



# Special Events Planning Guide





# Sunrise Recreation & Park District Special Event Planning Guide

## ✧ WELCOME ✧

This packet is intended to help you understand the special event process and guidelines as well as provide tips that will help you facilitate your special event. The Sunrise Recreation & Park District (SRPD) is committed to supporting quality special events throughout the community that create a minimal impact on the residents and community surrounding the events. If you are planning a first-time event, hosting an annual event or simply changing a venue location, give us a call before you complete your plans. Our staff members have valuable experience and want to assist you in having a successful event.

Once you've read this guide and have developed your special event plan, submit your special event application, along with any supporting documents including a site map and application fee. Once submitted, SRPD Staff will review your event application and notify you if it is approved or if it requires any additional permits, licenses or documentation. Depending on the size and type of special event and its impact on District and community services, a meeting with you and all affected Divisions and/or agencies may be scheduled.

On behalf of the Sunrise Recreation & Park District, we thank you for considering our beautiful parks and facilities as a venue for your special event. If you have questions or concerns about the information provided in this packet please let us know.

**For more information, please contact our Front Office at (916) 725-1585 or visit our website at [www.sunriseparks.com](http://www.sunriseparks.com).**

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## ✂ INTRODUCTION ✂

The Sunrise Recreation & Park District (SRPD) provides park and recreation facilities, programs and services for persons residing and visiting Antelope, Citrus Heights, or Foothill Farms. One of the primary missions of SRPD is to provide special event opportunities to help residents and visitors become aware of and appreciate our park district. The intent of our District is to provide, facilitate, co-sponsor, and coordinate a broad spectrum of special events held in the parks and facilities that are efficiently managed, wholesome, affordable, accessible, and safe. As an event organizer, it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

## ✂ APPLICATION PROCESS ✂

SRPD currently allows special events in specific parks and facilities. The size of the special event will determine what parks/facilities are appropriate to host your special event as well as the time necessary for completion of the application approval process.

A Special Use & Event Application Packet should be submitted at least (45) forty-five days in advance of your event along with a non-refundable Application Fee (see Fee Schedule).

The following is the application and review process for Special Use & Event Permits:

1. A Special Use & Event Application, supporting documents and Application Fee are submitted to SRPD. Application should include information such as dates, times, park site, size, scope, and brief description of event.
2. Application is circulated to the affected SRPD Divisions for comments, concerns and/or conditions for approval.
3. Within two weeks if there are no objections to the application your event may be approved. If further information is needed, District Staff may arrange a meeting with applicant to discuss event, areas of responsibility, and contract conditions.
4. SRPD will draft event contract/agreement, which includes event guidelines, permits, stipulations and fees, and submits it to applicant for review.
5. Upon approval, all associated fees must be paid in full. This reservation will not be final until event fees are paid and all certificates and licenses are received.
6. Additional approval permits may be required from other partnering agencies. Examples of these permits are: Alcohol Beverage Control (ABC), Fire Department, California Highway Patrol, Sacramento County Sheriff or City of Citrus Heights Police Department, and County Environmental Health. Event holders are solely responsible for securing appropriate permits for all aspects of their event. Copies of permits are due to the SRPD Front Office at least (30) thirty days prior to the event date.
7. Facility Use Agreement is approved and signed by both parties.
8. A copy of the signed Agreement, a site map, verification of liability insurance and associated fees are due to SRPD Front Office at least (30) thirty days prior to the event date.
9. An on-site, pre-event meeting may need to be scheduled with SRPD Staff, partnering agencies and applicant.
10. You must receive approval for your event prior to promoting, marketing or advertising your event. Acceptance of your Application by the District is neither a guarantee of the date or location nor an automatic approval of the event request.

## ⌘ SPECIAL EVENTS ⌘

The following criteria defines an event as needing a Special Use & Event Application

- Event attendance will be greater than 500+ participants (large scale event)
- Event will be open to the public
- Event holder is charging an admission fee
- There will be fundraising events that are open to the public
- Event exceeds the maximum capacity of the facility areas
- Event will take place over multiple days
- There will be selling of goods, services or food
- There will be alcohol sold/consumed during the event
- Applicant is requesting a fee waiver

The following are examples of Special Use & Event Permits:

- Running, biking or walking races
- Decathlon or Triathlon races
- Dog shows
- Car shows
- Carnivals
- Events sponsored by a local major media organization
- Theme events such as Harvest Festival, Renaissance Faires, etc.
- Music Festivals/Concerts

## ⌘ EXCLUSIVE USE ⌘

The District has the authority to grant exclusive use of a certain park site for a Special Event when the estimated public attendance and scope of the event requires use of the entire park. A group, promoter or organization may be granted exclusive use of a park for their event if the District deems that the event provides a unique and otherwise not readily obtainable experience to the general public due to affordability, size of venue, type of entertainment, or ease of accessibility.

When exclusive use of a park is granted, patrons entering the park on that day will be considered participants of the sponsored event and may be subject to an increased entrance fee charged by the District and any ticket entrance fees charged by the group, promoter or organization sponsoring the event. If the exclusive use directly results in the average daily loss of revenue to the District the event holder shall reimburse the District for any average daily loss of revenue incurred; unless the District benefits financially from participation in the event.

## ⌘ SPECIAL AUTHORITIES ⌘

The District may assess additional service fees for events requiring expenditures above and beyond normal operational costs, require additional staff monitoring, or which are performed exclusively for the benefit of the permit holder. The District also has the authority to reduce, waive or eliminate such fees and charges if, in the District's opinion, the event promotes a new and unique activity, enhances the parks system, or provides a service to the public that the District is unable to provide. In declared drought years, the District retains the rights to limit non-essential water activities/usage. An Application for a planned special event maybe denied by District Administrator or designated District Staff if it is determined that the special event will substantially interfere or conflict with:

1. Any other planned special event for which a permit has already been issued; or
2. Any other event or activity already approved within a park; or
3. The availability or provision of public safety or other necessary public services.

## ✂ RUNS / WALKS / BIKE RIDES ✂

A site plan outlining your route along with staging areas, water stops and first aid stations must be submitted along with your Special Use & Event Application. You may be required to provide advisory signs (placed a minimum of two weeks prior to the event).

## ✂ ADVERTISING ✂

Please ensure approval of your Special Use & Event Application by the District before you promote, market, or advertise your event. Acceptance of your application by the District is neither a guarantee of the date or location nor an automatic approval of your event. The event organizer must complete the application requirements entirely before the District will issue a Facility Use Agreement.

## ✂ BANNERS AND SIGNS ✂

Banners and signs can be the most colorful and cost-effective way of promoting your special event and are required for large events. All signs must be approved by SRPD Staff and must state the event name, and applicable dates and times.

- Temporary signs for an event should be posted no more than (2) two weeks before such event and are removed no more than (5) five days after such event.
- When having an event at Rusch Park or Foothill Park, there are sign boards that potentially can be available to post signs, and are clearly visible from Auburn Blvd., Antelope Blvd. or Diablo Dr.

## ✂ INSURANCE ✂

A Certificate of Liability Insurance is required in the amount of \$2,000,000 for General Liability coverage. The Endorsement changes to the policy listing Sunrise Recreation and Park District as additional insured must be attached. The insurance must be filed with the SRPD Front Office at least (30) days prior to your special event. If you are planning on a bounce house, we have an Approved Vendor List in the SRPD Front Office that meets the insurance requirements. The name of the company must be provided to the SRPD Front Office prior to your special event. For more information on the insurance requirements for special events, please check with our Staff at the SRPD Front Office (916) 725-1585.

## ✂ AMPLIFIED SOUND ✂

There are specific guidelines for the use of amplified sound that differ depending on where the proposed Special Event will take place. If your event plans on utilizing sound of any kind, chances are you will need a permit.

- An amplified sound permit is required when sound is audible from more than 100 feet away.
- The volume on your sound amplification equipment must be kept at a level that will not disturb other park users, or the residents in the surrounding neighborhoods.
- If noise complaints are received, you will be asked to turn the volume down, or off.

- No amplified sound is permitted at Tempo Park, because of the surrounding neighborhoods.
- No person shall use amplified sound except between sunrise and sunset.

## ✂ ALCOHOL ✂

If you're planning to sell or serve beer or wine to the public at your event, you must obtain a special daily license from the California Department of Alcoholic Beverage Control (ABC). This license authorizes the temporary sale or serving of beer or wine for consumption on the premises indicated on the license. Sale or consumption off the premises is strictly prohibited. A separate fee is charged for each license.

