



Sailing/Kiteboarding 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 Sailing/Kiteboarding permit you must complete this application fully and 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.**

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:

Event Details

Event Name:		
Event Date:	Proposed Back-Up Date:	
Coast Guard Captain's License #:		
Event Start Time:	Event End Time:	
Set Up Date: Set Up Time:	Breakdown Date: Breakdown Time:	
Number of Children:	Number of Adults:	Total:
Is this Sailing/Kite Boarding activity private or open to the public? <input type="checkbox"/> Private <input type="checkbox"/> Open to Public		
Will you be charging fees to participants? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, How much?		
How are the fees charged to participants? Check all that apply. <input type="checkbox"/> Per Class <input type="checkbox"/> Per Season <input type="checkbox"/> Annual		

Coast Guard Captain's License is required for all instructors.	<input type="checkbox"/> Agree
Organizer shall not solicit new clients in Park and associated boat launch areas.	<input type="checkbox"/> Agree
Concessions, selling, or vending within the Park is not be permitted.	<input type="checkbox"/> Agree
No money transactions or exchanges are to occur in the County Park.	<input type="checkbox"/> Agree

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(s) and time(s).

- 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.
- 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. Insurance

Initial: _____

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

- All 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

a. 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.

b. 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.

- Permittees can purchase post payment parking passes for day use parking fees prior to their instruction or demos.
- c. 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.
- d. Waiver of Fees
- Some fees may be waived for Department co-sponsored or cooperative/volunteer association sponsored events.
- e. 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.

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 and 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. 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.

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:	