

# Special Event Planning Guide



County of Sacramento Department of Regional Parks  
10361 Rockingham Drive, Suite 100, Sacramento, CA 95827  
Phone: (916) 875-6336  
Fax: (916) 875-6632  
[ParkEvents@SacCounty.gov](mailto:ParkEvents@SacCounty.gov)



## Table of Contents

Welcome .....	1
Introduction .....	1
Criteria for Approval .....	2
General Conditions .....	2
Application Process.....	2
Group Activities.....	3
Special Events .....	4
Event Venue / Location.....	4
Exclusive Use.....	4
Special Authorities .....	5
Runs / Walks / Bike Rides.....	5
Advertising .....	5
Insurance.....	6
Amplified Sound.....	6
Alcohol .....	7
Bounce Houses.....	8
Food & Vendor Booths.....	8
Tents / Temporary Structures.....	9
Fencing .....	9
Generators .....	10
Security .....	10
Parking .....	10
Restroom Facilities.....	11
Trash Disposal / Recycling / Organic Waste.....	11
Fee Schedule .....	12
Refund Policy .....	13
Cancellation Policy .....	13
Contact Information.....	13

## Welcome

This packet is intended to help you understand the special event process and provide tips that will help you facilitate your special event.

The County of Sacramento is committed to supporting quality special events throughout the community. If you are planning a first-time event, or simply changing venue or annual event, give us a call before you complete your plans. County staff members have valuable experience and we want to see your event succeed.

Once you've read this guide and have developed your special event plan, submit your special event application, along with any supporting documents including a site map and application fee. Once submitted, County event staff will review your event application and notify you if it is approved or if it requires any additional information, permits or licenses.

On behalf of the County of Sacramento Regional Parks we thank you for considering our beautiful parks as a venue for your special event. If you have questions or concerns about the information provided in this packet please let us know.

## Introduction

The Department of Regional Parks provides regional park and recreation facilities, programs and services for persons residing and visiting Sacramento County. One of the primary missions for Regional Parks is to provide special event opportunities to help residents and visitors become aware of, use and appreciate Sacramento County's Regional Park system. The intent of our Department is to provide, facilitate, co-sponsor, and coordinate a broad spectrum of special events held in the regional parks system that are efficiently managed, wholesome, affordable, accessible, and safe.

The Special Event Planning Guide has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

As the event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a permit, you and your representatives agree you have the sole responsibility at all time to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including but not limited to the provisions of the Sacramento County Code, Regional Park policies, and other permits, requirements and/or correspondence. You and your representatives also agree to accept the venue in an as-is condition and inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

## Criteria for Approval

The following criteria are used to determine if an event is appropriate in the County's regional parks:

- Suitable for people of all ages
- Promotes, compliments and/or enhances regional parks
- Provides a unique and otherwise not readily obtainable experience to the general public due to affordability, size of venue, type of entertainment or ease of accessibility.

All events or activities must meet the following standards:

- Minimize impacts on other Park users, natural resources, aesthetics in the Parks,
- Be otherwise in accordance with California Public Resources Code, Section 5840 et seq. i.e. the American River Parkway Plan and applicable County Ordinances, and
- Be compatible with the goals and policies of the applicable area or master plan.

## General Conditions

- Events shall NOT exceed the capacity of the park, as determined by Regional Parks' staff.
- The application shall reimburse County Department(s), upon request, for expenses incurred as a result of providing extra services for the event.
- The applicant shall obtain, and present to the Regional Parks, copies of all permits and written approvals from other agencies that may be required prior to conducting the event.
- The applicant shall estimate on the application the number of participants that will take part in the event and shall not allow the number of participants to exceed that estimate.
- Prompt communication is required for the duration of planning and executing the event. If there is a lack of communication of more than 3 weeks then this could result in termination or denial of event. The primary form of communication will be through email. Please add our email address to your safe sender list to ensure emails are received.
- County of Sacramento prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, gender expression, genetic information, marital status, medical condition, military/veteran status, national origin, political affiliation, pregnancy, race religion, sex, sexual orientation for programs or activities offered within County facilities.

## Application Process

Sacramento County Regional Parks currently allows special events throughout our Regional Parks system in addition to sites along the American River Parkway.

A [Special Event or Group Activity Application](#) must be submitted at least sixty (60) days in advance of your event along with a site map and the application fee. Applications submitted less than 60-days prior to event may be denied or will incur an expedited application filing fee to expedite the permit process. The application fee is non-refundable. The application fee partially offsets the cost of reviewing your application and coordinating the event review process.

**Recreation Services start taking applications in September for the following year.**

The submission of application fee should not be construed as event approval or a confirmation of event date.

- Organizers should not assume event is approved based on the previous year's event approval.
- All special event organizers for new events AND annual events are required to complete the entire special event process for each event date.
- Events will not be advertised to the public prior to the approval of the special event.

The following is the application and review process for Group Activities and Special Event Permits:

1. An Application, supporting documents and application fee are submitted to Regional Parks, Recreation Services Division. Application is complete listing dates, times, park, park site(s), size, scope, and description of event.
2. Application is circulated to the affected Divisions within the Parks Department for comments, concerns and/or conditions for approval.
3. Within four weeks if there are no objections to the application your event may be approved. If further information is needed, Department staff may arrange a meeting with applicant and affected Division representatives to discuss event, areas of responsibility, and permit conditions.
4. Department Recreation Services staff prepares event permit, which includes guidelines, stipulations and fees, and submits it to event applicant for signature.
5. Additional permits or approvals may be required from other agencies. Examples of these permits are: Alcohol Beverage Control (ABC), fire department, California Highway Patrol, sheriff or city police department, Flood Control Districts and County Environmental Health. Event holders are solely responsible for securing appropriate permits for all aspects of their event. Copies of permits are due to the Recreation Services Division at least 14 days prior to the event.
6. Permit is approved and signed by both parties.
7. A copy of the signed permit, a site map, verification of liability insurance and associated fees are due to Recreation Services Division at least 14 days prior to the event.
8. An on-site, pre-event meeting may need to be scheduled with Parks staff and applicant.

## Group Activities

The following criteria defines an event as needing a Group Activity Permit

- 40 or more participants
- The event is NOT open to the general public and is a private event. Event promotions are by invitation only, club membership, club newsletter, or organization flyer.
- A fee will NOT be charged to participants.

(If open to Public OR Fee is charged, please see Special Events)

Examples of Group Activities include- Educational Field Trips, Volunteer clean-ups, Trainings

## Special Events

The following criteria defines an event as needing a Special Event Permit

- 40 or more participants
- Events that are open to the general public or free, or if entrance fee is charged, non-fee activities are provided.
- Publicity is broad and encompasses one or more forms of print, radio or television or social media advertising.
- Sponsorship of the event may be a media organization, business or corporation.
- Vendor participation.
- Events that require use of large portions of the park, and may require exclusive use of the park or portion of the park.
- Activities that are contrary to the intended use of a reservable park area or facility.

Regional Park closures shall be limited to one per month, per park, unless otherwise authorized by the Director. Competitive events requiring the closure of the Jedediah Smith Multi-Use Trail are limited to one per month as per Regional Park policy.

Examples of Special Events include -Runs, Bike Rides or Walking events, Theme events, Festivals.

## Event Venue / Location

It is the responsibility of the organizer to list all planned event locations in the application. Sites may be reserved by organizer if reservable and available at time of application submittal. If areas are not requested or reserved, they may not be used without prior approval or reservation.

## Exclusive Use

The Director has the authority to grant exclusive use of a regional park for a special event when the estimated public attendance and scope of the event requires use of the entire park. A group, promoter or organization may be granted exclusive use of a regional park for their event if the Director deems that the event provides a unique and otherwise not readily obtainable experience to the general public due to affordability, size of venue, type of entertainment, or ease of accessibility.

