



City of Albany



ENCROACHMENT PERMIT-- STREET EVENT

PERMIT NO.: _____ FEE: _____ APPROVED BY: _____ DATE: _____

NAME OF STREET: SOLANO AVENUE FROM (LOCATION): SAN PABLO TO (LOCATION): CITY LIMIT(S)

ON (DATE): SEPTEMBER 11 (SUN) BETWEEN HOURS OF: 07:00AM /07:00PM AND: (EVENT 10-6 PM)

APPROXIMATE NUMBER OF PARTICIPANTS: _____

DESCRIPTION OF EVENT: THE SOLANO AVENUE STROLL [CLOSED] STREET FESTIVAL

APPLICANT'S NAME: ALLEN T. CAIN ORGANIZATION: SOLANO AVENUE ASSOCAITION

APPLICANT'S ADDRESS: 1563 SOLANO #101 MAILING ADDRESS: BERKELEY CA 94707

PHONE: 510.527.5358 EMERGENCY PHONE: 510.710.4447 (ALLEN CAIN PCS)

REQUIRED CONDITIONS:

1. Indemnification: The applicant understands, acknowledges and agrees to the following conditions: It is hereby certified that the foregoing statements describing the nature of the event and the representations made to the City of Albany in seeking this permit are true and correct. Applicant hereby agrees to indemnify and hold harmless the City of Albany, its City Council, officers, agents, and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses, whatsoever, including attorney's fees regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested Solano Stroll activity. Permittee also agrees to comply with all permit conditions, and understands that the failure to comply with any condition, or any violation of law may result in the immediate cancellation of the event, denial of future events and/or criminal prosecution.
2. Emergency Suspension of Authorized Event: The Chief of Police and any sworn Police Officer employed by the City of Albany may temporarily suspend this event authorized by the permit whenever there is a fire or other emergency or circumstance that requires the event to be temporarily suspended to protect public safety. When the event is temporarily suspended for this reason, the Permittee and the event participants shall immediately comply with the suspending officer's instructions. The Chief of Police or designee shall immediately attempt to notify Permittee orally and shall notify the Permittee, City Administrator, and the City Clerk, in writing, within 24 hours after the suspension, citing the with particularity the facts and reasons for the suspension.



City of Albany



ENVIRONMENTAL PROTECTION STATEMENT OF RESPONSIBILITY FOR DISCHARGES & DAMAGE

I. PURPOSE

This statement is to provide notice to property owners, contractors, and others of the responsibility for compliance with Albany Municipal Code (AMC) as it relates to protection of public trees and waterways.

Public Trees: Damage to street trees or other trees located on public property is considered damage to public property. Damage to trees includes, but is not limited to, cutting any amount of tree roots, ripping or tearing of branches, and peeling, tearing, or scarring of tree bark. Damage may cause death and/or a dangerous condition by destabilizing the tree. Restoring a tree to its pre-damaged state can take years. Therefore, preventing damage to trees is a priority of the City of Albany.

Waterways: The City's storm water runoff system conveys rainwater directly to the San Francisco Bay through a network of surface flows, underground pipes, and creek channels. Materials discharged to a sidewalk, street gutter, storm drain, or creek can cause creeks and the Bay to become polluted. Any material other than rainwater is considered an illicit discharge under the Federal Clean Water Act. Examples of illicit discharges included: concrete wash water, stucco wash water, paint wash water, chemicals, and runoff from stockpiled materials such as dirt aggregate, soil products, and other construction materials.

II. RESPONSIBILITY FOR DAMAGE TO PUBLIC TREES AND/OR ILLICIT DISCHARGES TO WATERWAYS

Public Trees: Pursuant to Albany Municipal Code Section 14-1.2, it is unlawful to cause damage to public property. When a public tree is damaged, the cost of the damage and the value of the tree will be calculated by a certified arborist in accordance with International Society of Arboriculture Standards. Because valuable resources, such as time, energy, and money are invested in trees over many years, the calculated value of a tree can be high. The party damaging the tree is liable for all costs associated with the loss of the tree and the repair or replacement of the tree.

Waterways: Pursuant to Albany Municipal Code Section 15.4, it is unlawful to discharge materials (liquid or solid) to a sidewalk, street, gutter, storm drain, or creek. An illicit discharge is defined as, "Any discharge to the City storm drain system that is not composed entirely of storm water..." The contractor and/or property owner is responsible for all fines and costs associated with the illicit discharge.

III. CERTIFICATION OF COMPLIANCE

I understand that as the applicant, I am responsible for any damage to public trees and/or all illicit discharges resulting from this project, and that I am responsible for all fees and fines resulting from non-compliance.

