



Professional Instruction 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 to parkevents@saccounty.net

To apply for a professional instruction permit you must complete this application fully and certify that you have read and will comply with the attached Professional Instruction “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 special 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.**

Applicant Information

Organization:	Organizer Name:
Address, City, State, Zip Code:	
Daytime Phone:	Email Address:
Name of Contact for Day Of:	Cell Phone Number of Contact:
Organization Website:	

Event Details

Event Name:	
Activity Dates & Times (Start & End): <i>use additional sheets if needed</i>	
List Park (include mile markers and/or picnic sites): <i>Click on the link below to review Sacramento County Regional Park locations - https://regionalparks.saccounty.gov/Parks/Pages/ParksA-ZListing.aspx</i> <i>Example: Discovery Park, Sites: Redbud and Sycamore</i>	
Trail Locations:	
Event Start Time <i>(Staggered Start Times-5 minute intervals):</i>	Event End Time:
Set Up Date: Set Up Time:	Breakdown Date: Breakdown Time:

- 1-10 participants
 11-20 participants
 21-40 participants
 41-75 participants
 76-100 participants
 101-150 participants
 151-200 participants (max American River Parkway)
 151-250 participants (max Regional Parks)

**Anticipated Number of Participants - 200 max on American River Parkway
250 max for other Regional Parks*

Overall Event Description: *(Please give a detailed description of all activities and specific location requested. *Use attachments when necessary*)*

Is this event private or open to the public? Private Open to Public

Fee Management

Will you be charging fees to participants? Yes No

If yes, how will you be charging participants?
 Organization Website Third Party Website In-Person

How much are you charging participants *(Please include pricing of tiers, if applicable):*

Marketing and Advertisement

Will this event be advertised to the public? Yes No

Please list any and all other promotional links and/or information *(i.e. banners, signs, flyers, etc):*

Amplified Sound and Entertainment

Will you be using a public address system or any other type of amplified sound equipment?
 Yes No

Alcohol Management

Are you requesting permission/planning on serving alcohol at your event? Yes No

See the Terms and Conditions for more details.

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

Vendors

Will there be any vendors or contractors operating a booth, shop, or mobile operation during the special event? *See the Terms and Conditions for more details.* Yes No

Garbage and Restrooms

Organizers of special events are required to have garbage, recycling, and organic material collection service provided by a franchised hauler or third-party recycler during the entirety of the event. Sacramento County Code 6.20.030 defines a special event as an organized assembly of more than fifty (50) persons who occupy all or any portion of a public street, sidewalk, alley, or park for a period of more than thirty (30) minutes. *See the Terms and Conditions for more details.*

Please note that smaller events may be able to use **Trash Collection at the Park, but would be required to provide their own **Recycling Collection** and **Organic Material Collection** if food is served.*

Check the option you will be using for the following –

Trash Collection: Trash Cans Franchised Hauler Third Party Recycler

Dumpsters required when the projected attendance exceeds 500 persons or in areas with no trash cans.

Recycling Collection: Franchised Hauler Third Party Recycler

Organic Material (Food Waste): Franchised Hauler Third Party Recycler

Please list company name(s) being used: _____

Do you think you will need to provide additional portable toilets? Yes No

See the Terms and Conditions for more details.

If yes, what company will you be renting from?

Security and Parking Management

Have you hired a security company to handle this event? Yes No

Company Name:

Phone Number:

Number of Guards:

Do you plan on utilizing volunteers?

Yes No

If yes, in what capacity?

Post Payment Parking

Needed if an event organizer 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 vehicle. A special code will be set up and instructions will be shared with the event organizer, 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 organizer will be billed for the total number of codes used, still at \$6 per vehicle.

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 per car entry fee as they enter the park on their own)

Layout Map

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

- | | |
|---|--|
| <input type="checkbox"/> Event Perimeter | <input type="checkbox"/> Fencing (if applicable) |
| <input type="checkbox"/> Site Map | <input type="checkbox"/> Tents / Canopies (if applicable) |
| <input type="checkbox"/> Emergency Response Routes | <input type="checkbox"/> Trash / Recycling (if applicable) |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Portables Restrooms (if applicable) |
| <input type="checkbox"/> Food Service / Concessions (if applicable) | <input type="checkbox"/> Dumpsters (if applicable) |

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

TERMS AND CONDITIONS

1. Professional Instruction Filing & Permit Approval

Initial: _____

After receiving a preliminary professional instruction application approval from the special event staff, the submission of permit and other applicable fees is required to reserve a future special event date and time.