When exclusive use of a regional park is granted, patrons entering the park on that day will be considered participants of the sponsored event and may be subject to an increased park entrance fee charged by the Department and any ticket entrance fees charged by the group, promoter or organization sponsoring the event. If the exclusive use directly results in the average daily loss of revenue to one of the parks contracted concessionaires, the event holder shall reimburse the concessionaire for any average daily loss of revenue incurred; unless the concessionaire benefits financially from participation in the event.

## Special Authorities

The Sacramento Board of Supervisors has granted the Parks Director authority for final approval of all events and activities within the Sacramento County Regional Park system.

The Director may assess additional service fees for events requiring expenditures above and beyond normal Department operational costs, require additional staff monitoring, or which are performed exclusively for the benefit of the permit holder. The Director also has the authority to reduce, waive or eliminate such fees and charges if, in the Director's opinion, the event promotes a new and unique activity, enhances the Sacramento County regional parks system, or provides a service to the public that the Department is unable to provide.

## Runs / Walks / Bike Rides

A site plan outlining your route along with staging areas, water stops and first aid stations must be submitted along with your application.

If your event will generate additional traffic or interrupt existing traffic on any park trails or roads, a traffic control plan outlining necessary trail or road closures is required before a Special Event Permit will be issued. Trail closures will also need to be discussed.

- Trail closures are allowed once a month. Trail closures shall not exceed one event per month. (Maximum 10 events per calendar year)
- Trail closures are usually scheduled during the hours from 6 am -12 pm.
- Trail closures shall not be longer than 6 hours, unless authorized by Parks Director.
- County Parks has no jurisdiction outside of the Parkway or Regional Park.
- To avoid adverse impacts to the areas adjacent to the bike trail the sponsor shall insure that participants are not forced off the trail, or its shoulders due to congestion. The sponsor shall begin the event a sufficient distance from the bike trail so that participants spread out, use staggered start times, or provide other methods of beginning the event, which will eliminate participant congestion on the trail.

You may be required to provide advisory signs (placed a minimum of two weeks prior to the event) if your event impacts the American River Parkway or a major roadway. Advisory signs are intended to provide advanced notice to the regular users of the trail or roadway of the scheduled closure.

## Advertising

Please ensure approval of your Special Event / Group Activity application by the County before you promote, market, or advertise your event. Acceptance of your application by the County is neither a guarantee of the date or location nor an automatic approval of your event. The event organizer must complete the application requirements entirely before the County will issue a permit.

## Insurance

Liability insurance is required for all events. Commercial entities renting the facility that have a Commercial General Liability insurance policy will be able to satisfy the insurance requirements by having their broker or agent issue an **ACORD 25 Certificate of Insurance** in compliance with the requirements listed below. For individuals, their homeowners' policies will not meet the requirements. Individuals will be able to purchase a Special Events insurance policy for their event. The policy will protect both the renter and the County and meets all the requirements below. No event will be allowed without the insurance requirements being met. Proof of insurance is required at least two weeks prior to your event, or your event will be canceled and a cancellation fee will occur.

This checklist will help you and your insurance representative when reviewing your policy:

Policy shall be on an occurrence form

- The occurrence limit: \$1,000,000 (minimum); aggregate limit: \$2,000,000 (minimum)
- Fire Damage to Premises Rented occurrence limit \$100,000
- Medical Payments (any one person) \$5,000
- County of Sacramento, its governing Board, officers, directors, officials, employees, and authorized agents and volunteers are included as additional insureds ("County Parties")
- Coverage shall be primary and non-contributory
- If a caterer is used and is serving liquor, the caterer must carry Liquor Liability insurance with limits not less than \$1,000,000 per occurrence.
- The caterer must include the County Parties as additional insureds.
- General liability insurance coverage, usually in the amount of 1-million dollars must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle periods.
- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the certificate of insurance, as well as the effective and expiration dates for the coverage.
- Insurance certificates and endorsements must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable and this information can be placed anywhere on the endorsement that will fit.

**Please note that larger events (i.e. Festivals) will require additional coverage.**

## Amplified Sound

The County of Sacramento has specific guidelines for the use of amplified sound that differ depending on where the proposed special event will take place. If your event plans on utilizing sound of any kind, chances are you will need a permit.

