

# Special Event Permit Application

## California State Parks - Gold Fields District

To apply for a Special Event permit you must complete this application fully and also certify that you have read and will comply with the attached "Terms and Conditions". This application, including the signed *Terms and Conditions* and all other required materials must be returned with a non-refundable \$50 filing fee. Application must be submitted no less than 45 days in advance of any proposed Special Event.

Location of Event: ☐ Folsom SRA ☐ Auburn SRA ☐ Delta Sector ☐ Marshall Sector

Organization/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Date(s) of Event/Use (specify dates from and to, if reoccurring provide frequency e.g. - M-F, once a week, monthly, etc.): \_\_\_\_\_

\_\_\_\_\_

Hours of Event/Use: From \_\_\_\_\_ ☐ AM ☐ PM To \_\_\_\_\_ ☐ AM ☐ PM

Total hours requested: From \_\_\_\_\_ ☐ AM ☐ PM To \_\_\_\_\_ ☐ AM ☐ PM  
(Include any set up and clean up time)

Number of Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Staff: \_\_\_\_\_

Description of the activity and specific locations requested (Please use attachments as necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Event Information**

Yes No

- |   |                          |                          |
|---|--------------------------|--------------------------|
| <b>1.</b> Will the event or use require park unit or area closure?<br>If yes, provide a detailed map showing the requested closure(s).  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2.</b> Will the event or use utilize trails?<br>If yes, provide a detailed map of trails to be used.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3.</b> Will the event or use require trail closures?<br>If yes, provide a detailed map showing requested closures.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4.</b> Will the event or use require the utilization of designated campgrounds or non-designated camping?<br>If yes, provide a detailed map or plan of area(s) to be used.               | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5.</b> Will the event or use require the utilization of developed picnic facilities or day use areas?<br>If yes, provide a detailed map of the area(s) to be used.                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6.</b> Will the event or use require the utilization of a body of water?<br>If yes, provide a detailed map of the area(s) to be used.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>7.</b> Will a public address system or other amplified sound equipment be used?<br>If yes, provide a detailed plan for all amplified sound.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>8.</b> Will vendors or contractors be operating a booth, shop or mobile operation?<br>If yes, provide a detailed plan describing the quantity of vendors, items being sold and pricing.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>9.</b> Will alcohol be sold or given away?<br>See <i>Terms and Conditions</i> for additional information   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>10.</b> Will fees be charged for participants beyond normal park fees?<br>If yes, how much? \$ _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>11.</b> Will fees be charged for spectators beyond normal park fees?<br>If yes, how much? \$ _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12.</b> Will you require overnight security of equipment or facilities?<br>If yes, provide a detailed security plan including personnel and contact information.                         | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>13.</b> Will you require access to areas normally closed to the public or access outside normal park hours?<br>If yes, provide a map identifying those locations and the time requested. | <input type="checkbox"/> | <input type="checkbox"/> |

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| <b>14.</b> Will there be a need for on-site parking control?<br>If yes, provide a detailed traffic plan.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>15.</b> Will there be a need for additional portable toilets?<br>The ratio of persons to toilets is 75:1, see <b><i>Terms and Conditions.</i></b>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>16.</b> What method of communicating with park staff will be used?<br><input type="checkbox"/> Radio <input type="checkbox"/> Cell Phone                     |                          |                          |
| <b>17.</b> Describe below the method of garbage collection and disposal that will be used?<br>Dumpsters may be required see <b><i>Terms and Conditions.</i></b> |                          |                          |

If you answered yes to any of the above please provide additional detail below. Use attachments and additional pages as necessary.

# **Gold Fields District Special Event Permit**

## **Terms and Conditions**

Gold Fields District Office, 7806 Folsom-Auburn Road, Folsom CA, 95630

The Gold Fields District Special Events *Terms and Conditions* is provided to guide and assist special event organizers, activity managers, and large public assemblies who desire to use the state park lands in a safe and conscientious manner. All special events must be suitable and appropriate for California State Parks and its departmental mission.

“The Mission of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, and protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.”

