



RIVERSIDE COUNTY
REGIONAL PARK AND OPEN-SPACE DISTRICT



Special Event Application

This application must be submitted for special events held on District property and/or requiring District Services at least 120 days prior to the date of the event in order to submit to the General Manager for tentative approval
Note: If this is a MAJOR EVENT--5,000 or more people--the application must be submitted 180 days prior to the event. In order for the application to be considered complete it must be turned-in to the coordinator in charge of special events, completely filled-out, and accompanied by all pertinent/required supporting documentation. The following items are required to make this application complete:

- Application Fee *Credit card or Cashier's Check*
- Special Events Application, completely filled-out
- Copy of liability insurance based on district standards
- Any event-specific documentation listed in District policy or required by staff

PLEASE NOTE: Advertising and/or marketing of the event will not be permitted until your application has been approved and all required forms have been received.

Please enter the information below and answer all areas as thoroughly as possible. For those questions that do not apply, simply indicate *not applicable (n/a)*.

Name of Event	Type of Event
Date of Event	New Event Returning Event
Proposed Starting Time	Proposed Ending Time
Set-up Time	Tear-down Time
Requested Location	If a park site, which park?

If not using the entire park, please indicate specific area of use:

Name of Person or Organization Hosting the Event

Check all that apply:	Previously Hosted an Event with RivCoParks	501c3	Sponsor
Hosting Organization	Parks Dept. Support Group	County Department/Division	
Boy Scouts of America	Girl Scouts of the USA	Troop #	
District Representative		Phone	

Address	City	State	Zip
Phone	Cell	Fax	
Email			

ATTENDANCE INFORMATION

Targeted audience for this activity/event

Estimated Attendance

Estimated # Staff/Volunteers

Event is Will fees be charged? Yes No If yes, how much?

Will fees be collected on-site? Yes No Who will the proceeds benefit?

ALCOHOL *Serving alcohol is subject to approval by the District General Manager.*

Are you requesting that alcohol be served?

Will alcohol be sold on-site? Yes No Who will the proceeds benefit?

Note: Requests to serve alcohol must be accompanied by submission of a license obtained from the California Department of Alcoholic Beverage Control. abc.ca.gov

EVENT SITE OR ROUTE MAP

In the space provided below, please describe the proposed route for parades, runs, walks, etc. A detailed map of the event site or route must be included with this application if traffic control or parking are significant issues. You will be prompted at the end of this application to upload a layout or drawing of your traffic map.

STREET CLOSURES

Are you requesting that any public streets be closed for this event/activity? YES NO

If YES, identify the streets/blocks and indicate the times the closure is requested:

Will there be any equipment in the public right of way (car displays, tents, etc.)? YES NO

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage. An approved traffic control plan will be required prior to implementing any closure or redirection based on the event. The plan should specify pedestrian management, traffic signal modifications, etc (if applicable). A changeable message sign may also be required.

Please list your traffic control contractor and/or traffic control plan if applicable:

VEHICLE LOADING/UNLOADING

Are you requesting that vehicles be permitted to load/unload on District property? YES NO

If YES, please indicate the location and times loading and unloading would occur:

Unloading Location: Time:

Loading Location: Time:

VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not normally permitted to drive or park on the turf of district park grounds due to extensive underground irrigation systems that may sustain damage when vehicles drive across control boxes, sprinkler head and the lines.

Are you requesting that vehicles be permitted to drive or park on public grounds? YES NO

If YES, please indicate the type(s) of vehicles and the locations and times they would be driven:

FOOD VENDORS*

Food vendors must obtain a valid health permit from the Riverside County Department of Public Health, if they do not already have one. A copy of this must be faxed to the Special Events Coordinator at least 15 days prior to the event and the original must be placed on display on the day of the event. In addition, all vendors selling food or other products must obtain and have all other required permits and/or licenses from the city the event is being held in (e.g. business license).

Will food be served at the event? Yes No

If YES, the food will be (check all that apply):

Provided Free Cooked/Prepared On-site Cooked on an Open Fire

Available for Purchase Who will the proceeds benefit?

Please provide a description of the food you will be serving:

Does vendor have a valid health permit issued by Riverside County Department of Health? YES NO

**Unless otherwise noted, all vendors will be required to provide proof of insurance to the Special Events Coordinator*

OTHER VENDORS

Are you requesting approval to offer other items for sale at the event? YES NO

IF YES, describe the type and cost of items for sale:

Who will the proceeds benefit?

Select which of the following vendors will be at the event:

Jumper	Company	Phone
Amplified Music	Company	Phone
Live Animals	Company	Phone

Unless otherwise noted, all vendors will be required to provide proof of insurance to the special events coordinator.

EQUIPMENT

Please indicate the equipment that will be used during the event, and the # of units.

PA/Speaker System	Stages	Tables
Generators	Tents/Canopies	Chairs
Light Towers	Extension Cords	Other

CLEAN-UP AND TRASH REMOVAL

Clean-up of the event area immediately following the event, including trash removal from the site, is the responsibility of the applicant.

For each, please indicate the contractor or organization responsible:

Clean-Up	Phone
Trash Removal	Phone

EVENT PARKING

Sufficient parking must be planned and designated depending upon the type and location for your event. Please indicate what areas you plan on utilizing for participant/attendee parking:

Will you provide designated parking for disabled persons? YES NO

Location:

PORTABLE RESTROOMS

Will additional portable restrooms be brought to the event site? YES NO

Company: Phone:

Number of Portables: Number of ADA Portables:

Please allow one portable restroom for every 100 guests in attendance (not including Parks facility restrooms).

CAMPSITES

Will you be reserving any of the following with your special event?

Campsites How many? List Specific Sites:

Group Campsites How many? List Specific Sites:

Cabins* How many? List Specific Cabins:

Cabins apply to Rancho Jurupa Park only

SHADE STRUCTURES

Select the site-specific shade structures you would like to reserve:

Rancho Jurupa Park Lake Skinner Recreation Area

Bogart Park Lake Cahuilla Recreation Area

Acorn Pecan Day Use #1 Day Use #2 Day Use #3

Max # People Using: Date/Time:

POOL (Lake Cahuilla Recreation Area only)L (Lake Cahuilla Recreation rea only)

Complete this section if you would like to reserve the pool at Lake Cahuilla Recreation Area for your event.

Max # People Using: Date/Time:

Will you need a lifeguard?? Yes No

FISHING PERMITS (Rancho Jurupa, Lake Cahuilla, Lake Skinner, & Bogart Parks only.)

Complete this section if you would like to purchase fishing permits for your event. Qty.:

Date/Time:

MINI GOLF (Rancho Jurupa Park only)Jurupa Park only)

Complete this section if you would like to reserve Mini Golf for your event.

Max # People Using: Date/Time:

