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[www.laluzcenter.org](http://www.laluzcenter.org)

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La Luz is a 501(c)3  
Nonprofit organization  
Tax ID # 68-0228235  
[www.laluzcenter.org](http://www.laluzcenter.org)

Legacy Giving ...  
please include  
La Luz Center in your  
estate planning

To: Vendor Participants  
Re: Cinco de Mayo, 2022

Dear Friends,

On Sunday May 1st, we are planning our annual *Cinco de Mayo* celebration, from 12:00 PM to 6:00 PM in the Sonoma Plaza. La Luz plans to feature even more activities than in the past and we hope you will help us to create a joyous fiesta for our neighbors and friends. We estimate that the celebration will draw over 5,000 people, offering continuous entertainment, delicious foods, and special activities for children and adults alike.

Due to Sonoma City regulations, there are a few rules in our booth reservation process:

1. All commercial vendors must have a City of Sonoma business license in order to participate.
  - a. Commercial vendors who already have a City of Sonoma Business license will need to send in a photocopy of this license with their reservation form to La Luz. \*\*Non- profits and school vendors should complete the application and include a verification of their 501(c)(3) status.
  - b. Commercial vendors who **do not** have a license can also apply for a one year permit. Application attached to packet.
2. All new vendors planning on serving food will be required to receive a packet discussing the rules and restrictions for operating in the Plaza.
3. All vendors will be required to sign the enclosed Participant Agreement and return it with your reservation form and fee. Your booth space will be reserved once all of these items are received.

We will be assigning booth spaces on a first-come, first-serve basis as soon you have met the above requirements. ***Please return these materials and payment no later than April 1st at 4:00PM.*** If you have any questions, contact Angie Sanchez at 707-304-1620 or Genesis Botello at the La Luz office for assistance at (707) 938-5131. You can also fax your documents to (707) 996-1287.

We look forward to your participation in Cinco de Mayo this year!

Sincerely,  
La Luz Center

# Cinco de Mayo 2022

All applicants, please return your reservation form, your participant agreement, booth fee (checks made payable to La Luz Center), and a copy of your City of Sonoma business license. Schools and non-profits will need to include their 501(c)(3) number. **Applications must be received no later than Friday, April 1st, 2022 by 4:00pm.** If you do not have a City of Sonoma business license please fill out the attached application for a one year permit and include a separate check for \$78 made payable to La Luz Center. Once all fees are gathered La Luz will submit all applications for licenses and fees to the City of Sonoma.

Booth fees are as follows:

<b>Food Vendors: \$300.00</b>
<b>Non-food Vendors (sales) and Information Booth (no sales): \$100</b>

Please call Angie Sanchez if you have any questions about this form or for more booth information at (707) 304-1620.

## Reservation Form



We wish to reserve a booth space for the Cinco de Mayo Fiesta on Sunday, May 1st, 2022. We understand by returning this reservation form that all booth spaces, game and food options are reserved on a first come first serve basis and are not duplicated to ensure fairness in sales. We also understand that once the space is reserved and my fee is accepted that no refund will be given at any time for any reason.

Company/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Booth Fee Included	Type of Booth (Equipment Vendor, Service Vendor, Non-Food Vendor, Food Vendor) Please Print Clearly	Type of Booth (Equipment Vendor, Service Vendor, Non-Food Vendor, Food Vendor) (Maximum 2 items for food or games) Please Print Clearly)	Type of Preparation (Grilling, Frying, Barbecuing, Flambeing, Deep Fat Grilling, Baking, Warming and Boiling)	Electricity Required?  <input type="checkbox"/> Yes <input type="checkbox"/> No  How many volts are needed?	Copy of Business License Included? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Business License Application and Fee Included
\$300				_____ volts		\$78
\$100						

## **Cinco de Mayo Fiesta Participant Agreement 2022**

Please read carefully and sign this agreement. Please return it with your application by the deadline date. Anyone who will be assisting at your booth will need to read and sign this as well. This will ensure that everyone understands the information and will comply with the rules given below. Please be aware that all booths will be inspected by the City.

