

# Hydration Station Booking Guidelines



Thank you for your interest in Santa Rosa Water's (SRW) mobile hydration station. The Hydration Station provides clean, refreshing tap water and serves as an environmentally friendly and fun alternative to providing or selling bottled water at events. The hydration station may be available to attend community events in the SRW service area. Community events must be free, open to the public and benefit all SRW customers. Bookings are made on a first come first serve basis and subject to staff availability.

## Booking Guidelines and Information:

- The Hydration Station provides water for drinking purposes only.
- Events must take place in the Santa Rosa.
- **Bookings must be made using the SRW Hydration Station Booking form at least four weeks prior to your event**
- Bookings are not guaranteed and are dependent on the Hydration Station and staff availability.
- The event must have a minimum expected attendance of 400 people.
- The event must be a minimum of four hours in duration. If your event is going to run for more than one day, please contact SRW to discuss.
- Events must be non-profit community events open to the public.
- The setup site must be accessible by a paved roadway or hard surface capable of supporting the weight of the vehicle and with adequate height clearance of 12 feet or greater.
- The setup site must be a minimum of 35 feet by 25 feet for the Hydration Station to serve water from both sides and 35 feet by 20 feet to serve water from one side only.
- Access to the set-up site must be provided a minimum of 1 hour prior to the event.
- The Hydration Station requires unrestricted entry/exit access and cannot be immediately surrounded or otherwise obstructed to allow sufficient set-up space and uninhibited exiting in the event of an emergency or required refill.
- No advertising, or commercial material, is to be placed on, or attached to, the hydration station
- Water supplied by SRW hydration station must not be sold.
- The event operator will be liable for any damage caused to the hydration station while located at the event

Please note, in the event of an emergency, the hydration station may be needed to supply water to Santa Rosa Residents. In this case, the hydration station may become unavailable at short notice or may be removed from your event prior to the event's completion.

**Applicants should note that due to limited resources, Santa Rosa Water will not always be able to approve all hydration station applications.**

If you would like further information about booking the hydration station visit [srcity.org/water](http://srcity.org/water), call 707.543.3711 or email [rfrank@srcity.org](mailto:rfrank@srcity.org)

# Hydration Station Booking Form



Please complete all sections of this application (including site plane/location map) and return to Santa Rosa Water (SRW) at least **four weeks prior** to your event.

## CONTACT DETAILS

Contact Name	
Position	
Organization	
Address	
Phone	
Mobile	
Email	
Please outline your organization's current and proposed major functions	

## EVENT DETAILS

Name of Event	
Type of event (community festival, sporting, etc.)	
Date(s) of event	
Time of event	

