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May 18, 2026

To: Interested Agencies

The following application has been filed with the Sonoma County Permit and Resource Management Department.

File Number: SPE26-0040
Applicant Name: Jadynd Pando
Owner Name: QUARRYHILL BOTANICAL GARDEN
Site Address: 12841 & 12825 Hwy 12, Glen Ellen,
APN: 053-090-007, 053-120-018
Zoning: LIA B6 20, LG/MTN OAK RC50/50 SR

Project Description: Special Event Permit for Sonoma Botanical Garden's Garden Gala on October 3, 2026, from 5:00pm-9:00pm with an expected guest count of 175 people. Proposal includes food, alcohol, amplified music, and on-site parking. Accela property record is under APN 053-120-018, current APN is 053-120-078.

We are submitting the above application for your review and recommendation. Additional information is on file in this office.

Responses to referrals should include a combination of any or all of the following details:

- (1) Statement of any environmental concerns or uncertainties your agency may have with the project.
- (2) Comments you wish to make regarding the merits of the project.
- (3) Identification of any missing information or application submittals that will preclude you from providing conditions and mitigations for this project in the future.
- (4) Your proposed conditions of approval and/or mitigations for this project.

After reviewing this application, please respond to the planner with your *marked* response below:

- Conditions will be provided and no further information is necessary.
- Conditions will be provided and additional information is necessary.
- Comments and/or concerns.
- No comments or conditions.

Responsible agencies under CEQA are requested to indicate whether permits will be required for this project.

Your comments will be appreciated by June 1, 2026, and should be sent to the attention of:

SPE26-0040, Katerina Orella (Katerina.Orella@sonomacounty.gov). The Project Planner can also be reached at (707) 565-1392. **If no response is received by June 1, 2026, it will be assumed that no comments or conditions will be provided.**

Please send a copy of your comments to the applicant(s) or their representatives as indicated on the attached Planning Application.

- Fire Prevention – Periodic Special Events
- Health Specialist
- Management Group
- Well & Septic
- Ag Commissioner
- Dist. 1 Director and Commissioners
- Environmental Health
- Sheriff Community Service Officer
- Local Fire District – Sonoma Valley FPD
- CHP



Overview

What's the event name?	Garden Gala - Sonoma's Secret Garden
How would you characterize the event?	Private event
Day 1	
Date	October 3, 2026
Time	05:00 PM - 09:00 PM
Is this a one-time or an annual event?	One-time
Where will the event take place?	Private property or properties
Private property address(es)	12841 HWY 12, Glen Ellen, CA, 95442

Activities

Describe your event in detail.	Annual fundraising gala for Sonoma Botanical Garden, located in the onsite Founder's House Garden. There will be no changes to existing structures and no new lots proposed. The event includes an admission fee, a live auction, amplified music, and external vendors providing food and beverage service. We will bring in five portable toilets and handwashing stations to reduce impact on local water supply and septic.
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Type	Number
Attendees / participants	175
Employees / staff	17
Volunteers	10
Vendors / contractors	20
Total	222

What food, beverages, or substances will be served, sold, or present at the	Pre-packaged food or food prepared off-site Alcohol
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event?

Which of the following apply to your event? Sale of admission or ticket sales
Amplified sound, music, or noise

Provide more detail on the specific food and beverages to be prepared onsite or sold? Park Avenue Catering will provide dinner and wine service.

Contacts

Your Contact Information

Full name Jadyn Pando
Email jpando@sonomabg.org
Mobile Phone +17078128315
Organization name Sonoma Botanical Garden
Address 12841 HWY 12, Glen Ellen, CA, 95442
What is your role in this application? Applicant

Property owner 1

Full name Jeannie Perales
Email jperales@sonomabg.org
Mobile Phone +17074947585
Business name Sonoma Botanical Garden
Address 12841 HWY 12, Glen Ellen, CA, 95442
Are you a nonprofit? Yes

