

Does your event meet any of the criteria below?

If any of your answers are "Yes", you must apply for a special event permit using this form. If any of your answers are "Don't Know", please call (415) 473-7608 to discuss your event with a Marin County Parks staff member before completing this form.

Exceeds the capacity of a reservable group site	☐ Yes	☐ No	☐ Don't Know
Includes a fee, sale of food, drink, merchandise, etc.	☐ Yes	☐ No	☐ Don't Know
Includes electronically amplified sound	☐ Yes	☐ No	☐ Don't Know
Reserves more than one reservable group site at the same time	☐ Yes	☐ No	☐ Don't Know
Includes amenities set up outside a reservable group site	☐ Yes	☐ No	☐ Don't Know

Note:

- This application and permit is only for events on Marin County Parks property. It is the responsibility of the permit applicant to notify and obtain necessary permission and permits from other public agencies and private land owners that may be impacted by this group use.
- Fees and conditions apply.
- A reservable group site is "on hold", but not "reserved", when this permit application, and a \$289 application fee is received by Marin County Parks. A site is "reserved" only when a permit application is approved by Marin County Parks, and any additional fees have been paid.
- Submitting an application does not guarantee that a permit will be approved.
- All applicants must read Marin County Parks Special Events Policy. Please initial here: _____ that you have read the Marin County Parks Special Event Policy.

Event Information:

Event Name: _____

Applicant Name: _____

Email: _____ Phone: _____

Organization: _____ Address: _____

City: _____ State: _____ Zip: _____

Park Where Event to Take Place: _____

Reservable Group Site(s) Requested: _____

Requested Event Date(s): _____ Requested Rain Out Hold Date(s): _____

Event Hours: _____ Set Up/Take Down Hours: _____

Number of Participants: _____ Number of Parking Spaces Needed: _____

Method for Controlling Number of Participants (e.g. presale of tickets):

Briefly Describe the Event:

Fees:

- Application Fee (\$100 of this fee is non-refundable) \$289
- Rain Out Hold Fee (\$289 if requested by applicant. This fee is non-refundable) _____

Total Amount Due at Time of Application: _____

Mail application and check to:

Marin County Parks
3501 Civic Center Drive, Suite 260
San Rafael, CA 94903

Checks must be made payable to *Marin County Parks*. To pay by Visa or Mastercard, call Permits at (415) 473-7608; email completed application to Lisa.Wilson@marincounty.gov.

ACCEPTANCE BY APPLICANT

Failure to abide by all permit conditions, Marin County Parks regulations and staff directions may result in revocation of this permit. Permit holder is responsible for disseminating all information to contractors and 3rd parties involved in event. This permit is not transferrable. The above stated applicant hereby assumes and agrees to protect, hold harmless and indemnify the County of Marin from all legal liability for injury to or death of all persons whomsoever resulting from above said activity. Applicant and organization representatives must be of legal age. Minors may not apply for a permit nor sign the permit application.

NOTE: this Special Event Permit and associated park area reservations may be cancelled with minimal notice if government health orders impact the viability of this event. (*Marin County Parks Code 10.01.070 – Closure of lands and facilities*). In the event of such a cancellation, refunds will be issued for the permit application fee, security deposit, and area reservations. The CATX application fee is non-refundable. Marin County Parks and the County of Marin are not responsible for the permit holder's loss of event revenue or other expenses.

Signature: _____ Date: _____
Must be same as above Applicant Name

Applicants: Do not write below the dotted line.

APPROVAL BY MARIN COUNTY PARKS

Permit #: _____

Insurance required? Yes ☐ No ☐ If yes, is current proof of insurance attached? Yes ☐ No ☐

Total Fees Owed: \$ _____ (attach additional fee sheet if needed) **Attachment? Y N**

Total Fees Paid: \$ _____ Visa MC Cash Check # _____ Date Paid: _____

This permit application has been approved by:

Signature: _____ Date Approved: _____