



Tulare County Parks & Recreation
2637 W Burrel Ave. Suite 200., Visalia, CA 93291
Ph: (559) 205-1100 Fax: (559)624-1022 Email:
TulareCountyParks@co.tulare.ca.us

SPECIAL EVENT PERMIT APPLICATION

ORGANIZATION INFORMATION & CONTACT INFORMATION

Applicant's Name: _____

Mailing Address: _____

Organization: _____

Non Profit Identification #: _____ Home Telephone: _____

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: _____

(Events requiring early set-up or extended close time will result in additional costs.)

Park/Area: _____

Arbors Rented: _____

Expected Number of Staff: _____ Attendants: _____

Brief Event Description: _____

EVENT COMPONENTS (Check items that will be associated with your event.)

Parking/Roads

Will any part of the event occur on County or State right away? Yes No

If yes, which ones? (Include map) _____

Streets Blocked? Yes No

If yes, which ones? _____

Barricades Needed? Yes No

Will motor vehicles be on trails? Yes No

Are you using signs inside or outside the park? Yes No

If yes, what type of signs? _____

Entrance, Participation and Registration Fees

Will you be charging an additional fee to participate in your event? Yes No

If yes, what are your fees? _____

Vendors

Vendors Yes No If yes, how many? _____

Type of merchandise? _____

Food Vendors Yes No If yes, how many? _____

Type of food? _____

(Copies of receipts and permits obtained from Tulare County Environmental Health must be submitted)

Alcohol

1. Will alcohol be allowed? Yes No

2. Alcohol Served? Yes No

3. Will Alcohol be sold? Yes No

If yes to #3, ABC Permit # and insurance (A copy of your permit application must be submitted)

Publicity/Promotion

Will you be advertising online? Yes No

If yes, what website(s) will you be using? _____

Will you be passing out flyers? Yes No If yes, please include a draft of your event flyer.

Do you wish to include your event on the County Parks social media sites? Yes No

Security

Will you be providing security? Yes No

If yes, company name: _____ how many? _____

Permits

Amplified Sound Permit Yes No

DJ/Band Permit Yes No

Commercial Use Entertainment Yes No

Publicity Banners Yes No

Trash

Do you need additional Trash Cans? Yes No

If yes, how many? _____ (Please note that there is an additional fee)

Will you be renting a dumpster? Yes No Rental Company _____

Event Details

1. Describe your event, including its primary intent, related activities, and estimated attendance.

2. 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.

3. 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?

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

If you have any questions regarding your application, or would like to know the status of your application, please contact (559) 205-1100 .

PERMIT NOT VALID UNTIL SIGNED BY APPLICANT AND COUNTY

Agreement to Abide by Rules and Regulations

I hereby certify that I have read and agree to abide by the policies and regulations set forth by the County of Tulare, and I understand that failure to comply may result in the cancellation of my contract. I agree as a representative of the group or organization to hold the County of Tulare harmless, indemnify and defend the County and all its officers, employees, volunteers and independent agents 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 misconduct, negligent acts, or of any of its officers, employees or agents in the performance of this agreement, except such damage as is caused by the sole negligence of the County or any of its officers, employees, volunteers or agents.

The County of Tulare has the authority to approve applications. Event contracts are not confirmed until the application has been approved by an authorized agent of the County of Tulare. Permits are immediately revocable if false statements were made when reserving and fees will be retained in the event that the contract is terminated due to violation of any county ordinance, rule or regulation, or the falsification of the application.

Signature of Authorized Representative: _____ Date: _____

Parks Manager Signature

Date

(FOR OFFICE USE ONLY)

SPECIAL EVENT FEES	
Pre-Event Fees	\$
Special Event Permit Fee	\$
Group Picnic Area Fee	\$
Other (as specified)	\$
POST EVENT FEES	
Entry Fee/Admissions	\$
Other (Please specify)	\$
EVENT TOTAL	\$

Tulare County Parks & Recreation

SPECIAL EVENT APPLICATION GUIDE

WELCOME TO TULARE COUNTY PARKS & RECREATION!

Thank you for making an event reservation with Tulare County Parks. Tulare County Parks & Recreation has prepared this guide to assist you in organizing your event. By providing information in advance, we will better be able to serve your needs. Our goal is for you to have a safe and successful event. If you have any questions please contact the Parks & Recreation Office at (559)205-1100. Or you can email us at: TulareCountyParks@co.tulare.ca.us

WHAT IS A SPECIAL EVENT?

A special event is an event at a County Park, which is likely to interfere with normal park use. For example: reserving 3 or more arbors, requiring special equipment, traffic control, amplified sound (including vehicles), outside vendors, tickets sales, advertised as open to the public, alcohol in any way, or which is likely to result in the need for security or control. Some examples of special events include: marathons, carnivals, festivals, car shows, concerts, dog shows, reenactments or any other gathering of merchants, food vendors, or other vendors for the primary purpose of sale to the public.

WHERE TO START

Obtain a Parks Special Event Guide & Application Packet at General Services located at 2637 W. Burrel Ave. Suite 200 Visalia, CA 93291 or call us at (559) 205-1100 for more information. If you have an email address we will be happy to email the event packet. Applications will be processed on a first come first served basis.

FILL OUT THE APPLICATION COMPLETELY.

Please remember to submit a complete application. If your packet is not filled out completely it will be returned to you for further information. This will result in a delay of the approval process and possible loss of your reservation.

RETURN YOUR COMPLETED APPLICATION

Return your completed application and any other pertinent information to the Parks & Recreation Office at 2637 W. Burrel Ave. Suite 200 Visalia, CA 93291 at least sixty (60) days prior to your event or your event may be denied.

YOUR APPLICATION WILL BE REVIEWED FOR APPROVAL

Your application will be reviewed and you should receive the approval or denial, within 10 working days. Please allow 60 working days if a contract is involved or the request needs approval by the Board of Supervisors for events booking the entire park, or anticipated attendance of 1,000 or more. You will be notified of applicable fees and additional requirements upon approval. The reservation will be held pending payment of fees. If fees have not been paid at least 30 days prior to the event the reservation will be cancelled.

ADDITIONAL SPECIAL EVENT PERMIT FEES

- Amplified Sound Permits \$40
- DJ/Band Permits \$65
- Commercial Entertainment Permits \$25
- Vendor Permits \$25 each
- Cleaning Deposit (100% of rental fees)

For information on arbor or area rental fees call the Parks & Recreation office at (559) 205-1100.

PRE-EVENT PLANNING

Once you have received notification of additional fees or requirements you must submit proof you have made arrangements for these requirements within 10 working days. If we do not receive confirmation within ten (10) days, your reservation will be removed from the calendar and you will need to re-apply.

Contact the Event Coordinator no less than two (2) weeks prior to your event for final arrangements. An on-site meeting may be required prior to your event. A permit will be issued when all requirements have been met, including the payment of fees.

CANCELLATIONS

If you need to cancel your event, you must notify us in writing at least 3 weeks prior to event, either by mail to the Parks & Recreation Office at 2637 W.Burrel Ave., Suite 200 Visalia, CA 93291, or via e-mail to TulareCountyParks@co.tulare.ca.us. Phone calls are not acceptable.

CANCELLATION FEES:

You will be charged a cancellation fee of \$15 if your event is not cancelled at least twenty-one (21) days prior to the event.

Cancellations made less than twenty-one (21) days prior to the event forfeit any refunds or credits.

PERMIT REQUIREMENTS

These requirements, are conditions of your permit.

VENDORS

Vendors require a \$25.00 permit issued through the Tulare County Parks & Recreation Department. Inappropriate materials, as determined by the County, will not be sold or displayed in the park.

EXHIBITORS

An Exhibitor is an organization, having an information booth, not selling items or services, whose reason for attending the event is to disseminate information free of charge. There is no fee for information booths.

FOOD VENDORS

All food vendors need an Environmental Health Department Permit and inspection. You can download the forms and information at: <https://tchhsa.org/eng/index.cfm/public-health/food-safety/>

CLEANING/DAMAGE DEPOSIT

A deposit, consisting of 100% of the rental fee is required. If damage is sustained to any County property during your event, you will be charged for replacement and/or repair. This amount will be deducted from your deposit.

WAIVER OF FEES

Service Organizations, non-profits and schools may have their special use fees waived by arranging to complete a service project for the Parks Department before the event. General Services will maintain a list of projects needed for all of the parks. A service organization, non-profit or school can then choose to complete a project from the list and receive a waiver for their park fees. This does not include entrance fees or cleaning deposit.

PROOF OF INSURANCE

Proof of insurance is required for all events. A comprehensive general liability policy with a minimum limit of \$1,000,000.00 per occurrence and a \$2,000,000.00 aggregate is required naming "Tulare County Parks & Recreation Division, all of its officers, agents, volunteers and employees as additionally insured". An endorsement is required. Coverage provided by the endorsement shall be primary. The Proof of Insurance is subject to final approval by Tulare County Risk Management and may include additional requirements. Please see examples attached

ALCOHOL

If alcohol is to be served and/or sold, the contract holder is required to hire one licensed security guard per every 50 guests. The contract holder accepts responsibility for the use of alcohol in the areas included in the contract. Contract holder is responsible for any guest who brings alcohol to the event without the proper requirements. The County reserves the right to cancel any event if alcohol is consumed in violation of the contract. Attendance exceeding the estimated attendance could result in the limitation of guests or cancellation of the event.

PORTABLE RESTROOMS & WASH STATIONS

You may be required to supply portable restrooms and wash stations depending on the size of your event. All costs of additional portable restrooms will be paid by the event/applicant. You are required to provide one (1) portable restroom for every one-hundred (100) people anticipated. At least one (1) portable restroom must be handicapped accessible. You are also required to provide a minimum of one (1) wash station per order of portable restrooms.

LAW ENFORCEMENT

Law enforcement will review your event application. If law enforcement's presence is needed, the costs will be paid by the event/applicant. The cost will be limited to actual cost of the service. A deposit may be required by law enforcement.

SECURITY GUARDS

The number of guards required may vary due to the size of the crowd you are anticipating and whether or not alcohol is involved. For events not serving alcohol, and security guards are required, the minimum is one (1) security guard for every two-hundred (200) people. Security guards are to remain on-site and start their shift one (1) hour prior to the event and end their shift one (1) hour after the end of the event. Security guards shall keep order and enforce all guidelines for the event. Attendance exceeding the estimated attendance could result in the limitation of guests or cancellation of the event.

COMMUNICATION

You are to provide and maintain communication with onsite Parks staff during your event. You are required to provide staff to assist law enforcement and security guards. You will need to provide cell phone numbers for event staff and submit the list to onsite Parks staff day of your event. Event staff must wear visible badges or shirts to identify themselves.

FIRST AID

You are required to designate a first-aid station. The first aid station is to remain accessible by vehicle in the event emergency services are needed.

ENTRANCE FEES

Tulare County Parks charge entrance fees at Mooney Grove Park (\$6.00 per vehicle), Bartlett Park & Cutler Park (\$5.00 per vehicle) and may be assessed for other parks depending on the event. These fees are collected the day of the event. Please make sure your participants are aware of this. If entrance, participation, or parking fees are going to be charged at a park where we normally do not charge, a percentage (%) of your parking fees will be paid to the Parks & Recreation Department, per the master fee schedule.

ADDITIONAL PARKING

You must provide arrangements for off-site parking if necessary. This includes staff for parking control.

TRASH

You must remove all decorations including staples nails etc., litter, trash, and waste material after the event. Event organizers are responsible for removal of all trash from the event site. If needed, additional trash cans will be provided. These cans must be empty at the end of the event. For large events, organizers will be responsible for providing a waste container large enough for all trash which includes delivery and pick up.

PUBLICITY/PROMOTIONS

Publicity and promotions for the event must be approved by the Parks & Recreation Department prior to distribution to public. Promotional material which is offensive or reflects negatively on the County Parks will not be allowed. If your event is open to the public, event organizers may request your event information be included in the Parks social media free of charge.

SIGNS

You may be required to provide signs to help assist pedestrian and traffic flow the day of the event. All signs must be approved prior to the event by the Parks & Recreation Department.

ADDITIONAL FEES

The County must be reimbursed for all County services provided such as setting up and coordinating event day activities in an amount not to exceed the actual cost of said services.

VEHICLES

Vehicles will not be driven or parked on the grass or areas not designated for such use without prior written approval by the Parks & Recreation Department. Vehicles violating this policy will be towed at the owner's expense. Any loading or unloading of rental equipment (tables, chairs, bounce houses, etc) must be done from the side of the road.

ANIMALS

Dogs must be kept on a leash, or otherwise confined at all times per County Ordinance Section 7.

RULES AND REGULATIONS

You must comply with all applicable City, County, State and Federal rules and regulations. Anyone displaying inappropriate behavior will be removed from the park.

WAIVERS

All participants shall sign a waiver holding Tulare County Parks & Recreation Division harmless. Applicants shall sign an indemnification agreement to indemnify and hold Tulare County harmless for all claims that may be brought against the county.

Tulare County Parks would like to remind you events held in our County parks should be family oriented.

The Parks & Recreation Division reserves the right to set conditions and requirements suitable to the safe, reasonable and orderly use of the park. Permits can be revoked or denied under these guidelines.

We always welcome your comments and suggestions before and after your event. We look forward to working with you.

If you have any questions please feel free to give us a call or send us an e-mail.

(559) 205-1100, TulareCountyParks@co.tulare.ca.us