Health & Safety

Is the event indoors and/or outdoors? Outdoors

What structures or equipment will be present at the event? Tables & chairs

Facility	Standard	ADA-accessible
Temporary restroom stalls	4	1
Permanent restroom stalls	3	0
Handwashing facilities	7	1
What methods of fire protection will be available for the event?	Fire extinguishers	
What emergency medical services (EMS) will be available on-site?	Reliable method to contacting 911	
Do you plan to or have already requested support from California Highway Patrol (CHP) and/or Sheriff?	None of the above apply	
What is the evacuation plan (include routes) in the event of a natural disaster?	<p>Staff will be familiar with emergency notification alert tools and monitor them for evacuation orders related to the site zone. The event will take place in evacuation zone "SON-6F1", according to the County of Sonoma. If evacuation orders are issued, guests will be notified via the AV system that is being contracted for the event. The upper Garden will be closed during the event to keep all guests consolidated in an accessible space near existing structures and the parking lot. However, four staff members will be available with powered golf carts to sweep the grounds if needed. If a decision is made to shelter in place, guests will be directed to shelter in the Founder's House, which is equipped with an emergency generator, fire extinguisher, and lock box for emergency access keys. If a decision is made to evacuate, staff is trained to direct one-way traffic off the property onto HWY 12 via Miller Lane. The chain of command during emergencies is first Executive Director Jeannie Perales, second Director of Facilities Sal Calderon, and third Director of Operations Andre ten Dam.</p>	

Documents

Site plan	Site Plans for Gala Permit 2026.pdf
Seating and table plan	Site Plans for Gala Permit 2026.pdf
ABC daily license attestation	Signed - ABC Daily License for Gala.pdf
Nonprofit tax status letter	IRS Tax Determination Letter.pdf
List of Board of Directors	4. Board Bios - January 2026.pdf

Legal terms the applicant agreed to

Applicant's affidavit

Under penalty of perjury, I declare that:

- I am the owner or authorized agent of the owner(s) of this property with their full consent.
- The information presented is true and correct to the best of my knowledge.
- I understand that other information or applications may be required.
- I authorize Permit Sonoma (PRMD) staff to conduct a site visit of this property as part of the County's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- I authorize PRMD to post this application to the internet for public information purposes, including my contact information (name, address, phone number, email, etc.).

Indemnification agreement

As part of this application and as the owner or authorized agent of the owner(s) of this property, I agree to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which accompanies it. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including myself, arising out of or in conjunction with the approval of this application, whether or not there is concurrent passive or active negligence on the part of the County. If, for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

If my event involves public right-of-way on county roads, I agree to accept all responsibility for loss or damage to any person or entity and to indemnify, hold harmless, and defend and release the County of Sonoma, its agents and employees of and against any and all liability, actions, claims, damages, costs or expenses which may be asserted by any person or entity, including myself, that arise out of, or are connected to, or relate to the activities anticipated by this Special Event Permit. I agree to maintain event insurance, in adherence with County of Sonoma's Insurance Requirements for Special Events, through the entirety of the event date(s). I agree that the special event will be conducted in accordance with and subject to the terms and conditions of this permit, the State Vehicle Code, the State Streets and Highways Code, and is subject to inspection and approval by the Permit and Resource Management Department.

Food service attestation

I attest to the following:

- All food/food product shall be obtained from an approved source.
- For recurring events or events of two or more consecutive days, the event organizer shall obtain a Community Event Organizer Permit from Environmental Health at least 45 days prior to the event.
- All food vendors must have a valid Sonoma County Retail Food Facility Permit for reoccurring events or events of two or more consecutive days. Food permit applications must be received at least 30 days prior to the event.
- Food vendors are required to follow the food handling guidelines provided to the event organizer.
- Safe, potable water supply shall be provided at each event.

Smoking requirements

Public events held in the unincorporated areas of Sonoma County are required to comply with [Sonoma County Municipal Code Chapter 32](#), which regulates smoking and secondhand smoke. This ordinance prohibits smoking at public events except in designated smoking areas; however, the permit holder may choose to prohibit smoking throughout the entire premises.

No smoking signs must be posted and any information to the public about the special event should address smoking regulations, including if a designated smoking area will be available.

A designated smoking area may be established in an unenclosed area and must meet the following conditions:

- Located at least twenty-five feet (25') in any direction from any operable doorway, window, vent or other opening into an enclosed area.
- Located at least twenty-five feet (25') from unenclosed recreational areas that are primarily used by children.
- Located at least twenty-five feet (25') from unenclosed areas that have improvements that facilitate physical activity including playgrounds, tennis courts, swimming pools, walking paths and sports fields.
- Be no more than five percent (5%) of the total unenclosed area for which it is designated; and
- Be clearly identified by conspicuous signs, and have ash receptacles, such as ash trays or ash cans, within the area for proper disposal of smoking waste.

It is the responsibility of the permit holder to enforce no smoking except in the designated area. The following actions must be taken to prevent smoking outside the designated area:

- Request that a person who is smoking refrain from smoking; and
- Request that a person who is smoking leave the place if the person refuses to stop smoking after being asked to stop.

The regulations do not require physically ejecting a person from a place or taking steps to prevent smoking under circumstances that would involve risk of physical harm.

For questions, please contact the Sonoma County Department of Health's Impact Sonoma Tobacco/Nicotine Prevention Program at (707) 565-6680.

Alcohol attestation

I attest to the following:

- All owners/operators, managers, supervisors, and employees who sell or serve alcoholic beverages shall complete Responsible Beverage Service (RBS) Training within 90 days from issuance of a new permit and every third year thereafter. All servers/sellers of alcohol hired after the initial 90-day period shall complete the training course within 60 days of employment and every third year thereafter.
- Catered and special events are an extension of a permanent on-sale licensee, and their alcohol servers are already required to be RBS trained and certified. If a caterer or special event coordinator hires additional help for an event, the licensee must ensure those individuals are certified before serving alcohol.
- The RBS Training shall meet the recommended best practice guidelines of the State of California, Department of Alcoholic Beverage Control or other certifying/licensing body, which the State may designate. Records of successful completion for each owner/operator, manager, supervisor, employee and volunteer shall be maintained on the premises and shall be presented upon request by a representative of the County or local law enforcement agency.

ABC license conditions of operation attestation

Our organization attests that we plan to serve alcohol under the following conditions:

- Alcohol sales to be posted with the language, "NO ONE SERVED UNDER AGE OF 21"
- Non-alcoholic concessions will be separate from alcohol
- Youthful consumers will have ID checked
- There will be no on/sale alcohol to leave the premises
- There will be no off/sale alcohol to come onto the premises
- Anyone obviously intoxicated will not be served
- Alcohol sales will cease 30 minutes prior to the end of the event
- There will be no consumption of alcoholic beverages by any person working within the alcoholic beverage dispensing/sales booth at any time during or within 4-hours prior to their work shift

- All individuals involved in dispensing, sales or service of alcohol beverages will read and acknowledge these conditions
- These conditions will be posted in a conspicuous place clearly visible to the public and available upon request of any peace officer

Accessibility affidavit

I attest that accessible routes to all accessible areas, accessible counter surfaces, accessible dining and food service locations, accessible parking, and site arrival points, and accessible service and transaction areas shall be provided to the greatest extent feasible, in accordance with [CBC Chapter 11B](#).

Safety attestation

All participants agree to:

- Obey all traffic laws and refer traffic management issues to CHP
- Call 9-1-1 for police, fire, and medical emergencies
- Keep emergency access to the event site unobstructed at all times
- Park only in designated areas (no parking in County Right-of-Way)
- Comply with all local and state fire codes
- Protect and exclude any septic system present on the property from event activities, including vehicular traffic.