- The volume on your sound amplification equipment must be kept at a level that will not disturb other park users, or the residents in the surrounding neighborhoods.
- If noise complaints are received, you will be asked to turn the volume down, or off depending on the park rangers or coordinators direction.
- No person shall use amplified sound except between sunrise and sunset, unless authorized by Park Director.
- No person shall use amplified sound exceeding a noise level of eighty-six dBA at a distance of twenty-five feet from a noise source, unless authorized by Parks Director.



## Alcohol

If you're planning to sell or serve beer, wine or liquor to the public at your event, you must use a licensed caterer or obtain a special daily license from the California Department of Alcoholic Beverage Control (ABC). This license authorizes the temporary sale or serving of beer, wine or liquor for consumption on the premises indicated on the license. Sale or consumption off the premises is strictly prohibited. A separate fee is charged for each license.

The Sacramento County park rangers, County sheriffs, Sacramento police department and state ABC representatives will jointly review your event plans and alcohol management strategy once you have submitted your one-day alcohol beverage permit request. To begin the planning process, contact the ABC's Sacramento District Office at (916) 419-1319 or Sacramento police or sheriff department. If your event will be held south of Highway 50, call (916) 808-6001. If your event will be held north of Highway 50, call (916) 566-6401.

The hiring of officers from the Sacramento police department, the Sacramento sheriff's department, a professional security company, or a combination of the above may be required by the County. This would be in order to obtain a special daily license.

### Park Regulations

- It shall be unlawful for any person under twenty-one years of age to be in possession of an alcoholic beverage.
- Glass bottles are not allowed in any Regional Park.  
Note: Please review all regulations regarding alcohol in regional parks. (SCC 9.36.057.5)

### Rules

The following rules apply to alcohol service or sales on Regional Park's public property:

- All alcohol must be sold and consumed within a fenced venue (ABC license will dictate size & type)
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age or older, they must be issued a non-transferrable wristband. All attendees must present their wristband to be served or consume alcohol.
- Servers must be at least 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.
- Attendees may be served no more than two standard drinks at one time.
- Shots are not permitted.
- Alcohol cups must be paper or plastic and be distinguishable from soda cups.
- Service must end a minimum of 30 minutes before the scheduled event end time.
- Non-alcoholic beverages, water and food must be available at the event.

### Required Signage

As a seller of alcoholic beverages you are required by Proposition 65 to display the following warning sign at point(s) of sale and service. Signs can be obtained from your local distributor.

**WARNING:** Drinking distilled spirits, beer, coolers, wine and other alcoholic beverages may increase cancer risk, and during pregnancy, can cause birth defects.

## Bounce Houses

Sacramento County Regional Parks requires all events and activities with inflatable jump houses to have a Bounce House Permit. Event organizers requesting a Bounce House Permit needs to have a permit, provide proof of insurance from the Bounce House company and pay the permit fee. Failure to do so will result in the removal of the inflatable upon the Park staff's request. No electricity is available for bounce houses, a generator must be used. No water inflatables, dunk tanks or water games are allowed in Regional Parks. Recreation Services has a list of current bounce house companies with insurance on file, if requested, Regional Parks staff can provide to event organizer.

## Food & Vendor Booths

A County of Sacramento Environmental Health Permit, a Business Operation Tax Certificate, as well as a Hot Food Vendor Permit are all required to sell food on public property in the County of Sacramento.

- Health Permits can be obtained at the Environmental Health Department at (916) 875-8440.
- Business Operation Certificates can be obtained at the Finance Department at (916) 874-6644.
- Hot Food Vendor Permits at Gibson Ranch, Mather Regional, River Bend or William B. Pond contact Sacramento Metro Fire Prevention at (916) 942-3300.
- Hot Food Vendor Permits at Discovery contact the City of Sacramento Fire at (916) 808-1300.

