State of California • Natural Resources Agency
Edmund G. Brown Jr., *Governor*
DEPARTMENT OF PARKS AND RECREATION
Major General Anthony L. Jackson, USMC (Ret), *Director*
Inland Empire District • 17801 Lake Perris Drive, Perris, CA 92571
(951) 940.5600• Fax (951) 657-0077

Recreation Vehicle Club Rally Requirements

Thank you for choosing Lake Perris SRA to have your event! Due to recent departmental audits, as of March, 2013, there have been some changes to the RV Rally process. All rallies will be required to submit a Special Event Permit when reserving an event. Reservations may be made up to 12 months in advance. Site specific reservation is not guaranteed less than 7 months in advance.

Insurance is not required!

Special Event Fees and Process:

The DPR Special Event Permit is available at the Lake Perris State Recreation Area Sector Office or the Luiseno Campground Office. You may also inquire directly with Jessica Kruppa, our special event coordinator. She can be reached by email at Jessica.kruppa@parks.ca.gov and can send you all the forms electronically.

The Special Event Permit along with all applicable fees is considered a complete package and will be processed upon receipt. Special Event Permits will not be accepted 14 days before a scheduled event. Due to audit purposes, only one event date will be allowed on each permit. Completed applications can be sent to Jessica via email or mailed to:

Lake Perris SRA
Attn: Jessica Kruppa / Special Events
17801 Lake Perris Dr.
Perris, CA 92571

Administrative Fee: Special Event completed, submitted, and approved 30 days prior to the event: $25.00

Late Fee: Please ensure your application and insurance are submitted 30 days in advance. All complete applications submitted less than 30 days prior to an event will be charged $100 to expedite the permit. We will not approve any applications less than 14 days prior to an event.

Sites: There are 264 RV campsites which each have a barbeque/fire pit, picnic table, and are located near restrooms with hot showers. Hook-ups include water, electricity and a grey water drain. There are no black water/sewer hook-ups, but a black water dump station is located near the campground entrance/exit.

Site Fees: $15.00 per RV. This includes a maximum of 8 people and a maximum of 3 vehicles (including trailers) per site.

RV Rally Procedures:

Pre-rally:

1. Complete the RV Rally information sheet and submit it to the campground.
2. Submit a completed Special Event Permit with $25.00 fee.
3. Obtain approval for the event.

Day of Rally:

1. Group leader checks in at the campground office.
2. Group leader obtains the rally check-in sheet and vehicle parking tags.
3. Group leader checks in participants and issues tags.

Day of Departure: Return to the campground office by 12 noon with the rally check-in sheet to pay for your sites. Payment can be made with cash, check (1), money order (1), cashier check (1), or credit card (1).

If you have any questions, please contact the Lake Perris Campground at 951-940-5603, or e-mail Jessica Kruppa at Jessica.kruppa@parks.ca.gov.

RV RALLY INFORMATION SHEET

Today's date_____

DATE OF RALLY: _____

NAME OF GROUP:_____

ADDRESS:_____

CITY:_____STATE:_____ ZIP:_____

PHONE NUMBER:_____

WAGON MASTER:_____

NUMBER OF SITES REQUESTED:_____

SPECIFIC SITES REQUESTED:_____
(SUBJECT TO CHANGE)

Park Use Only

APPROVED BY:_____ Date_____

NOTES:_____

_____

SPECIAL EVENT PERMIT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: *To apply for a Special Event Permit, complete this form and read the Special Event Permit Terms and Conditions attached. Submit an original of the completed forms and correct insurance certificates, (all with original signatures, any supplemental documents (see No. 4 below), and a check, cash, or money order to cover the required filing fee to the District office of the park unit where the event will be held.*

APPLICANT/ORGANIZATION		
ADDRESS	CITY/STATE/ZIP CODE	
CONTACT PERSON	BUSINESS PHONE ( )	HOME PHONE ( )
PARK UNIT **Lake Perris State Recreation Area**	E-MAIL ADDRESS	
PARK AREA/FACILITIES TO BE USED:	DATE(S)	HOURS

1. PURPOSE OF THE EVENT: (Why are you having it, what sort of event is it?)

2. REASON FOR THE PERMIT: (List all items that will need to be covered by the permit, such as bounce houses, DJ's, PA Systems, etc.)

3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT AT ONE TIME AND METHOD FOR LIMITING ATTENDANCE (THE STATE MAY LIMIT THE MAXIMUM ATTENDANCE WITHIN ITS DISCRETION):

4. PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES	NO	
☐	☐	Does the event involve the sale or use of alcoholic beverages?
☐	☐	Will additional fees be charged for participants (beyond regular facility fees)?
☐	☐	Will items or services be sold at the event?
☐	☐	Are there any other special conditions or requirements? (e.g., accessibility - see page 2)

If you answered yes to any of the above questions or if liability insurance is required (see Special Event Permit Terms and Conditions), please complete and attach a DPR 246A, Special Event Permit Supplement. If none of the above conditions apply, please complete the signature block below.

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE ▶ **DATE**

FOR DEPARTMENT COMPLETION ONLY

TOTAL PERMIT FEES	COMMENTS	
REVIEWED AND RECOMMENDED BY ▶		DATE
TITLE		BUSINESS PHONE ( )
ADDRESS **17801 Lake Perris Dr.**	CITY/STATE/ZIP CODE **Perris, CA 92571**	
APPROVED BY ▶		DATE
TITLE		BUSINESS PHONE ( )
ADDRESS **17801 Lake Perris Dr.**	CITY/STATE/ZIP CODE **Perris, CA 92571**	
DIRECTOR APPROVAL *(for alcoholic beverage sale of more than 4 days only)* ▶		DATE

Department of General Services Use Only

SPECIAL EVENT PERMIT SUPPLEMENT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: Complete the information requested below then submit this form with your DPR 246, Special Event Permit.