APPLICANT'S SIGNATURE: DIANE CAR A. CAIN DATE: May 06. 2011

ADDRESS OR TITLE OF EVENT: THE SOLANO AVENUE STROLL [CLOSED] STREET FESTIVAL

MAY 09 2011

Solano Avenue Stroll
Sunday, September 11 2011 - 10:00 am / 06:00 pm
(Street closure 7 am – 7 pm)

COMMUNITY DEVELOPMENT
DEPARTMENT

GENERAL EVENT DESCRIPTION

This is the 37th anniversary of the Solano Avenue Stroll. The 2011 theme is "Unsung Heroes".

This event is expected to draw 250,000-300,000 people. This free community event is a closed-street festival that spans 26 blocks (1 mile) long and is located in two cities - Albany and Berkeley [California]. Approximately 100 entries will make up the Parade that begins at 10 am. After the parade almost 500 vendors and entertainers will be strategically located all over the Avenue, including some intersections. There will be a five-block area of arts and crafts booths mid-festival. Along the entire street will be information and fundraising booths for non-profit organizations, food booths, (some managed by established restaurants, others from vendors or non-profits), merchants selling goods and services, as well as a significant number of children/family attractions including (but not limited to) inflatable and mechanical rides. Shuttles will offer free rides up and down the length of Marin Avenue from 10-7 pm, from the North Berkeley BART station to the Stroll making stops at intersections with stop-lights on Marin. We expect free valet bicycle parking at Wells Fargo bank (1800 Solano at Modoc) and a vacant lot (1254 Solano at Masonic). We take great strides towards minimizing the impact of this event in part by making it accessible. This is an alcohol free event catering to families.

SCHEDULE OF EVENTS

7:00 am - Street closed to through traffic. Vendor, delivery and event staff traffic is allowed on the street until 10am at that time block captains provided by the Solano Avenue Association (SAA) will close internal barricades along Solano. Also at 10 am, public works departments from Berkeley and Albany will close external barricades from The Alameda in Berkeley to San Pablo Avenue in Albany (see map). AC Transit will be notified of rerouting prior to the event.

8:00 am - Vendors, merchants, entertainers, etc. begin to set up in the street parking spaces, some parking lots, in some intersections and on the sidewalks of Solano Avenue. Vendors have been notified to park legally and acknowledge the needs of local residents.

8:00 am - Parade registration begins at a table located in the intersection of Colusa and Solano, parade participants "stage" on two blocks: pedestrians on Fresno and vehicular (and others) on Colusa. The parade runs westbound on Solano avenue from Colusa to Masonic (at the BART tracks in Albany).

10:00 am - All vehicles must be off Solano, except those on display. Vendors open to commence business. Some entertainment begins.

6:00 pm - All vendors, entertainers, etc. must close down activities. Block captains will remain in force to see that this occurs.

7:00 pm - Police re-open Solano Ave. to vehicles. Police remove external barricades, SAA block captains remove internal ones.

SECURITY

Lost Children and Lost & Found - California Bank & Trust, 1451 Solano at Sante Fe 527-8141.

Berkeley Police and Fire will be headquartered at Colusa and Solano in Berkeley. Albany Police and Fire will be located at Masonic and Solano in Albany.

Block Captains - SAA will designate 3-block long stretches to volunteer block captains who will have a morning or afternoon shift. They will have a two-way radio, a detailed map of their 3 blocks, and will wear lime-green safety vests that read "STROLL PATROL" on the back. They are responsible for the organization and set-up of the event, as well as maintaining a safe and pleasant environment for Avenue guests.

Other Security - Berkeley and Albany will provide Police Officers.

PUBLIC WORKS ISSUES

The Cities of Albany & Berkeley will deal with refuse issues in their respective areas. Alameda County Waste Management will provide recycling and garbage containers in Albany and make an extra pickup on Monday morning. Berkeley will maintain the east end of the Avenue. Restaurants have been asked to put out their own garbage containers and all food vendors have been notified that they must provide their own garbage containers. Cities are requested to also clean side streets of debris.

Portable Toilets - We use 39 "regular" portables, 8 "accessible" portables and 13 hand-washing stations that are strategically located about every other block across the span of Solano Avenue.

VENDOR LISTS

A complete list will be provided on the morning of the Stroll. A list of the food vendors will be provided to the Health Dept. in Berkeley and Alameda County for review.

CERTIFICATE OF INSURANCE

A Certificate of Insurance will be submitted to both Cities of Berkeley and Albany. All food booths and activity booths have been required to provide certificates of insurance worth one million dollars, naming the Solano Avenue Association, City of Albany, and the City of Berkeley as additional insured.

LICENSING

The City of Berkeley has issued the Solano Avenue Association a Stroll-specific business license. The City of Albany will issue an Encroachment Permit. These allow the Solano Avenue Association to supersede any other vendor's permit for activity outside of any storefront on Solano Avenue on the day of the Stroll. These also insure no illegal vendors (vendors who have not pre registered with SAA) on the street. All event participants must have a Stroll permit on display at their booth.