Special Events, are activities organized by any company, association, organization, group of persons or individual that wish to hold, conduct or participate in any celebration, service, picnic, exercise, or special event in any state park unit which are beyond the normal scope of activities and operations conducted in park units, must obtain a Special Event Permit in accordance with State Park rules and regulations. District Superintendents may permit a Special Event when it is found to be in the best interest of the Department, is conducted by an appropriate sponsor and is at no net expense to the State [California Code of Regulations, Title 14, Section 4301(j)]. Also, the department may collect fees, rents and other returns for the use of any state park system area, the amounts to be determined by the department. [Public Resources Code 5010(a)].

The approval for all special event permits has been delegated by the District Superintendent to the Sector Superintendents. The Gold Fields District consists of four sectors:

- Folsom Lake State Recreation Area
- Auburn State Recreation Area
- Brannan Island State Recreation Area
- Marshall Gold Discovery State Historic Park.

Gold Fields District sectors may have some specific procedures & policies applicable only to that unit. Special events that take place in more than one sector will require approval of all affected Sector Superintendents.

### ***Special Event or Special Use Permits Required:***

- When there is a greater potential hazard or liability to the State than is incurred through typical park activities;
- When the event causes the exclusive use of a unit or area within the park;
- When the event or use interferes significantly with the public's use of a unit or area within the park;
- When staffing or staff time is required to have an event or use occur in the park;
- When goods or services are sold or contracted;
- When alcohol is present at a planned event or use;
- When an event or use impacts the park's natural or cultural resources;
- When the event or use is significantly different from general park use;

- When an event or use impacts local communities or public agencies;
- When participants are charged additional fees beyond regular facility use fees.

A Special Event Permit or Special Use Permit is required when any of the above occurs wholly or partially within property owned, managed, or administered by the CA State Parks.

Please initial each of the following sections indicating you have read and understood them. A signed copy of these *Terms and Conditions* must be attached to your special events application.

- 1. Filing & Permit Approval** **Initial:** \_\_\_\_\_

After receiving a preliminary special event application approval from the special event staff, the submission of an activity fee and deposit is required.

  - The submission of a filing fee should not be construed as event/use approval or date conformation.
  - Event organizers should not assume an event/use is approved based upon a previous year's approval.
  - All organizers of new and annual events/use are required to complete the entire special event process for each event/use.
  - Events will not be advertised to the public prior to the approval of the special event permit. Events can be "tentatively" approved up to one year in advance to assist with event organizing and advertising. Premature advertising of an event will be grounds for non-approval or cancellation.
- 2. Insurance – Requirements** **Initial:** \_\_\_\_\_

All special event applicants must obtain a Certificate of Insurance specifically naming the **State of California** as additionally insured. At Folsom and Auburn SRA's, the **U.S. Bureau of Reclamation** must also be included as additionally insured.

  - All special event applicants must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.
  - Any event/use that involves automobiles, motorcycle racing, downhill mountain bike events, rodeos, thrill shows, fireworks exhibitions, carnivals, and the use of aircraft or watercraft, is considered a hazardous activity and requires receipt of proper insurance certification 60 days in advance of the event date.
  - Vendors at events will have: Public Liability Insurance of \$300,000 each person, \$500,000 each occurrence and \$200,000 for both Property Damage Liability and Products Damage Liability or combined single limit insurance of \$500,000 or \$100,000.
  - 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.
  - A sample insurance certificate form (DPR169a) is attached (Attachment A).
  - The following exact language must be included in the Certificate of Insurance: At Folsom and Auburn Sectors:

***“State of California and U.S. Bureau of Reclamation, their officers, employees, and servants, are included as additional insured but only insofar as operations under this contract or permit are concerned.”***

At Delta and Marshall Sectors:

***“State of California, their officers, employees, and servants, are included as additional insured but only insofar as operations under this contract or permit are concerned.”***

### **3. Fees**

**Initial: \_\_\_\_\_**

All special event/use fees must be paid in full prior to approval. Incorrect calculation of fees or costs to the park will be collected utilizing the event deposit. Incorrect calculations can occur when participant numbers are incorrect, facilities are used without permission, unscheduled maintenance or damage repair is required, or any other unforeseen costs deemed to be the responsibility or cause of the permittee.

