 4, estimated volunteers and staff: 35
 - Tuesday, July 14th - Evening concert, estimated audience: 600, estimated performers: 6, estimated volunteers and staff: 35
 - Wednesday, July 15th - Evening concert, estimated audience: 600, estimated performers: 6, estimated volunteers and staff: 40
 - Thursday, July 16th - Evening concert, estimated audience: 600, estimated performers: 6, estimated volunteers and staff: 35
 - Friday, July 17th - Evening concert, estimated audience: 700, estimated performers: 80, estimated volunteers and staff: 35

Saturday, July 18th - Evening concert, estimated audience: 600, estimated performers: 55, estimated volunteers and staff: 35

-Sunday, July 19th - Evening concert, estimated audience: 650, estimated performers: 6, estimated volunteers and staff: 35

-Monday, July 20th - Evening concert, estimated audience: 650, estimated performers: 3, estimated volunteers and staff: 35

Tuesday, July 21st - Evening concert, estimated audience: 600, estimated performers: 4, estimated volunteers and staff: 35

Wednesday, July 22nd - Evening concert, estimated audience: 700, estimated performers: 90, estimated volunteers and staff: 35

Thursday, July 23rd - Evening concert, estimated audience: 700, estimated performers: 2, estimated volunteers and staff: 35

Friday, July 24th - Evening concert, estimated audience: 800, estimated performers: 5, estimated volunteers and staff: 35

Saturday, July 25th - Evening concert, estimated audience: 800, estimated performers: 120, estimated volunteers and staff: 40

Other Concerts: (Indoors and Offsite)

Monday, July 13th - 2:30 pm at Preston Hall, estimated audience: 80, estimated performers: 5, estimated staff and volunteers: 4

Tuesday, July 14th - 2:30 pm at Preston Hall, estimated audience: 80, estimated performers: 1, estimated staff and volunteers: 4

Wednesday, July 15th - 2:30 pm at Preston Hall, estimated audience: 80, estimated performers: 3, estimated staff and volunteers: 4

Thursday, July 16th - 2:30 pm at Preston Hall, estimated audience: 80, estimated performers: 4, estimated staff and volunteers: 4

Friday, July 17th - 2:30 pm at Preston Hall, estimated audience: 80, estimated performers: 4, estimated staff and volunteers: 4

Saturday, July 18th - 2:30 pm at Preston Hall, estimated audience: 80, estimated performers: 2, estimated staff and volunteers: 4

Sunday, July 19th – Cotton Auditorium, estimated audience: 130, estimated performers: 4, estimated staff and volunteers: 4

Monday, July 20th - 2:30 pm at Preston Hall, estimated audience: 65, estimated performers: 1, estimated staff and volunteers: 4

Tuesday, July 21st - 2:30 pm at Preston Hall, estimated audience: 80, estimated performers: 1, estimated staff and volunteers: 4

Wednesday, July 22nd - 2:30 pm at Preston Hall, estimated audience: 70, estimated performers: 2, estimated staff and volunteers: 4

Thursday, July 23rd - 2:30 pm at Preston Hall, estimated audience: 130, estimated performers: 4, estimated staff and volunteers: 4

Friday, July 24th - 2:30 pm at Preston Hall, estimated audience: 70, estimated performers: 20, estimated staff and volunteers: 4

11. A Statement from the Mendocino County Sheriff's Office will be attached once approved. 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. Applicants 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 currently being processed. Signed copies of the permit will be sent.
14. Written explanation of implementation of waste reduction, reuse, recycling and diversion programs: Rubbish removal – We contract with C&S Waste Solutions 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" and "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. C&S Waste Solutions checks two times a week to see if the containers need emptying. At the end of the Festival, C&S Waste Solutions 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 2:00-5:30.) During daytime rehearsals, employees of the MMF patrol the premises. Additionally, we have security guards patrolling the premises 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 begin on site, June 26, 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 and 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 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. C & S Waste Solutions rents us dumpsters for recycling and trash. Throughout the Festival, C&S Waste Solutions regularly empties the dumpster. Once the Festival is over and the site is totally cleaned up, C&S Waste Solutions 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
Mendocino County**