The City of Citrus Heights Police, Sacramento County Sheriff, Paladin Security or State ABC representatives may be required to review your event plans and alcohol management strategy once you have submitted your one-day alcohol beverage permit request. To begin the planning process, contact the City of Citrus Heights Police Department or Sacramento Sheriff's Department depending upon park site location.

The hiring of officers from the City of Citrus Heights Police Department, Sacramento Sheriff's Department, Paladin Security, or a combination of the above may be required by the District. This would be in order to obtain a special daily license.

## ✂ Park Regulations ✂

- No persons shall be allowed alcohol in any park without proper permits.
- It shall be unlawful for any person under twenty-one years of age to be in possession of an alcoholic beverage.
- Glass bottles are not allowed in any park location with exception to Beer Garden vendor.

## ✂ Beer/Wine Garden ✂

If your event includes a beer garden, State ABC ordinances spell out the following rules:

- The serving and seating area must be completely fenced, and all exits and entrances must be staffed by Security and/or Event Personnel during serving period. *(See fencing on pg. 9 for fire department requirements)*
- Everyone entering the enclosed area must be at least 18 years old.
- Someone must check identification at the entrance that is at least 21 years old.
- Servers must be at least 18 years old for beer and wine; 21 years old for distilled spirits.
- Beer cups must be paper or plastic, hold (16) ounces or less, and be distinguishable from soda cups.
- Wine cups may hold no more than (7) ounces or less.
- Patrons may only be served two cups at a time.
- Servers may not drink alcoholic beverages while serving.
- All alcohol must be consumed within the beer garden area.
- Alcohol service must end a minimum of 15 minutes before the scheduled event end time.
- Alcohol vendor must keep any glass containers that are used in their booth space and must recycle them properly at the end of the event.

## ✂ Required Signage ✂

Posting signage indicating “**No Alcohol Beyond This Point**” or similar wording is required. As a seller of alcoholic beverages you are required by Proposition 65 to display the following warning sign at point(s) of sale and service. Signs can be obtained from your local distributor.

### **WARNING:**

Drinking distilled spirits, beer, coolers, wine and other alcoholic beverages may increase cancer risk, and during pregnancy, can cause birth defects.

## ✂ FOOD BOOTHS ✂

A County of Sacramento Environmental Health Permit, a Business Operation Tax Certificate, as well as a Hot Food Vendor Permit are all required to sell food on public property in the County of Sacramento.

- Environmental Health Permits can be obtained at the Environmental Health Department at (916) 875-8440.
- Business Operation Tax Certificates can be obtained at the Department of Finance at (916) 874-6644.
- Hot Food Vendor Permits contact Environmental Management Department at (916) 875-8440.

Vendors are required to pay SRPD from \$0 - \$150 vendor fee per vendor in addition to any other permit costs.

The following State Fire Code regulations apply to food booths:

- Situate food booths with a minimum of 20 feet of clearance from other tents or structures;
- Open-flame barbecues cannot be set-up within booth structures and must be at least 10 feet from any structure or combustible materials;
- Solid Fuel Cooking must be located at a minimum of 20 feet from tents or other structures;
- All gas stoves, BBQ’s and burners must be approved by Underwriters Laboratories (UL) or the American Gas Association (AGA);
- Deep fat fryers shall not be used in food vendor tents. If a deep fryer is to be used it shall be at least 20 feet from the outside wall of the tent. Deep fat fryers also require the addition of a K TYPE fire extinguisher;
- If you use liquid propane gas for cooking or heating note the following:  
Fuel tank must not exceed seven gallons and must be outside of booth no refueling is allowed during the event, and tank must be securely attached to ground.

***The renter is fully responsible for following the requirements and checking with local authorities on changes in regulations and laws.***

## ✂ VENDOR BOOTHS ✂

Vendor booths are usually similar in construction to food booths, but are meant for retail sale of non-food items. Vendor Booth fees may be waived and are subject to District review. A Business Operation Tax Certificate is required to sell, expose or for sale, or offer for sale any goods, wares, or merchandise within the parks. *(See Tents/Temporary Structures pg. 7 for more information)*



## ⌘ TENTS/TEMPORARY STRUCTURES ⌘

The following Fire Department regulations apply for structures under 200 square feet in size.

