



Special Event 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 special event permit you must complete this application fully and also certify that you have read and will comply with the attached Special Events “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.**

Organization:
Name:
Address, City, State, Zip code:
Daytime Phone:
Email Address:
Name of contact for day of event:
Cell phone number of contact:
Organization 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):

Is this event private or open to the public? <input type="checkbox"/> Private <input type="checkbox"/> Open to Public
Has this event been produced before? <input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please list previous name, date and location of event:
Will you be charging fees to participants? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, How much?
Will you be charging fees to spectators beyond the normal park day use fee? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, How much?
Will this event be advertised to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please describe all sources of media that will be used to advertise for this event:

Will you be using a public address system or any other type of amplified sound equipment? YES NO
 If yes, provide a detailed plan for all electronics including music, public address systems, and any other means to amplify sound. *See the Terms and Conditions for more details.*

Will your event include tents or canopies? YES NO
 If yes, indicate the number and corresponding size (please include on site map):

Will there be any vendors or contractors operating a booth, shop, or mobile operation during the special event? YES NO If yes, explain number of vendors and anticipated locations.
See the Terms and Conditions for more details.

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

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.):

Will there be any fenced areas? YES NO
 If yes, please describe:

What method of garbage collection and disposal will you be using?
 Dumpsters may be required when the projected special event attendance exceeds 500 persons or in areas with no trash cans. *See the Terms and Conditions for more details.*

Do you think you will need to provide additional portable toilets? YES NO
See the Terms and Conditions for more details.

Please describe your procedures for both crowd control and internal security:

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?

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)

Special Event 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
- Camping (if applicable)
- Fencing (if applicable)
- Food Service / Concessions (if applicable)
- Tents / Canopies
- Portable Restrooms (if applicable)

Dumpsters (if applicable)

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

TERMS AND CONDITIONS

1. Special Event Filing & Permit Approval

Initial: _____

After receiving a preliminary special event 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.

2. Special Event Insurance

Initial: _____

All special event 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. 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 special event 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 special event.
 - **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 special events 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 special event fees.
 - Special event participants, special event volunteers, and special event 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.
 - Special event 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 special events. 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 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.
 - 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.

5. Advertising

Initial: _____

Special events 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.

6. Music – Public Address Systems

Initial: _____

Music and Public Address systems can be used during special events.

- 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.

7. 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.

8. Alcoholic Beverages

Initial: _____

Alcohol may be permitted during special 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 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.

9. Natural & Cultural Resource Protection

Initial: _____

Special Events will not negatively impact the park’s cultural and natural resources.

Environmental reviews may be required for some special 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, special events 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.

11. Dumpsters Initial: _____

- Dumpsters may be required when the projected special event 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 special event.
- Dumpsters must be removed within 3 days of event. If parks assistance is required, the cost of removing dumpsters will be charged to the special event permittee.

12. Site Preparations & Security Initial: _____

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

a. Special Event Layout

- **Event organizers must submit a special event 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. Special Event 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	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: