



Group Activity Application Form

Sacramento County Department of Regional Parks

Please return all applications to Department of Regional Parks –
Recreation Services Division, 10361 Rockingham Drive, Suite 100, Sacramento CA 95827,
or email parkevents@saccounty.net .

To apply for a Group Activity permit you must complete this application fully and also certify that you have read and will comply with the attached “Terms and Conditions”. This application, including the signed *Terms and Conditions* and all other required materials must be returned with a non-refundable \$100 filing fee. Applications must be submitted no less than 60 days in advance of any proposed event. **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.**

Organization:
Name:
Address, City, State, Zip code:
Daytime Phone:
Email Address:
Name of contact for day of event:
Cell phone number of contact:
Organizations website address:
Tax Exempt # (if non-profit group; please be prepared to show documentation):

Event Title	
Event Date	
Proposed Back Up Date	

Park Locations (include picnic areas)			
Event Hours	Start	End	
Set-up	Date:	Time	
Breakdown	Date:	Time:	
Attendance	Participants:	Spectators:	Total:

Overall Event Description

Description of activity and specific location requested (please use attachments when necessary):

This event will be private and NOT open to the public, please confirm - YES

(If event will be open to the public, please fill out Special Event Application)

A fee will NOT be charged to participants - YES

(If a fee will be charged, please fill out Special Event Application)

Has this event been produced before? YES NO

If yes, please list previous name, date and location of event:

Will there be any vendors or contractors operating a booth, shop, or mobile operation during the event?

YES NO

(If yes, please fill out Special Event Application).

Will your event include tents or canopies? YES NO

If yes, indicate the number and corresponding size (please include on site map):

Are you requesting permission/planning on serving alcohol at your event? YES NO
See the Terms and Conditions for more details. If yes, applicants must obtain a Certificate of Insurance specifically naming the County of Sacramento Regional Parks as additionally insured and the certificate holder. All event applicants must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.

If yes, which? (check all that apply): Beer Wine Distilled Spirits

Will alcohol be sold? YES NO Is the event open to all ages? YES NO

Who will serve the alcohol? (professional bartenders, volunteers, etc):

Describe your sales plan (ticket system, cash at service area, how IDs will be checked, etc.):

Do you plan on utilizing volunteers? YES NO If yes, in what capacity?

Please describe your traffic and parking plan (who will be directing cars, where will they park, signage, etc.):

Post Payment Parking

Needed if an event holder would like to pay for their guest's park entry fee. There is a \$30 processing / set up fee paid prior to event, plus a charge of \$6 per guest vehicle. A special code will be set up and instructions will be shared with the event holder, guests will need to enter the code at the pay station as they enter into the park and receive a pass to be displayed on their dash. After the event, the event holder will be billed for the total number of codes used, still \$6 per vehicle. A reservation for a park site is not required to have a *post payment permit*, but two-week advance notice is required.

YES (I agree to pay the \$30 set up fee to receive a special code and pay for my guests parking at \$6 per car after my event)

NO (My guests will pay the \$6 per car fee as they enter the park on their own)

Group Activity Application Requirements:

A layout map of your event is required to be submitted with this application. Please include the following locations on the map (as applicable):

- Event Perimeter
- Emergency Response Routes
- Parking
- Tents / Canopies

Organizations must allow up to two - three weeks for application to be reviewed.

TERMS AND CONDITIONS

1. Group Activity Filing & Permit Approval

Initial: _____

After receiving a preliminary group activity application approval from the Regional Parks staff, the submission of permit and other applicable fees is required to reserve a future event date and time.

- The submission of a filing fee should not be construed as a group activity approval or a confirmation of an event date.
- Event organizers should not assume events are approved based on the previous year's approval.
- All event coordinators for new events and annual events are required to complete the entire event process for each event date.
- Group Activities will not be open to the public, therefore will not be advertised.

2. Group Activity Insurance

Initial: _____

Group Activity Insurance may or may not be required. The Department will make the decision dependent on what the Group Activity involves.

If required, applicants must obtain a Certificate of Insurance specifically naming the **County of Sacramento Regional Parks** as additionally insured and the certificate holder.

- All event applicants must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.

3. Other Jurisdictions

Initial: _____

Many agencies require approval for events that impact their jurisdiction (i.e. Sac PD, CalTrans, cities and counties). If required, you must provide an approval letter from these agencies.

