

COUNTY OF MONTEREY PARKS DEPARTMENT  
SPECIAL USE EVENT APPLICATION

Application Date: 1/8/2018

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 2<sup>nd</sup> 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

Vietnamese Youth Movement, as a concessionaire, to make use of the

Park Name: San Lorenzo Park

Park Area(s): Youth Group Area and De Anza Kitchen Hall

Set Up Date(s): Friday June 29th

Setup Time(s): 12pm

Event Date(s): Friday June 29th to Sunday July 1st, 2018

Event Time(s): 5pm Friday to Sunday at 2pm

Cleanup Date(s): Sunday July 1st

Cleanup Time(s): 2pm

for youth camp, subject to the following conditions:

**1. APPLICANT ORGANIZATION**

- a. Organization Address: 750 Sequoia Dr.  
Milpitas CA 95035
- b. Event Contact Name: Kristy Tran
- c. Phone Number: 408-892-0827
- d. Email Address: tranram@yahoo.com

**2. EVENT DESCRIPTION**

- a. Event Description ( including programs, activities, entertainment, schedule, etc.):  
Pray and worship 30 mins in morning, noon and  
night. 1 hour mass on Saturday evening. Games  
and activities for youth. <sup>in 3 days</sup> 1 hour entertainment on  
Saturday evening like skit, dance performance.
- b. Special Requests or Accommodations:  
None
- c. Total Attendance (including staff, spectators, participants): \_\_\_\_\_  
 Minimum Attendance: 100 Maximum Attendance: 150
- d. Is the event open to the public? \_\_\_\_\_ Yes X No
- e. Method of limiting attendance to the maximum number of persons permitted by the County of Monterey: Only registered people allow to attend the event.
- f. Concessionaire will have not less than 0 employees and 40 volunteers in the Monterey County Park facility during the entire duration of the Special Event Facility Use Permit.
- g. Is the Event a fundraiser? \_\_\_\_\_ Yes X No

If yes, list the beneficiaries: \_\_\_\_\_  
 \_\_\_\_\_

### 3. VENDORS AND EQUIPMENT

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

If yes, describe: 2 small speakers and 1 electric piano use on Saturday evening for mass (1hr)

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

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

If yes, describe: need in De Anza building

- 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): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 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) 6 person tents (enough for 100-150 people) One star-shade tent for gathering to pray.

Small

Entrance gateway for camp like scout group

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

- 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.

It's an annual group camping for our youth. Because it's large enough to hold up our group. Plus the equipped kitchen that

b. List of applicants proposed fees/ charges: can help us provide the food for the youths.

i. Admission/ Entrance Ticket: \$ 50

ii. Vendor Space: \_\_\_\_\_

iii. Participation: \_\_\_\_\_

iv. Other: \_\_\_\_\_

c. Estimate of gross receipts: \$ 7,500

d. Estimate net profit: \$ 0 (paid all for campsite fee, food & activity and games props).

e. Submit information on all the organizations involved, whether sponsors, recipients, or promotional firms and their objectives, purposes, and financing:

NA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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):

NA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

NA

- 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: NA

- 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:

will put trash in the trash bags. will divide recycle and trash if recycle available. we will follow instructions as the park required about garbage collection.

- i. Proposed first-aid service to be supplied by applicant, including ambulance services, doctors, nurses, first responders, and medically trained personnel: We have our own medically trained personnel and will have all first aid kit prepared.

- j. Additional police protection or security (provided by applicant and at applicant's expense):

NA

- 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: \_\_\_\_\_
- 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](mailto:Parks@co.monterey.ca.us)

**REQUESTED BY:**

Kristy Tran  
Signature

Kristy Tran  
Name

Vice President Administrative Affairs  
Title

1/8/2018  
Date

61 Alexander Ct  
Address

San Jose CA 95116  
City, State, Zip

408-892-0827  
Phone Number

trantram@yahoo.com  
Email