



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 fee is due when the application is submitted. Applications will not be accepted less than 30 days and no more than one year prior to the event.

| APPLICANT INFORMATION | | | |
|-----------------------|--|--------------------|--|
| Contact Name: | | | |
| Organization: | | Non-Profit Tax ID: | |
| Street Address: | | | |
| City: | | Zip Code: | |
| Main Phone: | | Secondary Phone: | |
| Email: | | | |

| EVENT INFORMATION | | | | |
|--|--|-----------------------------|---|---|
| Event Name: | | Name of Park: | | |
| Event Date(s): | | Area in Park: | | |
| Setup Time: | | Cleanup End Time: | | |
| Event Start Time: | | Event 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 | Annual Event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | How many years? <input type="text"/> |
| Event Description: | | | | |
| Event Components: <i>(please select all that apply)</i> | <input type="checkbox"/> Music/Amplified Sound <input type="checkbox"/> Inflatables/Jump houses <input type="checkbox"/> Portable toilets <input type="checkbox"/> Food/Alcoholic Beverages <input type="checkbox"/> Dumpsters <input type="checkbox"/> Movie <input type="checkbox"/> Vendors/Sponsors <input type="checkbox"/> Canopies <input type="checkbox"/> Tables <input type="checkbox"/> Signs/Banners | | | |

| EVENT DETAILS | | | |
|--|--|--------------|--|
| 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. No amplified sound is permitted at the 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"/> Bullhorn <input type="checkbox"/> Microphone/PA System <input type="checkbox"/> Other |

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| Inflatables/Jump Houses: 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. If the company cannot provide a copy of their insurance, it will be the responsibility of the permit holder to provide insurance. | | | |
| 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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| 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: |
| Scheduled delivery date: | | Scheduled pick up date: | |

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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 |
| How will food be prepared? | | Catering Company Information: | |
| Will alcoholic beverages be served? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Will alcoholic beverages be sold? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What type of alcohol? <i>(please select all that apply)</i> | <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor | Catering Company 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: |
| Scheduled delivery date: | | Scheduled pick up date: | |

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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 <i>(please print)</i> | | Contact Signature | |
| 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 | | | |