The following State Fire Code regulations apply to food booths:

- Situate food booths with a minimum of 20 feet of clearance on two sides and at least 10 feet away from any rides or devices;
- Open-flame barbecues cannot be set-up within booth structures and must be at least 10 feet from any structure or combustible materials;
- All gas stoves, BBQ's and burners must be approved by Underwriters Laboratories (UL) or the American Gas Association (AGA);
- Deep fat fryers shall not be used in food vendor tents. If a deep fryer is to be used it shall be at least 18 inches from the outside wall of the tent. If used in conjunction with a BBQ, it shall be a least three feet away from the BBQ. Deep fat fryers also require the addition of a K TYPE fire extinguisher;
- If you use liquid propone gas for cooking or heating note the following:  
Fuel tank must not exceed seven gallons and must be outside of booth no refueling is allowed during the event, and tank must be securely attached to ground.

Vendor booths are usually similar in construction to food booths, but are meant for retail sale of non-food items. A Business Operation Tax Certificate is required to sell, expose or for sale, or offer for sale any goods, wares, or merchandise in County Parks. See Tents/Temporary Structures for more information.

## Tents / Temporary Structures

The standard 10x10 canopy is allowed at events without a special permit. These canopies can be grouped into clusters of no more than seven. There must be a minimum 12 foot space between each cluster of canopies. Tents larger than 200 square feet and canopies larger than 400 square feet must be permitted and inspected by the Fire Department. The following state fire code regulations apply to tents of this size:

### Location:

- Must be placed at least 20 feet from any property line, building, or other tent, or temporary structure.
- A fire access roadway, at least 20 feet wide, to each tent must be provided.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent / canopy / temporary structure.
- All weeds, vegetation, and combustible wastes must be removed from the area occupied by the tent or temporary structure, as well as from a 30 feet area surrounding the tent.

### Tent Material:

- All tent materials must be fire retardant;
- Proof that materials are fire retardant must be posted on the premises;

### Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back;
- Aisles must be at least 44 inches wide;

### Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter;
- Exit signs must be hung when occupancy exceeds 50 people

## Fencing

Fenced area refers to any event, or area within the event, that is closed off by temporary fencing. Organizers are responsible for obtaining approval by the Sacramento Metro Fire Department by calling (916) 942-3300.

- Occupancy:** The Fire Department will set occupancy load if expected attendance is over 50.
- Number of exits:** The number of exits shall be in addition to the main entrance. Three exits shall be provided when the site accommodates from 1,000 to 3,000 persons. Four exits shall be provided when the site accommodates more than 3,000 persons.
- Exit spacing:** Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width:** Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit staffing:** Each exit shall have a member of the security staff, or a volunteer assigned to it. The event promoter shall provide a gate assignment roster upon request.
- Exit sign/markings:** Each emergency exit shall have a white background with contrasting red letters. Exit signs shall measure 18 x 24 inches. Sign lettering shall measure 12 inches in height. Signs shall be placed at the top center of the exit panel.

## Generators

- **Location:** Portable generators should be placed in an area where attendees are unlikely to come into contact with them and be placed at least 10 feet from any combustible materials. Generators shall be located a minimum of 20 feet from tents or canopies.
- **Refueling:** When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can.
- A portable fire extinguisher, minimum 2A 10B: C size, with a current Fire Marshall tag attached must be on-hand and easily accessible at all times.

## Security

The County Ranger Division shall determine the specific security requirements for an event, including the specific number and type of security; such as ranger staff, off-duty sheriff or police, or licensed private security officers. Stipulations for security requirements are based upon:

- Expected Attendance / Size of Event
- Location of the event
- Traffic and crowd control requirements
- Serving of alcohol
- History of the event
- Nature of the event
- The amount of advertising used for an event
- Potential impact on the park and surrounding neighborhoods

County Rangers will make recommendations to the Recreation Services Division on whether officers from the County sheriff's or Sacramento police department shall be hired to provide security at special events to ensure public safety and the protection of property.

Individuals or companies acting as a private patrol or security guards are recommended to be on the City of Sacramento's Registered Security Patrol list. To be placed on this list, or to get a copy of the security list, please contact the City of Sacramento's Revenue Division at (916) 808-7983.

