

SPECIAL EVENT PERMIT

E-mail: parkinfo@prk.sccgov.org

www.parkhere.org



**SANTA CLARA
COUNTY PARKS**

Park/Area:				Date(s) of Event					
Event Type/Title:				S M T W Th F S					
Attendance Total:				Event Times					
Participants:		Spectators:		Youth (under 18):		Start:		End:	
Normal park hours are 8:00 am to sunset. Please indicate if your event requires early set-up or extended park hours:									
A P P L I C A N T								Permit No.	
Name:								- FOR OFFICE USE ONLY -	
Organization:								Park Ranger Supervisor	
Address:									
City:			State:		Zip:		Senior Park Ranger		
Day Phone:				Home:					
Fax:				Cell:				Ph:	
E-mail:								Fax:	
SPECIAL EVENT FEES (FOR OFFICE USE ONLY)									
Pre-Event Fees									
Special Event Permit Fee								\$	
Group Picnic Area Fee								\$	
Other (as specified)								\$	
Pre-event Fee Total								\$	
Post Event Fees									
Entry Fee/Admissions								\$	
Food _____ Beverage _____ Merchandise _____ Service/Lessons _____								\$	
Other (Please specify)								\$	
Total Gross Income								\$	
Percentage of Gross Income Payable to County (____ % for profit, ____ % non-profit, ____ % benefiting youth, senior citizens, persons with disabilities)								\$	
Event Total								\$	

PERMIT NOT VALID UNTIL SIGNED BY PERMITTEE AND COUNTY

Agreement to Abide by Rules and Regulations

I/we agree to abide rules, regulations, and conditions adopted by the Santa Clara County Board of Supervisors as set forth in the County Ordinance Code, Division B14, and I/we understand that permission for use of park facilities is contingent upon compliance with these rules and regulations.

I, as the official representative of the organization listed above, accept on behalf of all the members of the organization, the entire Save Harmless and Indemnification Agreement (top of page 2) and Agreement to Abide by Rules and Regulations as worded in this permit.

Signature of Authorized Representative: _____

Date: _____

County Approval: _____

Date: _____

Save Harmless and Indemnification Agreement

I/we _____ by acceptance of this Special Event Permit, expressly understand and agree that I/we shall indemnify and hold the County of Santa Clara harmless against any and all loss, damage, and/or liability which may be suffered or incurred by the County of Santa Clara and against any and all claims, demands, and causes of action that may be brought against the County of Santa Clara caused by, or arising out of, or in any way connected with the use and/or occupancy of said lands of COUNTY, except those losses, damages, liability, claims, demands, and causes of actions caused by the active negligence of COUNTY. In the event of active negligence by the County of Santa Clara, it is not intended that such negligence will preempt contribution where I/we would otherwise be responsible under this provision.

CLASSIFICATION INFORMATION & PROVISIONS

Are you a non-profit organization? Yes No

If yes, you must provide a "Status Print Out" to evidence your Federal or State tax exempt status. This may be obtained by writing the Secretary of State, 1230 J Street, Sacramento, California 95814, Attention Corporate Status.

Non-profit identification number: _____

Will an entry fee be charged? Yes No

If yes, the Permittee shall pay County a percentage of the gross receipts to be negotiated with the County. Factors affecting the percentage will include the following: for profit status, non-profit organizations with Federal or State tax exempt status or non-profits organized for the purpose of assisting youths, senior citizens or persons with disabilities. These amounts must be paid within 10 working days of your event. This fee does not apply to pledges or agency donations.

Will food and beverage be sold or offered to the general public? Yes No

If yes, a food permit may be required from the Santa Clara County Health Department (918-3400). Please call and discuss your event with a Health Department representative. When food is sold in the park Permittee must pay County the applicable percentage of gross receipts. Permittee shall charge prices comparable to prevailing market prices.

Will alcohol be sold? Yes No

If yes, a copy of your liquor license from the Alcoholic and Beverage Control Department, State Of California (277-1200) must be attached, together with a letter of authorization from the applicable City Police Department, and Permittee must pay County the applicable percentage of gross receipts. Permittee must post Proposition 65 signs regarding the potential health risks associated with alcoholic beverages. No person under the age of 21 may purchase or consume alcohol at the event in violation of Section 25658 of the California Business and Professions Code. Non-alcoholic and alcoholic beverages shall be served in distinctly different cups. The event shall not encourage the over-consumption of alcohol as the main focus of activity such as self-service or open bars, drink contests, or multiple drinks for one price. The event, if longer than two hours, shall stop serving alcoholic beverages a minimum of thirty (30) minutes before the close of the event.

