



County of Sacramento, Regional Parks Special Use & Event Application

Applicant and Organization Information

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| Name: | |
| Address: | |
| Daytime Phone: | Fax: |
| Email Address: | |
| Organization: | |
| Name of contact for day of event: | |
| Cell phone number of contact: | |
| Organizations website address: | |
| Tax Exempt # (if non-profit group): | |

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|---|--|--|--------|
| Type of Event (Check all that apply) | | | |
| <input type="checkbox"/> Run | <input type="checkbox"/> Non-Competitive | <input type="checkbox"/> School /Educational | |
| <input type="checkbox"/> Walk | <input type="checkbox"/> Competitive | <input type="checkbox"/> Cultural Event | |
| <input type="checkbox"/> Bike Ride | <input type="checkbox"/> Concert | <input type="checkbox"/> Park Festival | |
| Event Title | | | |
| Event Date | | | |
| Proposed Back Up Date | | | |
| Event Location | | | |
| Event Hours | Start | End | |
| Set-up | Date: | Time | |
| Breakdown | Date: | Time: | |
| Attendance | Participants: | Spectators: | Total: |

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| Overall Event Description |
| Briefly explain event and activities: |

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| Is this event private or open to the public? |
| Will admission be collected or will it be free? If so, how much? |
| Does your event involve the sale or consumption of alcoholic beverages? If yes, please describe: |
| Will items or services be sold at this event? If yes, please describe: |
| Will this event have amplified sound? If yes, please describe: |
| Will Vendors be cooking or heating food? If yes, please describe: |
| Will there be any fenced areas? If yes, please describe: |
| Will there be any construction of stages or other improvements, including any tents or awnings? If yes, please describe: |
| What is your cleanup plan after the event? |
| Safety/ Security/Volunteers |
| Please describe your procedures for both crowd control and internal security: |
| Have you hired a security company to handle this event? YES NO |
| Is your Security Company on the City of Sacramento, Registered Security Patrol List? YES NO |
| Company Name: Phone Number: Number of Guards: |
| Do you plan on utilizing volunteers? If yes, in what capacity? |
| Promotion Information |
| Will this event be advertised to the public? YES NO If yes, please describe all sources of media that will be used to advertise for this event: |

Rules and Regulations

- A non-refundable processing fee is \$50 per request. For more information about Permit Fees, please see our Special Event Guide.
- You must receive approval for your event before you promote market or advertise your event. Conditional approval will be made after the Event Coordinator submits the application and it is initially screened. Acceptance of your Special Event Request by the County of Sacramento, Regional Parks is not a guarantee of the date, location or an automatic approval of your event.
- Permit applications require review from the Leisure Services Division along with the Park Rangers and Maintenance staff. Need for review is based on size, scope and impact of event. This process takes up to two weeks, and applicants will be notified of approval status after review is complete.
- A copy of photo identification (California Driver's License or I.D. card) of the applicant and the responsible person will be required to complete the application process.
- A site plan for your event must be included with your application identifying the location of stages, vendor booths, portable toilets, registration area, etc.
- For Special Events or Special use on the American River Parkway for Runs and/or Walks, a site plan outlining your route must be submitted along with your Special Event Application. Depending on the logistics of your event, you may need to secure permits from the city and/or other special districts.
- Depending on the expected attendance and the availability of restrooms at the location of your event, you may need to rent portable chemical toilets to accommodate participants. The County of Sacramento recommends one (1) chemical toilet for every 250 people, or portion thereof. For every four (4) portable toilets rented for your event, one (1) must be ADA approved to meet specific guidelines set forth by the American with Disabilities Act of 1990.
- All debris and trash must be removed from the event site immediately following your event. Failure to do so will result in additional fees and can potentially hinder future events with County of Sacramento Regional parks. All expenses and coordination of waste removal with Regional Parks staff will be the responsibility of the event applicant.
- In addition to the Special Events permit, 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 Department of Regional Parks two weeks prior to the event.

Rules and Regulations (con't)

- Liability insurance is required for all special events and in the amount of \$1 million with County of Sacramento named as other insured. The certificate of insurance must be filed with Leisure Services at least fourteen (14) working days before your event. For more information, please see **Special Event/Use Guide** or call **(916) 875 – 6336**

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| Agreement and Signature |
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I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed): _____
Applicant

Signature: _____ Date: _____

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

| Office Use Only | |
|---------------------------|--------------|
| Permit Application Number | Assigned to: |
| Notes/Comments: | |

Submit your completed application to:

Leisure Services
 4040 Bradshaw Road
 Sacramento, CA 95827
Phone (916) 875-6336
Fax (916) 381-0209

*Please call to verify that we received your application.