Generally if you expect fewer than 500 attendees, three security personnel are adequate. An additional security person may be required for every additional 150 attendees. If you expect more than 1,000 people to attend your event, Recreation Services will need a written security management plan. Approval of this plan is required to obtain a Permit from the County.

## Parking

When planning a special event it is important to consider the impact your event will have on parking. The event holder is responsible for coordinating parking and traffic within the park. Under the supervision of the County Ranger and Recreation Services, the event organizer will need to provide a sufficient number of staff/volunteers to assist with parking and traffic control.

If you expect more than 1,000 people to attend your event, please provide Recreation Services with a parking plan. This plan must be approved by the County staff.

Parking is allowed in designated areas only. All vehicles involved with your event must park in legal parking spaces.

## Restroom Facilities

Depending on the expected attendance, duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. The County of Sacramento requires one chemical toilet for every 100 people, or portion thereof. For every ten portable toilets rented for your event, one must be ADA approved to meet specific guidelines set forth by the American with Disabilities Act of 1990. If less than 10 are rented, 1 must be ADA. The number of toilets required is based upon the maximum number at your event during peak time. The total number of toilets required will be determined on a case-by-case basis. Recreation Services staff is available to assist the event organizer in securing additional restrooms. Portable restrooms must be removed within 2 days of the event. If park assistance is required, the cost of removing restrooms will be charged to the permittee.

## Trash Disposal / Recycling / Organic Waste

Additional trash cans and dumpsters may be required for you event. The anticipated number of participants and activity will determine if additional trash cans and dumpsters are required. It is the event organizer's responsibility to secure additional trash receptacles if they are determined to be needed. Recreation Services staff is available to assist the event organizer in securing additional trash receptacles.

You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the event site better than you found it, you can have a highly beneficial impact on the Sacramento community and establish a good reputation for your event in the future. Failure to do so may result in denial of future for a Special Event Permit or the requirement of a deposit for future events.

Recyclables generated at your event (i.e., aluminum cans, glass, cardboard, etc.) need to be recycled. There are several organizations, including the local CCC, that provide collection of recyclables at special events.

It is the responsibility of the event organizer to provide a sufficient number of recycling and organic material containers. The County of Sacramento does not provide commercial waste or recycling services. The County has a list of waste haulers that provide waste collection services for events listed here - <https://wmr.saccounty.gov/Pages/Franchisee-Listing.aspx>. When holding an event, please ensure the following solid waste management guidelines are considered:

- The number of recycling containers and organic containers must be equal to the number of garbage containers.
- Recycling, organic, and garbage containers must be placed next to each other throughout the event with the exception of bathroom areas.
- Each container must be clearly labeled and identified, with signage that displays what types of materials are accepted in each container.
- The event organizer must ensure that all recyclable material and organic material are delivered to a recycling facility, and not to a landfill.

**Questions about recycling and organic waste please email [CommercialWaste@saccounty.gov](mailto:CommercialWaste@saccounty.gov).**

## Fee Schedule

A \$100 non-refundable processing fee is required at the time you submit your application. Applications submitted less than 60-days prior to event may be denied or will incur a \$150 application filing fee to expedite the permit process. All information and application fee must be complete to get processed.

### General Fees associated with Special Events and Uses\*

Application Fee	-	\$ 100
Expedited Application Fee	-	\$ 150
Special Event / Group Activity Permit fee (25-99 participants)	-	\$ 150
Special Event / Group Activity Permit fee (100-499 participants)	-	\$ 420
Special Event / Group Activity Permit fee (500-999 participants)	-	\$ 780
Special Event / Group Activity Permit fee (1000+ participants)	-	\$ 1,500
Open Trail Event Fee	-	\$ 3 / person
School Sponsored Open Trail Event	-	\$ 3/ person
Closed Trail Event	-	Based on staffing level
Vendor Booth Fee (includes advertising & selling)	-	\$ 150 / booth
Picnic Area Rental Fees (if applicable)	-	\$ 40 - \$ 250 / site
Amplified Sound Permit	-	\$ 30
Bounce House Permit	-	\$ 30
Film Permit	-	\$ 150
Parking fees (event under 2,000 people)	-	\$ 6 / vehicle
Parking fees (large special event)	-	\$ 1-10 / vehicle **
Staffing Costs	-	\$ TBD

\* Please note that Festival charges are charged separately determined by the number of attendees expected.