Healthy People, Healthy Communities

Environmental Health

Ukiah Office: 860 N Bush St, Ukiah CA 95482 Phone: 707-234-6625
Fort Bragg Office: 752 S Franklin St, Fort Bragg CA 95437 Phone: 707-961-2714



June 4, 2026

Helen Dailey
Mendocino County Treasure/Tax Collector

SUBJECT: Mendocino Music Festival 2026

Dear Ms. Dailey:

Environmental Health has received and reviewed the "Community Event Application Permit" for the above subject outdoor festival. It is a multiday event from July 11 to July 25, 2026.

The facilities and planned operations 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 that reads "Manuel M. Ramirez".

Manuel M. Ramirez, REHS
Environmental Health Specialist II
ramirezma@mendocinocounty.gov

II



Environmental Health Division

COMMUNITY EVENT APPLICATION / PERMIT

(STATEMENT OF ADEQUACY FOR AN OUTDOOR FESTIVAL)

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

enviroh@mendocinocounty.gov

Fort Bragg Office: 752 S Franklin Street
Ph: 707-961-2714

RECEIVED
UKIAH
March 02, 2026
MENDOCINO COUNTY
ENVIRONMENTAL HEALTH

RECEIVED
FORT BRAGG
MARCH 12, 2026
MENDOCINO COUNTY
ENVIRONMENTAL HEALTH



Non-Profit Tax ID #: 94-3047133

FD#: 1547

Name of Event: Mendocino Music Festival Event Dates & Hours: July 11th - July 25th, 2026 7:00pm - 9:30pm

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

Property Owner Name: CA Department of Parks and Recreation Estimated Max Attendance: 6,500-7,500 (approx. 600 per day)

Coordinator's Agency: Mendocino Music Festival Coordinator's Name: Nicole Gold

Coordinator's Mailing Address: PO Box 1808 Mendocino, CA 95460

Coordinator's Phone #: 707-937-2044 Coordinator's Email: nicole.gold@mendocinomusic.org

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

Event on Time: < 15 Food Vendor Booths

Event with Late Fee: < 15 Food Vendor Booths

Event on Time: 15+ Food Vendor Booths

Event with Late Fee: 15+ Food Vendor Booths

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)

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

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

Refuse Disposal: Redwood Waste Solutions

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: [Signature] Date: 2/27/2026

