

COUNTY OF MONTEREY PARKS DEPARTMENT
SPECIAL USE EVENT APPLICATION

Application Date: 2/2/2018

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 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

Big Sur Land Trust, as a concessionaire, to make use of the

Park Name: Marks Ranch

Park Area(s): _____

Set Up Date(s): Friday, June 22, 2018 and Saturday, June 23, 2018

Setup Time(s): 9am-5pm (6/22) and 6:30am-7:30am (6/23)

Event Date(s): Saturday, June 23, 2018

Event Time(s): 7:30am-12pm

Cleanup Date(s): Saturday, June 23, 2018

Cleanup Time(s): 12pm-3pm

for Big Sur Land Trust, subject to the following conditions:

1. APPLICANT ORGANIZATION

- a. Organization Address: 509 Hartnell Street
Monterey, CA 93940

- b. Event Contact Name: Kate Mitchell Mehle
- c. Phone Number: (831) 625-5523 x 105
- d. Email Address: kmitchell@bigsurlandtrust.org

2. EVENT DESCRIPTION

- a. Event Description (including programs, activities, entertainment, schedule, etc.):

Fundraiser for the Big Sur Land Trust and an opportunity for our community to experience Marks Ranch which is typically closed to the public. Activities will include a 5K & 10K Walk/Run, and 1K or 2K fun run for kids. The first race will begin at 8am and start times will stagger by 10 or 15 minutes following each group. We will provide water and light refreshments as well as a volunteer medic on site to monitor anyone in need. Local Boy Scouts troops will walk the course to clean up because we expect this to be a "leave no trace" event.

- b. Special Requests or Accommodations:

None

- c. Total Attendance (including staff, spectators, participants): _____

Minimum Attendance: 100 Maximum Attendance: 500

- 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: Race registration

- f. Concessionaire will have not less than 15 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: Big Sur Land Trust

3. VENDORS AND EQUIPMENT

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

If yes, describe: Race announcements with microphone and speaker

b. List Company/ Service (DJ, Announcers, etc.): n/a

c. Electricity Required for Event? ☒ Yes ☐ No

If yes, describe: Generator for sound system, registration and timing systems

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) Three canopy tents for registration and refreshments booth

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

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.

Event is intended to raise funds for Big Sur Land Trust to continue our work of inspiring love of land and conservation of our treasured landscapes throughout Monterey County

b. List of applicants proposed fees/ charges:

i. Admission/ Entrance Ticket: n/a

ii. Vendor Space: n/a

iii. Participation: \$30-40 for 5K; \$40-50 for 10K; \$10-15 for 2K

iv. Other: _____

c. Estimate of gross receipts: \$17000

d. Estimate net profit: \$2000

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

Sponsors are TBD

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):

 n/a

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

Parking will be managed by volunteers in the front gate of Marks Ranch. It will not impact roads near Toro Park.

- 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: Star Sanitation

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

Date of placement: Friday, June 22, 2018

Date of removal: Monday, June 25, 2018

Date(s) of service: n/a

Total Number of Units (Sinks, ADA, Basic Portables): 5

ADA Portable Restroom: 1

Sinks: 1

Basic Portable Restroom units: 3

Other: _____

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

Volunteers will walk course after last participant crosses the finish line to pick up garbage and it will be taken to MRWMD.

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

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

- 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: Monterey County Regional Fire District - Toro Station
- 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

