

## SPECIAL USE & EVENT APPLICATION

| Applicant and Organization Information |      |
|----------------------------------------|------|
| Name:                                  |      |
| Address:                               |      |
| Daytime Phone:                         | Fax: |
| Email:                                 |      |
| Organization:                          |      |
| Name of contact for day of event:      |      |
| Cell phone number of contact:          |      |
| Organization website:                  |      |
| Tax Exempt # (if non-profit group):    |      |

| Type of Event (Check all that apply)    |                                          |                                             |                                |
|-----------------------------------------|------------------------------------------|---------------------------------------------|--------------------------------|
| <input type="checkbox"/> Run            | <input type="checkbox"/> Non-Competitive | <input type="checkbox"/> School/Educational |                                |
| <input type="checkbox"/> Walk           | <input type="checkbox"/> Competitive     | <input type="checkbox"/> Cultural Event     |                                |
| <input type="checkbox"/> Bike Ride      | <input type="checkbox"/> Concert         | <input type="checkbox"/> Park Festival      | <input type="checkbox"/> Other |
| <b>Event Title</b>                      |                                          |                                             |                                |
| <b>Event Date(s)</b>                    |                                          |                                             |                                |
| <b>Proposed Back Up Date(s)</b>         |                                          |                                             |                                |
| <b>Event Location</b>                   |                                          |                                             |                                |
| <b>Proposed Alternative Location(s)</b> |                                          |                                             |                                |
| <b>Event Hours</b>                      | Start:                                   | End:                                        |                                |
| <b>Set-Up</b>                           | Date:                                    | Time:                                       |                                |
| <b>Breakdown</b>                        | Date:                                    | Time:                                       |                                |
| <b>Attendance</b>                       | Participants:                            | Spectators:                                 | Total:                         |

| Overall Event Description                                                                         |
|---------------------------------------------------------------------------------------------------|
| Briefly explain event and activities: _____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |

**Please answer the following questions. If you answer yes to any of them please describe in the space provided. Use the back of the sheet or extra sheets if you need more room.**

|                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------|
| Have you run this event before? If so, where?                                                                                                |
| Will this event be advertised to the public? Please describe the media to be used for advertisement purposes.                                |
| Is this event private or open to the public?                                                                                                 |
| Will admission be collected or will it be free? If so, how much?                                                                             |
| Does your event involve the sale or consumption of alcoholic beverages?                                                                      |
| Will items or services be sold at this event?                                                                                                |
| Will this event have amplified sound?                                                                                                        |
| Will vendors be cooking or heating food?                                                                                                     |
| Will there be any fenced areas?                                                                                                              |
| Will there be any construction of stages or other improvements, including tents or awnings?                                                  |
| What is your clean up plan after the event? Include your plan for recycling.                                                                 |
| Please describe your procedures for both crowd control and internal security.                                                                |
| Have you hired a security company to handle this event?<br>If YES, please provide the name, phone number and the number of guards you hired. |
| Do you plan on utilizing volunteers? If yes, in what capacity?                                                                               |

## Rules and Regulations

- There is a \$25 Processing Fee per request (\$15 for non-profit groups). For more information about Permit Fees, please see our Special Event Planning Guide. The Sunrise Recreation & Park District's District Administrator or designated District Staff will set fees and access other charges as necessary.
- You must receive approval for your event prior to promoting, marketing or advertising your event. Conditional approval will be made after the Application is initially screened. Acceptance of your Special Use & Event Request by the Sunrise Recreation & Park District is not a guarantee of the date, location or an automatic approval of your event.
- Permit applications require review from SRPD Staff which includes recreation, administration, maintenance, and potentially local law enforcement. The need for review is based on size, scope and impact of event. The process may take up to two weeks and applicants will be notified of status after review is complete.
- A copy of photo identification of the applicant and the responsible party will be required to complete the application process.
- A site plan for your event should be included with your application identifying the location of stages, vendor booths, portable toilets, registration area, exits, first aid, security, etc.
- Depending on the expected attendance and the availability of restrooms at the location of your event, you may need to rent portable chemical toilets and wash stations to accommodate participants. We recommend one (1) chemical toilet for ever 250 people, or portion thereof. For every four (4) portable toilets rented for your event one (1) must be ADA approved to meet specific guidelines set for by the American with Disabilities Act of 1990.
- All debris and trash must be removed from the event site immediately following your event. Failure to do so will result in additional fees and can potentially hinder future events with Sunrise Recreation & Park District. All expenses and coordination of waste removal with SRPD staff will be the responsibility of the event applicant. To promote a green environment SRPD strongly encourages Recycling wherever possible.
- In addition to Special Events permit, additional permits may be required from other agencies. Examples of these permits are: Alcohol Control Board (ABC), Fire Department, Citrus Heights Police or Sacramento County Sheriff. Event holders are solely responsible for securing appropriate permits for all aspects of their event. Copies of permits are due to the Sunrise Recreation & Park District at least (30) thirty days prior to the event.
- 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.
- Liability insurance is required for all special events. The minimum amount will be \$1,000,000 and could require additional coverage depending on the event. The certificate of liability insurance must be returned to the Sunrise Recreation & Park District at least (30) days prior to your event. **For more information please see our Special Events Planning Guide or call (916) 725-1585.**



## AGREEMENT AND SIGNATURE

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name \_\_\_\_\_  
(Printed)

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PAYMENT INFORMATION

Amount due \$ \_\_\_\_\_

Payment Method Cash \_\_\_\_\_ Check \_\_\_\_\_ M/C \_\_\_\_\_ Visa \_\_\_\_\_ AE \_\_\_\_\_

Receipt # \_\_\_\_\_ Facility Use # \_\_\_\_\_

Notes/Comments \_\_\_\_\_  
\_\_\_\_\_

#### Submit your completed application to:

Sunrise Recreation & Park District  
7801 Auburn Blvd.  
Citrus Heights, CA 95610

Thank you for choosing Sunrise Recreation & Park District. We look forward to working with you to promote your event and support our community.

#### SRPD Staff Only

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 5/20/2015