\*\* Special Event Parking Surcharge - Surcharge revenue to offset increased expenses associated with large public events (i.e. added security, maintenance cost, sponsors cost, etc.)

**Additional Park fees will be assessed and determined following application review.**

### Other fees that may be incurred

- Security Fees
- Fencing
- Portable Chemical Toilets
- Parking / Traffic Attendants
- Sacramento County Environmental Health permit (if having food booth)
- Fire Permits (if cooking)
- Dumpsters/ Trash Disposal Clean up
- Fire Department permits
- Advertising

Please Note: Fees are reviewed and revised annually by the Board of Supervisors. Fee changes become effective prior to your use of the facility. New fees will apply if scheduled use is 30 or more days after effective date of the new fee schedule.

## Refund Policy

All refunds due, less the non-refundable application fee and late application fee if applicable, will be processed within 4-6 weeks of the event or cancellation. Payments made by cash or check will be refunded with a check. Payments made by credit card will be returned to the credit card.

## Cancellation Policy

If a cancellation is made later than five (5) days before the event date the entire fee is non-refundable. No refunds will be issued for undesirable weather. During questionable weather, applicant may reschedule the event three (3) days prior to the planned date. All cancellation, adjustments or rescheduling must be submitted in writing to your special event representative.

## Contact Information

### **Sacramento County –**

Special Events Coordinator

[ParkEvents@SacCounty.gov](mailto:ParkEvents@SacCounty.gov)

(916) 875-6336

Regional Parks Department

(916) 875-6961

Group Picnic Services

(916) 875-6336

Park Reservations

(916) 875-6336

Rangers Station / Park Regulations

(916) 875-6672

County Operator

(916) 875-5000

Sacramento Metro Fire Department - Fire Prevention

(916) 942-3300

County Department of Finance (Business Licenses)

(916) 874-6644

Environmental Health Department (Vendor Permits)

(916) 875-8440

County Sheriff Department

(916) 874-5115

Traffic Department

(916) 875-5123

Waste Management

(916) 206-6482

(Waste, Water Containers, Chemical Toilets, Dumpsters)

Alcoholic Beverage Control (ABC) Permits

(916) 419-1319

### **City of Sacramento (for Events at Discovery Park)**

Fire Prevention

(916) 808-1300

Police Department, Licensing and Permits

(916) 808-0700

Police Department, North Station

(916) 566-6401

Police Department, South Station

(916) 808-6001

Police Department Special Events Unit

(916) 808-0708

Sacramento Marina

(916) 808-5712

Certificate of Liability Insurance (Standard Form)

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

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	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No.):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:		
	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.

INSTR. LTR.	TYPE OF INSURANCE	ADDL. INSD.	SUBH. WVD.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB.</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB.</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input type="checkbox"/> RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> CIVIL E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: <Event Name> <Event Date>  
 Certificate holder is an Additional Insured as listed on the attached Form

<b>CERTIFICATE HOLDER</b> The County of Sacramento c/o Dept of Regional Parks 10361 Rockingham Dr. Suite 100 Sacramento, CA 95827	<b>CANCELLATION</b> 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
---	--

Insurance Agent or Broker

Name of Insured should be the same name as on the application

Claims Made or Modified Occurrence is not acceptable

This section should reference the event and date of event

Current dates are required

Total CGL amount should be \$1million

Signed by the Broker or Insurance Company



Reproduction of Insurance Services Office, Inc. Form

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 26 12 19

GL Policy  
Number must  
be referenced  
here

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

The County of Sacramento, its governing Board, officers, directors,  
officials, employees, and authorized volunteers and agents

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.