#### **a. Filing & Processing Fees**

- Filing Fee is \$50.00, non-refundable. A completed permit application is required to be submitted a minimum of 45 days in advance of the special event/use.
- Applications submitted less than 45 days in advance will be charged an additional \$75.00 late fee. Applications submitted less than 30 days prior to a special event/use will not be reviewed or approved.
- Events involving the sale of alcohol or hazardous activities must be submitted 75 days in advance.

#### **b. Activity Fees**

- Special event activity fees will be determined by the special event staff.
- All prior events sponsored by the event coordinator or organization will be used as a basis to assess costs for the current special event application.
- Event deposits may be reduced or increased based on past performance.

#### **c. Employee Cost**

- Some event/uses may require occasional monitoring. Minimum monitor time is 4 hours.
- Special event staff will determine staffing needs for the event/use.
- All State Park employee time must be paid for in advance.
- Current staff rates: Park Aid - \$15.00 per hour, Adm. Staff - \$35.00, Ranger - \$77.00.

#### **d. Waiver of Fees**

- Some fees may be waived for Department co-sponsored or state park cooperative/volunteer association sponsored activities.
- Some fees may be waived for activities that contribute to the Department's community involvement goals.

**4. Activity Fees**

**Initial:** \_\_\_\_\_

Activity fees are based on the extent of the area used, the size and scope of the event/use, the frequency of occurrence, the impact on resources and facilities, consideration of prevailing fees for comparable facilities, the amount of permittee's equipment to be placed in the park, the number of permittee's employees and vehicles using the park unit, the worth of the park facilities to the permittee, the amount of profit the permittee expects to make at the event, and the cost of services (personnel and otherwise) provided by the Department.

**Event size is the total number of participants, spectators, staff and volunteers. State parks event staff will normally use the previous year's event size to determine the current year's fee.**

**STANDARD EVENTS/USES**

**Category I Events**

Events/Uses that fall within this category include small, infrequent events that are consistent with the Department's Mission and the park's recreation and resource values. These events/uses do not collect any participant fees, do not conduct any sales, do not use commercial vendors and require only minimal state park staff time. Unless specified otherwise the fees are:

Filing Fee	Activity Fee	Deposit	Vendor Fee	Staffing Costs
\$50.00	To Be Determined	\$100.00	NA	\$60.00

**Category II Events**

Events/Uses that fall within this category include infrequent events that charge additional fees or donations for participation, request use of alcohol within closed areas, have special gate access request, request minor park closures or limited exclusive use, or request the services of outside commercial entities (e.g. caterers). Category II is limited by event size. Unless specified otherwise the fees are:

Filing Fee	Activity Fee		Deposit	Dumpster and Restroom Fee	Vendor Fee	Staffing Costs
\$50.00	1 – 50	\$100.00	\$250.00	To Be Determined	\$50.00 per Vendor	To Be Determined
	51 – 100	\$200.00				

**Category III Events**

Events/Uses that fall within this category may include any of the above infrequent events where numbers are over 100 persons and involve the sales of alcohol, create major facility impacts or exclusive use of a significant portion of a sub-unit or unit, and/or commercial events.

Unless specified otherwise the fees are:

Filing Fee	Activity Fee	Deposit	Dumpster and Restroom Fee	Vendor Fee	Staffing Costs
\$50.00	101 – 200    \$300.00 201 – 300    \$400.00 301 – 400    \$500.00 401 – 500    \$600.00 501 – 1000   \$800.00 Each additional block of 500        \$1000.00	\$500.00     \$1000.00	Required  Figure To Be Determined	\$150.00 per Vendor	To Be Determined

**NON-STANDARD EVENTS/USES****Category IV Events**

Events/Uses that fall within this category include reoccurring training or activities by groups, clubs or teams that are consistent with the Department's Mission and the park's recreation and resource values. They are not for profit but may collect fees, dues, or donations for cost recovery, do not conduct sales, do not use commercial vendors, use minimal equipment and facilities, and require only minimal state park staff time.

