

## City of Fort Bragg

### Entertainment Zone Management Plan

To be completed and submitted as part of the Limited Term Permit application

#### 1. Event Information

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Hours (Start – End): \_\_\_\_\_ Location / Zone Area: \_\_\_\_\_

Event Organizer / Organization: \_\_\_\_\_

Contact Name & Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### 2. Zone Operator Designation

Zone Operator Name: \_\_\_\_\_ Cell Phone (24/7 Access): \_\_\_\_\_

Zone Operator Required Duties:

- Act as point of contact for City and emergency personnel
- Be familiar with and ensure compliance with EZ regulations and event-specific conditions
- Coordinate set-up, supervision, and breakdown

#### 3. Alcohol Sales & Service

List of Participating Alcohol Vendors: \_\_\_\_\_

Type of Alcohol Allowed (e.g., Beer, Wine, Spirits) \_\_\_\_\_

ABC License Numbers: \_\_\_\_\_

#### 4. Age Verification & Beverage Controls

- Wristband Required for 21+ Participants? ☐ Yes ☐ No
- Compostable Cups Used? ☐ Yes ☐ No
- Designated Alcohol Service Areas Marked? ☐ Yes ☐ No
- Alcohol Only Served by ABC-Licensed Vendors? ☐ Yes ☐ No
- Prohibited Containers Enforced? (No glass or metal) ☐ Yes ☐ No
- Will “No Alcohol Beyond This Point” signage be posted at all exits? ☐ Yes ☐ No
- Will perimeter be marked with barriers or fencing? ☐ Yes ☐ No

#### 5. Zone Boundaries & Signage

Attach a detailed site map showing:

- Zone perimeter
- Entry/exit points
- Vendor locations
- Restrooms, trash/recycling, stage areas

## 6. Security & Public Safety

Security Firm (if applicable): \_\_\_\_\_ # of Security Personnel: \_\_\_\_\_

- FBPD Coordination Confirmed? ☐ Yes ☐ No
- First Aid / EMS Available On-Site? ☐ Yes ☐ No

Attach:

- Security staffing plan if needed
- Crowd control measures if needed
- Emergency response protocol

## 7. Sanitation & Waste Management

- Trash/Recycling Stations Provided? ☐ Yes ☐ No
- Restroom Facilities Available? ☐ Yes ☐ No
- Post-Event Cleanup Plan: \_\_\_\_\_
- Cleanup Contractor (if applicable): \_\_\_\_\_

## 8. Community Notification & Access

- Nearby Businesses Notified of Event? ☐ Yes ☐ No
- ADA Accessibility Ensured? ☐ Yes ☐ No
- Noise or Street Closure Impacts Mitigated? ☐ Yes ☐ No

## 9. Incident Reporting & Enforcement

All incidents involving safety, alcohol violations, or disruptions must be:

- Reported to FBPD within 24 hours
- Documented in an Incident Log

## 10. Special Event Procedures (include any additional event management procedures)

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## 11. Acknowledgment & Signature

I certify that I have read and understand the requirements for operating within the Entertainment Zone and will ensure full compliance with the Fort Bragg Municipal Code, ABC regulations, and all event-specific conditions.

Signature of Organizer / Zone Lead: \_\_\_\_\_ Date: \_\_\_\_\_

### Reserved for City Use Only

Management Plan Reviewed and Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Conditions \_\_\_\_\_  
\_\_\_\_\_