



City of Santa Rosa
Recreation, Parks & Community Services
 415 Steele Lane, Santa Rosa, CA 95403
 Phone (707)543-3282; Fax (707)543-3288
 www.santarosarec.com

APPLICATION FOR PARKS SPECIAL USE PERMIT

INSTRUCTIONS: This is an application only, not a permit. Applications shall be submitted not less than thirty (30) days or no more than one (1) year prior to the event. The purpose of this application is to provide information about your activity. The special use Permit will be based upon the information you provide. If any information on this application changes, or a new component is added, you must notify the department immediately to see if the change is acceptable. Please attach additional information as needed (i.e., event layout map, sample promotional material, etc.) Depending on the nature of the event, an insurance certificate of liability may be necessary to finalize the use of the facility.

Date of Application:		Location Requested:	
Organization:		Contact Person:	
Address:		Day Phone:	Evening Phone:
City/Zip:		Cell Phone:	Fax:
Federal Non-Profit Tax ID number:		Email:	
Type of Event:		Is event open to public?	

Event Dates	Preparation Time	Event Time	Cleanup Time	Total Hours

Estimated number of workers/volunteers:	Number Attendees:
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Describe Activity/Event fully:

Describe sizes and numbers of structures and furniture to be used – include tents, canopies, booths, cookhouses, stages, tables, chairs, signs, etc.

AMPLIFIED SOUND: Amplified sound will require a sound permit issued by the City of Santa Rosa Police Department. **No amplified sound is allowed in Finley Park and Rincon Valley Park, with the exception of City co-sponsored events.**

Describe any amplified music or announcements that will take place:

TRASH: All garbage must be removed from park after event.

Describe trash/garbage/recycle removal plan:

PORTABLE TOILETS: Restrooms are available in Community Parks, but may not be serviced during your event.

Will portable toilets be brought into the park?	
Number of toilets?	Company making delivery?
Location(s) in park?	

FOOD: A permit issued by the Sonoma County Environmental Health Department (707-565-6531) may be required if food is served and/or sold at an event.

Will food be served?	Will food be sold?
Any open fire or propane gas? (a Fire Department Permit will be required)	
Describe:	

ALCOHOL:

The presence of alcohol at an event may require a license from the State of California Alcohol Beverage Control Department. Please check their guidelines requiring the type of license needed for your event. The applicant is responsible for making sure that alcohol is not supplied to minors, and that the responsible hospitality guidelines are followed.

Will Alcoholic beverages be served?			
Will alcoholic beverages be sold?			
Beer Only?	Wine Only?	Beer and Wine?	Mixed Drinks?

SECURITY/MONITORS:

Describe your plan for monitors/security at event:

SELLING OF GOODS/SERVICES: A permit may be required to sell goods and/or services within the City of Santa Rosa. Please contact the Administrative Services Department for more information on what is required. It is the applicant's responsibility to assure that all participants selling goods and services adhere to local requirements.

Describe goods/services to be sold:

PARKING: Many of parks have limited parking spaces available.

Describe alternative parking options if needed:

Please attach additional information as needed (i.e., event layout map, sample promotional material, etc.)

Department Use Only

APPROVALS

Additional Approvals Needed (Police, neighborhood groups, Dept. Director, City Council, _____)

Requirements	Yes	No	Comments
Additional Security			
Additional Maintenance Staff			
ABC License			
Sound Permit			
Insurance Certificated. If yes, amount: \$			
Portable Toilets: If yes, how many?			
Extra garbage/dumpsters. If yes, how many?			
Health Permit			
Course Map			
Event Schedule			
Pre-Event Meeting			

FEES/CHARGES

Special Use Permit Fee \$ _____
 Security/Damage Deposit \$ _____ (Refundable)
 Additional Maintenance \$ _____
 Other Charges \$ _____

TOTAL DUE \$ _____