



**Application Fee: \$50 (non-refundable)**

**NO DATES WILL BE RESERVED UNTIL THIS APPLICATION AND PAYMENT ARE RECEIVED.**

Please fill-out all requested information. Interim Use Permit applications must be submitted at least 180 days prior to the event in order to be processed. If you have any questions about filling out this form, please call (909) 387-2583.

**What is an Interim Use Permit?**

***Interim Use Permits are required when hosting a special event that has 300+ attendees, will use more than one acre or one shelter of park grounds, has multiple amenities and/or will take place multiple dates (including load-in and load-out).***

**1) Applicant Information (Who is the county entering into contract with?)**

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

First: \_\_\_\_\_

Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal / Zip Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Initial here stating that you have read and understand the section above \_\_\_\_\_

**2) Event Location (Which Park do you wish to host your event at?)**

*For Glen Helen Regional Park, all events at the Park are subject to being usurped by the San Manuel Amphitheater (Amphitheater). While the COUNTY has made every effort to notify the Pavilion operators regarding this Event, the COUNTY will not be liable for expenses or cost associated with the actions of the Amphitheater. COUNTY will make a reasonable effort to reschedule the Event to another time slot if the Amphitheater imposes such action.*

- Calico Ghost Town Regional Park, 36600 Ghost Town Road, Yermo, CA 92398
- Cucamonga-Guasti Regional Park, 800 North Archibald Avenue, Ontario, CA 91764
- Glen Helen Regional Park, 2555 Glen Helen Parkway, San Bernardino, CA 92407
- Mojave Narrows Regional Park, 18000 Yates Road, Victorville, CA 92392
- Mojave River Forks Regional Park, 17891 CA 173, Hesperia, CA 92345
- Prado Regional Park, 16700 Euclid Avenue, Chino, CA 91708
- Yucaipa Regional Park, 33900 Oak Glen Road, Yucaipa, CA 92392

Initial here stating that you have read and understand the section above \_\_\_\_\_

### **3) Date(s) of Event**

**In most cases, San Bernardino County Parks requires a minimum of 180 days to process an event with all required approvals. Please select a date that is at least 180 days from today's date.** Requests for events received less than 180 days may not be accommodated. **DATES WILL NOT BE CONFIRMED UNTIL YOUR APPLICATION IS COMPLETE, AND THE REQUIRED DEPOSIT HAS BEEN RECEIVED IN FULL.**

*Normal park hours are 7:30 a.m. - 5:30 p.m. in the winter and fall months and 7:30 a.m. – 7 p.m. in the spring and summer months. Times outside of this will be subject to additional fees or may not be approved.*

	<b>Start date &amp; time</b>	<b>End date &amp; time</b>
<b>Set-up</b> <i>(when will you need access to the area to prepare for your event)</i>		
<b>Event</b> <i>(when will your event be open)</i>		
<b>Tear-down</b> <i>(when will you remove/ clean area post event)</i>		

### **4) Event Information**

Title of your Event: \_\_\_\_\_

Type of event (please select the type of event that most closely describes the event you would like to host):

- |   |  |
|---|--|
| <input type="checkbox"/> Private Party <i>(Birthday, reunion, shower, etc.)</i> | <input type="checkbox"/> Animal Event <i>(dog show, agility, etc.)</i> |
| <input type="checkbox"/> Company Picnic or Event                                | <input type="checkbox"/> Fundraiser                                    |
| <input type="checkbox"/> Youth Event  | <input type="checkbox"/> Other: _____                                  |
| <input type="checkbox"/> Athletic Event <i>(run, walk, triathlon, etc.)</i>     |  |
| <input type="checkbox"/> Food and/or Wine Festival                              |  |

Please provide us with a brief description of your event. For events returning to our Park, do not write "same as last year":

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**Maximum attendance:** \_\_\_\_\_

Who is the targeted audience for this event? \_\_\_\_\_

Will admission fees be charged for this event? If yes, list ticket prices.

- Yes,  No

\_\_\_\_\_  
\_\_\_\_\_

Describe area of the above location that you would like to use. For example, if you are looking for grassy areas, shade trees, running or walking path, areas near a lake, etc. If you know the specific name of the area, please list that here:

\_\_\_\_\_  
\_\_\_\_\_

Are you requesting to reserve campsites for this event?

- No  
 Yes

List quantity of sites, and list specific sites, group sites, or cabins requested, if known:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **5) Fundraiser / Non-Profit Information**

*NON PROFIT ORGANIZATION: An organization exempt from federal income tax pursuant to 501 (c )(3) such as an organization operated exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, educational, fostering national or international sports competition, or the prevention of cruelty of children or animals. Veteran organizations created before 1880 under section 501 (c ) 3 may also qualify.*

Is this event a fundraiser for a non-profit organization?