Noise attestation

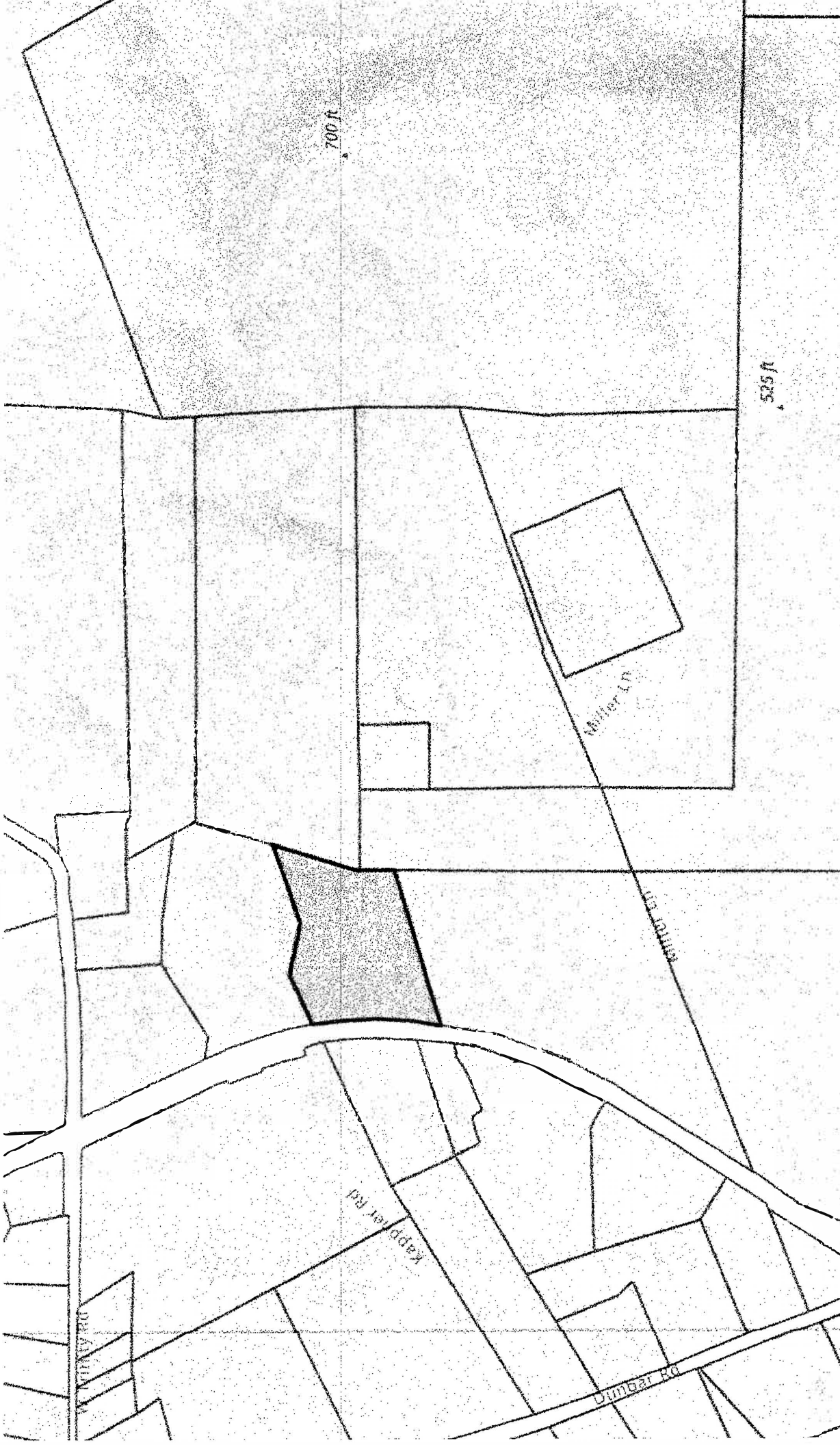
I attest that noise shall be controlled in accordance with the Table NE-2 on page 16 of the [Noise Element of the Sonoma County General Plan](#). All indoor and outdoor events must meet Table NE-2 at event locations property lines during daytime and nighttime hours. Any amplified sound or loudspeakers shall be controlled so that the impact to the surrounding properties will be minimized. Orientation of speakers shall be away from any neighboring residences. Volumes shall also be monitored to county standards at all times. All amplified sound and music shall cease at 10:00pm.

Signage attestation

I attest that any signage associated with the event will comply with [County Sign Regulations](#).