Applicant's Title: Office Manager/Contracts Administrator

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

Approved By: _____

Approval Date: _____

Date Rec'd: _____
Rec'd By: _____
Payment #: EXEMPT
Amount Rec'd: _____

Mendocino Music Festival Site Map

Location: Mendocino Headlands State Park

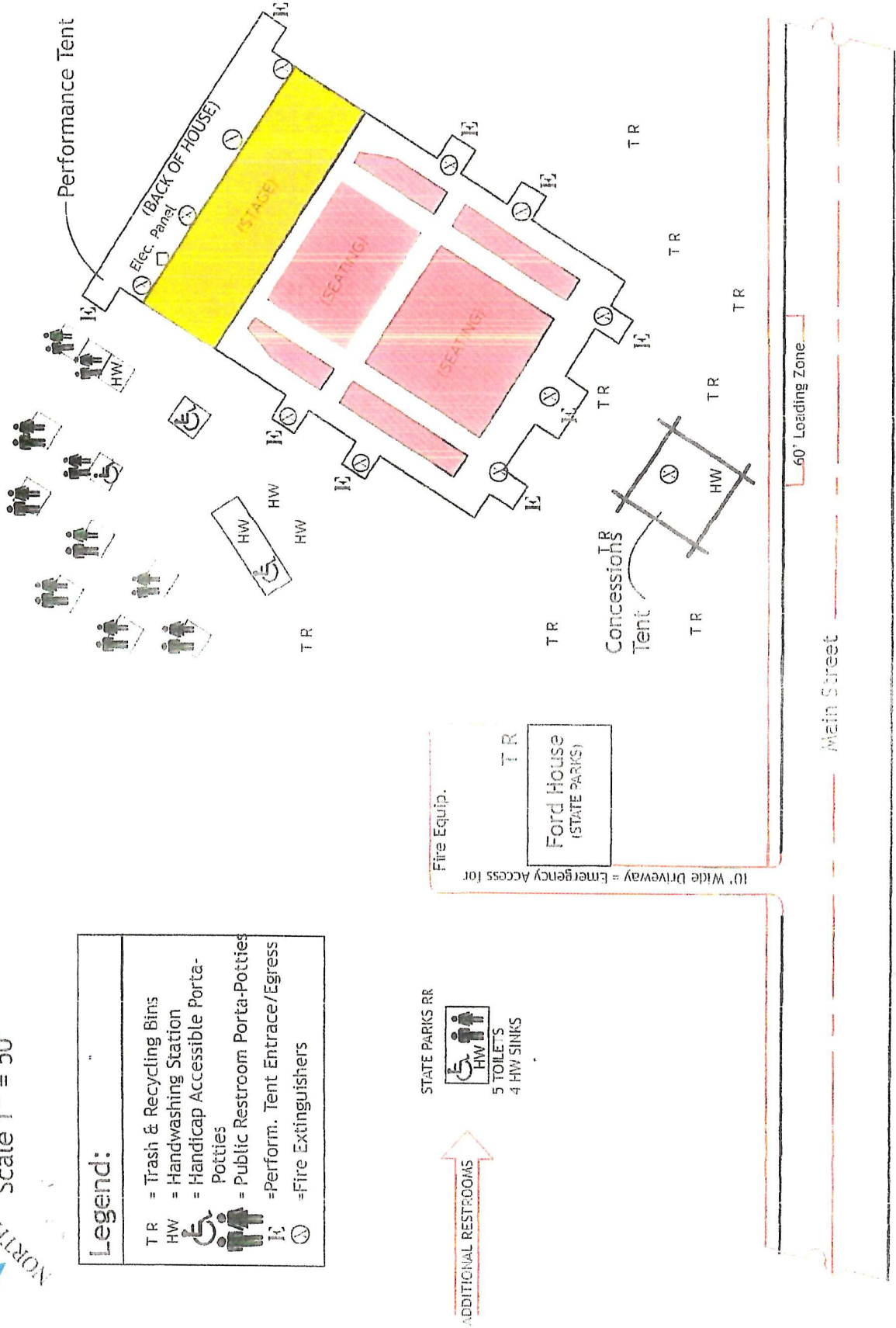
Ford House Grounds

45035 Main Street, Mendocino, CA

Scale 1" = 50'



Legend:	
TR	= Trash & Recycling Bins
HW	= Handwashing Station
	= Handicap Accessible Porta-Potties
	= Public Restroom Porta-Potties
	= Perform. Tent Entrance/Egress
	= Fire Extinguishers



1040027

**ENDORSED
FILED**

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

ARTICLES OF INCORPORATION

OF

OCT 27 1986

MENDOCINO MUSIC FESTIVAL ASSOCIATION

MARCH FONG ELL, Secretary of State

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 022~~
Fort Bragg, California 95437

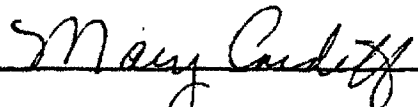
IV

- 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 no 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

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

MATTHEW C KENDALL

Sheriff-Coroner



Captain Jason B. Caudillo

Administrative Captain

Captain Quincy Cromer

Patrol Division Commander

Captain Gregory L. Van Patten

Corrections Division Commander

**County of Mendocino
Office Of The Sheriff-Coroner**

March 26, 2026

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

Dear Deputy Treasurer-Tax Collector:

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,

MATTHEW C. KENDALL
Sheriff-Coroner

By  #1303 :

Lt. Brandon A. Lee
Coast Area Commander

MK/BL/jnw

cc: File

SPECIAL EVENT PERMIT



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

INSTRUCTIONS: To apply for a Special Event Permit, submit a permit application packet (Permit, Supplement, Terms & Conditions, and \$35 filing fee). Permits will be reviewed on a first come, first serve basis. An event fee will be determined during the review. Submit all payments as a check or money order made out to CA State Parks and mailed to Sonoma-Mendocino Coast District Office, ATTN: Special Events, 12301 N. Hwy 1, Box 1, Mendocino, CA 95460.

APPLICANT/ORGANIZATION Mendocino Music Festival		EMAIL Raquel.Taylor@mendocinomusic.org	
ADDRESS P.O. Box 1808, Mendocino, CA 95460		CITY/STATE/ZIP CODE Mendocino, CA, 95460	
CONTACT PERSON Raquel Taylor		BUSINESS PHONE (707) 937-2044	HOME PHONE (925) 978-7194
PARK UNIT Mendocino Headlands State Park		LOCATION Ford House Grounds, Mendocino, CA	
SPECIFIC USE Mendocino Music Festival concerts, setup, and strike		DATE(S) June 24th-August 1st 2026	HOURS 10AM-9:30PM

1. PURPOSE OF THE EVENT:

We present fine classical music, chamber music, big band, chorus, blues, world music and dance to the public. Our Mission Statement is attached.

2. PARK AREA/FACILITIES TO BE USED:

Mendocino Headlands State Park ad 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 DEPENDING ON THE EVENT LOCATION):

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? (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.

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

► *Raquel Taylor*

DATE

12/08/2025

FOR DEPARTMENT COMPLETION ONLY		Fee & Insurance Record	
TOTAL PERMIT FEES \$35 + \$1/person (due Aug 10, 2026)	COMMENTS (due Aug 10, 2026)	1/28/26: Submitted for conditional approval Filing Fee: \$35 1.9.26	
REVIEWED AND RECOMMENDED BY ► Erica Burson	DATE 1/28/2026	Payment Type: ck 16492	
TITLE Special Event Coordinator	BUSINESS PHONE (707) 937-5804	Receipt # 167172	
ADDRESS 12301 N Hwy 1	CITY/STATE/ZIP CODE Mendocino, CA 95460	Insurance: Received & attached	
APPROVED BY DocuSigned by: ► Tracy Weisberg	DATE 3/24/2026	Event Fee: \$1 per person	
TITLE 25933FDC4EF449B... Visitor Services Program Manager	BUSINESS PHONE (707) 210-5345	Payment Type:	
ADDRESS 12301 N Hwy 1	CITY/STATE/ZIP CODE Mendocino, CA 95460	Receipt #	
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only) ►	DATE		

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:

- Insurance documentation must be submitted and approved at least 30 days prior to the event.
 - Fees may be waived for nonprofit events that are compatible with and contribute to the Department's community involvement goals at the discretion of the District Superintendent. Your Special Event Coordinator will share more details on special event fees are evaluating the nature of your event.
 - Summertime and holiday weekends are the busiest times for State Parks. Please be aware of this when planning your event. No events will be permitted during busy holiday weekends.
 - 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.
-

Provide a detailed description of your activity, including dates, times, and locations. For events that span multiple dates/locations, attach an itinerary with all dates/locations specified.

The Mendocino Music Festival will be presenting it's 40th season this year with full two-weeks of wonderful programming! The tent concert hall will host orchestra rehearsals daily from 10-1 and nightly concerts starting at 7:30 on all nights from 7/11 - 7/25 with an exception of two dark nights on 7/14 and 7/20 where no performances will happen

Describe how your organization collects fees from participants. Is this activity included as part of a membership, or is this charged as a standalone event? How much is each participant charged?

Fees are collected on an event-by-event basis. Tickets range from \$15-\$60 each depending on where the attendee would like to sit.

How many people are you expecting? *Depending on the number of guests and location, a bathroom rental may be required.*

In 2025 we had roughly 5000 attendees at our tent concerts. We expect about the same, but hope for more!

How many vehicles are you expecting? *At locations with limited parking, a shuttle may be required.*

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? *Note: all set up & clean up must happen the same day of the event.*

Site will be occupied and security personnel present round-the-clock from June 27 through August 1, 2026.

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

An 8 pole tent, stage, and seating for 800+ people will be set up.

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. We also work with KemGas, Thompson's Portaseptics, and Redwood Waste Management

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

No, none of our other events are held on State Park land.

Please provide the name and contact of addition event planner(s) if applicable:

Raquel Taylor, 707-937-2044, Raquel.Taylor@mendocinomusic.org

FOR DEPARTMENT COMPLETION ONLY

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

1. Parking spaces inside the fence next to the Ford House building are not to be used for the event. These spaces must remain available to Ford House staff, docents, and volunteers.
2. Vendors may not drive onto the lawn to drop off equipment. Everything must be carried or hand carted to the location of the ceremony. Vendor vehicles may not park on or block the roadway leading to the Ford House Lawn.
3. This is a public area. Permittee may not reserve, cordon off, or otherwise prohibit the use of the area to the rest of the visiting public.
4. Only use sleeves for tent staking. Do not drive on the grass past the typical semi-trailer drop-off location.
5. Bathrooms to the east of the Ford House are closed at night and not available past 9pm.
6. Submit proof of rental for the following: Portable restrooms _____ Wash stations _____ Garbage bins _____

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.

- \$ _____ Permit
- \$ _____ Damage Deposit
- 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 WALK THROUGH CONDUCTED WITH PERMITTEE.

COMMENTS:



State Parks Special Events Rules & Restrictions Sonoma-Mendocino Coast District

We are proud to be able to make these areas available for your private function. However, our primary objective is the preservation of the parks' cultural and natural resources for the enjoyment of all people. Please initial next to each item below to indicate that you understand and will adhere to the outlined State Parks Special Events Policies.

RT State Park special event locations remain open to the public. A Special Event permit **does not ensure exclusive use of the space.**

RT Your event fee does not cover park's day use fee. **Each vehicle is still required to pay a day use fee.**

RT All vehicles must legally park in designated parking spaces. No part of a parked vehicle may be in the roadway.

RT All parking spaces are first come, first serve. **Spaces may not be reserved, cordoned off, or saved.**

RT Vehicles may not drive on the beach, bluffs, or any other part of the park other than approved parking lots and roadways.

RT **Nothing may be tossed, thrown, or released** including flower petals, birdseed, rice, balloons, glitter, streamers, confetti, etc.

RT Pampas grass and gorse are not permitted.

RT Drones for filming and photography are not permitted.

RT Grounds must remain undisturbed. **Digging holes, driving stakes or poles, etc., is strictly prohibited.**

RT No incendiary devices, candles, or other open flame allowed outdoors without clear indication on permit.

RT **All equipment must receive prior approval** (including but not limited to seating, flowers/plants, arches, sound equipment, generators, heating devices, etc.) Flags, tents, canopies, or arches may not be set up unless approved in permit.

RT All Park units are open for day use from **6 a.m. to 1 hour after sunset**. All special event activities (including set-up and clean-up) should take place during this day-use period.

