



# TULARE COUNTY PARKS DIVISION SPECIAL EVENT PERMIT APPLICATION

## ORGANIZATION INFORMATION & CONTACT INFORMATION

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Non Profit ID #: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Alternate Contact Name (if applicable) \_\_\_\_\_ Phone: \_\_\_\_\_

## EVENT INFORMATION

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

\_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set up Start Time: \_\_\_\_\_ Set up End Time: \_\_\_\_\_

(Please note that events requiring early set-up or extended close time will incur in additional costs.)

Park/Area to be Rented: \_\_\_\_\_

Arbors to be Rented: \_\_\_\_\_

Expected Number of Staff: \_\_\_\_\_ Expected Number of Attendants: \_\_\_\_\_

Brief Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: 2637 Burrel Ave., Suite 200, Visalia, CA 93291 ♦ Phone: (559) 205-1100

Email: [TulareCountyParks@tularecounty.ca.gov](mailto:TulareCountyParks@tularecounty.ca.gov) ♦ Fax: (559) 624-1022

**For the following questions, please check yes or no for the items that will be associated with your event**

**Streets & Parking**

- 1. Will any part of the event occur on County or State right away?  
If yes, which rights of way? Please include a map.  YES  NO  
\_\_\_\_\_
- 2. Will any streets be blocked?  
If yes, which streets? Please include a map.  YES  NO  
\_\_\_\_\_
- 3. Will any barricades be needed?  YES  NO
- 4. Will motor vehicles be used on trails within the park?  YES  NO
- 5. Will directional signs be placed inside or outside of the park?  
If yes, what type of signs?  YES  NO  
\_\_\_\_\_

**Entrance, Participation, and Registration Fees**

- 1. Will you be charging an additional fee to participate in your event?  
If yes, what are the fees?  YES  NO  
\_\_\_\_\_

**Vendors**

- 1. Will there be commercial vendors at your event?  
If yes, how many vendors? What type of merchandise will be sold?  YES  NO  
\_\_\_\_\_
- 2. Will there be food vendors at your event?  
If yes, how many vendors? What type of food will be sold?  YES  NO  
\_\_\_\_\_

*Please note that copies of receipts and permits obtained from Tulare County Environmental Health must be submitted by the Special Event Applicant for each food vendor.*

**Alcohol**

- 1. Will alcohol be allowed at your event?  
If yes, will alcohol be sold or served? Please list your ABC Permit number.  YES  NO  
\_\_\_\_\_
- Please note that a copy of your ABC Permit and insurance must be submitted with this application.*

**Marketing**

- 1. Will this event be advertised online?  
If yes, on which websites?  YES  NO  
\_\_\_\_\_
- 2. Does this event have a flyer? If yes, please include a draft.  YES  NO
- 3. May the County advertise your event on the Parks website and/or Facebook page?  YES  NO

**Security**

- 1. Will you be providing security for the event?

 YES NO

If yes, please list the security company name and the number of guards?

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**Special Use Permits – will your event require any of the following?**

- 1. Amplified Sound Permit

 YES NO

- 2. Alcohol Sales Permit

 YES NO

- 3. Special Event Vendor (commercial vendor such as food truck, DJ, or bounce house)

 YES NO

**Trash Services**

- 1. Will this event require additional trashcans?

 YES NO

If yes, how many?

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- 2. Will you be renting a dumpster for this event?

 YES NO

If yes, which rental company will you use?

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- 1. In the event of an emergency or natural disaster describe your response plan, including medical care, park evacuation of your group, and training and equipment for event staff.

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- 2. What type of emergency communications will you use to contact park staff? Who will be the primary on-site contact person(s) for the event and how may they be contacted in the event of an emergency?

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- 3. If your parking needs exceed park capacity, describe any plans for off-site parking, parking control and shuttle service.

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**THIS PERMIT IS NOT VALID UNTIL SIGNED BY THE APPLICANT AND APPROVED BY THE COUNTY**

I, the Special Event Applicant, hereby certify that I have read and agree to abide by the policies and regulations governing my Special Event, as set forth by the County of Tulare, and I understand that failure to comply may result in the cancellation of my Special Event Permit. The County of Tulare has the authority to approve applications for Special Events at County Parks. Special Event Permits are not confirmed until the application has been approved by an authorized agent of the County of Tulare. Permits are immediately revocable at any time if false statements were made in the Special Event Permit Application. Fees will be retained in the event that the permit is terminated due to violation of any County of Tulare ordinance, rule or regulation, or the falsification of the application. I certify that the information that I have provided on this application is true to the best of my knowledge.

In consideration for the issuance of a Special Event Permit I agree, as a duly authorized representative of the group or organization sponsoring the requested Special Event, to the furthest extent allowed by law to hold harmless and defend the County of Tulare and each of its officers, employees, volunteers and independent agents (Collectively referred to as the "County") from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort, or strict liability) incurred by the County, the applicant, or any other person, and from any and all claims, demands, and actions in either law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of the Special Event, and will indemnify the County from any claim, damage, demand, liability, loss, cost or expense, for any damage whatsoever, including but not limited to death or injury to any person or injury to any property, resulting from any misconduct or negligent acts by the individual, group or organization, or of any of its officers, employees or agents with respect to said Special Event, except such damage as is caused by the sole negligence of the County of Tulare or any of its officers, employees, volunteers or independent agents. The County may, at its election, conduct the defense or participate in the defense of any claim related in any way to this indemnification. Should the County elect to defend and participate in its own defense, then the Applicant shall pay all reasonable costs related thereto, including reasonable attorney fees and costs.

The Applicant shall conduct all defense at his/her/its sole cost and expense. Insurance obtained and/or maintained by the Applicant shall not be deemed to release or diminish the liability of the Applicant. The duty to indemnify the County shall apply to all claims regardless of any applicable insurance policies. The duty to defend is completely independent of and separate from the duty to indemnify, and exists regardless of Applicant's liability. Any insurance policy limits do not act as a limitation upon the amount or extent of defense or indemnification of the County required of the Applicant by the Permit. Approval and/or purchase of any insurance contracts or policies will not relieve the Applicant from liability, or limit their liability.

I certify that the information that I have provided on this application is true to the best of my knowledge and that I/we will abide by the terms of this Permit.

**Signature of Special Event Permit Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Parks Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

For Official Use Only	
Special Event Permit Fee	\$
Arbor Rental Fee	\$
Park or Portion of Park Fee	\$
Amplified Sound Permit Fee	\$
Alcohol Sales Permit Fee	\$
Pre-paid Entrance Fees	\$
Special Event Vendor Fee	\$
Other (Please specify)	\$
<b>TOTAL</b>	<b>\$</b>