Submitted by Allen Cain, Executive Director

Solano Avenue Stroll Cheat Sheet (primarily for block captains):

Never Call 911 from a cell phone at the Solano Stroll. Albany Police/Fire/Medical: 510.525.7300 / Berkeley Police/Fire/Medical 510.981.5911)

Portable Toilets are approximately every-other block

First Aid can be found at:

Albany Fire Department – Solano at Masonic
Berkeley Fire Department – Solano at Colusa
California Bank and Trust – 1451 Solano at Sante Fe (Headquarters)
KNA Copy Centre – 1865 Solano at Fresno

Lost Property and Family Members: 1451 Solano at Sante Fe (Command Center / headquarters)

Schedule:

07 00AM Vendors okay to set-up with minimal noise and impact to residents on the Avenue
09 30AM Vendors set-up and off the street
10 00AM Parade Starts at Colusa and travels westbound to Masonic (the BART tracks)
06 00PM Festival is over and break-down begins
07 00PM All traffic off of the Avenue and Solano Avenue restored

Solano Stroll T-Shirts:

Albany Chamber of Commerce 1108 Solano at Kains
California Bank and Trust 1451 Solano Avenue at Sante Fe
KNA Copy Centre – 1865 Solano at Fresno

Shuttles will offer free rides up and down the length of Marin Avenue from 10-7 pm from the North Berkeley BART station to the Stroll and it stops at intersections with stop-lights on Marin Look for signage and balloons Free valet bicycle parking at Wells Fargo bank (1800 Solano at Modoc) and a vacant lot (1254 Solano at Masonic) - across from Zarr's Delicatessen

All **wheelchair ramps and fire hydrants** must be left clear and nothing should be within five feet of them - **period!**

Booths shall not go past ten feet from the curb(s) / past pedestrian "bulb-outs" Vendors always go on the bulbs, not "orbit" them (Food vendors get a little extra space)

"A frame" signs in the middle of the road are not allowed – unless somehow not obstructing, including the use of "spinners" and other eye-catching objects

Discourage organizations who are passing out flyers to be aware that "the city may write them a ticket if they find too many on the ground" or something similar SAS participants are told not to pass out flyers in front of their booths

Solano Avenue merchants, particularly SAA members have the "right of way" Always

Keep an eye out for illegal vendors, especially those selling food, including ice cream and fruit carts

Morning Block Captains Meet at California Bank and Trust – 1451 Solano at Sante Fe - **08:00AM**

Bring water, sunscreen and your [fully charged] cell phone Call your afternoon Block Captain (number on the map) near the end of your shift at 01 00PM, find a place to meet each other. Right after the Stroll we have a volunteer dinner an trouble-shooting/funny story session at a Solano Avenue restaurant to be announced

Be sure Street Barricades are in place by 9/10 AM!

Afternoon Block Captains: Meet your morning Captain for communication devices and more Bring water, sunscreen and your [fully charged] cell phone Afternoon block captain you may need a new walkie-talkie battery (listen for an unusual beeping) Bring everything – including your appetite to the "Stroll Volunteer Dinner" at a Solano Avenue restaurant to be announced - where we will assemble Please remember to bring all of your materials – including your Block Captains map and notes so we can make necessary adjustments for the following year

"Banned" at the Solano Avenue Stroll: pets; bicycles; scooters / razors / segways; and "silly string".

Business Cards attached can be used for media, people who want to participate in the future and more

Allen Cain 510.710.4447 / 510.253.7394 (wife's PCS) Alternates. Robert Cheasty 510.701 4321 / Ray Anderson 510.882 2232



CERTIFICATE OF LIABILITY INSURANCE

OP ID: GY

DATE (MM/DD/YYYY)

05/02/11

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 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 CCI Financial & Ins. Solutions License #0381524 P. O. Box 5076 San Ramon, CA 94583-1328 George Yin		925-866-7050 925-866-8275	CONTACT NAME PHONE (A/C, No, Ext.) E-MAIL ADDRESS PRODUCER CUSTOMER ID # SOLAN-5	FAX (A/C, No):
INSURED Solano Avenue Association Allen Cain 1563 Solano Avenue #101 Berkeley, CA 94707		INSURER(S) AFFORDING COVERAGE		NAIC # 22357
		INSURER A Hartford Insurance Company		
		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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		57SBAUZ5610	04/16/11	04/16/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	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 \$

CITY OF ALBANY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 named as additional insured for the event: September 11, 2011 Solano Avenue Stroll event

MAY 09 2011

COMMUNITY DEVELOPMENT DEPARTMENT

CERTIFICATE HOLDER The City of Albany CA, its officers, employees and agents 1000 San Pablo Ave Albany, CA 94706	CANCELLATION 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 
---	---

© 1988-2009 ACORD CORPORATION. All rights reserved.