

Park Use and Special Event Permit Policy and Application
201 West Sierra Avenue, Cotati CA 94931 (707)792-4600

Name of Applicant or Organization: Carlos Peña
Name of Contact: Carlos Peña Tax ID # (if Non-Profit): _____
Address: 770 E. Cotati Ave ^{#798} Cotati CA 94931
Street City State Zip Code
Phone Number: 707-481-7083 Email Address: VIPSSMGT@yahoo.com
Date of Event: 11/2/24 Arrival/Completion Time: 11:00/8:00 Estimated Attendees: 50
Type of Special Event: Dia De Los Muertos

PARK REQUESTED:

<input checked="" type="checkbox"/> La Plaza Park	<input type="checkbox"/> Kotate Park	<input type="checkbox"/> Sunflower Park
<input type="checkbox"/> Draper Park	<input type="checkbox"/> Falletti Park	<input type="checkbox"/> Santero Park
<input type="checkbox"/> Putnam Park	<input type="checkbox"/> Veterans Park	<input type="checkbox"/> Civic Center (Cator) Park

Alcoholic Beverages Sold: Yes ☐ No ☒ Food served: No ☒ Yes ☒ Sold ☒
Alcohol not permitted in parks without City Council approval & an ABC license
Street Closure Requested: Yes ☐ No ☒ Park Closure Requested: Yes ☐ No ☒
Animals: _____ Electricity Needed: Yes ☐ No ☒
(La Plaza Park Only):
Inflatable Jump House: Yes ☐ No ☒ Film Production: (if yes, see pg. 10) Yes ☐ No ☒

As an applicant for a City of Cotati Park Use and Special Event permit, facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or any expense that may arise during or be caused in any way by use or occupancy of any area or facility of the City of Cotati. I further agree that in consideration of being permitted to use said facility, I will hold the City of Cotati, its officials and employees free and harmless from any loss, liabilities, damages, and/or injuries to persons and property occurring during applicant's use or public liability insurance as stated in "Park Use and Special Event Permit Policy" with the City of Cotati named as additional insured to be submitted no later than one month prior to the rental date. I have read the rules and regulations of rental carefully and agree to them as written. **I understand that applications not submitted thirty (30) days prior to event may not be able to be processed.**

Applicant Signature: Carlo Peña Date: 9/14/24

Date of Application: 9/16/24 Date Insurance Received: _____

Additional Comments/Conditions: _____

Park Use Fee: \$213 Deposit Received: 250 Deposit Returned: _____
101-00-60702-000000 101-00-35002-000000

Street Closure Fee: N/A Restroom Cleaning Fee: N/A
101-23-64022-000000 101-24-80188-CLEANS

Group Classification: Cotati Resident ☒ Non - Resident ☐ ABC License Received ☒ N/A

Subject: Request for Fee Reduction for Dia de los Muertos Event at Plaza Park

Dear Cotati City Council,

My name is Carlos Pena, and I am a resident of Cotati. I am writing to respectfully request a reduction in fees for a special event that I am organizing for the first time at Plaza Park. The event, **Día de los Muertos**, will take place on **Saturday, November 2**, and will serve as a cultural celebration for our community to honor and remember our deceased loved ones through the creation of colorful altars.

This tradition, celebrated in Mexico and other Latin American countries, uses altars known as **ofrendas**, which are set up to welcome the spirits of the departed back into our world for a special visit. I believe this cultural event, being open to the entire community and their families, will foster unity and inclusivity. Participants will have the opportunity to reserve a space at the park to create their own personalized altar for their loved ones.

As this is the first time hosting this event, it will be relatively small, but it will be filled with love and meaning, with hopes of growing into an annual tradition for our town. I have been involved in various community activities in the past, and I feel that this is the perfect opportunity to introduce a new tradition to Cotati.

ESTÁS INVITADO AL FESTIVAL DE

DÍA DE LOS MUERTOS



2 DE NOVIEMBRE | 11AM-9PM

**EXPOSICIÓN DE ALTARES
MÚSICA Y COMIDAS TÍPICOS LATINO**

LA PLAZA PARK, COTATI

*To Reserve a space for your alter
contact Carlos Pena
(707) 481-7083*