

RANCHO SIMI RECREATION AND PARK DISTRICT SPECIAL EVENTS AND FESTIVALS REQUEST

Permission for the use of district property for a special event in a district facility may be granted by the General Manager, but requires the submission of the Special Events and Festivals Request and a \$50 nonrefundable permit processing fee. Events with security fences and alcohol will require approval by the board of directors. (Policy Manual 11-600-A)

Group/Organization Name: _____

Non profit group? Yes / No

Contact Person: Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

email address: _____

Primary Purpose of Group: _____

Primary Purpose of Event: _____

Proposed Date of Event: _____ Hours of Event: _____

Name of Event: _____

Proposed Location of Event: First Choice: _____ Second Choice: _____

Anticipated Number of People: _____

Description of Event: _____

Is the event a fundraiser? _____ Is the event open to the public? _____

Will food be sold or served? _____

Will there be music? Live band, DJ? _____

Will alcohol be sold or served? _____

Will there be vendors? _____ sales? _____ raffles? _____ give aways? _____

Will you be advertising this event? If so, where? _____

Will you provide security? _____ If so, please provide details: _____

Is there an entrance fee? _____

Do you have insurance coverage? _____

Parking Enforcement: _____

Description & History of Event (how many years has this been previously held, if any, at what site, describe activities, special requests and equipment/attractions that will be offered. Please use additional sheets as necessary and proposed layout plan): _____

Please provide any additional requests: _____

Please review the attached District policies (11-500, 11-600 and 11-700).

MISCELLANEOUS

REGULATIONS GOVERNING THE USE OF
ALCOHOLIC BEVERAGES

Rules and Regulations

500

Individuals or organizations may request the reservation of certain district facilities including the serving of alcoholic beverages. Applicants will follow the procedures hereinafter set forth.

Statements contained herein referring to requirements of the California Department of Alcoholic Beverage Control have been summarized, and will be the full responsibility of the individual or organization to determine the exact requirements pertinent to the type of use.

- A. Groups or individuals wishing to serve alcoholic beverages must notify the district a minimum of three (3) weeks in advance of the scheduled event. The request should include:
- (1) Date of the event;
 - (2) Whether an alcoholic beverage permit will be obtained or the affair catered;
 - (3) Type of function;
 - (4) Number of persons anticipated;
 - (5) Hours of use;
 - (6) Name of the individual responsible for group conduct;
 - (7) Security;
 - (8) And any other information requested pertinent to the function.
- B. The General Manager or authorized representative of the Rancho Simi Recreation and Park District will approve or disapprove all requests for the serving of alcoholic beverages.
- C. If approved, the applicant must agree in writing to abide by all requirements of the California Department of Alcoholic Beverage Control, and will execute the required forms for rental of the facility involved.
- D. Persons under 21 years of age will be allowed to be present at functions serving alcoholic beverages under certain circumstances only, two of which are as follows:

MISCELLANEOUS

REGULATIONS GOVERNING THE USE OF
ALCOHOLIC BEVERAGES

(continued)

- (1) If they are employed by a licensed caterer; or
- (2) If they are attending a private indoor function where the public is not invited.

NOTE: Persons under 21 years of age will not be served alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with state law and the regulations of the California Department of Alcoholic Beverage Control. Violators are subject to criminal prosecution, and reported violators will be denied approval for subsequent requests to serve alcoholic beverages on district facilities.

- E. Applicant must present an acceptable certificate of insurance for public liability and property damage in amounts not less than \$1 million as to injury to persons and/or damage to property for a single occurrence.
- F. Security officer(s) will be required and employed by the district for any function open to the general public and during the time specified by the Rancho Simi Recreation and Park District. The expense of the security officer(s) will be assumed by the applicant. A recreation leader or maintenance personnel will also be on duty and may request the security officer to remain after contracted hours if the situation requires; in which case the applicant will assume overtime charges for the cost of the security officer(s).
- G. Permit requirements for serving alcoholic beverages:
 - (1) If beer or wine (champagne) is served at a social function without charge, no permit is necessary from the California Department of Alcoholic Beverage Control.
 - (2) If beer or wine (champagne) is sold* at a social function by an organized group or club (nonprofit, civic, political, church, fraternal, company social club), the applicant must choose one of the following:
 - a. Either a licensed caterer must serve; or
 - b. A temporary beer permit or a temporary wine (champagne) permit must be obtained from the California Department of Alcoholic Beverage Control.

MISCELLANEOUS

REGULATIONS GOVERNING THE USE OF
ALCOHOLIC BEVERAGES

(continued)

- (3) If hard liquor is served at a social function without charge, no permit is necessary from the California Department of Alcoholic Beverage Control.
- (4) If hard liquor is to be sold*, one of the following will apply:
 - a. If the applicant represents an organized group or club (nonprofit, civic, political, church, fraternal, company social club), a daily general license may be obtained from the California Department of Alcoholic Beverage Control for each individual occasion, or a licensed caterer may serve.
 - b. If the applicant does not represent an organized group or club, a licensed caterer must be hired.

*For the purposes of this policy, "sold" is defined as drinks that are paid for by the use of money, admission price, tickets or any other token of value.

H. To obtain the above-mentioned alcoholic beverage permits:

- (1) The applicant will apply in person or by letter to the California Department of Alcoholic Beverage Control.
- (2) The request for the permit must be accompanied by a letter from the Rancho Simi Recreation and Park District approving the use of the facility and the serving of alcoholic beverages.

