



# PUBLIC PARK – EVENTS SPECIAL USE PERMIT APPLICATION

CITY OF CARPINTERIA  
5775 CARPINTERIA AVENUE  
CARPINTERIA, CALIFORNIA 93013  
(805) 755-4432 Fax: (805) 684-5304

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_ Phone: Hm: \_\_\_\_\_ Wk: \_\_\_\_\_

\_\_\_\_\_ City State Zip

Person in charge during event: \_\_\_\_\_  
Name Email Phone

DESCRIPTION OF COMPANY/ORGANIZATION NON-PROFIT  PROFIT

Name of Organization: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Person in charge during event: \_\_\_\_\_  
Name Email Phone

### DESCRIPTION OF EVENT

**Note:** For events continuing beyond one weeks' time, please attach a separate schedule with specific information pertaining to which parks and at what times you wish to schedule. *A league schedule indicating all dates and times must be submitted along with this application form.*

Park Name or description: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Type of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Use of Picnic Area (BBQ): YES  NO  SITE 1  SITE 2  SITE 3

If charging a fee to your event, state the amount and purpose: \$ \_\_\_\_\_

Intended use of the site with approximate number of Vehicles, Animals, Structures, and equipment: \_\_\_\_\_

Affected Streets: \_\_\_\_\_

Traffic Control Plans: \_\_\_\_\_

Will this event cause any disturbance, noise, or congestion in the vicinity of the proposed event? YES  NO

If yes, please explain: \_\_\_\_\_

Support Requirements: TRAFFIC  CROWD CONTROL  STREET CLOSURE  NONE  OTHER: \_\_\_\_\_

**IMPORTANT**

Before any Special Events Permit Application is approved, the Sheriff's Department *must* confirm traffic control plans. Traffic control is the responsibility of the event organizer. **Contact the Sheriff's Department at 684-4561** (Monday - Friday 8 a.m.-5 p.m.)

Will food/beverages be sold? YES  NO  Are you requesting use of the El Carro concession facility? YES  NO   
Will alcoholic beverages be used or sold? YES  NO

***Note: The County Health Department does require a health permit for the sale of all food and beverages.***

**IF SELLING ALCOHOLIC BEVERAGES YOU MUST HAVE AN ABC LICENSE.**

ALCOHOL BEVERAGE CONTROL  
1000 SOUTH HILL ROAD, SUITE 310  
VENTURA, CA 93003  
(805) 289-0100 [Ventura@abc.ca.gov](mailto:Ventura@abc.ca.gov)

***CERTIFICATE OF INSURANCE MUST HAVE PROVISIONS FOR THE SALE AND/OR DISTRIBUTION OF ALCOHOLIC BEVERAGES.***

**CONTRACT AGREEMENT**

The undersigned, herein known as the applicant, understands and agrees that he or she or the organization that he or she represents shall assume all risks for loss, damage, liability, injury, communicable diseases, illnesses, viruses, cost or expense that may occur during or as a result of the use of the park. The applicant further agrees that in consideration of permission to use the City Park, he, she or the organization will save and hold the City of Carpinteria and/or their employees free and harmless from any loss, claims, communicable diseases, illnesses, viruses, liability or damages, and/or injuries to persons and property that in anyway may be caused by the applicants use. **The use of any substance to line fields or other areas causing permanent markings is strictly prohibited. The applicant further agrees to be personally responsible for any damage sustained to the grounds, turf, building, furniture or equipment as a result of the use of the park.** My signature certifies that all information on the application is true including that regarding the use of alcohol. I understand and agree that any misstatements or omissions of material fact herein may cause forfeiture of my deposit.

**INSURANCE REQUIREMENTS FOR ORGANIZED ACTIVITIES**

Not less than one million dollars (\$1,000,000) combined single limit for both bodily injury and property damage naming and endorsing the City of Carpinteria as an Additional Insured. The policy or policies shall also contain a provision that no termination, cancellation, or change of coverage of insured or additional insured shall be effective until ten (10) days notice has been given in writing to the city clerk of the city of Carpinteria. Said policy must also contain a provision for the sale and/or distribution of alcoholic beverages. The applicant(s) or park user(s) shall waive any right to hold the City of Carpinteria responsible for any situation which may occur at the park. The applicant will be responsible for any damage to property or surroundings as a result of the event.

***The certificate of insurance along with Additional Insured Endorsement must accompany this application naming the city of Carpinteria as an additional insured party.***

I HEREBY ACCEPT AND AGREE TO THE TERMS AS SET FORTH ABOVE.

\_\_\_\_\_ Applicant \_\_\_\_\_ Date

For Official Use Only	
APPROVED BY:	
_____	_____
Parks & Recreation Department	Date
_____	_____
City Manager	Date
_____	_____
Sheriff's Department	Date

INSURANCE CERTIFICATE RECIEVED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
USE OF CONCESSION GRANTED	YES <input type="checkbox"/>	NO <input type="checkbox"/>
SECURITY/CLEANING DEPOSIT AMOUNT \$	_____	
FEES PAID: \$	_____	DATE: _____

## PARK SITE CAPTAIN DUTIES

As part of the PUBLIC PARK-EVENTS SPECIAL USE PERMIT, the City requires a site captain for ALL organized activities. *The Site Captain shall be present at all times during the permitted activity and be responsible for the following items:*

- 1) Inform and remind all users in your group of the park rules.
  - a) NO VENDING unless concession is permitted by the City
  - b) NO ALCOHOL
  - c) NO SMOKING OR VAPING
  
- 2) Pick up all trash and litter at the end of the day.
  
- 3) Trash is to be bagged and disposed of in the dumpster at El Carro and Monte Vista Parks. Trash at Viola must be bagged and removed from the property. The Viola trash may be placed outside the gate at City Hall Public Works Yard.

Need help? Call the Sheriff at **(805) 681-4100** or **911** (in the event of an EMERGENCY only)

Please Print Below:

Name of Site Captain	Dates	Times
Cell Phone	Telephone	
Name of Site Captain	Dates	Times
Cell Phone	Telephone	
Name of Site Captain	Dates	Times
Cell Phone	Telephone	

## **CLEANING/DAMAGE DEPOSIT REQUIRED**

As part of the **PUBLIC PARK-EVENTS SPECIAL USE PERMIT**, the City requires a **\$100.00** cleaning/damage deposit for **ALL** park reservations. *As an authorized event and user, you are responsible for informing your group and obeying the park rules:*

- 1. Alcohol is prohibited.**
- 2. Amplified sound is prohibited.**
- 3. Smoking is prohibited.**
- 4. Trash is to be bagged and disposed of in the dumpster at El Carro and Monte Vista Parks. Trash at Viola must be bagged and removed from the property.**
- 5. All pets must be on a leash (maximum length 6') with the exception of the El Carro Park north field during off-leash dog hours. Rules are posted at the park**
- 6. Pet owners must clean-up after pets.**
- 7. Fires are prohibited except in BBQs provided by City.**
- 8. Personal BBQs are not allowed unless authorized by permit.**
- 9. Commercial sales and distribution are prohibited without a special permit.**
- 10. Motorized vehicles are not permitted to enter turf areas at any time.**
- 11. Parking regulations are strictly enforced.**
- 12. Parks are open from 30 minutes before dawn to 30 minutes after dusk.**

*Failure to obey all park rules, empty trash may result in a citation and/or the loss of your deposit.*