Kate Mitchell Mehle

Name

Director of Development

Title

February 2, 2018

Date

509 Hartnell Street

Address

Monterey, CA 93940

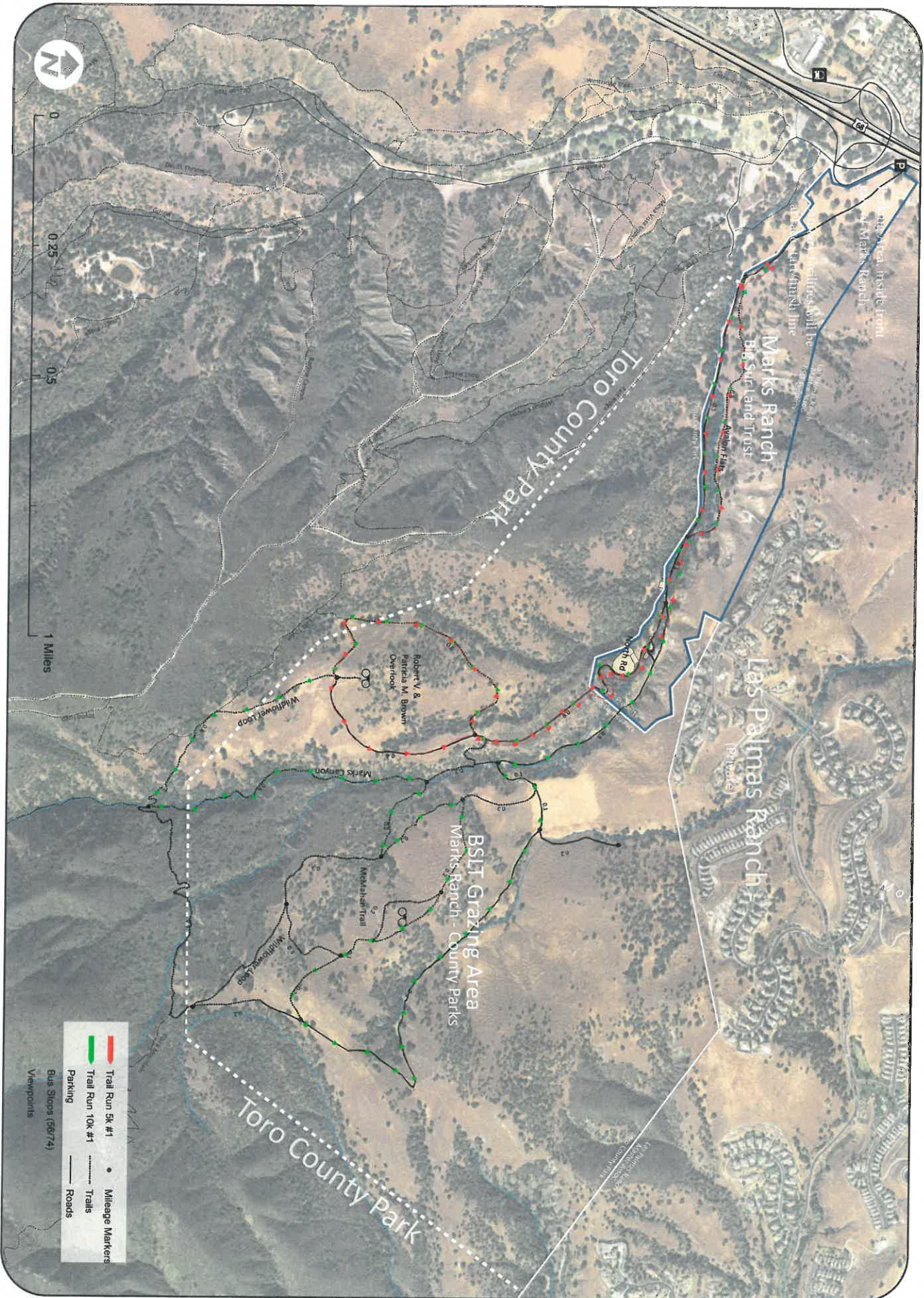
City, State, Zip

831-625-5523 x105

Phone Number

kmitchell@bigsurlandtrust.org

Email



0 0.25 0.5 1 Miles

- Trail Run 5K #1
- Trail Run 10K #1
- Mileage Markers
- Trails
- Roads
- Bus Stops (56/74)
- Viewpoints