- Please check in with La Luz Center at the Plaza, at 8:00am (no earlier) the day of the event.
- While you are unloading, please be courteous to other participants and do not block the driveway.
- All Vendors have to be unloaded, set up, and all vehicles must be removed from the horseshoe no later than 11:00 am. The barricades will be put up at that time and cars will not be permitted in the horseshoe. Sorry, no exceptions.
- After you have unloaded, please park behind the barracks.
- Each food vendor must have a non-expired fire extinguisher. We will inspect before the event.
- Closing time is 6:00 pm. All sales must stop at this time.
- Please remember you need to bring your own table and chairs. A canopy for shade is a good idea, but note that you may not drive any stakes or tent pegs into the ground.
- Due to the Cities regulations. nothing may be tied, hung from or placed onto the trees, bushes or any plant life in the park. You may not place anything on the grass.
- There is a Styrofoam & Plastic Ban, they are NOT allowed in the plaza. Do not use it for your food sales or bring personal containers of food stored in Styrofoam or in plastic.
- You are responsible for hauling away your own trash. You must leave the area surrounding your booth as you found it. We encourage you to recycle.
- Do not dump any kind of liquids (oil, water, juice, etc.) including the ice and ice water from your cooler, onto the grass or plaza area. This includes the bushes, and cemented areas. This is against the City ordinance.

Sadly the consequences for violating any of these rules will disqualify you from participating in subsequent La Luz events. Fines incurred by any violations will be passed on to the participants.

I understand the above information rules and agree to comply with all the requirements. I have asked and clarified any questions I may have and I am clear as to what is expected of me.

Person responsible:                      Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_

Additional signatures: \_\_\_\_\_

Additional signatures: \_\_\_\_\_

Additional signatures: \_\_\_\_\_

## **Guidelines -City of Sonoma's Ban on Single Use Plastic at Events Occurring on the Plaza and Depot Park**

The use of Polyurethane (aka "Styrofoam"-Dow Chemical brand) products at events in the Plaza and Depot Park has been banned for years. On September 5, 2018 the City of Sonoma voted to implement a ban on the use of single use plastics at events held at the Plaza and Depot Park. The Sonoma City Council approved this ban to go in affect for all 2019 events.

China is the main recycler for US materials. Plastics with food contamination or water waste will no longer be accepted by China for recycling. The majority of single use plastic used at Plaza and Depot Park events is directly involved with foodservice and thus will be diverted to landfill. The ban is in response to the dramatic increase in waste being diverted to landfills due to China's changing policy.

Further complications/confusion surrounds what is recyclable and what is compostable. For example "compostable plastic" i.e. biodegradable utensils, cups, and PLA coated paper plates are widely marketed as compostable however, they are not accepted by the City of Sonoma or Sonoma County composting (because these programs are certified organic composting programs). "Compostable plastic" items are not recyclable either unless cleaned after use; hence they end up in landfill. "Compostable plastic" is included in the ban, currently the region lacks a facility to compost these types of products. In the event 'compostable' plastic is composted, under normal landfill conditions (anaerobic, low-moisture) it can take a "compostable" plastic product 100-1,000 years to decompose.

The purpose of the ban is to reduce the amount of waste being sent to the landfill. This policy is designed to encourage event organizers and their vendors to choose more environmentally friendly products. This starts with the type of food being served or being offered for sale. Choose food vendors that sell products that are less reliant on the use of plastic in the preparation and serving of the food item.

The below guidelines were created to assist event organizers and their vendors in the implementation of the ban. This ban includes the distribution and sale of single use plastic water bottles and other beverages sold in a single use plastic bottles i.e. sports drinks, juice, soda products etc.. Products packaged in glass and or paper

All events that are serving drinks will be encouraged to implement a reusable and or ideally bring your own cup program. Reusable products are defined as products made from preferable stainless steel and glass, and less preferable option durable, "BPA Free," machine washable plastic.



Reusable: For example at the 2018 City Party, the first beverage was \$10 and included a reusable stainless steel cup, refills were \$6.

Bring your own cup: promote discounts for individuals who bring their own cups from home. The goal of the policy is to not produce more reusable cups but to encourage individuals to reuse a resource they already have at home.

### **What you can use instead of plastic utensils, plastic cups, plastic containers and plastic plates:**

BEST CHOICE: reusable/ washable cups, plates, bowls, utensils, water bottles and straws  
SECOND BEST: uncoated paper plates, bowls, containers, straws and wooden utensils  
LEAST DESIRED: paper cups/plates/bowls coated with "compostable" plastic substance  
BANNED: All single use plastic and "compostable plastic" cups/plates/bowls/utensils/containers/straws and lids



**What you can use instead of the single use water bottles:**

Event organizers are encouraged to communicate early and frequently to attendees of the event to bring their refillable water bottles to the event. The City of Sonoma is making investments in infrastructure and will be adding an additional water bottle filling station to the Plaza. A link to the location of the water bottle filling stations at the Plaza can be included on your website promotion. Event organizers and/or their vendors can sell refillable branded water bottles at events. For large scale events that would normally sell water or provide water to attendees you are encouraged to rent additional water bottle filling stations and have them prominently displayed for use. For those event organizers who don't have the means to produce refillable water bottles, a simple paper cup or cone can be substituted.

**Thank you for shifting your event process to be more earth friendly!**

The City of Sonoma

Staff Contact For Questions: Lisa Janson, Special Events Manager, City of Sonoma

[specialevents@sonomacity.org](mailto:specialevents@sonomacity.org) or direct line 415.259.9458



**CITY OF SONOMA  
BUSINESS LICENSE APPLICATION**

as required under City of Sonoma Municipal Code, Chapter, 5.08.210

**Finance Department**  
City Hall, No. 1 the Plaza, Sonoma, CA 95476  
www.sonomacity.org - Phone: 707-933-2237  
Email: finance@sonomacity.org

**• FOR OFFICE USE ONLY •**

**Business License No.**  
\_\_\_\_\_

**FEE MUST ACCOMPANY APPLICATION**

**Business Name/DBA** \_\_\_\_\_  
**Corporate Name** \_\_\_\_\_  
(if applicable)  
**Business Location** \_\_\_\_\_  
(Cannot be PO Box per State of California Business & Professions Code-Section 17538.5)

**• Please Check One •**

<b>New Application</b>	<input type="checkbox"/>
<b>Change of Owner</b>	<input type="checkbox"/>
<b>Change of Ownership Type</b>	<input type="checkbox"/>
<b>Change of Business Name</b>	<input type="checkbox"/>
<b>Home Occupation*</b>	<input type="checkbox"/>

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **No. of Employees** \_\_\_\_\_ **No. of Rental Units** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Hours of Operation:** \_\_\_\_\_

*\*If you plan to operate business out of your residence, you will need to obtain a Home Occupation Permit, which is available on the City's website.*

**Description of Business (Please be as specific as possible):**

**Ownership**  Corporation  LLC  Partnership  Sole Proprietor  LLP

**Resale No.** \_\_\_\_\_ **FEIN / SSN** \_\_\_\_\_ **State ID No.** \_\_\_\_\_

**Contractor CA State License No.** \_\_\_\_\_

**Enter below names of Owners and/or Partners**

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the bottom of this form.

**1st Owner Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Home Address** \_\_\_\_\_  
(Cannot be PO Box) (Street, City, Zip Code)

**Phone No.** \_\_\_\_\_ **Email** \_\_\_\_\_ **Driver's License #** \_\_\_\_\_

**2nd Owner Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Home Address** \_\_\_\_\_  
(Cannot be PO Box) (Street, City, Zip Code)

**Phone No.** \_\_\_\_\_ **Email** \_\_\_\_\_ **Driver's License #** \_\_\_\_\_

**FEE CALCULATION - PLEASE SEE REVERSE FOR FEE CALCULATION AND ENTER BELOW**

Tax Calculated From Reverse \$

State Mandated 1186 Fee\* \$

**Total** \$

*Please return entire form with check payable to City of Sonoma.*

*Thank you for doing business in the City of Sonoma!*

\*California Senate Bill 1186 required the one dollar (\$1.00) State Disability Access Education Fee for all business license applications and renewals from January 1, 2013 until December 31, 2017. Assembly Bill 1379 increased the state mandated fee to \$4.00 from January 1, 2018 until December 31, 2023.