Will merchandise be sold? Yes No

If yes, a copy of your Temporary Sellers Permit from the State Board of Equalization (277-1231) must be attached and Permittee must pay County the applicable percentage of gross receipts.

Will motor vehicles be on trails? Yes No

If yes, prior approval must be obtained from the Senior Park Ranger to accommodate the use of motor vehicles on the trails before, during or after the event.

Will event use public streets? Yes No

If yes, a copy of your Encroachment Permit from Roads & Airports (299-2198) must be attached.

Publicity/Promotions? Yes No

Permittee agrees that any publicity or promotional materials shall reference or list the site as "a facility of the County of Santa Clara Regional Parks and Recreation System".

Will event involve fueling? Yes No

If yes, a copy of your Permit from the County Fire Marshall (299-5760) must be attached.

Amplified sound desired? Yes No

If yes, a copy of your applicable City amplified sound Permit must be attached. However, you may not use, or permit the use upon the Site of any public address equipment, television equipment, radio, loudspeaker or other equipment or device producing noises that can be heard outside the Site so as to impair the General Public enjoyment of the Park as determined at the sole discretion of the Senior Park Ranger. All wires and cords shall be taped down to prevent tripping.

Generator desired? Yes No

If yes, all generators shall be equipped with a fire extinguisher and spark arrestors.

GENERAL PROVISIONS

Map & Written Description	A detailed written description and map of your event must accompany your completed application to be considered.
Pre-event Meeting	As a condition of your permit, it is your responsibility to contact the Senior Park Ranger for the park(s) your event will be held, at least two (2) weeks prior to the event date to discuss event logistics and/or any special needs. Your event is subject to cancellation if this meeting is not held prior to the event.
Cancellation	Your event/race may be cancelled by the Parks Department due to wet trail conditions or measurable rainfall within seven days of the event. The Senior Park Ranger or Department delegate following inspection at his/her sole discretion will make the determination. Permittee is responsible for advising all participants of the cancellation policy. NOTE: In the event of cancellation by the Department due to rain the Department will reschedule or refund fees paid (minus the \$6.00 non-refundable group picnic area reservation fee if applicable) at Permittee's request.
County Property	This Permit is for County property only and shall not be construed as authorization for use of adjacent private or other public property, or any other area for which a separate Permit may be required. Permittee shall be responsible for obtaining all necessary Permits, whether federal, state, municipal, or other governmental or private entity. Permit is not transferable or assignable.
Damages	Permittee agrees to assume full responsibility for any and all damages caused by your activities under this Special Event Permit. Permittee shall cause any and all damages, including but not limited to environmental impacts, plant and/or animal habitats, biologic, cultural, geologic, scenic, historical and/or archeological resources, and recreational amenities, to be mitigated or restored to a condition as good or better than that which existed prior to such damage except damages caused by the active negligence by the County of Santa Clara. In the event of active negligence by the COUNTY, and where you share responsibility for that damage, Permittee shall be responsible for the proportion of damages sustained by the COUNTY which were caused by Permittee. A Performance Bond may be required.
Emergency Plan	Permittee shall have total responsibility for implementing an emergency plan, and for designing the event site plan, or course layout, and installing all necessary equipment, and shall take all necessary steps to ensure that the event is properly supervised and staffed to prevent injury to participants, spectators and park users. An ambulance may be required for some events.
Event Contacts	Names and telephone numbers of two (2) responsible persons will be furnished to the County prior to the event. Permittee shall have an easily recognizable supervisory representative available for contact at the event at all times during the event day.
Gross Receipts	The term "gross receipts" shall mean the total of all money, cash receipts or other things of value, including but not limited to: gross charges, sales, rentals, admission, entry or other fees and commissions made or earned by Permittee (including non-refundable deposits), whether collected or accrued from any business use or occupation, or any combination thereof, originating, transacted, or performed in whole or in part, on the Park site. Gross receipts shall exclude sales and use taxes, consumers' excise taxes and other similar taxes currently imposed on the sale of goods and services paid directly to the imposing agency by the Permittee.
Insurance	Permittee shall maintain in full force and effect comprehensive automobile and general liability insurance covering bodily and personal injury and property damage, and being evidenced by a certificate of insurance listing the <u>County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara and the officers agents and employees of the County of Santa Clara individually and collectively</u> as the additional insured. Limits shall be in an amount of not less than \$1,000,000 per occurrence with a \$2,000,000 general aggregate. An endorsement is required. Such coverage shall apply as primary insurance. Any other insurance maintained by County of Santa Clara, its officers, agents and employees, shall be excess only and not contributing with insurance provided under said policy. Such insurance policies shall not be canceled or materially changed without thirty (30) days advance written notice to the County of Santa Clara at the address shown above. Permittee shall maintain in full force and effect a policy of Worker's Compensation Insurance covering all of its employees. Permittee shall prevent participation in the event by persons who are not covered by the insurance required hereunder.
Maintenance	County will provide its normal maintenance of the site in accordance with the same standards applied to other County sites. During the event the facilities are to be maintained by the Permittee, free of litter and refuse, and shall be left in a litter free condition.
Parking	If the ratio of total attendance to parking spaces exceeds 3.5 people per parking space available, then Permittee shall provide for off-site parking and shuttle service to ensure emergency access to local residents and emergency vehicles is available at all times. A list of off-site parking areas and vehicles to

