



PLEASE COMPLETE APPLICATION 60 DAYS PRIOR TO DATE OF EVENT

COUNTY OF LAKE
PUBLIC WORKS DEPARTMENT
Courthouse - 255 N. Forbes Street
Lakeport, California 95453
Telephone 707/263-2341
Fax 707/263/7748

Scott De Leon
Public Works Director

COUNTY PROPERTY USAGE APPLICATION

For those individuals and organizations desiring to use county facilities for a certain event, the Public Works Department requests the following:

1. Name of Applicant/Organization: _____

 2. Applicant's Address and Phone Number: _____

 3. Name and Title of Individual representing the Applicant: _____

 4. Address and Phone Number of Representative: _____

- Area Desired: (Please be specific) If a parade or race, etc. please list all streets to be covered. Use reverse side of this application, if needed. _____

5. Date(s) of Event: _____
 6. Times(s) desired: (From what time to what time?) _____
 7. Please provide a complete explanation of the event, including exactly what will be happening. Use reverse side of this application, if needed. _____

 8. Will food and/or soft drinks be sold? Served free? Please describe: _____

 9. Will alcohol be sold? Served free? Please describe: _____
 10. Will you be charging admission or an entry fee to the event? _____
 11. Are you a non-profit organization? _____
 12. How many people do you anticipate will be involved in the event?
Participants _____ Observers _____
 13. Please provide a complete, legible MAP of any event such as a parade, race, walk-a-thon, bicycle event, "enduro", etc. and attach (8 1/2 x 11 minimum). If any roads need to be closed, please provide a map showing detours.

SIGNED: _____
Applicant or Applicant's Representative

DATE: _____

You will be notified as soon as possible as to whether or not your application has been approved.

Special Event Defined:

Special events, include, but are not limited to, the following:

Any organized or planned event taking place on County property, where a publicly recognized organization, business, person, or other entity (profit or non-profit) advertise, invite or seed entrants to participate. If the total number of participants is less than 25, a permit is not required.

Exception: Family groups (weddings, reunions, including school reunions) of less than 100 persons and other similar groups of less than 100 persons not associated with an established organization are not required to obtain a permit.

Racing Events Involving County Roads:

Special events involving racing will not be permitted except under the following conditions:

Under planned conditions races may be permitted if full road closures specified for racing are given advance public notice and are monitored as required. Final approval for issuing permits for racing events rests solely with the Board of Supervisors.

A racing event is any event wherein participants compete against each other, or are timed or where awards, prizes or points are issued.

Application:

In order to conduct a special event as previously defined, application must be made with the Public Works Department at least sixty (60) days prior to the event.

Approving authority:

Except for racing events the Public Works Department and Risk Management are the final approving authorities for all applications and issuance of permits for special events on county maintained roads and Highland Springs Park.

Failure to Comply:

It is the responsibility of each applicant to adhere to all conditions described in the issued permit. Failure to comply will result in permit revocation and the applicant shall be ineligible for future permits.

Processing Permits and Appeal Rights:

The Public Works Department will ensure that copies of all applications received will be routed to the appropriate County departments and outside agencies for comments and approval. Department and agencies include:

Sheriff Department
CHP
Cal Trans
Road Division

Applications can be denied if adequate cause exists. Should an application be denied, special event organizers have the right to appeal directly to the County Board of Supervisors.

Insurance Requirements:

It is the responsibility of the special event organizer to provide the County of Lake with a liability insurance policy, name the County of Lake as Additional Insured, in the amount specified as follows:
\$ 300,000: Youth events such as little league, Scouting, 4-H and similar youth organizations involving more than 25 participants.
\$ 1,000,000: All other events involving groups of more than 25 persons.

Exceptions to above: Public school groups from Lake and Mendocino County of less than 100 persons can be allowed usage by the annual posting of a Hold Harmless agreement in lieu of a liability policy which must include a liquor liability endorsement.

Road Closures:

Some public roadways, because of their nature, may not be approved for special events unless full road closures are instituted.