- Yes  No, skip to question 6

Do you have IRS 501(c) 3 status? ***If yes, please submit a copy of your 501 c 3 letter with your application.***

- Yes  No

Is this event hosted by or donating revenue to a non-profit organization?

- Host Organization  Donating to Organization

What organization(s) will you be donating to and what percentage of the revenue will be donated?

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Initial here stating that you have read and understand the section above \_\_\_\_\_

## **6) Equipment**

Please indicate the equipment that will be used during the event, and the number of units. Check all that apply.

- |                         |  |
|-------------------------|--|
| _____ PA/Speaker System | _____ Chair(s)                               |
| _____ Generator(s)      | _____ Extension Cord(s)                      |
| _____ Light Tower(s)    | _____ Inflatable(s)                          |
| _____ Tents/Canopies    | _____ Carnival Type Rides/ Attractions       |
| _____ Stage             | _____ Live animals (pony rides, petting zoo) |
| _____ Tables(s)         | _____ Other Item(s) not listed               |

Please indicate "other" item(s) and quantity \_\_\_\_\_

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Initial here stating that you have read and understand the section above \_\_\_\_\_

## **7) Food Vendors**

Food vendors must obtain a valid health permit from the County of San Bernardino Department of Environmental Health, if they do not already have one. A copy of this must be sent to the Regional Parks Administrative Office at least thirty (30) days prior to the event and the original must be placed on display on the day of the event. In addition, all vendors selling food and other products must obtain and have all other required permits and/or licenses from the City the event is being held in. (e.g. business license). Insurance naming the County of San Bernardino Regional Parks as additionally insured will be required. **There is a fee of \$50 per food vendor.**

Will food be served at this event?

Yes

No

Food will be: (check all that apply):

- Provided free
- Available for purchase
- Cooked/Prepared on-site
- Cooked on an open fire

Initial here stating that you have read and understand the section above \_\_\_\_\_

Please list names and contact telephone numbers for all food vendors attending your event.

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### **8) Informative/ Merchandise Vendors**

Insurance naming the County of San Bernardino Regional Parks as additionally insured will be required. **There is a fee of \$25 per merchandise vendor.**

Will there be informative/merchandise vendors at this event?

- Yes
- No

Please list names, contact telephone numbers and briefly describe the types of items that will be offered for sale for all merchandise vendors attending your event.

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Select which of the following vendor(s) will be at this event:

- Inflatables                      How many? \_\_\_\_\_ Company & Phone Number: \_\_\_\_\_
- Live Music w/ stage              Company & Phone Number: \_\_\_\_\_
- Live Music w/o stage              Company & Phone Number: \_\_\_\_\_
- PA or DJ music                      Company & Phone Number: \_\_\_\_\_
- Live Animals                        Company & Phone Number: \_\_\_\_\_
- None of the above

Initial here stating that you have read and understand the section above \_\_\_\_\_

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## **9) Alcohol**

Requests to serve alcohol must be accompanied by submission of a license obtained from the California Alcohol and Beverage Control Board [www.abc.ca.gov](http://www.abc.ca.gov), and is subject to Regional Park's approval.

Will alcohol be served?

- No  Yes: alcohol will be served on-site  
 Yes, alcohol will be SOLD on-site

Who will be managing your beer garden/alcohol sales? Please name of organization supplying the beverage, name of organization serving the beverage, and contact numbers for both.

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Initial here stating that you have read and understand the section above \_\_\_\_\_

## **10) Vehicle Loading/Unloading**

Vehicles, including catering vehicles, are not normally permitted to drive or park on the turf of Park grounds due to extensive underground irrigation systems that may sustain damage when vehicles drive across control boxes, sprinkler head and the lines. Please note: all load-in and load-out shall take place outside of event hours. No vehicles should be in the event area during event unless otherwise approved by County of San Bernardino Regional Parks.

Are you requesting that vehicles be permitted to load/unload on Park property?

- Yes  No

Please indicate time and location that loading and unloading is to occur.

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Initial here stating that you have read and understand the section above \_\_\_\_\_

## **11) Traffic Control**

All major special events and any intermediate or minor special events which are determined to need law enforcement or traffic control must make prior arrangements with the County of San Bernardino Sheriff's Department or local city police. **County of San Bernardino Regional Parks may determine the need for traffic control based on the above information.**

Are you requesting that any public streets be closed for this event?

Yes

No

If yes, please indicate which ones, listing intersections, etc.

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A traffic control contractor may be required for events that need barricades or traffic control signage. An approved traffic control plan will be required prior to implementing any closure or redirection based on the event. The plan should specify pedestrian management, traffic signal modifications, etc. (if applicable). A changeable message sign may also be required.

Will you be using a traffic control contractor?

