

**COUNTY OF MONTEREY PARKS DEPARTMENT
SPECIAL USE EVENT APPLICATION**

Application Date: DEC, 21, 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

CHALONE PEAKS MIDDLE SCHOOL, as a concessionaire, to make use of the

Park Name: SAN LORENZO PARK (KING CITY)
 Park Area(s): WOOD GROVE AREA AT ENTRANCE
 Set Up Date(s): THURSDAY MAY 3, 2018
 Setup Time(s): 1:00 PM — 4:00 PM
 Event Date(s): FRIDAY, MAY 4, 2018
 Event Time(s): 9:00 AM — 3:00 PM
 Cleanup Date(s): FRIDAY, MAY, 2018
 Cleanup Time(s): 3:00 — 4:00 PM
 for MEDIAEVAL FAIRE, subject to the following conditions:

1. APPLICANT ORGANIZATION

- a. Organization Address: 667 MEYER ST.
KING CITY
CALIFORNIA, 93930
- b. Event Contact Name: CHRIS ANDREW
- c. Phone Number: 831-809-7800
- d. Email Address: candrew@kcusd.org

2. EVENT DESCRIPTION

- a. Event Description (including programs, activities, entertainment, schedule, etc.):
A MEDIVAL/REN. FAIRE FOR THE EDUCATION
OF OUR 200+ STUDENTS. STUDENTS AND STAFF
DRESS IN PERIOD COSTUME ALONG WITH
RE-ENACTORS AND MEDIEVAL ACTIVITIES
- b. Special Requests or Accommodations:
WE WILL USE THE ELECTRICAL OUTLET
FOR OUR SPEAKER SYSTEM.
- c. Total Attendance (including staff, spectators, participants): 250
 Minimum Attendance: 200 Maximum Attendance: 260
- d. Is the event open to the public? ☐ Yes ☒ No
- e. Method of limiting attendance to the maximum number of persons permitted by the County of Monterey: TEACHERS + STAFF MONITOR
- f. Concessionaire will have not less than 16 employees and 20 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 ☐ No

If yes, list the beneficiaries: CHALONE PEAKS MIDDLE
SCHOOL MEDIEVAL FAIR CLUB

3. VENDORS AND EQUIPMENT

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

If yes, describe: SMALL SPEAKER SYSTEM + MUSIC

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

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

If yes, describe: ELECTRIC OUTLET

- 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: N/A

- 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: CAFETERIA FOOD SOLD by CPMS
PTO

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

If yes, describe: (indicate size and quantity of equipment) 20 POP UP TENTS
AND CANOPY

If equipment is being provided by company please list company name: N/A

- 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 ☒ 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 EDUCATE 200+ 7TH GRADE STUDENTS
ABOUT MEDIEVAL LIFE AND TIMES

b. List of applicants proposed fees/ charges:

i. Admission/ Entrance Ticket: N/A

ii. Vendor Space: _____

iii. Participation: _____

iv. Other: _____

c. Estimate of gross receipts: \$600 ?

d. Estimate net profit: \$300

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

CHALONE PEAKS MD. SCH TEACHER + STAFF + Admin
CHALONE PEAKS P.T.O. FOOD SALES
SAINT ANDREWS GUILD RE-ENACTMENT

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):

CPMS P.T.O. FOOD SALES

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

STAFF + RE-ENACTOR PARKING

STUDENTS WALK INTO PARK (NO BUS)

- 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: N/A

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

Date of placement: N/A

Date of removal: N/A

Date(s) of service: N/A

Total Number of Units (Sinks, ADA, Basic Portables): N/A

ADA Portable Restroom: N/A

Sinks: N/A

Basic Portable Restroom units: N/A

Other: NA

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

STUDENT AND STAFF RESPONSIBLE FOR

CLEAN UP OF AREA.

- i. Proposed first-aid service to be supplied by applicant, including ambulance services, doctors, nurses, first responders, and medically trained personnel: _____

DISTRICT HEALTH CLERK ON SITE

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

N/A

- 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: FIRE EXTINGUISHERS ON HAND
- 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: -

Christopher E. Andrew

Signature

CHRISTOPHER E. ANDREW

Name

TEACHER (ORGANIZER)

Title

DEC 21, 2017

Date

667 MEYER ST.

Address

KING CITY, CA 93930

City, State, Zip

831 - 809 - 7800

Phone Number

candrew@kcusd.org

Email