4. Fees

Initial: _____

All Group Activity fees must be paid in full two weeks prior to the event

- Filing & Processing Fees.
 - Filing Fee is \$100.00, non-refundable. A completed permit application is required to be submitted a minimum of 60 days in advance of the event.
 - Non-profit and for profit events will require the same filing fees and permit fees.
 - **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.**
- Permit Fees
 - All organized groups gathering in the parks for an event will be charged a permit fee for assembling on park's property.
- Parking/Day Use Fees
 - Parking/Day use fees are required in conjunction with event fees.
 - Group Activity participants and volunteers are required to pay day use fees upon entering the park, in a motorized vehicle. This fee is \$6 per vehicle in most areas.
 - Group Activity Permittees can purchase post payment parking passes for day use parking fees prior to the event.
- Fee Payments
 - All payments must be made by means of check or money order or credit card.
 - Checks must be made payable to **County of Sacramento Treasurer.**
 - All fees must be paid in full at least 14 days prior to the event and NO post dated checks will be accepted.

- During the initial application process, only the Filing Fee check will be accepted. All other checks will be returned immediately.

e. Waiver of Fees

- Some fees may be waived for Department co-sponsored or cooperative/volunteer association sponsored events.

5. Advertising

Initial: _____

Group Activities will not be advertised.

6. Music – Public Address Systems

Initial: _____

Music and Public Address systems can be used during events.

- A \$30 Amplified Sound Permit Fee must be paid to have Amplified Sound at events.
- Sacramento County Regional Parks does not provide electricity for music or public address systems.

7. Sales of Goods & Services

Initial: _____

The selling or offering for sale any goods, services, liquids or edibles for human consumption is prohibited for Group Activities.

8. Alcoholic Beverages

Initial: _____

Alcohol may be permitted during events, except in park areas where alcohol is prohibited.

Requesting the presence, consumption, and/or sale of alcohol has some very specific requirements, as follows:

- No alcoholic beverages shall be sold at any event without a valid A.B.C. license on file with Regional Parks staff. The valid A.B.C. license will be presented 14 days prior to the scheduled event date.
- Alcoholic beverages are prohibited in any type of glass container.

9. Natural & Cultural Resource Protection

Initial: _____

Group Activities will not negatively impact the park's cultural and natural resources.

Environmental reviews may be required for some events.

- No person shall willfully injure or destroy any cultural or natural resource.
- No vehicles are allowed on lawns or closed areas.

10. Portable Restrooms

Initial: _____

Depending on the size of the event and the availability of park restrooms, events may be required to contract for portable restrooms.

- During the application process the event staff will review the impact to the park's restroom facilities. Larger events will be required to contract for portable toilets to be placed in the park for an event.
- Permittees are required to provide portable toilets at locations where no permanent facilities are in place and/or when "total attendance" (including organizers, participants, volunteers, and spectators) exceeds existing restroom facility capability.
- The ratio of users per portable toilet is 100 to 1. The use of portable toilets must meet the department's accessibility standards, which is 10 to 1.
- Portable restrooms must be removed within 2 days of the event. If parks assistance is required, the cost of removing restrooms will be charged to the event permittee.

11. Dumpsters

Initial: _____

- Dumpsters may be required when the projected event attendance exceeds 500 people; this includes participants, support teams, event volunteers, and spectators.
- Dumpsters can be placed in parking lots or offsite areas. Dumpsters cannot block vehicle access; Emergency Response vehicles, Park vehicles, and vehicles associated with event.
- Dumpsters must be removed within 2 days of event. If parks assistance is required, the cost of removing dumpsters will be charged to the event permittee.

12. Site Preparations & Security

Initial: _____

- Event organizers may NOT request extra time to prepare event locations.

I, the undersigned representative, am duly authorized by the organization to submit this application on its behalf and understand that, with the exception of credit card information, the information contained in this application will be available as a public record. The information contained herein is complete and accurate.

Applicant Name (printed): _____

Signature: _____ Date: _____

✂ ✂ After processing application payment information is destroyed by the Department ✂

Payment Information		
Amount Due: \$100.00	Payment Method (check all that apply)	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check/Money Order # _____	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Card #:	Expiration Date:	
Verification code (Last 3 digits on signature strip):		
Authorized Signature:	Date:	