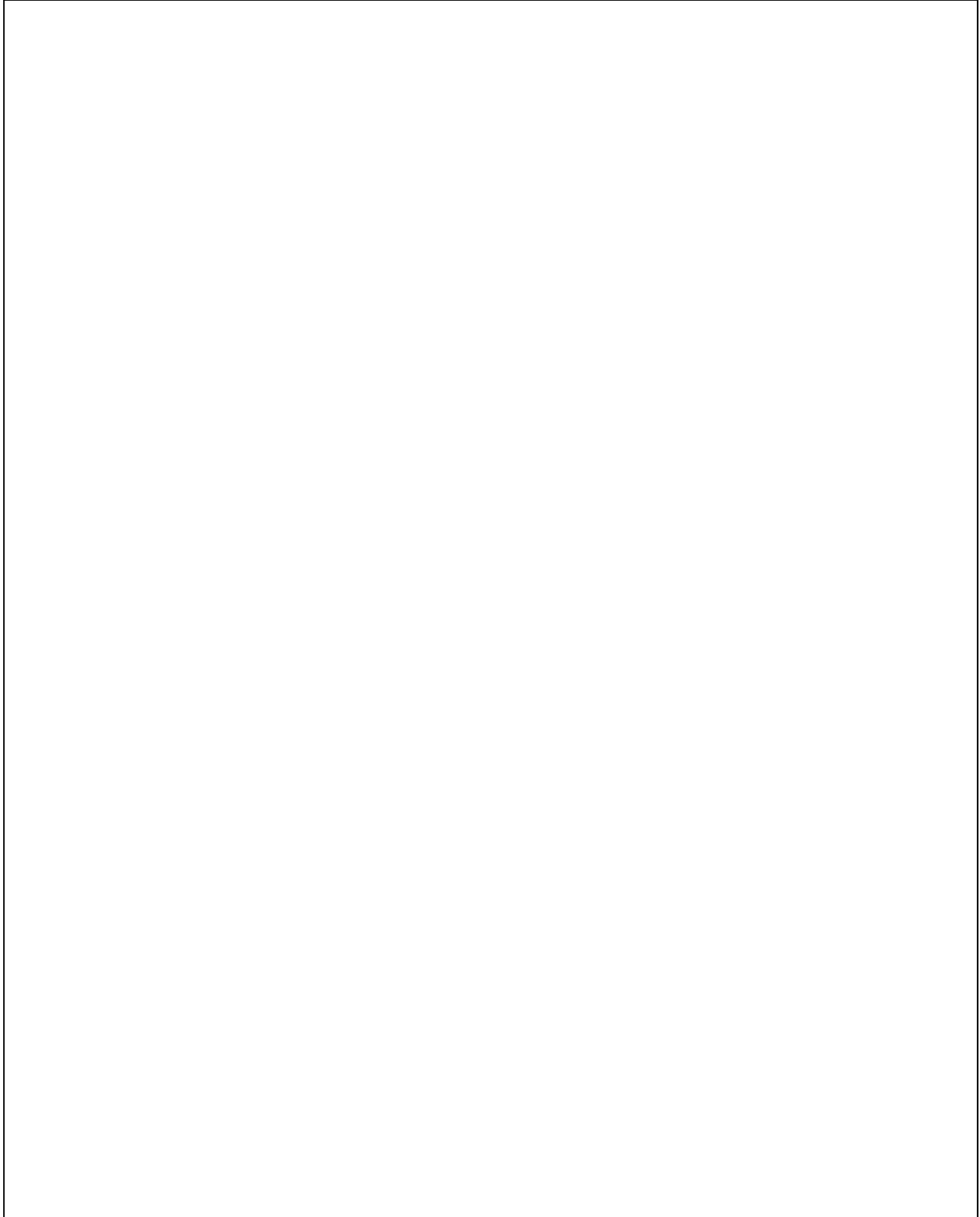
<b>Preferred set-up time of Hydration Station</b>	<u>Date</u>	<u>Time</u>
<b>Preferred removal time of Hydration Station</b>	<u>Date</u>	<u>Time</u>
<b>NOTE: Hydration station may require at least one hour to set up prior to use.</b>		
<b>Will the event have security?</b>	YES/NO	
<b>For events longer than one day, will there be security overnight?</b>	YES/NO	
<b>Is there a potable water supply within 100 feet of preferred Hydration Station location?</b>	YES/NO	
<b>Organization hosting event</b>		
<b>How many people are expected to attend?</b>		
<b>Purpose of event</b>		
<b>Is the event open to the public?</b>	YES/NO	
<b>If no, who is the event for?</b>		
<b>Is there an entry cost?</b>	YES/NO	
<b>If yes—what will the profits be used for?</b>		
<b>What are the benefits to SRW sponsoring the event?</b>		
<b>What promotional opportunities are provided to acknowledge SRW sponsorship of the event?</b>		

**LOCATION DETAILS**

<b>Location of event</b>	
<b>Site Address</b>	

**SITE MAP**

Please draw below (or attach print out of map) a detailed plan of the event site showing the proposed location of the hydration station, hydrant points and access points (including roads).

A large, empty rectangular box with a thin black border, intended for drawing a detailed site map. The box is oriented vertically and occupies most of the lower half of the page.

**PLEASE SIGN BELOW**

<b>Signed</b>	
<b>Print name</b>	
<b>Position/Title</b>	
<b>Date</b>	

**Please return completed documents to:**

**Mail**            Rhianna Frank  
69 Stony Circle  
Santa Rosa, CA 95401

**Email**            [rfrank@srcity.org](mailto:rfrank@srcity.org)

For further information, contact Rhianna Frank at 707.543.3711 or [rfrank@srcity.org](mailto:rfrank@srcity.org)

**NOTE: This is not a confirmation of your booking—SRW will assess your application and will provide written confirmation.**

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**OFFICE USE ONLY**

	<b>DATE</b>	<b>SIGNATURE</b>
<b>Booking received</b>		
<b>Booking approved YES/NO</b>		
<b>Organizer notified of outcome</b>		
<b>Site inspection carried out</b>		
<b>Added to calendar</b>		