

FORESTVILLE YOUTH PARK USE PERMIT

For Parties of 50 or More



INSTRUCTIONS: This is an application only, not a permit. Applications shall be submitted not less than thirty (30) days and no more than one (1) year prior to the event. The purpose of this application is to provide information about your activity. The special Use Permit will be based upon the information you provide. If any information on this application changes, or a new component is added, you must notify the Forestville Youth Park immediately to see if the change is acceptable. Please attach additional information as needed (i.e., event layout map, sample promotional material, etc.). Depending on the nature of the event, an insurance certificate of liability with the park noted as additional insured, may be necessary to finalize the use of the facility.

Date of Application:		Location Requested:	
Organization:		Contact Person:	
Address:	Day Phone:	Evening Phone:	
City/Zip:	Cell Phone:	Fax:	
Federal Non-Profit Tax ID Number:		Email:	
Type of Event:		Is the event open to public?	

Event Dates	Preparation Time	Event Time	Cleanup Time	Total Hours

Estimated number of workers/volunteers	Number of Attendees:
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Describe Activity/Event Fully:

SELLING OF GOODS/SERVICES: a permit may be required to sell goods and/or services within the County. Please contact the Administrative Services Department for more information on what is required. It is the applicant's responsibility to assure that all participants selling goods and services adhere to local requirements.

Describe goods/services to be sold:

PARKING: Limited parking spaces available.

Describe alternative parking options if needed:

Please attach additional information as needed (i.e., event layout map, sample promotional material, etc.)

Describe sizes and number of structures and furniture to be used - include tents, canopies, booths, cookhouses, stages, tables, chairs, signs, etc.

TRASH: All garbage must be removed from park after event.

Describe trash/garbage/recycle removal plan:

PORTABLE TOILETS: Restrooms are available, but may not be serviced during your event. There will be a \$75 charge for cleaning restrooms after your event.

Will portable toilets be brought into the park?
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Number of toilets?

Company making delivery?

Location(s) in park?

FOOD: A permit issued by the Sonoma County Environmental Health Department (707-565-6531) may be required if food is served and/or sold at an event.

Will food be served?

Will food be sold?

Any Propane gas? (A Fire Department Permit or inspection may be required)
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Describe:

SECURITY/MONITORS:

Describe your plan for monitors/security at event:

Security contact and cell phone # during event:

Forestville Youth Park Use Only

APPROVALS

Additional Approvals Needed (Police, Fire Dept., neighborhood groups, _____)

Requirements	Yes	No	Comments
Additional Security			
Additional Maintenance Staff			
Certificate of Liability. If yes, amount: \$			
Insurance Cert. Naming Forestville Park Devel.			
Portable Toilets: If yes, how many?			
Extra garbage/dumpsters. If yes, how many?			
Health Permit			
Course Map			
Event Schedule			
Pre-Event Meeting			

FEES/CHARGES

Use Fee \$ _____

Security/Damage Deposit \$ _____ \$125-\$250 (Refundable)

Restroom Cleaning Fee \$ _____ \$75

Additional Maintenance \$ _____

Other Charges \$ _____

TOTAL DUE \$ _____

For Events with 50 or More People

