



Event Approval Request

Park or Area to be used:	
Date(s) Requesting:	
Date(s) of Event:	
Time(s) of Event:	
Requesting Name of Organization/Group:	
Facebook / Website:	
Address:	
Contact Phone Number:	
Contact Person:	
E-mail:	
Details of Event: (Include equipments/ mobile units, attach another sheet if necessary)	

Check all applicable items below and list full details:

<input type="checkbox"/>	Exclusive Use Request	_____
<input type="checkbox"/>	Organized Competition	_____
<input type="checkbox"/>	Type of Event	_____
	Expected No. of Participants	_____
<input type="checkbox"/>	Serving Alcohol License Status	_____
<input type="checkbox"/>	Mobile Unit(s) - Type & Qty. (portable potties, list type)	_____
<input type="checkbox"/>	Public or Private Event	_____
<input type="checkbox"/>	Vendors (list type)	_____

IMPORTANT NOTICE: For special events, it is highly recommended that the applicant request for Exclusive Use of the desired facility through the Director of Parks & Recreation, as areas operated by the Department for recreational uses will remain accessible to the public unless an Exclusive Use request has been approved. A six (6) weeks advance written notice detailing the event must be submitted to the Department of Parks & Recreation prior to the event. Special events with 5,000 or more attendees are subject to a \$10,000 special event deposit. The applicant agrees to advise the Department of Parks and Recreation, a minimum of six (6) months prior to the reservation date, whether or not an event will be held. Failure to notify the Department may forfeit the reserved date in addition to the event and Exclusive Use fees. The County reserves the right to terminate for any reason with 180 day notice.

According to the Stanislaus County Code Title 18, Chapter 18.06.010 regarding Organized Competitions: Holding, sponsoring, advertising or participating in any organized competition is not permitted without having first obtained the permission of the Board of Supervisors, except organized competitions sought to be held on park property, then permission must be obtained from the Director of Parks & Recreation before the event. (Ord. CS 1113 § 1, 2012; Ord. CS 512§9, 1993).

By signing below, I acknowledge and understand the above and certify that the information I have provided above is true and correct to the best of my knowledge. I understand that I will be responsible to ensure I and/or my group abides by the Department of Parks & Recreation set requirements, use procedures, rules and regulations, and Stanislaus County Code. I further understand that I will be responsible to submit all required documents and all applicable fees pertaining to my event to the Department of Parks & Recreation prior to my event. Additionally, unless otherwise agreed upon, all other fees will be paid at the gate when applicable in accordance with the current Fee Schedule. You hereby, give the Department of Parks and Recreation permission to publish photographs taken for use in print, online and video-based marketing materials, as well as other department publications.

Applicant Signature: _____ Date: _____

Best Wishes For A Successful Event!

OFFICE USE ONLY		#		
Fee(s): Insert # of day-use(s) for all applicable fees.			\$90.00 Exclusive Use Fee Per Day	
			\$10.00 Reservation Fee Per Day / Per Use	
			\$10,000 Special Event Deposit	
			\$35.00 Court House Lawn Fee	
			All other fees will be paid at the gate in accordance with the current Fee Schedule.	
	Other:			
			Total Fees:	Paid in Full (Staff Initials):

Manager Approval: _____ Date: _____

Director Approval: _____ Date: _____

Comments: _____