be used will be provided to County and applicable City Police Department. For coordinating events with light rail and bus operations you may contact the Santa Clara County Transit Marketing Dept. at (321-7507).

Permit On Site	This Permit shall be kept at the event site and must be shown to any authorized representative of the County of Santa Clara or any law enforcement officer upon demand.
Restrooms	If the total attendance exceeds the capacity of the group area(s), the Permittee shall provide a minimum of one (1) portable restroom for every 100 people over capacity for a five (5) hour non-alcoholic event, one of which must accommodate persons with disabilities. Alcoholic events require an additional fifteen (15%) capacity.
Revocation	In the event, after warning by County personnel, Permittee continues to fail to perform any requirement of this Permit, County reserves the right to revoke this Permit by notice to Permittees Event Contact, whereupon Permittee shall immediately terminate the event and cause all participants to promptly remove any equipment or other personal property owned by participants.
Safety/Security	Permittee shall provide all necessary security at the event to ensure a safe environment for event participants and the general public. A single RV may be used for overnight security, staffed with a maximum of 4 people and with a cellular, or other, phone for emergency communication.
Signs	Advance signing shall be posted to announce the date and time of the event, and to offer an information telephone number. Signs are to be approved by the Park Use Coordinator prior to placement. No signs or other items may be nailed or tacked to trees or other vegetation.
Special Services	Any special services required of park staff, such as traffic control, clean-up, or after hours work, shall be paid to County at a rate of seventy dollars (\$70) per hour, per person (or current rate as listed in the Park Fee Schedule) as determined by the Park Use Coordinator.
Vehicle Entry Fee	Daily vehicle entry fee is six dollars (\$6.00). Daily charter bus fee is twenty-five dollars (\$25.00). Vehicle entry fees do not apply to school buses.
Waiver	If required, all participants shall sign a Waiver holding the County of Santa Clara harmless.

COMPETITIVE EVENTS

EQUESTRIAN EVENTS:

- Submit a plan for clean-up and disposal of animal waste.
- Submit a plan for disposal of veterinary supplies (in particular needles and medication vials).
- Don't forget to have an emergency plan for both humans and equines.

MOUNTAIN BIKE AND MOTORCYCLE EVENTS:

- An ambulance (minimum basic life support) must be on site for the duration of the event.
- Changing and washing facilities required for participants.

RUNNING/WALKING EVENTS:

- Aid stations are required at the start/finish and at least every five (5) kilometers. If the race is 5 kilometers or shorter there must be water and aid available at the start/finish.
- Runs 10 kilometers or less in length must provide someone currently certified in Basic First Aid and CPR.
- An EMT, paramedic or an ambulance must be at the start/finish if the race is longer than 10 kilometers.

* There may be additional requirements for your Special Event Permit. Please contact the Park Use Coordinator for more information.