Legal terms of use

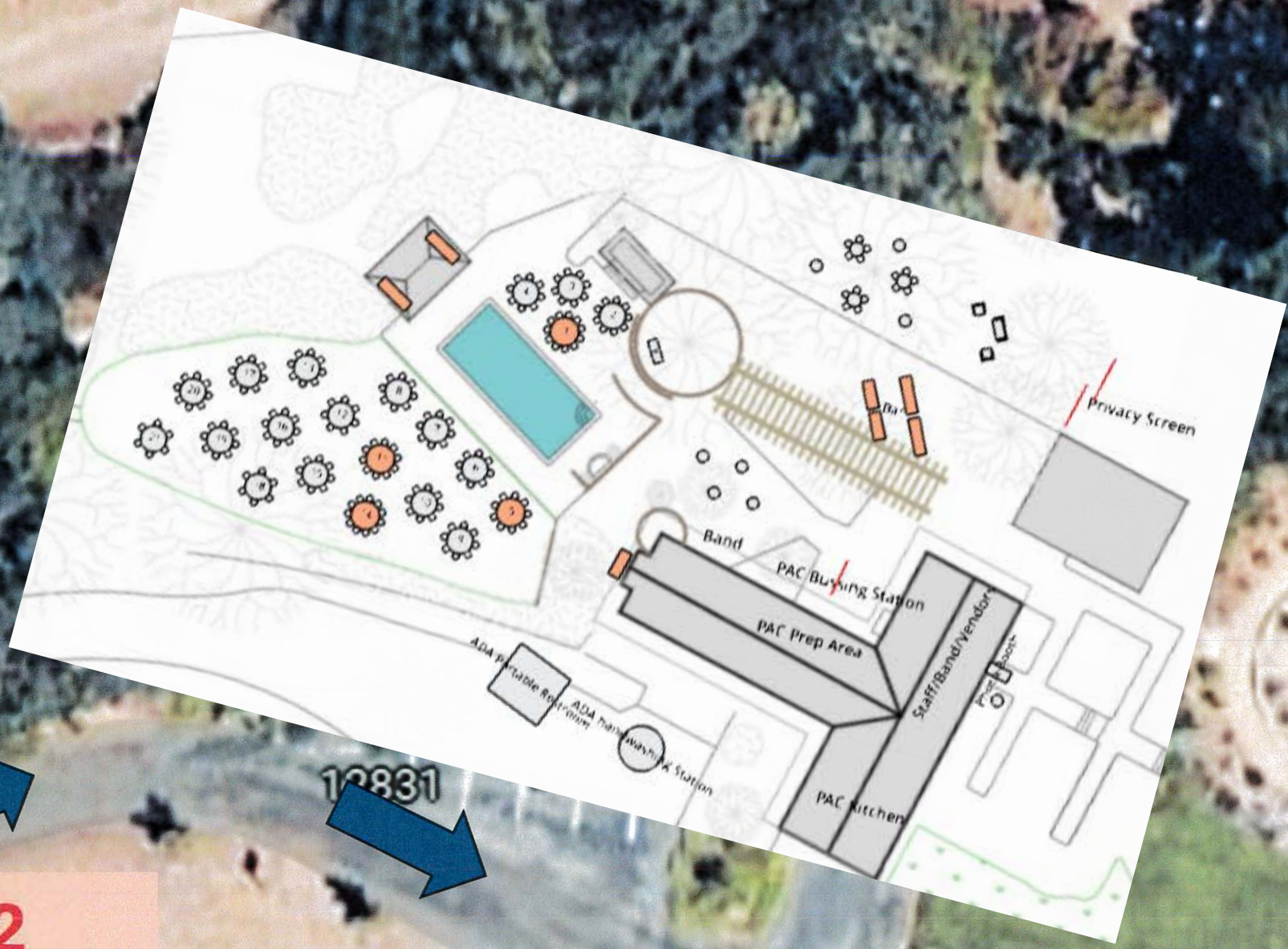
I agree to Infilla's [Terms of Use](#). This service submits your application to the jurisdiction on your behalf.



NGA, USGS, FEMA | Esri Community Maps Contributors, County of Napa, Sonoma County, California State Parks, © OpenStreetMap, Microsoft, ... Pow

