

SPECIAL EVENTS/FUND RAISERS

(Revised 09/03)

Including but not limited to public service activities, arts and crafts, baseball card shows, ethnic fairs, white elephant sales, festivals and fiestas. Fees are to be charged for each area used and for each activity as applicable.

FACILITY USE FEES:

Open Space Exclusive Use Daily Fee

<u>Anticipated Attendance</u>	<u>Use Fee - Free Admission</u>	<u>Use Fee - Admission Charged</u>
1 - 250	\$75.00	\$325.00
251 - 500	\$200.00	\$700.00
501 - 1,000	\$400.00	\$1,400.00
1,001 - over	\$750.00 min*	Negotiable by the Region Superintendent **

* The minimum negotiated fee for each additional 1,000 attendees is \$100.

**The minimum negotiated fee for each additional 1,000 attendees is \$250.

VENDOR FEE

100% to be deposited to Facility MRP.

	<u>Per Day Per Booth/10x10 equivalent activity area</u>
Public Agency/Education booths (no sales of any kind)	No Fee
Non-Profit Organizations (may have sales)	\$50.00
For-Profit Organizations (may have sales)	\$100.00
Commercial Entities (purpose is display of company logo/product/name and/or commercial sales are conducted)	\$200.00

ALCOHOL SALES

100% of alcohol sales surcharge to be deposited to Facility MRP.

20% of gross alcohol sales is required per Department Policy - Refer to ALCOHOLIC BEVERAGES.

OUTDOOR FIELDS

Refer to COMMUNITY RECREATION CENTER rates.

SPECIAL EVENTS/FUNDRAISERS – (continued)

Athletic usage only. Use of outdoor fields for other than athletic usage shall be charged to Open Space Exclusive Use Fee

INDOOR AREAS

Refer to COMMUNITY RECREATION CENTER rates.

PARKING LOT FEE

\$2.00/parking space per calendar day.

(For special event purposes. Parking not available on a continuing or long-term basis)

UTILITY HOOK-UP FEE

\$25 per day

INSURANCE

Some events require insurance. Examples include, but are not limited to, events where:

- a) The estimated attendance is in excess of 500 persons.
- b) Large amounts of cash (\$1,000+) or quantities of merchandise will be brought onto park property.
- c) Large quantities of food will be prepared on the premises or catered and sold to the general public.

See the INSURANCE REQUIREMENTS section for further details.

REFUNDABLE DAMAGE/CLEAN-UP DEPOSIT:

Minimum flat rate refundable deposit of \$500. Region Superintendent may charge more depending on size of event.

If the DIC and/or Maintenance Supervisor believe that the above amount will not be sufficient to make the Department whole, a higher refundable deposit may be charged.

It is the responsibility of the Permittee to keep the event area clean and free of litter during the entire Event. Sufficient trash receptacles (quantity and size to be approved by the Maintenance District Supervisor) must be provided. If the Department does not have the required number of receptacles available, the Permittee must provide a sufficient quantity to the satisfaction of the Maintenance District Supervisor.

If, in the opinion of the Maintenance District Supervisor, a dumpster is required to accommodate the anticipated trash, the Permittee is responsible for providing a dumpster and insuring that trash receptacles are regularly emptied into the dumpster during the event.

PORTABLE SANITARY FACILITIES - Requirement meets Health Department Standards

1 per each 200 (or portion of) expected attendance

SPECIAL EVENT/FUNDRAISERS - (continued)

The total number of portable units required may be reduced by the number of available facilities on the permitted premises. Director-in-Charge will determine the number of available facilities that can be used by the Permittee.

STAFF FEES

Upon receiving application and preliminary plot plan for fair, Director-in-Charge will arrange and attend a planning meeting at the facility site with Permittee, Maintenance District Supervisor and Senior Ranger.

After review, each Department representative will determine the minimum staffing need. The Permittee is not charged for staff that is already scheduled at the facility. The rates below are to be charged only if it is determined that additional staff is required for the protection of Department property, crowd and traffic control, and to provide for exigencies during the event.

Part-time recreation/maintenance staff	See rate established in GENERAL INFORMATION section
Full-time recreation/maintenance/Ranger staff	Current overtime rate

CARNIVAL (Rides and Game Booths)

If a Permittee requests to add rides and/or game booths to a fair, that portion of the event is classified as a "carnival". If the Permittee's request for carnival activities is approved, only one permit for both the fair and carnival is issued. However, all carnival activities must be conducted by a Department approved carnival operator and such activities shall be subject to the Department's carnival policies, procedures and fees. (Refer to Department Instruction No. 321 and the Schedule of Rates and Fees, "Carnivals".)

PERMIT PROCEDURES

It is the responsibility of the Director-in-Charge to collect fees and deposit collected fees in the appropriate accounts.

Booth/Vendor Rental Fee	Recreation MRP Account
Facility Use Fee	General Fund #2790
*Refundable Deposit	Recreation MRP Account
Trash Receptacle Fee (if any)	Maintenance MRP Account
Part-time Staff Fee	Rec./Maint. MRP Account
Full-time Staff Fee	General Fund #2790
Ranger (on duty) Fee	General Fund #2790

The completed application for the fair and the plot plan are forwarded to the Recreation District Supervisor for approval, and then to the Region Insurance Coordinator.

SPECIAL EVENT/FUNDRAISERS - (continued)

Upon Receiving evidence of acceptable insurance from the Permittee, the Insurance Coordinator prepares the permit and sends copies of the permit and plot plan to the following:

- 1) Permittee
- 2) Director-in-Charge
- 3) Recreation District Supervisor
- 4) Maintenance District Supervisor
- 5) Senior Park Ranger
- 6) Chief Park Ranger
- 7) County Health Department
- 8) Fire Department
- 9) Police Department

*Upon the conclusion of the Fair, the recreation and maintenance staff determines if any damage/clean-up charges need to be assessed and the amount which should be refunded to the Permittee. The Director-in-Charge distributes the refundable deposit accordingly.