



Community Services
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Special Event Permit Applicant:

The City of Healdsburg City Council recently approved an update to the City's Master Fee Schedule that will impact all special event permit applications moving forward. The new fees and fee structure can be found in the most recent Master Fee Schedule that went into effect on January 1, 2020. Detailed below are several fee changes you will see when your special event permit is processed this year:

- **Application Fee:** In the past, the application fee has served as an administrative fee for reviewing and routing your permit. The City has lumped this fee into our new major and major event fees and is therefore no longer being assessed to permit applicants. When submitting your application fee for 2020 and beyond, no flat application fee will need to be included with your permit.
- **Deposit:** The special event permit deposit of \$400 and the major event deposit of \$1,250 will remain the same, as a reminder deposits must be paid no later than 15-days before the date of your event.
- **Minor & Major Special Event Fees:** These fees are now broken down by Resident (Non-Profit / Individual), Resident (Commercial), and Non-Resident. Prior to this update, there was a flat fee for all Major events, while minor events were each charged differently based on the event duration. How your event has been classified in the past (Major / Minor) should not change so long as there are no major changes to your future event(s), only the fees and how fees are assigned have changed. Please see page #14 of the Master Fee Schedule for the full break-down of these fees. This section you'll want to review closely.
- **PRC Recommendation & City Council Approval Fees:** Special Event Permit Applications that require the development of a staff report / presentation to be taken before the Parks and Recreation Commission and/or City Council will be assessed additional fees for staff time, respectively. These fees are also broken down by Resident (Non-Profit / Individual), Resident (Commercial), and Non-Resident. Please see page #14 of the Master Fee Schedule for the full break-down of these fees. This section of our fees you'll want to review closely if your event typically requires one or more of these approvals.

Again, please take a moment to review the attached Master Fee Schedule to get more familiar with all our fee changes. Applicants who submitted their 2020 special event permit application prior to January 1, 2020 will fall under the Master Fee Schedule that was adopted in October 2019.

Thank you for taking the time to review this information in advance of your permit submittal and please let me know if you have any questions.

Matt Milde, CPRP
Recreation Supervisor