**THIS BUSINESS LICENSE IS FOR REVENUE PURPOSES ONLY AND DOES NOT IMPLY CONFORMANCE WITH APPLICABLE CITY CODES AND ORDINANCES. YOU ARE REQUIRED TO CHECK YOUR PROPOSED BUSINESS LOCATION AND STRUCTURE WITH THE CITY PLANNING DEPARTMENT FOR COMPLIANCE WITH ZONING CODES. THIS BUSINESS LICENSE MUST BE RENEWED ANNUALLY AND POSTED IN A CONSPICUOUS PLACE.**

Authorization to conduct business is not granted until issuance of the License.

I declare, under penalty of perjury, that to the best of my knowledge and belief, the statements made herein are correct and true and that acceptance of payment does not constitute approval of the Business License.

\_\_\_\_\_  
**Signature** **Title** **Date**

**SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION**

If you wish to protect your residential address with a different service of process address, please provide it here.  
NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

**Service of Process Address**  
**Residential Address to protect**  Business Location  Mailing Address  Owner/Partner/Officer Address

**PLEASE SEE REVERSE FOR FULL FEE SCHEDULE**

# CITY OF SONOMA

## BUSINESS LICENSE TAXES

**STATE MANDATED SB1186 \$4.00 MUST BE INCLUDED TO THE FOLLOWING TAXES**

### CATEGORIES:

A – E	Based on number of employees	TX – MDH	Based on number of vehicles
H	Based on number of beds	SOL – AUC	Per year
HMB - MHP	Based on number of units	COV	Based on gross annual receipts

CATEGORY	DESCRIPTION	LICENSE TAX	
"A" "AO", "B" "BO"	RETAIL SALES, RESTAURANTS, AUTO REPAIR, BEAUTY SALONS, CATERING, MASSEURS, MANICURISTS, AND OTHER SERVICES <i>Muni code 5.08.020</i>	One Employee/Owner	\$74.00
		Ea. Additional Employee	\$31.00
"C" "CO"	PROFESSIONALS: ACCOUNTANTS, ATTORNEYS, DOCTORS, DENTISTS, ARCHITECTS, FILM PERMITS ETC. <i>Muni Code 5.08.040</i>	One Professional Ea. Additional Employee	\$186.00 \$31.00
"C" "CO"	REAL ESTATE BROKERS AND AGENTS <i>Muni Code 5.08.040.01</i>	Each Broker Ea. Licensed Salesperson	\$186.00 \$37.00
"D" "DO"	CONTRACTORS: BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, OR ROOFING <i>Muni Code 5.08.050</i>	One Employee/Owner Ea. Additional Employee	\$74.00 \$31.00
"E"	MANUFACTURING OR FABRICATING (if annual gross receipts are less than \$3000, tax is reduced by 1/2) <i>Muni Code 5.08.060</i>	Each Employee <b>OR</b> Minimum Tax	\$22.00 \$150.00
"H"	HOSPITALS <i>Muni Code 5.08.090</i>	First four beds Ea. Additional bed	\$44.00 \$3.00
"HMB"	HOTELS, MOTELS, BED & BREAKFAST INNS <i>Muni Code 5.08.100</i>	First Unit Ea. Additional Unit	\$44.00 \$3.00
"APT"	APARTMENTS <i>Muni Code 5.08.100</i>	First Four Units Ea. Additional Unit	\$40.00 \$3.00
"MHP"	TRAILER AND MOBILEHOME PARKS <i>Muni Code 5.08.110</i>	First Four Units Ea. Additional Unit	\$44.00 \$3.00
"TX"	TAXICABS/BUSES/DELIVERY OF PASSENGERS <i>Muni Code 5.08.120</i>	One Vehicle Ea. Additional vehicle	\$53.00 \$37.00
"MDR"	MOTOR VEHICLE DELIVERY TO RETAIL ESTABLISHMENTS <i>Muni Code 5.08.130</i>	Each Vehicle	\$44.00
"MDC"	MOTOR VEHICLE DELIVERY OF CONSTRUCTION MATERIALS TO JOB SITE <i>Muni Code 5.08.130</i>	Each Vehicle	\$60.00
"MDH"	MOTOR VEHICLE DELIVERY TO HOMES <i>Muni Code.5.08.130</i>	Each Vehicle	\$67.00
"SOL"	SOLICITING <i>Muni Code 5.08.140</i>	Per Year	\$90.00
"AST"	ASTROLOGY, PALMISTRY AND OTHER SERVICES <i>Muni Code 5.08.160</i>	Per Year	\$186.00
"AUC"	AUCTIONEERS <i>Muni Code 5.08.170</i>	Per Year	\$114.00
"BNK"	BANKRUPT SALES <i>Muni Code 5.08.180</i>	Per Day	\$114.00
"COV"	VENDING MACHINES <i>Muni Code 5.08.200</i>	1% of gross receipts. Minimum \$5.00	
"COV"	COIN OPERATED PLAY DEVICE <i>Muni Code 5.08.200.2</i>	5% of gross receipts. Minimum \$41.00	
"BL"	GARAGE SALES – Once every six months not in excess of two consecutive days <i>Muni Code 5.08.201.2 – 5.08.201.7</i>	Each Sale	\$3.00
"BP"	BILLIARDS AND POOLROOMS <i>Muni Code 5.08.221</i>	First Table	\$44.00
		Each Additional Table	\$22.00