APN:
●53-12●
-018

**Hwy 12
entrance**



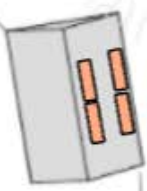
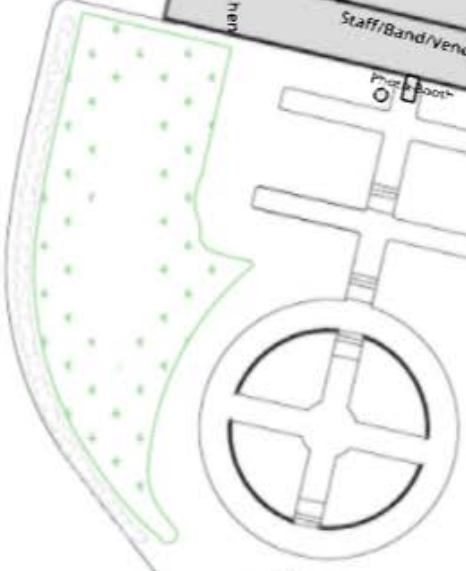
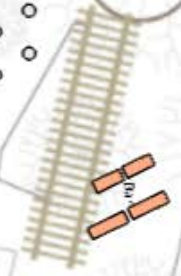
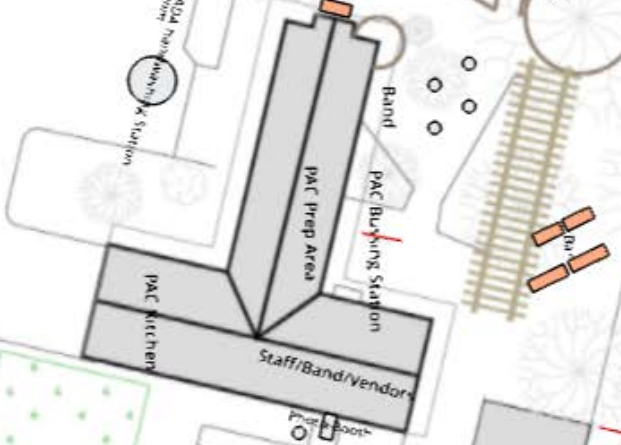
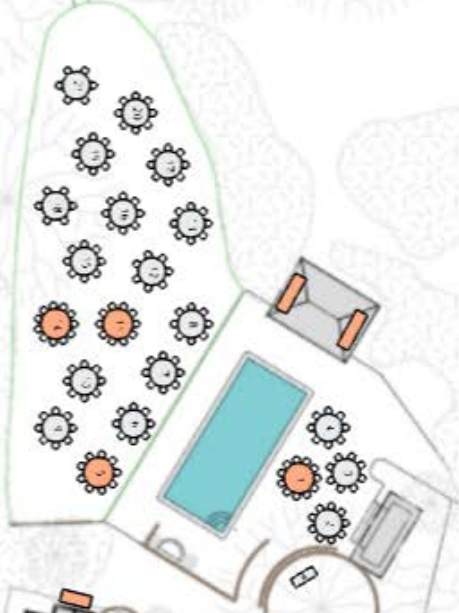
Check-In