Unless specified otherwise the fees are:

Filing Fee	Activity Fee	Deposit	Staffing Costs
\$50.00	1 – 25 people & activity is once per week or less - \$50.00/month  1 – 25 people & activity is 2 days per week or more - \$75.00/month	\$100.00	To be determined



### Category V Events

Events/Uses that fall within this category include reoccurring training or activities by groups, clubs or teams that are consistent with the Department's Mission and the park's recreation and resource values. They are not for profit but may collect fees, dues or donations for cost recovery, request special gate access, request minor park closures, request limited exclusive use, or request special uses or access outside normal park rules and regulations (e.g. - coaching boats).

Unless specified otherwise the fees are:

Filing Fee	Activity Fee	Deposit	Dumpster and Restroom Fee	Staffing Costs
\$50.00	1 – 50 people & activity is once per week or less - \$100.00/month  1 – 50 people & activity is 2 days per week or more - \$150.00/month  51-100 people & activity is once per week or less - \$200.00/month  51-100 people & activity is 2 days per week or more \$250.00/month	\$200.00	To Be Determined	To Be Determined

#### 5. Fee Payments

Initial: \_\_\_\_\_

All payments must be made by means of check or money order.

- Checks must be made payable to California Department of Parks and Recreation.
- All fees must be paid in full at least 30 days prior to the event/use and NO post dated checks will be accepted.
- Separate checks must be submitted for the Application Fee, Activity Fee and Deposit. Deposits are for damages, permit violations, overages, and unforeseen costs of the activity/event.
- Deposits will be collected on an annual basis for reoccurring uses.
- During the initial application process, only the Filing Fee check will be accepted. All other checks will be returned immediately.

#### 6. Parking/Day Use Fees

Initial: \_\_\_\_\_

Parking/Day use fees are required in conjunction with special event fees.

- Participants, parents, organizers, leaders, volunteers, and spectators are required to pay day use fees upon entering the park, in a motorized vehicle. This fee is \$10 per vehicle in most areas.
- Permittees can purchase blocks of day use fees prior to the event/use.

7. **Cancellations** Initial: \_\_\_\_\_  
The Filing Fee is non-refundable. Activity fees and deposits may be refundable.
- If an event/use cancellation is requested by the permittee less than five business days prior to the scheduled event/use, the activity fees and deposit may be forfeited.
  - Forfeiture of funds will only occur when Sector Superintendent deems it necessary.
  - Special events/uses can be canceled or ended early by special event staff or State Park Peace Officers based on public safety or natural and cultural resource protection.
  - Refunds will not occur after the commencement of an event/use. Natural events such as rainouts, high winds, and low water will not be grounds for refunds.
8. **Deposits** Initial: \_\_\_\_\_  
All deposits must be paid in full prior to event/use approval.
- All events/uses are subject to the deposit requirement
  - Incorrect estimations of fees or costs to the park will be collected utilizing the special events deposit.
  - If the deposit has insufficient funding, a subsequent bill will be sent to the permittee.
  - Following the conclusion of an event/use and satisfactory clean up, deposits will be returned within 10 working days.
  - "Signed Off" deposit checks from previous permits will not be transferrable to the permittee's next scheduled event/use. Each special event/use requires a new deposit check.
9. **Advertising** Initial: \_\_\_\_\_  
Special events/uses will not be advertised prior to the approval of the special event.
- Special events/uses can be "tentatively" approved up to one year in advance to assist with event organizing and promotion.
  - Premature advertising of a special event/use will be grounds for non-approval or cancellation.
  - Any use or display of the California State Parks trade-mark logo will require prior written approval by the District Superintendent.
  - No advertising or sponsorship of tobacco products or alcoholic beverages is permitted without express approval of the Director of California State Parks.
10. **Scheduling** Initial: \_\_\_\_\_
- Restrictions may apply to holding special events/uses during peak season, holiday periods, on week-ends or outside of normal park operating hours. Check with individual parks for specific restrictions that may apply.
  - Setup and dismantling times will be included within the requested permit times.
  - Organizers requesting non-consecutive days of category III & IV events will be required to submit a separate special event applications per event. For example: a bike shop wants to schedule three mountain bike races, one in April, one in June and one in September. These events must be done as separate special event applications.