Yes

No

What is the name of the traffic control contractor?

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Initial here stating that you have read and understand the section above \_\_\_\_\_

## **12) Parking**

Sufficient parking must be planned and designated depending upon the type and location for your event. There will be a "per staff/ per hour" fee implemented, if our staff are required to assist with parking at your event. Please indicate what areas you plan on utilizing for participant / attendee parking. Include staff locations and signage locations. Attach map if necessary. Park images can be viewed using the website, Google Earth.

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Will you provide designated parking for disabled persons?

Yes

No

Will you provide parking attendants? If yes, who will be assisting you?

Yes

No

\_\_\_\_\_  
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Initial here stating that you have read and understand the section above \_\_\_\_\_

### **13) Clean-up and trash removal**

Clean-up of the event area immediately following the event, including trash removal from the site, is the responsibility of the applicant. Please indicate the clean-up and trash removal contractors or organizations responsible and their phone numbers. **For events with more than 500 attendees one (1) or more 40 cubic yard rollaway dumpster will be required.**

Clean-up: \_\_\_\_\_

Trash Removal: \_\_\_\_\_

Initial here stating that you have read and understand the section above \_\_\_\_\_

### **14) Portable Restrooms**

Portable restrooms are required at the rate of one per every 100 people in attendance (not including park facility restrooms). **County of San Bernardino Regional Parks may determine the need for additional restrooms based on the above information.**

Will additional portable restrooms be brought to the event site?

Yes

No

Portables Company & Phone Number: \_\_\_\_\_

Number of Portable Restrooms: \_\_\_\_\_

Number of ADA Portables: \_\_\_\_\_

Initial here stating that you have read and understand the section above \_\_\_\_\_

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**17) Additional Information**

Please inform us of any additional information that may be imperative when determining if San Bernardino County Regional Parks can accommodate your request.

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Initial here stating that you have read and understand the section above \_\_\_\_\_

**18) Damage Deposit**

Regional Parks will charge a refundable damage deposit for your event. This amount is determined by use area, number of attendees, and previous experiences with your organization.

Permittee will accompany a Regional Parks staff member on a walk through prior to load-in to assess any damage already reported in the use area. A walk through will also take place upon completion of tear-down of the event.

Any damage determined to be caused by the event will be deducted from the refundable damage deposit.

Examples of reasons your damage deposit can be withheld are including but not limited to, broken sprinklers or underground piping, defacing park property, broken electrical wiring or fuses and/or leaving an abundance of litter on park grounds.

If no damage is distinguished Permittee will receive 100% of the refundable damage deposit via check within 4-6 weeks after close of event.

**19) Additional Forms**

Please include the below requested files when submitting your application. If you experience any issues obtaining these files, please contact the Contracts Liaison at (909) 387-2583.

- **Run/Walk Route Map**
- **Traffic and Parking Map**
- **IRS 501(c)(3) designation form**

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**How to submit the form with payment:**

**Walk-in:** This form can be hand-delivered, with a cash, credit card, money order or cashier’s check payment, to Regional Parks Office, 268 W. Hospitality Lane, Suite 303, San Bernardino, CA 92408. We are open Monday-Friday from 8 a.m. to 5 p.m. Closed on holidays. **WE DO NOT ACCEPT AMERICAN EXPRESS.**

**Mail-in:** This form can be mailed with a credit card, money order or cashier’s check payment, to Regional Parks Office, 268 W. Hospitality Lane, Suite 303, San Bernardino, CA 92408. **WE DO NOT ACCEPT AMERICAN EXPRESS.**

**Fax:** This form can be faxed to 909-387-2052 Attn: Mary Sheehan with a credit card payment using a Visa or MasterCard. **WE DO NOT ACCEPT AMERICAN EXPRESS.**

**Email:** This form can be emailed to MaryRuth.Sheehan@parks.sbcounty.gov with a credit card payment using a Visa or MasterCard. **WE DO NOT ACCEPT AMERICAN EXPRESS.**

**If paying via credit card please provide the following information.**

Name on Card: \_\_\_\_\_  Business  Personal

Card Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Address associated with card (Numeric Only): \_\_\_\_\_

Zip Code associated with card: \_\_\_\_\_

Card Holder’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*IMPORTANT\*\*\***

Advertising and/or marketing of this event is highly discouraged until all required forms and documents have been received by the County of San Bernardino Regional Parks and until your application has been approved by all necessary parties.

Any web-based and/or print marketing materials, including but not limited to: websites, flyers, banners, email blasts, etc. are required to be submitted to the Parks Contracts Liaison for approval prior to distributing to the public or prospective attendees.

By initialing here I understand that any marketing of the event will not be permitted until the event has received final approval from the San Bernardino County Regional Parks Department. \_\_\_\_\_