APPLICATION FOR SPECIAL EVENTS OR GROUP GATHERINGS

Applicant _____

Address _____City_____Zip_____

Contact Person _____Phone (____)_____Email _____

Facility Name _____ Site/Shelter #_____Park Reservation No._____

# of People _____ Event Type: (birthday party, wedding, etc.) _____Alcohol: Yes or No

Date(s) _____ Arrival Time: _____Departure Time: _____

You will be contacted by Permit Staff for payment information.

If person paying for permit is different than Applicant, please include the following:

Payer Name _____

Address _____Phone_____

LIST ALL VENDORS AND CONTRACT SERVICES

VENDOR NAME	VENDOR PHONE	CONTACT PERSON	SERVICE(S) PROVIDED

All vendors and contract services entering the park must have valid liability insurance that complies with the County's Risk Management Office and is on file with OC Parks Reservations and Permits Unit. A pre-approved vendor list is available online at *ocparks.com*.

1. A non-refundable $75.00 permit fee will be charged for the first two vendors and $25.00 for each additional vendor. Depending on the size and type of event, OC Parks Reservations and Permits Unit may apply additional fees. Make checks payable to COUNTY OF ORANGE.

Upon receipt of the above, OC Parks Reservations and Permits Unit will coordinate review of your submittal. Revisions, additional fees, security deposit, insurance requirements, supplementary information and other items may be required prior to permit issuance.

My signature acknowledges, I agree to abide by all Laws, Rules, and Regulations set forth in the Permit and Special Provisions for which I hereby apply.

Signature of Applicant:_____Date: _____

OC Parks Reservations and Permits Unit
13042 Old Myford Road
Irvine, CA 92602
Phone: (866) 627-2757
Fax: (714) 973-3336

A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING.
PLEASE BE ADVISED THAT SOME REQUESTS MAY TAKE LONGER

The County of Orange will charge $25.00 for 1st check returned for insufficient funds and $35.00 for each subsequent check, per Board Resolution 00-445.