- Special event organizers requesting non-consecutive days of category I & II events must submit a special event application no less than once every 12 months.

**11. Scheduling – Multiple Sectors**

**Initial:** \_\_\_\_\_

- Events/Uses that are to take place in more than one Sector (Folsom and Auburn) will require the approval from each Sector Superintendent.
- Sector special event staff will coordinate multi-sector special event applications.

**12. Site Preparations & Security**

**Initial:** \_\_\_\_\_

Organizers can request extra time to prepare event/use locations. Early site preparations must be coordinated through the special event staff during the filing process.

a. Restricting Public Access

- During any set up or preparation public access cannot be exclusively closed. No roping off of areas or other physical barriers will be permitted.

b. Layout

- If needed, organizers must submit a layout map thirty (30) days prior to the event/use. The layout map will detail: emergency response routes, the event/use course, parking, camping, fencing, portable restrooms, dumpsters, and any other equipment or structures used.

c. Security

- Organizers are responsible for the overnight security of all equipment and structures.
- If staff or security is present on site overnight, an overnight security plan will be required detailing: personnel, contact phone numbers, and other pertinent information.
- Organizers can request State Park staff to provide overnight security with the payment of additional fees.

**13. Park Unit Closure**

**Initial:** \_\_\_\_\_

Organizers can request park unit or area closures. Closures of park units and areas will require additional fees.

- Request for park unit closures shall be identified during the application process.
- Park unit closures must be approved by the Sector and District Superintendent.
- Park unit closures will require a Posed Order of Closure.
- Park unit closures will require a Public Service Announcement.

**15. Music – Public Address Systems**

**Initial:** \_\_\_\_\_

Music and public address systems can be used during special events.

- A detailed plan for all electronics including music, public address systems, or any other means to amplify sound is required.
- All music and public address systems must cease at 9:00 pm, per California Code of Regulation, Title 14, section 4320(b).

- State Parks does not provide electricity for music or public address systems.
- Live music and DJ music can be permitted with Sector Superintendent approval.

**16. Natural & Cultural Resource Protection**

**Initial:** \_\_\_\_\_

Special Events/Uses will not negatively impact the park's cultural and natural resources. Environmental reviews may be required for some events/uses.

- No person shall willfully injure or destroy any cultural or natural resource. Any person or organization violating this law will be prosecuted according to the California Code of Regulations, Title 14, section 4306.
- Campfires are permitted only in designated campgrounds. Both CAL Fire and local fire ordinances or red flag warnings will be observed.
- Excessive use or damage to trails or park property will be assessed and cost subtracted from activity deposit.
- No vehicles are allowed on lawns or in closed areas.

**17. Sales of Goods & Services**

**Initial:** \_\_\_\_\_

The selling or offering for sale any goods, services, liquids or edibles for human consumption is prohibited without the prior written approval from the Sector Superintendent. California Code of Regulations, Title 14, section 4331.

- All state and local regulations must be met before such sales are allowed.
- All vendors or contractors operating a booth, shop, or mobile operation during a special event will be required to have fees paid prior to the special event.
- Fees for vendors are set by event category and size. Vendor fees will be included in the payment of Activity Fees.
- Glass containers are prohibited at special events.
- All grease and oils from cooking will be removed from the park. No dumping of grease or oils on park grounds, in trash cans, or dumpsters is allowed.
- No food, liquid, ice, or any other substance may be dumped on park grounds.
- All beverage and food sales are required to comply with all local and state health & safety codes and regulations.

