

# Sacramento County Regional Parks Special Event Planning Guide



## ✧ 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.



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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 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.



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## ✧ 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 that are efficiently managed, wholesome, affordable, accessible, and safe.

## ✧ 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.

## ✧ APPLICATION PROCESS ✧

Sacramento County Regional Parks currently allows special events in four public parks (Discovery Park, Gibson Ranch, Mather Regional & William B. Pond) in addition to sites along the American River Parkway.

A Special Event / Use Application must be submitted at least forty-five days in advance of your event along with a site map and the \$50 application fee. **Leisure Services start taking applications in November for the following year.**

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

1. A Special Event / Use Application, supporting documents and application fee are submitted to Regional Parks, Leisure Services Division. Application is completed in conjunction with Leisure Services staff, listing dates, times, park sites, size, scope, and brief 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 two 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 contract conditions.
4. Department staff drafts event contract, which includes event guidelines, permits, stipulations and fees, and submits it to applicant for review.
5. Additional permits 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, 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 Leisure Services Division at least 14 days prior to the event.
6. Contract is approved and signed by both parties.
7. A copy of the signed contract, a site map, verification of liability insurance and associated fees are due to Leisure 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.



## ❖ SPECIAL USES ❖

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

- 50 – 1,500 participants
- The event is closed to general public, is by invitation only, for members only, or charges an event fee
- Event promotions are by invitation only, club membership, club newsletter, or organization flyer.

The following are examples of Special Use Permit events:

- Running, biking or walking races
- Organized group camping
- Decathlon or Triathlon races
- Volunteer clean up projects
- Dog Shows
- Trainings or classes

## ❖ SPECIAL EVENTS ❖

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

- 1,500 or more participants
- Events that are free or open to the general public, 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 media advertising.
- Sponsorship of the event is 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.
- Department sponsored or co-sponsored events.

The maximum capacity of participants for a special event when a regional park is reserved exclusively for event shall be 10,000. Regional park closures shall be limited to one per month, per park, unless otherwise authorized by the Director. American River Bike Trail closures are limited to one per month during the period of September 15<sup>th</sup> through May 15<sup>th</sup>, as per County ordinance.

The following are examples of Special Event Permit events:

- Events sponsored by a local major media
- Theme events such as Harvest Festival, Strauss Festival, Civil War reenactment
- County Sponsored Events
- Fun runs that have more than 1,500 participants
- Music Festivals



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## ❖ 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 Special Event 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 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 from September 15<sup>th</sup> through May 15<sup>th</sup>. Trail closures shall not exceed one event per month.

(10 events per calendar year, including Eppie's Great Race.)

Trail closures must be held on weekdays or Saturdays and during the hours from 6 am -11 am. No closures shall occur on Sundays or holidays.

No closure shall be longer than 5 hours.

County Parks has no jurisdiction outside of the parkway.

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 / Use 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 special event permit.

## ✂ INSURANCE ✂

General liability insurance coverage, usually in the amount of 1-million dollars (may vary due to size and scope of event) listing the County of Sacramento as the Certificate Holder and as an Additional Insured is required. This must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle periods.

The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.

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.

Insurance certificates must be filed with Leisure Services at least 14 days prior to the event.

## ✂ 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.

An amplified sound permit is required when sound is audible from more than 100 feet away.

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 amplified sound is permitted at William B. Pond Park, because of the surrounding neighborhoods.

No person shall use amplified sound except between sunrise and sunset.

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.



## ✂ BANNERS AND SIGNS ✂

Banners and signs can be the most colorful and cost-effective way of promoting your special event and are required for large events. All signs must be approved by Leisure Services staff and must state the event name, and applicable dates and times.

Temporary signs for an event should be posted no more than two weeks before such event and are removed no more than five days after such event.

When having an event at Gibson Ranch, there are two sign boards that are available to post signs, and are clearly visible from Elverta Road. They must be posted at least 2 weeks before the event.



## ✧ ALCOHOL ✧

If you're planning to sell or serve beer or wine to the public at your event, you must obtain a special daily license from the California Department of Alcoholic Beverage Control (ABC). This license authorizes the temporary sale or serving of beer or wine 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 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 ✧

No persons shall be allowed alcohol in Discovery Park without proper permits.

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. (9.36.057.5)**

Can be located on website at: <http://www.msa2.saccounty.net/parks/Pages/Alcohol.aspx>

### ✧ Beer Garden ✧

If your event includes a beer garden, State ABC ordinances spell out the following rules:

The serving and seating area must be completely fenced, and all exits and entrances must be staffed during serving period; (*See fencing for fire department requirements*)

Everyone entering the enclosed area must be at least 18 years old;

Someone must check identification at the entrance that is at least 21 years old;

Servers must be at least 18 years old for beer and wine; 21 years old for distilled spirits;

Beer cups must be paper or plastic, hold 16 ounces or less, and be distinguishable from soda cups.

Wine cups may hold no more than seven ounces.

Patrons may only be served two cups at a time.

Servers may not drink alcoholic beverages while serving.

All alcohol must be consumed within the beer garden.

### ✧ 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.



## ☒ FOOD 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.

- Environmental Health Permits can be obtained at the Environmental Health Department at (916) 875-8440.
- Business Operation Tax Certificates can be obtained at the Department of Finance at (916) 874-6644.
- Hot Food Vendor Permits at Gibson Ranch, Mather Regional 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 Prevention at (916) 808-1633.

Vendors are required to pay Regional Parks a \$150 vendor fee per vendor in addition to any other permit costs.

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 at least three feet way from the BBQ. Deep fat fryers also require the addition of a K TYPE fire extinguisher;

If you use liquid propane 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 ☒

Vendor booths are usually similar in construction to food booths, but are meant for retail sale of non-food items. Vendors are required to pay Regional Parks a \$150 vendor fee per vendor in addition to any other permit costs by the Department of Finance. Vendor fees may be waived and are subject to review. 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 following Fire Department regulations apply for structures under 200 square feet in size.

Booths, canopies, or small tents used for food booths cannot exceed 30 feet in continuous length without a 10-foot clearance between structures.

No open flame devices may be used within a vendor booth.

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 automobiles or vehicles with an internal combustion engine must be at least 30 feet from any tent or 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;
- Large stakes for tents must be inspected by Sacramento Metro Fire Department;
- Proof that materials are fire retardant must be posted on the premises;

### **Seating:**

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

### **Exits:**

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

## **α SECURITY α**

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 Leisure 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, two security personnel are adequate. An additional security person maybe required for every additional 250 attendees. If you expect more than 3,000 people to attend your event, Leisure Services will need a written security management plan. Approval of this plan is required to obtain a Special Event Permit from the County.

## **α PARKING α**

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 Division, 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 Leisure Services with a parking plan. This plan must be approved by the County Ranger Division.

Parking is allowed in designated areas only.



## ✂ 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 100 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.

## ✂ 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 250 people, or portion thereof. For every four 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. 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. Leisure Services staff is available to assist the event organizer in securing additional restrooms.

## ✂ TRASH DISPOSAL / RECYCLING ✂

Additional trash cans and dumpsters may be required for your 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. Leisure 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 cash 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.



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## ✧ 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.

## ✧ FEE SCHEDULE ✧

A \$50 non-refundable processing fee is required at the time you submit your Special Event application. All information must be complete to get processed.

### Fees associated with Special Events and Uses

Application Fee	-	\$ 50
Competitive Event Application Fee	-	\$ 500
Special Event/Use Permit fee (1-99 participants)	-	\$ 100
Special Event/Use Permit fee (100-999 participants)	-	\$ 250
Special Event/Use Permit fee (1000+ participants)	-	\$ 500
Trail Event Fee (100+ participants)	-	\$ 1 / person
Cleaning & Security Deposit (100-900 participants)	-	\$ 500
Cleaning & Security Deposit (900+ participants)	-	\$ 1000
Vendor Booth Fee (includes advertising & selling)	-	\$ 150 / booth
Picnic Area Rental Fees (if applicable)	-	\$ 125 - \$ 200 / site
Amplified Sound Permit	-	\$ 25
Parking fees (event under 2,000 people)	-	\$ 5 / vehicle
Parking fees (event over 2,000 people)	-	\$ 6 / vehicle *

\* 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



## ✧ CONTACT INFORMATION ✧

### Sacramento County –

#### **Special Events & Uses Coordinator**

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 (Waste, Water Containers, Chemical Toilets, Dumpsters)	(916) 206-6482
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Alcoholic Beverage Control (ABC) Permits	(916) 227-2002
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#### **City of Sacramento (for Events at Discovery Park)**

Fire Prevention	(916) 808-1633
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



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