

SPECIAL EVENT PERMIT SUPPLEMENT

State of California - Natural 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 in addition to regular park facility fees)

2. Plan and method for collecting special fees.

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.

5. Method of garbage collection and disposal.

6. List of items to be sold during the event.

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.

FOR DEPARTMENT COMPLETION ONLY

SPECIAL CONDITIONS REQUIRED OF THE PERMITTEE BY THE DEPARTMENT OF PARKS AND RECREATION:

Have accessibility issues been addressed? YES NO

EXCEPTIONS TO SERVICES PROVIDED BY THE STATE AS LISTED IN SPECIAL EVENT PERMIT AND CONDITIONS:

THE ITEMS CHECKED BELOW MUST BE RECEIVED AT THE DISTRICT PRIOR TO THE EVENT UNLESS OTHERWISE STATED.

- \$ _____ Permit
- \$ _____ Damage Deposit
- Proof of liability insurance coverage (Certificate of Insurance) in an amount not less than the following:
 - Combined single limit (CSL) \$500,000 per occurrence (must be received at least 60 days in advance of event)
 - Combined single limit (CSL) \$1,000,000 per occurrence (must be received at least 60 days in advance of event)
 - Public liability \$300,000 each person; \$500,000 each occurrence. Property damage, liability and products damage liability \$200,000.
- Copy of license to sell alcoholic beverages from the California Department of Alcohol and Beverage Control (must be received at least 10 days in advance of event)

YES NO WALK THROUGH CONDUCTED WITH PERMITTEE.

COMMENTS: