

COUNTY OF MONTEREY PARKS DEPARTMENT
SPECIAL USE EVENT APPLICATION

Application Date: 12/12/2017

Thank you for selecting a County of Monterey Park as the site for your special event. The information requested in this application will be used to determine your eligibility for a facility use permit to conduct the proposed event. When you submit this application, it is considered a request for a facility permit only; submission does not mean that the event has been approved. In order for an event to be approved, all required permits must be obtained and fees paid.

Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the event permit and the canceling of the event. Please answer all questions. Your application will not be processed until all information is completed and received.

Please sign and date the application by hand in blue or black ink. Submit the application and all required attachments to:

Monterey County Parks
Attention: Kayla Johnson
1441 Schilling Place- South 2nd Floor
Salinas, CA 93901

This application will be distributed to County departments, and possibly other entities such as the local fire district, that may be involved in permitting and/or supporting the event described in this application. The application will be reviewed by these departments in order to determine required conditions, the scope and estimated cost of County support services, and the permits that will be required. Failure to submit a complete application could result in delay of processing the application.

This application, when officially approved by a Concession Agreement for Special Events, signed by the Monterey County Board of Supervisors or the Director of Resource Management Agency, will authorize

CASA of Monterey County, as a concessionaire, to make use of the

Park Name: Toro Park

Park Area(s): Buckeye

Set Up Date(s): May 5th, 2018

Setup Time(s): 8am

Event Date(s): May 5th, 2018

Event Time(s): 10:00-2:30

Cleanup Date(s): May 5th, 2018

Cleanup Time(s): 2:30-4:00

for Fiesta de CASA, subject to the following conditions:

1. APPLICANT ORGANIZATION

- a. Organization Address: 945 S. Main St.
Salinas, CA. 93901

- b. Event Contact Name: Patty Ross
- c. Phone Number: 831-236-4513
- d. Email Address: pattyre@comcast.net

2. EVENT DESCRIPTION

- a. Event Description (including programs, activities, entertainment, schedule, etc.):
10:00 - registration, 10-2:30 Silent Auction, 10-2:30 Kids games, 10-12:30 Hike, 11:30-1:30
gourmet barbque, 1:30 Raffle drawing, 2:30 End, 2:30-4:00 clean up

- b. Special Requests or Accommodations:
Childrens games such as a jumpy, petting animals

- c. Total Attendance (including staff, spectators, participants): 75-200
 Minimum Attendance: 75 Maximum Attendance: 200
- d. Is the event open to the public? X Yes No
- e. Method of limiting attendance to the maximum number of persons permitted by the County of Monterey: keep track of registrants at sign in table
- f. Concessionaire will have not less than 0 employees and 30 volunteers in the Monterey County Park facility during the entire duration of the Special Event Facility Use Permit.
- g. Is the Event a fundraiser? X Yes No

If yes, list the beneficiaries: CASA of Monterey County

3. VENDORS AND EQUIPMENT

- a. Event will have amplified Music or Sound? ☒ Yes ☐ No

If yes, describe: Mariachi Band , CASA speakers

- b. List Company/ Service (DJ, Announcers, etc.): tbd

- c. Electricity Required for Event? ☒ Yes ☐ No

If yes, describe: microphone and speakers for band

- d. Will Special Activities be used during the event such as jump house, inflatables, petting zoo, pony ride, gaming trailer, rock climbing wall, etc.? ☒ Yes ☐ No

If yes, describe (Include any vendors providing equipment) : tbd

- e. Will additional lighting be required? ☐ Yes ☒ No

- f. If yes, describe: _____

- g. Food and non-alcoholic beverage will be prepared or served at the event? ☒ Yes ☐ No

- h. Food and non-alcoholic beverage will be sold at the event? ☐ Yes ☒ No

If yes, please list all vendors: _____

- i. Equipment will be used at the event (such as tents, stages, canopies)? ☒ Yes ☐ No

If yes, describe: (indicate size and quantity of equipment) Childrens games such as a jumpy, petting animals

If equipment is being provided by company please list company name: tbd

- j. Alcohol will be sold and/or served at the event? ☐ Yes ☒ No

If yes, please list vendors selling and/or serving alcohol _____

- k. Have you arranged for security measures? ____ Yes X No
- l. If yes, describe: _____

4. EVENT PLANS AND OPERATIONS

- a. Purpose of the proposed event, the necessity therefore, and the reason why it is compatible with the use of the Monterey County Park System.
To raise awareness and funds for CASA of Monterey County

- b. List of applicants proposed fees/ charges:
- i. Admission/ Entrance Ticket: \$25.00
 - ii. Vendor Space: _____
 - iii. Participation: _____
 - iv. Other: _____
- c. Estimate of gross receipts: \$20,000
- d. Estimate net profit: \$15,000
- e. Submit information on all the organizations involved, whether sponsors, recipients, or promotional firms and their objectives, purposes, and financing:
CASA of Monterey County, HARE Construction, Scudder Roofing, Sotheby's International Realty

- f. List in detail all vendors and items they are selling during the event (event and vendors must have permits as required by Monterey County Health Department and Fire Department):
none

- g. Parking and Traffic Plans and Personnel, as required for traffic control (provided by applicant and at applicant's expense):

Signage and volunteer directing traffic

- h. Additional Sanitary facilities as required by the Director of Resource Management Agency or Deputy Director(s), or the Monterey County Health Department (provided by applicant and at applicant's expense)

- i. Vendor(s) providing Services: none

- ii. Please attach a Map of placement location(s) of additional facilities

Date of placement: _____

Date of removal: _____

Date(s) of service: _____

Total Number of Units (Sinks, ADA, Basic Portables): _____

ADA Portable Restroom: _____

Sinks: _____

Basic Portable Restroom units: _____

Other: _____

- iii. Method of garbage collection and disposal to be used:

trash bins at park

- i. Proposed first-aid service to be supplied by applicant, including ambulance services, doctors, nurses, first responders, and medically trained personnel: none
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- j. Additional police protection or security (provided by applicant and at applicant's expense):
none
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- k. Proposed fire control measure and additional firefighting equipment to be furnished by applicant as required by the Director of the Resource Management Agency, his designee, or the local Fire Marshal: none
- l. Applicant may be required to post security or a bond with the County, depending on circumstances of the special event and probabilities of damage.
- m. Applicant will be required to provide insurance covering their special event.
- n. The Director of the Resource Management Agency, or his designee, may terminate any special event activity when he deems it necessary for the protections of resources, or for violation of any rules and regulations of the Monterey County Parks System.
- o. Additional details will be addressed in an agreement between parties and additional detailed plans may be required. Applicant does not have a binding agreement with COUNTY until the application has been duly accepted and the Concessions Agreement has been signed by both COUNTY and CONCESSIONAIRE.
- p. Contacts in regard to the permit generally may be made through the Monterey County Parks Department Special Events Manager or designee by calling (831)755-4895 or emailing Parks@co.monterey.ca.us

REQUESTED BY:

Signature

Patty Ross

Name

Patty Ross

Title

CASA board member

Date

12/12/17

Address

PO Box 5504

City, State, Zip

Carmel, CA. 93921

Phone Number

831-236-4513

Email

pattyre@comcast.net