12841

12831

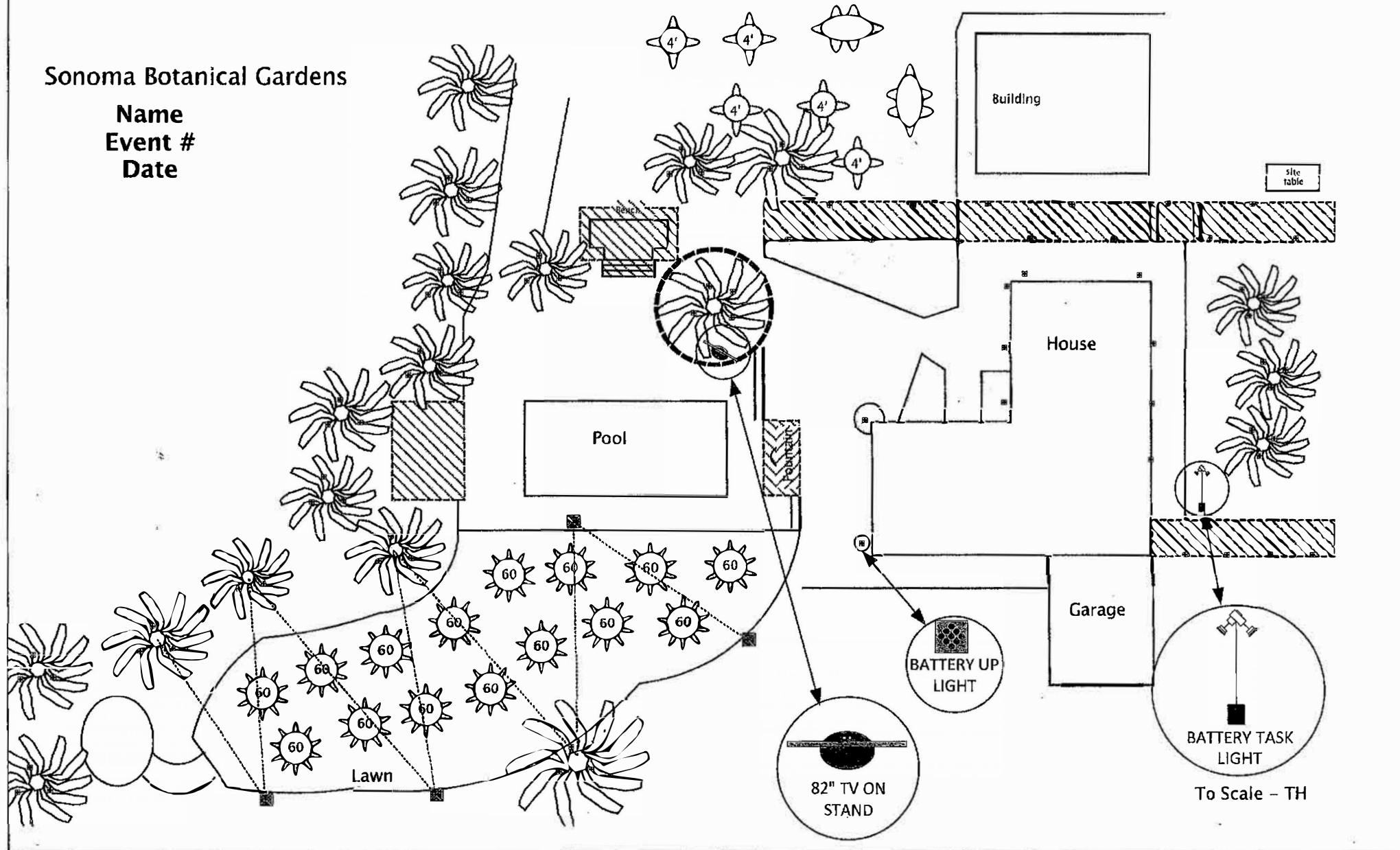
VIP Restroom Trailers, 4 total
(2 per trailer, 4 total)

ADA mobile Restroom & Station



Sonoma Botanical Gardens

Name
Event #
Date



OVERFLOW PARKING
ALONG VINEYARD

12831

Sonoma
Botanical
Garden
25 acres of flowering
Asian plants

12841

MAIN PARKING

OVERFLOW PARKING
ALONG VINEYARD





SONOMA COUNTY SHERIFF'S OFFICE

EDDIE ENGRAM
Sheriff-Coroner

Conditions of Operation - ABC Daily License

PLEASE REVIEW THE BELOW CONDITIONS:

1. Alcohol sales to be posted, "NO ONE SERVED UNDER AGE OF 21"
2. Non-alcoholic concessions to be separate from alcohol
3. Youthful consumers must have ID checked
4. No on/sale alcohol to leave premises
5. No off/sale alcohol to come onto premises
6. Must not serve anyone obviously intoxicated
7. Alcohol sales must cease 30 minutes prior to the end of the event
8. There should be no consumption of alcoholic beverages by any person working within the alcoholic beverage dispensing/sales booth at any time during or within 4-hours prior to their work shift
9. All individuals involved in dispensing, sales or service of alcohol beverages shall be required to read and acknowledge these conditions
10. These conditions will be posted in a conspicuous place clearly visible to the public and available upon request of any peace officer

ADDITIONAL CONDITIONS (Law Enforcement will check boxes below, only checked boxes apply)

- No persons under the age of 21 allowed at the event
- ID check and wristbands at the door/entrance of the event
- ID check at the serving station every time a drink is purchased
- ID check at the door/entrance with separate area for consumption
- Other: _____
- No further conditions

These conditions are to be reviewed and accepted by the Event Representative at the time of the event permit process. It is the event operator's responsibility to insure each seller/server is aware of and understands the listed conditions prior to working the event.

Organization Name: SonomaBotanicalGarden

Event Date: October 3, 2026 Event Time: start 5:00 PM end 9:00 PM

Event Representative (Print): Jadyn Pando

Event Representative (Signature):  Date: 5/8/2026

Contact Information (Phone/Email): 707-812-8315 jpando@sonomabg.org

SCSO Representative (Signature): _____ **Date:** _____