



City of Santa Rosa Recreation & Parks
 Phone: (707) 543-3294
 Fax: (707) 543-3736
 Email: parkpermits@srcity.org
 Online: SRCity.org/ParkPermits

APPLICATION FOR PARK PERMIT

Thank you for your interest in utilizing a City Park for your next event. Please note that this is an application only, not a permit. A \$25 non-refundable application processing fee is due when the application is submitted. Applications should be submitted no later than 30 days prior, and no more than one year prior, to the event. Applications submitted less than 30 days prior to the event, if approved, will be charged an additional \$25 expedited process fee.

APPLICANT INFORMATION			
Organization:		Non-Profit Tax ID:	
Event Organizer Name:		Will you be on-site at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
On-Site Contact Name:			
Street Address:			
City/State:		Zip Code:	
Event Organizer Phone:		Event Organizer Email:	
On-Site Contact Phone:		On-Site Contact Email:	

EVENT INFORMATION							
Event Name:		Name of Park:					
Event Date(s):		Area in Park:					
Event Start Time:		Event End Time:					
Setup Time:		Cleanup End Time:					
Event Type:	<input type="checkbox"/> Festival <input type="checkbox"/> Tournament <input type="checkbox"/> Picnic/Party <input type="checkbox"/> Free Speech <input type="checkbox"/> Performance <input type="checkbox"/> Camp <input type="checkbox"/> Athletics/Marathon <input type="checkbox"/> Other (Describe)						
Number of Attendees:			Number of Staff/Volunteers:				
Event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ticket Sales?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many years?	
Event Description:							
Event Components: <i>(please select all that apply)</i>	<input type="checkbox"/> Signs/Banners <input type="checkbox"/> Tent(s) <input type="checkbox"/> Addt'l Tables <input type="checkbox"/> Stage <input type="checkbox"/> Portable toilet(s) <input type="checkbox"/> Dumpster <input type="checkbox"/> Music <input type="checkbox"/> Inflatable/Jump structure <input type="checkbox"/> Food <input type="checkbox"/> Alcohol <input type="checkbox"/> Cannabis <input type="checkbox"/> Movie Screening <input type="checkbox"/> Vendors/Sponsors						

EVENT DETAILS

Portable Toilets: Portable toilet units are permitted within certain City Parks in pre-approved locations. Portable toilets must be removed at event completion, or additional fees may apply.

Will portable toilets be brought into the park?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:		Company Provider Information:	
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Dumpsters: A trash management plan is required for every event. Additional dumpsters, and recycling containers are permitted in pre-approved areas within all City Parks. All waste must be removed at the end of the event or additional fees may apply.

Will additional dumpsters or recycling containers be brought into the park?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:		Company Provider Information:	
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Describe your trash management plan in 1-2 sentences:					
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Music/Amplified Sound: The use of amplified sound requires a permit from the City of Santa Rosa Police Department. Non-commercial usage does not require an additional fee in most cases. Per City Code amplified sound is NOT permitted at Finley Community Park.

Will there be music or amplified sound of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Description:	<input type="checkbox"/> Stereo/iPod <input type="checkbox"/> Band/Live <input type="checkbox"/> DJ <input type="checkbox"/> Microphone/PA System <input type="checkbox"/> Other		
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Inflatables/Jump Structures: Inflatables and jump structures are currently allowed in most Santa Rosa City Parks in pre-approved areas. However, we ask that companies supplying these units provide a Certificate of Insurance to the Park Permits Department.

Will there be inflatables or jump structures of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:		Provider Information:	
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Food/Alcoholic Beverages: Additional permits may be required if food and/or alcoholic beverages are being served or sold during the event.

Will food be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will food be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will alcoholic beverages be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcoholic beverages be sold? (Including part of ticket sales.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
What type of alcohol? (please select all that apply)	<input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor		Will there be food truck(s) present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Vendors/Sponsors: A complete list of all vendors/sponsors will need to be provided to Park Permits. Vendors are organizations selling goods. Sponsors are organizations providing a service or information.

Vehicle Access: An additional safety plan is needed for vehicles to be granted permission to enter the Park.

Will there be vendors/sponsors present at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:		Will vehicle access be needed for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Signature: I, the undersigned, agree to abide by the City Park's rules, regulations and guidelines. I understand that any misstatement, or delay in submitting the required documents may be cause for the denial or cancellation of the Park Permit.

Contact (please print)		Contact Signature	
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Please return this completed application to the City of Santa Rosa Recreation & Parks – Park Permits Department by Email parkpermits@srcity.org, Fax (707) 543-3736 or Mail 2060 W College Avenue, Santa Rosa, CA 95401