**18. Highway or Roadway Use – Requirements**

**Initial:** \_\_\_\_\_

An approval letter from local or state law enforcement agencies, counties, public works, or other cities is required when special events impact or travel through other public jurisdictions. Example: an endurance run traveling through the City of Auburn and finishes in the park.

- Special events utilizing local highways, roadways or city streets are required to comply and obey with all California Vehicle Code laws, all California Vehicle Code restrictions and licensing, and all local ordinances.

**19. Alcoholic Beverages**

**Initial:** \_\_\_\_\_

Alcohol may be permitted during special events, except in park areas where alcohol is prohibited. Alcohol being provided during a special event will require a State Park Ranger to be assigned. Requesting the presence, consumption, and/or sales of alcohol has some very specific requirements:

- No alcoholic beverage shall be sold at any special even without a valid A.B.C. license on file with the District Office. The valid A.B.C. license will be present for 30 days prior to the scheduled event date. (California Code of Regulations, Title 14, section 4328)

- All Alcoholic beverage sales are limited to beer and wine only. No hard alcohol sales will be permitted.
- Sales shall normally be limited to an enclosed “beer garden” area. Sales with drinking permitted within larger event venues shall be at the discretion of the Sector Superintendent. The Sector Superintendent may have additional restrictions placed on the special event and participants.

**20. Trails, Gates, & Communications**

**Initial:** \_\_\_\_\_

Special Events/Uses utilizing the park trails will be required to present activity maps, trail marking techniques, and a communication plan.

- A map detailing the event/use route, aid stations, ambulances & outside agency vehicles, highway & roadway crossings, event parking, gates to be utilized and gates requiring locks must be submitted with the application.
- Trail Markers
  - Colors & Style of markers will be identified prior to an event/use.
  - All trail markers will be collected and removed from the park no later than two days following the event/use.
  - The chalking of trails or parking lots requires prior approval.
  - No hammering or drilling of trees, fences, or buildings.
  - No painting of roads, trails, or rocks.
  - No soil will be dug or removed to place markers, signs, or structures.
- Communications
  - All events/uses will have communications based on public safety. Communications will require cell phones or radios.
  - A communication list and procedures will be included in the final approved special event packet.

**21. Emergency Medical Service Plan**

**Initial:** \_\_\_\_\_

All special events/uses must have an Emergency Medical Services (EMS) Plan. The size and proposed events/uses will dictate the complexity of the EMS plan.

- EMS Plan must be submitted for all events/use.
- A first aid or medical lead is required for all events/uses.
- EMS Plan will detail: aid station locations, medical communications, and remote medical response/evacuation procedures, where necessary.
- Medical certification of the event staff must be presented to park staff upon request.
- All medical equipment must be presented for inspection upon request.
- A failure to comply or partially comply with the special event EMS policy can be cause for cancellation of the event/use.
- A standby ambulance or other higher immediate medical response may be required for special events of a hazardous nature (i.e. OHV events, motocross races, boat races, etc.).

**22. Camping**

**Initial:** \_\_\_\_\_

Special event permits can authorize camping in designated campgrounds. Non-designated campground camping can only be authorized by the Sector Superintendent.

- a. Camping in Campgrounds
  - All camping fees must be paid in advance of the event.
  - Some events will be required to purchase all campsites in a campground.
  - During special 24 hour events with camping, 24 hours staffing may be required.
- b. Camping in Non-Designated Campgrounds
  - Special event camping may be permitted in non-designated camping areas of the park with Sector Superintendent Approval
  - Tent camping in non-designated camping areas will require the placement of portable restrooms. Open fires will not be permitted.
  - Camping in non-designated camping areas utilizing self-contained recreational vehicles may eliminate the portable restroom requirement.
- c. Camping in Gold Fields District Sectors
  - Contact park sectors for more specific camping policies.

- 23. Park Restrooms** **Initial:** \_\_\_\_\_
- The Gold Field District has a set cost to maintain, stock, and pump park restrooms.
- Permittees will be required to pay any and all extra costs based on the use of the park's restroom facilities during an event/use.
  - Smaller events/uses may not be required to provide additional portable toilets in areas where park restrooms are available and adequate.

