



# 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](mailto:parkevents@saccounty.net)

To apply for a special event permit you must complete this application fully and 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.**

*This application needs to be completed in full with detailed answers or you will be subject resubmit your application and longer review. Please keep this in mind if your event date is upcoming.*

## 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:
Organization Website:	

## Event Details

Event Name:	
Event Date:	Proposed Back-Up Date:
<b>List Park (include mile markers and/or picnic sites):</b> Click on the link below to review Sacramento County Regional Park locations - <a href="https://regionalparks.saccounty.gov/Parks/Pages/ParksA-ZListing.aspx">https://regionalparks.saccounty.gov/Parks/Pages/ParksA-ZListing.aspx</a> Example: Discovery Park, Sites: Redbud and Sycamore	
Event Start Time:	Event End Time:
Set Up Date: Set Up Time:	Breakdown Date: Breakdown Time:
<i>Please note: Parks close at sunset, so all events must be wrapped up and cleaned up by sunset. Special permissions may be granted to evening events. Evening Events must end at 10pm with the clean-up completed by 11pm.</i>	

<b>Number of Participants:</b>	<b>Number of Spectators:</b>
<b>Total Anticipated Attendance:</b>	
<i>*Please note: Permits are based off attendance numbers, if attendance changes + or – 50 then you will be required to notify Parks Department and subject to review</i>	
<b>Overall Event Description:</b> <i>(Please give a detailed description of all activities and specific location requested. *Use attachments when necessary*)</i>	
<b>Is this event private or open to the public?</b> <input type="checkbox"/> Private <input type="checkbox"/> Open to Public	
<b>Will there be fenced areas?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, please describe fence plan:</b>	
<b>How will you maintain the anticipated attendance during event?</b> <i>(Please note: If your anticipated numbers go over an unreasonable amount you may incur additional fees and be subject to denial of future events.)</i>	
<b>Has this event been produced before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, please fill out the following:</b>	
<b>Previous Name:</b>	<b>Previous Date:</b>
<b>Previous Location:</b>	

**Fee Management**

<b>Will you be charging fees to participants?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, how will you be charging participants?</b> <input type="checkbox"/> Organization Website <input type="checkbox"/> Third Party Website <input type="checkbox"/> In-Person
<b>Please describe ticket sales plan</b> <i>(i.e. Will there be a ticket cut off date or up to event date? How do you plan on keeping numbers to numbers submitted in application?)</i> :

Are there tiers for the tickets being sold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe the tiers:		
How much are you charging participants <i>(Please include pricing of tiers, if applicable)</i> :		
If not selling tickets, how will you stay within the anticipated attendance numbers?		

**Marketing and Advertisement**

Will this event be advertised to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please fill out the following:		
Instagram Account:	Other Websites:	
Facebook Account:		
Do you plan to include radio or television promotions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe and list radio stations/television channels:		
Please list any and all other promotional links and/or information <i>(i.e. banners, signs, flyers, etc)</i> :		

**Amplified Sound and Entertainment**

Will you be using a public address system or any other type of amplified sound equipment?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide a detailed plan for all electronics including music, public address systems, and any other means to amplify sound: <i>See the Terms and Conditions for more details</i>
What kind of entertainment will be present (please select all that apply):
<input type="checkbox"/> Live Band/Musician <input type="checkbox"/> DJ <input type="checkbox"/> MC <input type="checkbox"/> Playlist <input type="checkbox"/> Performer <input type="checkbox"/> Other _____
Please list social media accounts and/or website for any entertainment (if applicable):

**Will you be having a Bounce House at your Event?**       Yes       No

**Sacramento County Regional Parks requires all parties with inflatable jump houses to have a Bounce House Permit.**  
*Proof of insurance from the Bounce House Company is required and should be a General Liability policy in the amount no less than \$1 million, and must list County of Sacramento, Regional Parks as additionally insurance and the certificate holder.*

**Alcohol Management**

**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  
**If yes, an ABC License or a Licensed Caterer is required. Which will you be providing?**  
 ABC Permit       Licensed Caterer

**Is the event open to all ages?**       Yes       No

**Who will serve the alcohol? (Professional bartenders, volunteers, etc):**  
*Please note: If alcohol is being sold a professional bartender is required.*

**Please describe your alcohol sales plan (ticket system, cash at service area, how IDs will be checked, etc.):**

**Will there be a designated Beer/Alcohol Garden Area or will there be a bar open to the perimeter?**  
 Beer/Alcohol Garden       Open to Event Perimeter