- Booths, canopies, or small tents used for food booths cannot exceed 30 feet in continuous length without a 10-foot clearance between structures.
- No open flame devices may be used within a vendor booth.
- Generators shall not be located within 20 feet of tents/canopies.

Tents larger than 200 square feet and canopies larger than 400 square feet must be permitted and inspected by the Fire Department. The following state fire code regulations apply to tents of this size:

### **Location:**

- Must be placed at least 20 feet from any property line, building, or other tent, or temporary structure and vehicles;
- A fire access roadway, at least 20 feet wide, to each tent must be provided;
- All automobiles or vehicles with an internal combustion engine must be at least 20 feet from any tent or temporary structure.
- Combustible wastes must be removed from the area occupied by the tent or temporary structure, as well as from a 30 feet area surrounding the tent.

### **Tent Material:**

- All tents, canopies or temporary membrane structures shall have a permanently affixed label from the office of the State Fire Marshal stating that the material used for the structure is flame retardant or a permanently affixed label and a Certificate of Flame Resistance by a California State Fire Marshal licensed applicator;
- Large stakes for tents must be inspected by Sacramento Metro Fire Department;

### **Exits:**

- Exits must be evenly spaced at least every 100 feet around the perimeter
- Exit shall be clearly marked. Exit signs (internally or externally illuminated) shall be installed with an occupant load of 50 or more.

***The renter is fully responsible for following the requirements and checking with local authorizes on changes in regulations and laws.***

## ⌘ SECURITY ⌘

SRPD shall determine the specific security requirements for an event, including the specific number and type of security; staff, off-duty Sheriff or Police, or licensed private security officers. As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. Stipulations for security requirements are based upon:

- Expected attendance / Size of Special Event
- Location of the event
- Traffic and crowd control requirements
- Serving of alcohol
- History of the event
- Nature of the event
- The amount of advertising used for an event
- Potential impact on the park and surrounding neighborhoods

Generally if you expect fewer than 500 attendees, two security personnel are adequate. An additional security person may be required for every additional 250 attendees. If you expect more than 1,000 people to attend your event, SRPD will need a written security management plan. Approval of this plan is required to obtain a Special Event Permit.

## ✂ PARKING ✂

When planning a special event it is important to consider the impact your event will have on parking. The event holder is responsible for coordinating parking and traffic within the park. Under the supervision of SRPD Staff, the event organizer will need to provide a sufficient number of staff/volunteers to assist with parking and traffic control. Parking is allowed in designated areas only. No vehicles are permitted beyond roadways and parking lots without specific and written approval. If you expect more than 1,000 people to attend your event, please provide SRPD with a parking plan. This plan must be approved SRPD Staff.

## ✂ FENCING ✂

Fenced area refers to any event, or area within the event, that is closed off by temporary fencing. Organizers are responsible for obtaining approval by the Sacramento Metro Fire Department by calling (916) 942-3300.

- Items to be considered by the renting party would include but are not limited to; occupancy, number of exits, exit spacing, exit width, exit staffing, and exit sign/markings. It is dependent on the renter to get appropriate approvals and permits prior to event.

***The renter is fully responsible for following the requirements and checking with local authorizes on changes in regulations and laws.***

## ✂ RESTROOM FACILITIES ✂

Depending on the expected attendance, duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets and handwashing stations to accommodate participants. SRPD requires one chemical toilet for every 250 people, or portion thereof. For every four portable toilets rented for your event, one must be ADA approved to meet specific guidelines set forth by the American with Disabilities Act of 1990. The number of toilets required is based upon the maximum number at your event during peak time. The total number of toilets required will be determined on a case-by-case basis.

## ✂ TRASH DISPOSAL / RECYCLING ✂

Additional trash cans and dumpsters may be required for your event. The anticipated number of participants and activity will determine if additional trash cans and dumpsters are required. It is the event organizer's responsibility to secure additional trash receptacles if they are determined to be needed. SRPD Staff is available to assist the event organizer in securing additional trash receptacles.

You must properly dispose of waste and garbage throughout the duration of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the event site better than you found it, you can have a highly beneficial impact on the SRPD community and establish a good reputation for your event in the future. Failure to do so may result in denial of a future Special Use/Event Permit or the requirement of a cash deposit for future events.

Recyclables generated at your event (i.e., aluminum cans, glass, cardboard, etc.) need to be recycled. There are several organizations that provide collection of recyclables at special events.