- 24. Portable Restrooms** **Initial:** \_\_\_\_\_
- Depending on the event size and the availability of park restrooms, special events may be required to contract for portable restrooms.
- During the application process the special events staff will review the impact to the park's restroom facilities. Larger special events will be required to contract for portable toilets to be placed in the park for an event.
  - Permittees are required to provide portable toilets at locations where no permanent facilities are in place and/or when "total attendance" (including organizers, participants, volunteers, and spectators) exceeds existing restroom facility capability. The ratio of users per toilet is 75:1. The use of portable toilets must meet the department's accessibility standards.
  - Portable toilets must be removed within 3 days of the event. If state parks assistance is required, the cost of removing restrooms will be charged to the special event permittee.

- 25. Refuse Removal** **Initial:** \_\_\_\_\_
- Dumpsters may be required when the projected special event/use attendance exceeds 100 people; this includes participants, support teams, special event volunteers, and spectators.
  - Dumpsters can be placed in parking lots or offsite areas. Dumpsters cannot block vehicle access; emergency response vehicles, state park vehicles, and vehicles associated with the special event.
  - Dumpsters must be removed within 3 days of the event. If state parks assistance is required, the cost of the removing dumpsters will be charged to the special event permittee.

- 26. Clean Up** **Initial:** \_\_\_\_\_  
Special events/use are required to clean the event/use areas immediately following the event/use.
- Permittees are required to bring their own plastic bags and other appropriate container to remove garbage and debris.
  - Garbage and debris must be removed immediately.
  - Equipment, structures, tents, etc. must be removed by the following day.
  - Cleanup or damages attributed to the event/use will be charged to the special event permittee.
  - California State Parks is not liable for any items, structures, etc. left in the park after a event/use.
- 27. Commercial Events** **Initial:** \_\_\_\_\_  
Commercial events are those that are designed to generate revenue with a profit making incentive. Such events will be charged 10 – 25% of their gross profit on the event at the discretion of the Sector Superintendent.
- 28. Violations – Special Events & Special Use Permits** **Initial:** \_\_\_\_\_  
Special Events/Uses are required to follow the provisions and/or restrictions of the Special Event Permit or the Special Use Permit. Permittees who violate the provisions or restrictions of a Special Event Permit or Special Use Permit may be subject to a misdemeanor citation.
- a. California Code of Regulations
- California Code of Regulations, title 14, Section 4326 section (b). “No person shall violate any provision or restriction of the Special Use, Special Event, Film, or Collection permit issued pursuant to this regulation.”
- b. Violation Documentation
- Written permit violation notices will be sent to the permittee specifying the time(s), date(s), nature and a description of the violation(s), and shall notify the permittee of the specific consequence(s) of the violation.
- c. Dispute Process
- Permittees disputing a finding of violation must submit a written appeal within ten (10) days of receiving such notification and may request a review meeting with the Sector Superintendent. In the event a permittee does not agree with the decision of the Sector Superintendent, he/she may appeal the decision to the District Superintendent. The District Superintendent’s decision shall be final and binding on the parties. The Sector or District Superintendent shall have the discretion to modify, suspend or overturn the original action.
- d. Restricted or Denied Special Event
- Recurring or any major violation(s) of a special event/use permit may result in the organizer or organization being barred from holding any future event/use for a period of up to one (1) year.

**29. Specific Conditions** Initial: \_\_\_\_\_  
Special Event/Use permits may have specific conditions limiting the location, extent, timing or other aspects of particular events/uses. These specific conditions will be attached to the Special Use Permit.

**30. Express Conditions** Initial: \_\_\_\_\_  
It is an express condition of this permit that the State and the U.S. Bureau of Reclamation at Folsom and Auburn SRA, and their 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 the 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 and the U.S. Bureau of Reclamation at Folsom and Auburn SRA, their 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.

I have read and agree to the above Special Event *Terms and Conditions*.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name Printed:** \_\_\_\_\_

**Special Event Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Phone/email:** \_\_\_\_\_