



Application for Special Event / Facility Use Permit

Applicant's Name: _____ Organization: _____
Phone #: _____ Email: _____
Address: _____

EVENT INFO

Location Requested: _____ Date(s): _____
Purpose/Type of Event: _____
Start time (set-up): _____ End time (clean up): _____
Activities (be specific): _____
Anticipated Attendance: _____ Will minors (under 18) be present: ☐ YES ☐ NO

EVENT DETAILS

- Is event open to the general public? ☐ YES ☐ NO Will you be charging admission? ☐ YES ☐ NO
- Is this a fund raiser? ☐ YES ☐ NO For what organization? _____
- NO BOUNCE HOUSES ALLOWED _____ (please initial)
- NO DRIVING/PARKING ON GRASS _____ (please initial)
- DO NOT OVERFILL TRASH CANS _____ (please initial)
- DO NOT LEAVE EXCESS TRASH ON SITE _____ (please initial)
- Will you be holding any of the following activities? ☐ YES ☐ NO CIRCLE THOSE THAT APPLY
Amusement rides, animal rides, animal shows, cave explorations, fairs, fireworks/pyrotechnics, fishing derbies, fraternity/sorority parties, gun/knife shows, haunted houses, motorsports events, overnight camping/accommodations, overnight lock-ins, parades, political rallies, rodeos, sporting events, water-related activities, wine tasting.
- Describe decorations (Adhesives, open flames, and attaching items to light fixtures are not allowed): _____

FEES (See also "Fees, Rules, and Regulations for the Use of Group Picnic Areas and Community Buildings")

Enclose two (2) checks or money orders made payable to Inyo County Parks and Recreation:

- \$50.00 check/money order for the Day Use Fee**
- \$150.00 check/money order for the refundable deposit**
(ADD \$100.00 to your deposit if you will have alcohol.)

SERVICES

- Do you need electricity? ☐ YES ☐ NO
- Do you need tables unlocked? ☐ YES ☐ NO
- Will you be using a caterer? ☐ YES ☐ NO Caterer's Name & Phone: _____
- Will there be security at this event? ☐ YES ☐ NO Security Company: _____

DEPOSIT & DAMAGES

Permittee shall be responsible for any damage or loss to furniture, fixtures, equipment, facilities, or property (including the grass). Any person, group, or permittee causing damage, loss, or excessive cleanup shall forfeit deposit and be required to pay any additional costs incurred to restore the furniture, fixtures, equipment, facilities, or property. Staff will inspect the premises after the event and determine what portion, if any, of the deposit to refund. If cost to return furniture, fixtures, equipment, facilities, or property to their original condition exceeds the value of the deposit, then the Director of Parks and Recreation shall seek restitution. **Therefore, return everything to original conditions.**



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CONDUCT OF PERSONS

Permittee shall be responsible for the orderly conduct of all persons using the premises by its invitation, whether expressed or implied, during all times covered by the Special Event Permit issued by the Director of Parks and Recreation. At the Director's discretion, permittee may be required to provide security personnel.

ALCOHOL

Alcohol may be permitted by the Director of Parks and Recreation for your event under certain conditions, and additional precautions may be required. You must provide liquor liability insurance per Inyo County Ordinance 1024, section 12.18.100, if alcohol is permitted. Certain alcohol-related events may require the permittee to obtain a use license from the California Department of Alcohol Beverage Control and a health permit from the Inyo County Health Department. Copies of the use license and the health permit, when required by those agencies, must be submitted to Inyo County Parks and Recreation five days before your event.

- Will alcohol be present at this event? ☐ YES ☐ NO If yes, please complete the rest of this section.
If you mark no, and alcohol is discovered, then deposit will be forfeited and other action may be taken.
- Will consumption be limited to a fixed/secured area? ☐ YES ☐ NO
- Have those serving alcohol had alcohol awareness training? ☐ YES ☐ NO
- Have those serving alcohol been instructed not to serve minors or intoxicated guests? ☐ YES ☐ NO
- Is a designated driver program in place? ☐ YES ☐ NO

How will alcohol be provided? (Select one of the following)

- ☐ Distributed free of charge at free event by event host/employees/volunteers
- ☐ Distributed free of charge by event host/employees/volunteers, but admission fee is charged
- ☐ Distributed free of charge by licensed caterer
- ☐ Bring your own beverage
- ☐ Sold by third party and third party keeps all proceeds
- ☐ Sold by third party and proceeds shared with event host *** ADDITIONAL FORM REQUIRED

ADVERTISING, SOLICITATION, & SALES

Permittees, Groups, and Individuals **SHALL NOT** do any of the following without the expressed written approval of the Director of Parks and Recreation:

- Distribute any handbills or circulars
- Post, place, or erect bills, notices, paper, or advertising
- Place any items on any trees, or mark or deface any trees
- Publicize an event prior to obtaining necessary permit/s and paying all fees
- Sell or offer for sale any merchandise, articles, or things whatsoever
- Practice, carry on, conduct, or solicit for any trade, occupation, business, or profession



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INDEMNITY

By submitting this application, Permittee agrees to indemnify and defend Inyo County, its officials, officers, employees or volunteers (hereafter "Inyo County") against all losses arising from this event, and holds Inyo County harmless from and against all claims, actions, damages, costs (including without limitations and attorney's fees), injuries, or liability, arising out of Permittees' or its vendors' and/or subcontractors' acts, errors or omissions, negligence, or wrongful conduct (regardless of Inyo County's passive negligence, if any) in connection with this Permit.

INSURANCE REQUIREMENTS

Permittee will supply Inyo County with evidence of General Liability, and, if alcohol is sold, distributed or served at the event, Liquor Liability insurance. Insurance shall be at least \$1,000,000 (one million) per occurrence for bodily injury and property damage, with at least \$50,000 for damage to premises. Risk Management reserves the right to modify these requirements depending on planning attendance and/or activities.

You must attach a certificate of insurance to this application. Failure to submit a certificate of insurance will result in denial of this application. The certificate holder box must read: "Inyo County, risk@inyocounty.us, 163 May St, Bishop, CA 93514." The description box must list the date and location of the event as well as the following: "Inyo County, if officials, officers, employees, and volunteers are additional insured. All liability policies are primary and noncontributory. A 30 day notice of cancellation will be provided to certificate holder."

In certain circumstances, Risk Management may waive the Insurance Requirements in consideration of the planned activities, location, and attendance. A waiver of the insurance requirement does not relieve the permittee of the indemnity obligation specified above. No waiver will be granted for events with alcohol. Examples of events that could potentially have insurance requirement waived include: small family event, neighborhood meet-up, health education, training/coaching, or community outreach. To request a waiver, initial here ____ and provide a reason: _____.

SIGNATURES

I have read, understand, and agree to abide by the *Inyo County Fees, Rules, and Regulations for Use of Group Picnic Areas and Community Buildings* (available from Parks and Recreation) and all rules and regulations on this application. I will bring extra trash bags, I will not overfill trashcans, and I will do not leave trash on site. I understand that trash left behind will result in forfeit of my deposit. By signing this application, I personally, or on behalf of the organization I am authorized to represent, bind the organization or myself to the terms and conditions set forth on this permit.

Applicant: _____ **Date:** _____

Director of Parks and Recreation: _____ Date: _____

Risk Manager: _____ Date: _____

If waiver is approved, Risk Manager will initial here: ____.