## ✂ GENERATORS ✂

- **Location:** Portable generators should be placed in an area where attendees are unlikely to come into contact with them, and be placed at least 10 feet from any combustible materials. Generators shall be located a minimum of 20 feet from tents or canopies.
- **Refueling:** When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can.
- A portable fire extinguisher, minimum 2A 10B: C size, with a current Fire Marshall tag attached must be on-hand and easily accessible at all times.

## ✂ SITE PLAN ✂

A scaled and complete site plan may be submitted or required with your Special Event Application. On your site plan, please indicate:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue.
- All existing structures, restrooms, and parking areas, and any temporary fencing, barriers or barricades.
- Location of all temporary structures (stages, bleachers, grandstands, other seating areas, tents, portable restrooms, booths, trash containers, dumpsters, etc.).
- Location of cooking and/or food service areas; alcohol service areas; vendor areas; and any other booth areas.
- Location of vendors, information booth(s), entertainment areas, staff booths or first aid stations, etc.
- Location of generators and/or source of electricity.
- Placement of vehicles and trailers.
- Entrance/exit locations for outdoor events that are fenced, and entrance/exit locations within tents or temporary structures.
- Identification of all event components that meet Americans with Disabilities Act accessibility requirements (including, but limited to accessible parking, passenger loading/unloading areas, restrooms, seating and path of travel) if your event is open to the public.

## ✂ GENERAL FEE SCHEDULE ✂

A \$25 non-refundable processing fee is required at the time you submit your Special Event application. This fee will put a hold on the date/location during the review process. All information must be completed in order to get a permit issued.

### Fees associated with Special Use & Event Requests:

|  |                              |
|--|------------------------------|
| Application Fee  | \$25 / \$15 non-profit group |
| Competitive Event Application Fee                          | \$100 - \$500                |
| Special Use/Event Permit Fee (1 to 100 participants)       | \$100                        |
| Special Use/Event Permit Fee (101 to 500 participants)     | \$250                        |
| Special Use/Event Permit Fee (501 to 1000 participants)    | \$500                        |
| Special Use/Event Permit Fee (1,001 to 4,999 participants) | \$1,000                      |
| Special Use/Event Permit Fee (5,000+ participants)         | \$2,500                      |
| Vendor Booth Fee (includes advertising & selling)          | \$0 - \$150 per booth        |

|   |             |
|---|-------------|
| Amplified Sound Permit (if applicable)    | \$25        |
| Maintenance Staffing Fees (if applicable) | \$*** (TBD) |
| Facility/Picnic Area Fees (if applicable) | \$*** (TBD) |
| Refundable Security Deposit               | \$250 (TBD) |

**Additional fees may be assessed and determined following application review.**

**Other fees that may be incurred by renter:**

- Security Fees
- Fencing
- Portable Chemical Toilets
- Parking / Traffic Attendants
- Sacramento County Environmental Health permit (if having food booth)
- Fire Department / Fire Permits (if cooking)
- Dumpsters / Trash Disposal clean up

**✂ CANCELLATION POLICY ✂**

Should you, for any reason, need to cancel your event, you must first notify the Senior Recreation Services Manager. The Special Event Application Fee is non-refundable and there is a \$30.00 service charge for all refunds.

Cancellation requests made more than 30 days in advance of the reservation/special event date will receive a full refund less service charge. Generally, there is no refund for cancellation requests less than 30 days in advance of the scheduled reservation/special event date. Cancellations must be in written form; verbal cancellations will not be accepted.

The District reserves the right to adjust the policy depending upon the severity and the circumstances of the situation.

**✂ CONTACT INFORMATION ✂**

|   |                |
|---|----------------|
| Sunrise Recreation & Park District                      | (916) 725-1585 |
| Sacramento Metro Fire Department - Fire Prevention      | (916) 942-3300 |
| County Environmental Health Department (Vendor Permits) | (916) 875-8440 |
| County Sheriff Department                               | (916) 874-5115 |
| City of Citrus Heights                                  | (916) 725-2448 |
| Citrus Heights Police Department                        | (916) 727-5500 |
| Paladin Security  | (916) 331-3175 |
| Waste Management  | (916) 875-5555 |
| (Waste, Water Containers, Chemical Toilets, Dumpsters)  |                |
| Alcoholic Beverage Control (ABC) Permits                | (916) 419-1319 |