



## Sailing/Kite Boarding 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,  
email [parkevents@saccounty.net](mailto:parkevents@saccounty.net) or fax to (916) 875-6632.

To apply for a Sailing/ Kite Boarding 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 \$100.00 permit fee. Applications must be submitted no less than 60 days in advance of any proposed class or demo.

<b>Organization:</b>	
<b>Name:</b>	
<b>Address, City, State, Zip code:</b>	
<b>Daytime Phone:</b>	<b>Fax:</b>
<b>Email Address:</b>	
<b>Name of contact for day of event:</b>	
<b>Cell phone number of contact:</b>	

<b>Event Title</b>			
<b>Date(s )Requested</b>			
<b>Proposed Back Up Date (s)</b>			
<b>*Coast Guard Captain’s License #</b>			
<b>Event Hours</b>	Start	End	
<b>Set-up/ Breakdown</b>	Time:	Time	
<b>Attendance</b>	No. of Children:	No. of Adults:	Total:

\* Coast Guard Captain’s License required if transporting children (Any persons under the age of 13).

## TERMS AND CONDITIONS

### 1. Filing Sailing/ Kite Boarding Permit Approval

Initial: \_\_\_\_\_

After receiving a preliminary sailing/kite boarding application approval from park staff, the submission of the permit fee is required to reserve a date and time.

- Organizers should not assume sailing or kite boarding instruction or demos are approved based on the previous year's approval.
- Organizers for new events and annual events are required to complete the entire permit process for each year including a list of dates.
- Sailing or kite boarding instruction or demos will not be advertised to the public prior to the approval.

### 2. Insurance

Initial: \_\_\_\_\_

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

- 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 instructions or demos that impact their jurisdiction (i.e. US Coast Guard, other cities and counties). If required, you must provide an approval letter from these agencies.

### 4. Fees

Initial: \_\_\_\_\_

Permit fee must be paid in full two weeks prior to the special event

- Permit Fee
  - All organized groups gathering in the parks for instruction or a demo 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 instruction or demo fees.
  - Participants, volunteers, and spectators are required to pay day use fees upon entering the park, in a motorized vehicle. This fee is \$5 per vehicle in most areas.
  - **Applications submitted less than 60-days prior to event will incur a \$100 application filing fee to expedite the permit process.**
  - Permittees can purchase post payment parking passes for day use parking fees prior to their instruction or demos.
- 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.
- Waiver of Fees
  - Some fees may be waived for Department co-sponsored or cooperative/volunteer association sponsored events.

### 5. Advertising

Initial: \_\_\_\_\_

Class or Demos will not be advertised prior to the approval.

- Premature advertising of a class or demo can be grounds for non-approval or cancellation.

### 6. Music – Public Address Systems

Initial: \_\_\_\_\_

Music and Public Address systems can be used during class or demos.

- 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.

**9. Natural & Cultural Resource Protection**

Initial: \_\_\_\_\_

Sailing/Kite Boarding Instruction or Demos 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, organizer will be required to contract for portable restrooms.

- During the application process the park 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.

**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:	