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

I have reviewed and agree to the rules and restrictions outlined. **I understand that any violation could result in a fine, a withholding of damage deposits applied to the event, and denial of future permit requests.**

Signature: Raquel Taylor Date: 12/08/2025

State Parks Special Events Conditions Acknowledgment

By signing, I acknowledge the following:

- Permits are not transferrable to other parties, locations, or dates. Special circumstances can be discussed for emergency rescheduling, though nothing can be assured.
- State Parks is not responsible for any damage or loss resulting from leaving event equipment unattended.
- It is the responsibility of the permittee to **ensure that special event rules and regulations are followed by all participants of the event** (including all guests, vendors, caterers, florists, etc.).
- It is the responsibility of the permittee to **pay for any damages** to the Park resulting from the event.
- A permit may be rescinded at the discretion of Park Staff.

Signature: Raquel Taylor Date: 12/08/2025

PERMIT RESTRICTIONS AND/OR SPECIAL CONDITIONS

1. Parking spaces inside the fence next to the Ford House building are not to be used for the event. These spaces must remain available to Ford House staff, docents, and volunteers.
2. Vendors may not drive onto the lawn to drop off equipment. Everything must be carried or hand carted to the location of the ceremony. Vendor vehicles may not park on or block the roadway leading to the Ford House Lawn.
3. This is a public area. Permittee may not reserve, cordon off, or otherwise prohibit the use of the area to the rest of the visiting public.
4. Only use sleeves for tent staking. Do not drive on the grass past the typical semi-trailer drop-off location.
5. Bathrooms to the east of the Ford House are closed at night and not available past 9pm.
6. Submit proof of rental for the following:
Portable restrooms _____
Wash stations _____
Garbage bins _____
7. Event fee of \$1/participant must be paid to California State Parks by August 10, 2026.

By signing, I acknowledge that I have read and understand the above permit restrictions and/or special conditions

Signed by:
Signature: Raquel Taylor
A467B968E5EC41A...

Date: 3/24/2026

SPECIAL EVENT ACCESSIBILITY CHECKLIST

1. If the expected attendance is a thousand or more, have ASL interpreters been hired to be present during programs or activities?
2. If providing additional toilet facilities, such as portable toilets, have additional (20% plus one) accessible toilet facilities been provided? Yes, an accessible toilet will be provided.
3. Are wheelchair seating spaces, with companion seating, provided in assembly areas? Yes, wheelchair and companion seats will be provided.

Seating Capacity

1 - 50
51 - 300
301 - 500
over 500

Wheelchair Seating Space

2
4
6
Add 1 per 100

4. Are individual wheelchair seating spaces at least 30" wide and 60" in length? Yes.
5. If the seating capacity is more than 300, are the wheelchair seating areas in more than one location? Yes.
6. If providing additional parking spaces, has the number of accessible parking spaces been increased?**Total**

Number Of

Parking Spaces

Minimum Number Of Accessible

Parking Spaces Required

1 - 25
26 - 50
51 - 75
76 - 100
101 - 150
151 - 200
201 - 300
301 - 400
401 - 500
501 - 1000

1 Van Accessible Space
2 Including One Van Accessible Space
3 Including One Van Accessible Space
4 Including One Van Accessible Space
5 Including One Van Accessible Space
6 Including One Van Accessible Space
7 Including One Van Accessible Space
8 Including One Van Accessible Space
9 Including One Van Accessible Space
2%, Including Three Van Accessible Spaces

7. For outdoor events, has an adequate number of shaded seating areas been provided?
8. Are "visiting" exhibits physically accessible? Yes.
9. Are stages and their path(s) of travel accessible? Yes.
10. Does advertising include a phone number for persons requesting special accommodation? Yes.

SPECIAL EVENT PERMIT TERMS AND CONDITIONS

Special Event Permits, when approved, shall be issued subject to the following provisions:

1. All activities and arrangements for advance preparations within the above named unit, shall be at the direction of the District Superintendent or authorized representative.
 2. Rules and regulations of the Department of Parks and Recreation unless specifically exempted or otherwise noted shall be observed by the permittee, employees, agents, or contractors.
 3. The only special activities granted permittee herein are those which are listed in writing on the permit.
 4. No structures or sets may be constructed unless specifically provided for and described in writing, no digging or excavation is permitted, and no shrubbery or trees are to be cut, trimmed or injured. No additions, alterations, modification, or decorations may be affixed to any Department of Parks and Recreation facility without specific written approval of the District Superintendent.
 5. Fires will not be permitted except upon the specific written approval of the District Superintendent and under specific direction.
 6. Vehicles under the authority of the permittee will be parked in areas designated by the District Superintendent.
 7. Permittee will control all traffic and vehicles associated with the event as directed by the District Superintendent.
 8. Permittee will maintain the permitted area in a clean and sanitary condition and will restore the area to the condition in which it was received to the satisfaction of the State.
 9. Permittee will repair or be billed at the discretion of the State any and all damage to the park unit or any State property which was a result of permittee's activities. State will be the sole judge of the extent of damage and the extent of repairs required to remedy the damage. All repairs will be performed to the satisfaction of the State.
 10. The State may require at its discretion, the following special conditions:
 - a) Fire control measures and additional fire fighting equipment to be furnished by permittee as required by the District Superintendent.
 - b) First-aid service to be supplied by permittee, including ambulance service, doctors or nurses.
 - c) Additional police protection and/or traffic control personnel. Policing of the event will be provided by permittee and at own expense.
 - d) Parking arrangements required for permittee's operating personnel.
 - e) Additional sanitary facilities as required by the District Superintendent. Sanitary facilities over and above those furnished by State may be provided by permittee and at own expense.
- The permittee will be charged a fee based on the number of hours and job classification of State personnel required to meet any special condition.
- All special conditions and associated fees will be listed on the permit.
11. Unless otherwise specified on the Special Event Permit, the State agrees to provide the following services, if available or appropriate.
 - a) Maintain public restrooms.
 - b) Provide fresh water.
 - c) Provide electricity.
 - d) Provide garbage cans and remove refuse.
 - e) Clean all areas prior to occupancy by permittee.

12. The interest of permittee created by this agreement may be subject to property taxation. Permittee agrees to pay any possessory interest tax or any other tax levied on such interest and to indemnify the State from any damage or loss arising, by reason of such tax or Revenue Taxation Code Section 107.6.
13. Permittee may be charged a permit fee in addition to normal park fees, based on costs incurred by the State, size and scope of the event, and prevailing fees for commercial facilities in the locality.
14. Depending on circumstances and probability of occurrence, permittee may be charged a damage deposit as determined by the District Superintendent. Costs for damage repair and any fines or penalties for noncompliance with permit conditions will be deducted from this deposit. The District Superintendent shall determine if all or only a portion of the deposit is refundable.
15. The District Superintendent 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 resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. In addition, any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.
16. It is an express condition of this permit that the State, its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the State, its officers, agents and employees from all liabilities charges, expenses (including counsel fees) and costs on account of or by reason of any such deaths, injury, liabilities, claims, suits, or losses however occurring or damage growing out of same.
17. For events having greater potential hazard or liability to the State than is incurred through typical daily park activities, permittee will be required to provide the District Superintendent with a certificate of insurance with required endorsements as proof of liability insurance coverage. The policy will cover the period of the permit and will be in an amount no less than one of the following as determined by the District Superintendent:
 - Public Liability \$300,000 each person, \$500,000 each occurrence. Property Damage Liability and Products Damage Liability \$200,000; OR
 - Combined single limit (CSL) \$500,000 per occurrence; OR
 - Combined single limit (CSL) \$1,000,000 per occurrence.

Insurance policies shall be underwritten to the satisfaction of the State and shall contain the following special endorsement:

State of California, its officers, employees, and servants are included as additional insured but only insofar as operations under this contract or permit are concerned;

The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to State.

This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the entire term of the permit.

18. Contacts relating to the insurance policy and payment of fee and in regard to the permit generally may be made through the District Superintendent.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>State Or Governmental Agency Or Subdivision Or Political Subdivision: Any state or political subdivision that issues a permit or authorization to the named insured</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.