



SAN RAFAEL CITY PLAZA PUBLIC EVENT AND ASSEMBLY RULES AND REGULATIONS

The City of San Rafael developed the San Rafael City Plaza (the Plaza) as a public gathering space, and it is the City's goal to permit events and assemblies in the Plaza that serve the general public and respect the right of free speech. The City must, however, manage the use of the Plaza with regard to activities and their impact on merchants, residents and Downtown visitors. The following are the Plaza Public Event and Assembly Rules and Regulations.

Permitted Uses.

- A. Use of the Plaza for a public event requires a Plaza Permit under Section 8.10.025 of the Municipal Code. Per the terms of these Rules and Regulations, authorization will be granted to events that are specifically designed to accomplish all of the following: (1) entertain or educate; (2) appeal to people of all ages, cultures and interests; (3) complement and support Downtown businesses; (4) bring more people to Downtown. Events that use the adjacent sections of Fourth Street or Fifth Avenue must have both a Street Closure Permit and a Plaza Permit.
- B. Use of the Plaza for the purpose of exercising the right of free speech requires a Plaza Permit issued by Economic Development staff. In addition, a Police Department Permit for a public meeting, assembly or parade required by San Rafael Municipal Code Chapter Section 5.70 must be obtained.

Permits.

1. Public events. Plaza Permit applications for **public events** shall be filed with Economic Development not less than 90 days nor more than one year prior to the event.
2. Assemblies. Plaza Permit applications for the purpose of exercising the right of **free speech** shall be filed no less than fourteen days prior to the proposed event date with Economic Development at the same time as the Permit for a public meeting, assembly or parade is filed with the Police Department.

Proposed conditions for management of time, place, and manner issues, not content of the event or assembly, will be developed by City staff and included in the final Permit.

Regulations.

The following regulations apply to all public events and assemblies.

1. **Permitted hours of operation** of events held in the Plaza are 8:00 a.m. to 9:00 p.m. Sunday through Thursday and 8:00 a.m. to 10 p.m. on Friday and Saturday.
2. **Permitted uses** must be located entirely within the Plaza, and not extend out into Fourth, Fifth or Court Streets or the adjacent sidewalks unless a Street Closure Permit has been approved by the City Council.
3. **Clear and safe access** through the Plaza shall be maintained for the entire duration of the permitted use for all members of the public, whether or not they are attending the permitted use. At a minimum, this requires that: (a) all parts of the sidewalk, the northerly stairway from Court Street and westerly access ramp must be kept clear and unobstructed; (b) an area no less than 8 feet in width shall be maintained at the bottom of the northerly stairway from Court Street and from the water wall; and (c) an area no less than 20 feet in width shall be maintained from the face of the Rafael Town Center building (up to 12 feet of this area may be occupied by outdoor seating for the building tenants as approved by a license agreement with the City of San Rafael).
4. Tables, chairs, seats, stages, temporary structures, canopies and similar devices shall not be placed in the Plaza unless specifically approved in the Permit.
5. No items, including signs, banners, decorative devices and the like, may be attached to any part of the Plaza including the trees, railings, trellis, seats, and light poles. Self-supported items shall not be erected in the Plaza unless specifically approved in the Permit.
6. **Merchandise** may not be displayed, sold or made available for a donation unless specifically approved in the Permit.
7. **Noise** is regulated under the terms of the City's Noise Ordinance with the exception of the operating times.
8. Public Liability **Insurance** in the minimum amount of \$1,000,000 with the City of San Rafael named as 'additionally insured' shall be provided to protect the City from loss, liabilities, damages and/or injuries to persons and property attending the permitted use. Special circumstances may require up to \$2,000,000 of coverage.
9. A refundable damage and cleaning **deposit** in the amount of up to \$1,000 may be required depending on the size and nature of the event or assembly. The Plaza must be left in the same condition as before the event use began. If additional clean up or damage repair is necessary, all or a portion of the deposit will be retained and the organizer will be charged for any extra costs.
10. If power is required, a fee of \$261 per day is required, and must be submitted to Economic Development at least 48 hours prior to event.
11. All applicable **fees**, as established in the City's fee schedule, shall be paid prior to the permitted use.

Please use this checklist to assist you in submitting all necessary documentation and applicable fees. Due to the unique nature of events, this list is meant as a guideline only. City staff may require additional information and/or documentation from your organization before final approval for use of the Plaza may be given.

- Completed Parade and/or Assembly Application - available at Police Dept., 1400 Fifth Avenue, at Economic Development, 1313 Fifth Avenue, or online at http://docs.cityofsanrafael.org/EconDev/Parade_Plaza_Permit_Application.pdf
- Diagram of Event Layout.
- Description of Event, including Time Schedule, Monitor and Cleanup Plan, Security Plan, and Volunteer Tasks.
- Written list of Power Requirements (at least two weeks in advance). Payment for Power Services in the amount of \$261 per day by Cashiers Check or Money Order, payable to City of San Rafael (received by Economic Development no less than 48 hours prior to event).
- Insurance Certificate with Additional Insured Endorsement (minimum of 48 hours prior to event). Events Coordinator will provide details.
- Refundable Damage Deposit, minimum: \$500, up to maximum: \$1,000 (determined by Events Coordinator) in the form of Cashiers Check or Money Order, payable to City of San Rafael (received by Economic Development no less than 48 hours prior to event).
- Alcohol Beverage Control Permit and Liquor Liability Insurance, if applicable.
- San Rafael Business License, if applicable. <http://www.cityofsanrafael.org/finance-bl-home/>

Contact Information:

Brian Auger, Events Coordinator, 1313 Fifth Avenue
 E-mail: brian.auger@cityofsanrafael.org

(415) 485-3465

Traffic Office, San Rafael Police Department,
 1400 Fifth Avenue

(415) 485-3034

FEE SCHEDULE (ESTIMATED)

Permit Fee	_____	Parking Services	_____
Police Dept.	_____	Music License Fee	_____
Public Works Dept.	_____	Power	_____
Fire Dept.	_____	Damage Deposit	_____
Events Coordinator	_____	Volunteer Services	_____