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

2. Professional Instruction Insurance

Initial: _____

All professional instruction applicants must obtain a Certificate of Insurance specifically naming the *County of Sacramento Regional Parks* as additionally insured and the certificate holder.

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

3. Fees

Initial: _____

All professional instruction fees must be paid in full two weeks prior to the special event

a. 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 professional instruction activity.
- Applications submitted less than 60-days prior to event will incur a \$150 application filing fee to expedite the permit process.
- Non-profit and for profit professional instruction will require the same filing fees and permit fees.

b. Permit Fees

- All organized groups gathering in the parks for an event will be charged a permit fee for assembling on park's property.

c. Parking/Day Use Fees

- Parking/Day use fees are required in conjunction with professional instruction fees.
- Professional Instruction participants, professional instruction volunteers, and professional instruction spectators are required to pay day use fees upon entering the park, in a motorized vehicle. This fee is \$6 per vehicle in most areas.
- Professional Instruction Permittees can purchase post payment parking passes for day use parking fees prior to the event.
- The Director shall have the authority to add a surcharge to the vehicle-parking fee for professional instruction activities. The intent of this surcharge is to generate additional revenue to offset increased expenses associated with large public events (i.e. added security, maintenance cost, sponsors cost). Surcharge revenue may be utilized to cover these costs, based upon criteria determined by the Director.

d. Fee Payments

- All payments must be made by means of cash, check, 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.
- Separate checks must be submitted for the Application Fee and Permit Fees.
- 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.

f. Fee Changes

- 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.

4. Advertising

Initial: _____

Professional Instruction will not be advertised prior to the approval of the special event.

- Premature advertising of a special event can be grounds for non-approval or cancellation.

5. Music – Public Address Systems

Initial: _____

Music and Public Address systems can be used during Professional Instruction.

- Event organizers must submit a special event layout map sixty (60) days prior to the event with all site location(s) for all amplified sound systems.
- Sacramento County Regional Parks does not provide electricity for music or public address systems.

6. Sales of Goods & Services

Initial: _____

The selling or offering for sale any goods, services, liquids or edibles for human consumption is prohibited without the proper approvals.

- All state and local regulations must be met before such sales are allowed.
- All beverage and food sales are required to comply with all local and state health & safety codes and regulations.
- County Department of Environmental Health can be reached at 916-876-7221
- Glass containers are prohibited at special events.
- All grease and oils from cooking will be removed from park. No illegal dumping of grease or oils on park grounds, in trash cans, or dumpsters is allowed.
- No food, liquid, ice, or any other substance may be dumped on park grounds.

7. Alcoholic Beverages

Initial: _____

Alcohol may be permitted during Professional Instruction activities, 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 special 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.

- Sales shall normally be limited to an enclosed “beer garden” area. Sales with drinking permitted within larger event venues shall be at the discretion of the Parks Director.
- Alcoholic beverages are prohibited in any type of glass container.

8. Natural & Cultural Resource Protection

Initial: _____

Professional Instruction will not negatively impact the park's cultural and natural resources. Environmental reviews may be required for some Professional Instruction.

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

9. Portable Restrooms

Initial: _____

Depending on the size of the event and the availability of park restrooms, Professional Instruction will be required to contract for portable restrooms.

- During the application process the special event staff will review the impact to the park's restroom facilities. Larger special 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 3 days of the event. If parks assistance is required, the cost of removing restrooms will be charged to the special event permittee.

10. Dumpsters

Initial: _____

- Dumpsters may be required when the projected Professional Instruction activity attendance exceeds 500 people; this includes participants, support teams, special 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 the Professional Instruction activity.
- Dumpsters must be removed within 3 days of event. If parks assistance is required, the cost of removing dumpsters will be charged to the Professional Instruction permittee.

It is the responsibility of the event organizer to provide a sufficient number of garbage, 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. 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.

11. Site Preparations & Security

Initial: _____

Event organizers can request extra time to prepare Professional Instruction locations. Early site preparations and time must be coordinated through the special event staff during the filing process.

a. Professional Instruction Layout

- Event organizers must submit a Professional Instruction layout map with application. If any changes are made a new layout map must be submitted at least sixty (60) days prior to the event. The layout map will detail: emergency response routes, the special event course, parking, camping, fencing, food service, concessions, tents, canopies, portable restrooms, dumpsters, and any other equipment or structures used during the event.

b. Professional Instruction Security

- Event organizers are responsible for the overnight security of the equipment and event structures.
- If event staffing or security is present at an event site overnight, an overnight security plan will be required detailing: personnel, contact phone numbers, and other pertinent information.

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 (Non-Refundable Filing Fee)	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:	