\_\_\_\_\_
x \_\_\_\_\_
= \$ \_\_\_\_\_  
**No. of Employees/Vehicles/Beds/Units      Fee      Business License Tax**

All other classifications please refer to Municipal Code 5.04. Business license tax is due December 31. A penalty of 10% will be added each month until the fee is paid. New licenses for business started after July 1 may be pro-rated.

#### ENFORCEMENT PROVISIONS IN CITY OF SONOMA MUNICIPAL CODE

Penalty for Violation. Any person violating any of the provisions of Chapter 8.05.210 of the City of Sonoma Municipal Code or knowingly or intentionally misrepresenting to any officer or employee of the City any material fact in procuring the license or permit herein provided for shall be deemed guilty of an infraction City of Sonoma Municipal Code section 5.08.210.

**COVID-19 LIABILITY RELEASE**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. **Adults over age 65** and **people of any age with serious underlying medical conditions** including, but not limited to, **HIV, asthma and other respiratory conditions**, and **pregnancy**, may be a **higher risk for more serious complications from COVID-19**.

The City of Sonoma (City) has put in place preventative measures in accordance with CDC, State, and local requirements to reduce the spread of COVID-19. Additionally, the \_\_\_\_\_ (Event Holder) have agreed to follow CDC, State and local requirements by limiting the number of guests attending and abiding by social distancing guidelines. However, even with these preventive measures in place the City and Event Holder **cannot guarantee** that you or others in your party will not become infected with COVID-19.

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By signing this agreement, you acknowledge the contagious nature of COVID-19 and voluntarily agree to the following:

I voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the \_\_\_\_\_ (Event), and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the City employees, contractors, agents, and other third parties, as well as other guests and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my dependents, including, but not limited to, illness, personal injury, disability, and death, or any damage, loss, claim, liability, or expense of any kind ("Claims") that I may experience or incur in connection with my or my dependents' attendance. **I hereby release, covenant not to sue, discharge, and hold harmless the City, its employees, agents, and representatives and the Event Holder of and from any and all Claims, including all damages, costs or expenses of any kind. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attendance at the event.**

SIGNED: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_