1. List of fees and charges to participants attending the event. (This is if you plan on charging participants to attend your event)

2. Plan and method for collecting special fees. (Are you collecting fees before your event? At the event? If at the event, how will you collect the fee? At a booth a table?)

3. Estimated gross receipts and net profits to the permittee.

4. Guaranteed minimum fees and/or percentage of the gross income to be paid to the State as rent. (determined by park superintendant)

5. Method of garbage collection and disposal. (If your event uses 4+ Group Camp or all 3 Group Picnic sites, you may be required to rent additional dumpsters)

6. List of items to be sold during the event. (If money is collected for an item, list the item. Buttons, water, whatever you charge for.)

7. Method of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The State reserves the right to review and approve all promotional material to protect the interest of the Department.

8. Detailed description of the program to be presented and the displays and concession booths to be installed. (Prepare attachment if additional space is required.)

9. List of all the organizations involved whether sponsors, recipients or promotional firms. Commercial sponsors must specifically be listed.

SPECIAL EVENT PERMIT
TERMS AND CONDITIONS

Special Event Permits, when approved, shall be issued subject to the following provisions:

1. All activities and arrangements for advance preparations within the above named unit, shall be at the direction of the District Superintendent or authorized representative.

2. Rules and regulations of the Department of Parks and Recreation unless specifically exempted or otherwise noted shall be observed by the permittee, employees, agents, or contractors.

3. The only special activities granted permittee herein are those which are listed in writing on the permit.

4. **No structures or sets may be constructed unless specifically provided for and described in writing, no digging or excavation is permitted, and no shrubbery or trees are to be cut, trimmed or injured. No additions, alterations, modification, or decorations may be affixed to any Department of Parks and Recreation facility without specific written approval of the District Superintendent.**

5. Fires will not be permitted except upon the specific written approval of the District Superintendent and under specific direction.

6. **Vehicles under the authority of the permittee will be parked in areas designated by the District Superintendent.**

7. **Permittee will control all traffic and vehicles associated with the event as directed by the District Superintendent.**

8. **Permittee will maintain the permitted area in a clean and sanitary condition and will restore the area to the condition in which it was received to the satisfaction of the State.**

9. Permittee will repair or be billed at the discretion of the State any and all damage to the park unit or any State property which was a result of permittee's activities. State will be the sole judge of the extent of damage and the extent of repairs required to remedy the damage. All repairs will be performed to the satisfaction of the State.

10. **The State may require at its discretion, the following special conditions:**

    a) Fire control measures and additional fire fighting equipment to be furnished by permittee as required by the District Superintendent.

    b) First-aid service to be supplied by permittee, including ambulance service, doctors or nurses.

    c) Additional police protection and/or traffic control personnel. Policing of the event will be provided by permittee and at own expense.

    d) Parking arrangements required for permittee's operating personnel.

    e) Additional sanitary facilities as required by the District Superintendent. Sanitary facilities over and above those furnished by State may be provided by permittee and at own expense.

    The permittee will be charged a fee based on the number of hours and job classification of State personnel required to meet any special condition.

    All special conditions and associated fees will be listed on the permit.

11. Unless otherwise specified on the Special Event Permit, the State agrees to provide the following services, if available or appropriate.

    a) Maintain public restrooms.
    b) Provide fresh water.
    c) Provide electricity.
    d) Provide garbage cans and remove refuse.
    e) Clean all areas prior to occupancy by permittee.

12. The interest of permittee created by this agreement may be subject to property taxation. Permittee agrees to pay any possessory interest tax or any other tax levied on such interest and to indemnify the State from any damage or loss arising, by reason of such tax or Revenue Taxation Code Section 107.6.

13. Permittee may be charged a permit fee in addition to normal park fees, based on costs incurred by the State, size and scope of the event, and prevailing fees for commercial facilities in the locality.

14. Depending on circumstances and probability of occurrence, permittee may be charged a damage deposit as determined by the District Superintendent. Costs for damage repair and any fines or penalties for noncompliance with permit conditions will be deducted from this deposit. The District Superintendent shall determine if all or only a portion of the deposit is refundable.

15. The District Superintendent may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public for the protection of resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. In addition, any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

16. It is an express condition of this permit that the State, its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the State, its officers, agents and employees from all liabilities charges, expenses (including counsel fees) and costs on account of or by reason of any such deaths, injury, liabilities, claims, suits, or losses however occurring or damage growing out of same.

17. **For events having greater potential hazard or liability to the State than is incurred through typical daily park activities, permittee will be required to provide the District Superintendent with a certificate of insurance with required endorsements as proof of liability insurance coverage. The policy will cover the period of the permit and will be in an amount no less than one of the following as determined by the District Superintendent:**

    - Public Liability $300,000 each person, $500,000 each occurrence. Property Damage Liability and Products Damage Liability $200,000; OR

    - **Combined single limit (CSL) $500,000 per occurrence; OR**

    - Combined single limit (CSL) $1,000,000 per occurrence.

    Insurance policies shall be underwritten to the satisfaction of the State and shall contain the following special endorsement:

    State of California, its officers, employees, and servants are included as additional insured but only insofar as operations under this contract or permit are concerned;

    The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to State.

    This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the entire term of the permit.

18. Contacts relating to the insurance policy and payment of fee and in regard to the permit generally may be made through the District Superintendent.