**Vendors**

**Will there be any vendors or contractors operating a booth, shop, or mobile operation during the special event?**      *See the Terms and Conditions for more details.*       Yes       No

**What kind of vendors will there be? (check all that apply)**  
 Food Truck       Food Vendor       Merchandise Vendor       Information Vendor

**Please list how many of each vendor and the anticipated locations:**

**Will any of the food vendors or food trucks be cooking or heating food on-site?**       Yes       No  
*See the Terms and Conditions for more details.*

**If yes, how many?**

**Garbage and Restrooms**

Organizers of special events are required to have garbage, recycling, and organic material collection service provided by a franchised hauler or third-party recycler during the entirety of the event. Sacramento County Code 6.20.030 defines a special event as an organized assembly of more than fifty (50) persons who occupy all or any portion of a public street, sidewalk, alley, or park for a period of more than thirty (30) minutes. See the Terms and Conditions for more details.

*\*Please note that smaller events may be able to use **Trash Collection** at the Park, but would be required to provide their own **Recycling Collection** and **Organic Material Collection** if food is served.*

Check the option you will be using for the following –

Trash Collection:  Trash Cans       Franchised Hauler       Third Party Recycler

Dumpsters required when the projected attendance exceeds 500 persons or in areas with no trash cans.

Recycling Collection:                       Franchised Hauler       Third Party Recycler

Organic Material (Food Waste):       Franchised Hauler       Third Party Recycler

Please list company name(s) being used: \_\_\_\_\_

Do you think you will need to provide additional portable toilets?     Yes       No

*See the Terms and Conditions for more details.*

If yes, what company will you be renting from?

**Security and Parking Management**

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 plan (who will be directing cars, signage, etc.):

*Attach maps as necessary.*

Please describe your parking plan (where will they park, signage, etc.):

*Attach maps as necessary.*

### Post Payment Parking

Needed if an event organizer 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 \$7 per vehicle. A special code will be set up and instructions will be shared with the event organizer, 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 organizer will be billed for the total number of codes used, still at \$7 per vehicle.

Yes (I agree to pay the \$30 set up fee to receive a special code and pay for my guests parking at \$7 per car after my event)

No (My guests will pay the per car entry fee as they enter the park on their own)

### Layout Map

A layout (site) map of your event is required to be submitted with this application. Please include the following locations on the map (as applicable):

- |   |  |
|---|--|
| <input type="checkbox"/> Event Perimeter                            | <input type="checkbox"/> Fencing (if applicable)             |
| <input type="checkbox"/> Site Map                                   | <input type="checkbox"/> Tents / Canopies (if applicable)    |
| <input type="checkbox"/> Emergency Response Routes                  | <input type="checkbox"/> Trash / Recycling (if applicable)   |
| <input type="checkbox"/> Parking                                    | <input type="checkbox"/> Portables Restrooms (if applicable) |
| <input type="checkbox"/> Food Service / Concessions (if applicable) | <input type="checkbox"/> 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.
- 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. 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.
- Larger Special Events and Festivals will require additional coverage.

### **3. 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 \$7 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 cash, check, 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.

f. 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.

**4. 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.

**5. 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.

**6. 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.

**7. 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.

**8. 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.

**9. 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.

**10. 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.

It is the responsibility of the event organizer to provide a sufficient number of garbage, recycling, and organic material containers. The County of Sacramento does not provide commercial waste or recycling services. The County has a list of waste haulers that provide waste collection services for events. When holding an event, please ensure the following solid waste management guidelines are considered:

- The number of recycling containers and organic containers must be equal to the number of garbage containers.

- Recycling, organic, and garbage containers must be placed next to each other throughout the event with the exception of bathroom areas.
- Each container must be clearly labeled and identified, with signage that displays what types of materials are accepted in each container.
- The event organizer must ensure that all recyclable material and organic material are delivered to a recycling facility, and not to a landfill.

**11. 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		
<b>Amount Due: \$100.00</b> (Non-Refundable Filing Fee)	<b>Payment Method (check all that apply)</b>	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check/Money Order # _____	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
<b>Card #:</b>	<b>Expiration Date:</b>	
<b>Verification code (Last 3 digits on signature strip):</b>		
<b>Authorized Signature:</b>	<b>Date:</b>	