

SPECIAL PARK USE PERMIT REQUEST

FIRST TIME REQUESTS ONLY

- * Please note:**
- This is a request for a Park Use Permit for your event or activity only.
 - This does not constitute a permit or approval for your event or activity.
 - Upon approval of this request form, permit requirements must be completed in order to proceed with the event or activity.

**** Please complete the following sections as completely as possible and submit no less than 60 days from the requested use date.**

Date of Request:

CONTACT INFORMATION		
Organization:	Non-Profit Tax ID #:	
Contact Name:	Email Address:	
Day Phone:	Cell Phone:	
Address:		
City:	State:	Zip:
Alternate Contact:	Email Address:	
Day Phone:	Cell Phone:	

EVENT / ACTIVITY INFORMATION		
Type of Permit Requested: <input type="checkbox"/> Special Event <input type="checkbox"/> Filming/Photography <input type="checkbox"/> Assembly		
Event/Activity Name:	Type of Event/Activity: (Custom Text Entry Allowed)	
Park Requested:	Additional Area Requested: (Ex: Picnic Site, Trails)	
Date(s) of Event / Activity:	Time: (Including setup & cleanup) _____ am/pm to _____ am/pm	
	Event Time: (Not including setup & cleanup) _____ am/pm to _____ am/pm	
Estimated Attendance: Total: _____ Participants: _____ Spectators: _____ Youth (under 18): _____		
Is this a new or repeat event/activity? <input type="checkbox"/> New <input type="checkbox"/> Repeat	Will an entry or use fee be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the event/activity go outside of park boundaries? (Ex: Using sidewalks or streets) <input type="checkbox"/> Yes <input type="checkbox"/> No	Will food/beverages be offered to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is vehicle access on trails requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will food/beverages be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is amplified sound desired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol (beer/wine only) be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will electricity or a generator be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol (beer/wine only) be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this an overnight event/activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will merchandise be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	

ADDITIONAL EVENT / ACTIVITY INFORMATION

Please describe your event/activity, including its primary intent and any related activities:

Please list any equipment or supplies that you would like to bring in for your event/activity: (Ex: canopies, stage, vehicles, etc)

Please provide a general timeline of your event/activity:

Please note any other requests or information that pertains to your permit request:

***Please attach the following if applicable:**

- A map or diagram of your proposed route or set-up
- A detailed proposal of your event/activity
- Additional sheets if necessary for further information on the above questions

To be completed by Special Park Use Staff:

Operations Approval:

Signature

Date

Reviewed with (as applicable):

- Park Supervisor/Manager
- Maintenance
- Park Rangers
- Other: _____

Pre-Event Meeting Required with:

- OCA
- PD
- Fire
- DOT
- DEH
- ESD
- ABC
- Other: _____

Comments:

*Return via email or fax only no less than 60 days from requested use date.