Any violation of the above may result in the immediate cancellation of the request for use of facility and denial of further requests for a period of up to two (2) years at the discretion of the board of directors.

Violation of any rule or regulation during the event may result in immediate termination of use of the facility by the applicant.

MISCELLANEOUS

REGULATIONS GOVERNING OUTDOOR
SPECIAL EVENTS AND FESTIVALS

Rules and Regulations

600

It is the policy of the Rancho Simi Recreation and Park District to make district facilities available to community residents, clubs, groups and organizations for as many community events as reasonably possible. Permission for the use of district property for an event not provided for under another section of the fees and charges policy may be granted by the General Manager or an authorized representative providing the applicant fulfills the following conditions:

- A. The applicant must submit a letter of request to the General Manager specifying the name of the individual(s), club, group or organization responsible for the activity, date of the proposed event, purpose of the function, number of participants anticipated, number of spectators anticipated, and other information considered pertinent to the event. In addition, the applicant will complete and submit a Permit for Use of District Facilities form together with a \$50 nonrefundable permit processing fee.
- B. The district will approve a facility (if possible) and assess a fee for payment of all direct/indirect costs expected to be incurred by the district as a direct result of the proposed event.
- C. The applicant will be responsible for complete replacement or repair of any damaged, destroyed or otherwise disturbed property of the district which is caused during the event.
- D. Applicant must present an acceptable certificate of insurance for public liability and property damage in amounts not less than \$1 million as to injury to persons and/or damage to property for a single occurrence.

NOTE: Higher limits may be required by the General Manager or an authorized representative when the proposed event is determined to present extraordinary liability exposure.

- E. The applicant will be required to submit copies of advertising and promotional materials to the district prior to their distribution.
- F. The following special conditions will apply:
 - (1) Events that may draw large numbers of people may be scheduled at community parks only.

Chapter: 11
SPECIAL AND

MISCELLANEOUS

Policy: 11-600-B

REGULATIONS GOVERNING OUTDOOR
SPECIAL EVENTS AND FESTIVALS (continued)

- (2) No security fences will be allowed.
 - (3) No alcohol will be allowed except with prior approval by the board of directors.
- G. Pursuant to the California State Constitution, Article 16, Section 5, regarding ceremonial occasions, the district will not make any appropriation, or pay from any district fund whatever, or grant anything to or in aid of any religious sect, church, creed, or sectarian purpose or help to support or sustain any school, college, university, hospital, or other institution controlled by any religious creed, church, or sectarian denomination. No grant or donation of personal property or real estate will be made by the district for any religious creed, church, or sectarian purpose.

MISCELLANEOUS

REGULATIONS GOVERNING MUSICAL PRESENTATIONS

Rules and Regulations

700

Individuals or groups desiring to hold events at which musical presentations may occur must submit a letter of request to the General Manager specifying the name of the individual(s), group or organization responsible for the activity, date of the event, purpose of the function, number of participants anticipated, number of spectators anticipated, and other information considered pertinent to the event. In addition, the applicant will complete the Permit for Use of District Facilities form and submit a \$50 nonrefundable permit processing fee.

Events that are expected to draw large numbers of people may be scheduled at community parks only.

The determination of the location will be made by the General Manager or an authorized representative and will be based primarily upon the anticipated level of participation, spectator attendance and the effects of the event upon other persons who may be present at the facility or in the vicinity of the facility. District staff will consider, but not limit consideration to the following: access to the facility; parking spaces available; sanitary facilities; type of park development; acoustical factors associated with the park and surrounding areas; the nature and extent of the surrounding development; the duration and timing of the musical presentation proposed and whether amplification will be used. In most cases, musical presentations will be limited to a maximum of two hours playing time.

The General Manager or an authorized representative will approve or disapprove all requests.

Applicants will follow the special rules hereinafter set forth and will observe all other regulations governing the use of district areas and facilities operated by or under the jurisdiction of the Rancho Simi Recreation and Park District.

The following special conditions will apply:

- A. Advertising will be limited in scope to Simi Valley.
- B. Depending on the event, the General Manager or an authorized representative may require Park Ranger(s) or security personnel to be assigned to the event. Full costs of security will be borne by the permittee.

MISCELLANEOUS

REGULATIONS GOVERNING MUSICAL PRESENTATIONS
(continued)

- C. An adequate cash deposit is required to cover the facility use fee, required supervision and security personnel, any damage that may occur as a result of the event, and all cleanup and other fees and charges related to the use of the designated location.
- D. Applicant must present an acceptable certificate of insurance for public liability and property damage in amounts not less than \$1 million as to injury to persons and/or damage to property for a single occurrence. The certificate of insurance must be submitted to the district prior to the final approval of the use request.
- E. Applicants must present evidence of possessing the necessary business licenses, seller's permits, nonprofit organization status, etc., as appropriate.
- F. The content of musical presentations will be subject to approval of the district staff. Presentations which may be offensive to persons present at the facility or in the vicinity of the facility are prohibited. The district staff may interrupt any presentation which, in their judgment, becomes offensive.
- G. Alcoholic beverages are prohibited except with prior approval by the board of directors.
- H. The applicant will not bring onto the facility special seating, security fences, lighting, portable electrical power sources, or sound amplification equipment without prior written approval of the district.

Unlawful activity of participants, complaints from the public, or failure to observe the Rancho Simi Recreation and Park District's general rules and regulations and the special regulations above may result in cancellation of the scheduled event and the denial of future requests.