



INSTRUCTIONS FOR COMPLETING PARK PERMIT APPLICATION



1. **SECTION 1:** Complete Section 1 thoroughly, including type of event, date and total time needed for setup etc., the time of the actual activity, and the number of people expected. Check the requested use area and indicate any additional needs, such as electricity, water.
2. **SECTION 2:** The following permit fees may or may not be applicable to your event:

a. **PERMIT APPLICATION PROCESSING FEE (all events):** **\$19.00** (non-refundable)

b. **RESERVATION FEES:**

Fees for PRIVATE Events and PUBLIC Events Which Do Not Charge Spectators/Participants

<u># of People</u>	<u>Fee</u>	<u># of People</u>	<u>Fee</u>
0 - 100	\$ 11.00	501 - 1000	\$150.00
101 - 250	\$ 30.00	1001 +	\$301.00
251 - 500	\$ 73.50		

Fees for PUBLIC Events Which Charge Spectators/Participants

<u># of People</u>	<u>Fee</u>	<u># of People</u>	<u>Fee</u>
1 - 25	\$ 11.00	251 - 300	\$150.00
26 - 50	\$ 16.00	301 - 500	\$180.00
51 - 75	\$ 30.00	501 - 750	\$301.00
76 - 100	\$ 44.50	751 - 1000	\$450.00
101 - 150	\$ 60.50	1001 - 1250	\$600.00
151 - 200	\$ 90.50	1251 +	\$600.00 +
201 - 250	\$120.00		50¢ per participant exceeding 1251

c. **ADDITIONAL PARK FEES (If Applicable):**

Damage Deposit (<i>for all public events, ampl. sound, & events over 100 people</i>)	\$100.00 (refundable)
Insurance Processing Fee (<i>see Section 4 below</i>)	\$ 40.00
Vendor Fee (<i>public events only</i>)	\$ 6.00 each
City Plaza Electric (<i>100 amp</i>)	\$ 30.00/day
City Plaza Event Restrooms (<i>extra restrooms</i>)	\$ 95.00/day
Early Entrance Fee (<i>Ranger staff time</i>)	\$ 32.50/hr

3. **SECTION 3:** Read the “Conditions for Park Use” and sign at bottom of the page.
4. **SECTION 4:** Insurance is required if one or all of the following conditions occur:
 - a. The number of people participating amount to 101 or more,
 - b. Amplified sound is used (typically sound systems requiring 100 amps and not small PA systems)
 - c. All Public Events

Insurance, if applicable, needs to be submitted at least 2 weeks prior to your event. A Certificate of Insurance that meets the City’s insurance requirements must be submitted to:

Risk Management Office
411 Main Street, First Floor, Chico CA
Phone: 530-879-7910 Fax: 530-895-4733
[Email: risk-management@chicoca.gov](mailto:risk-management@chicoca.gov)

5. **SECTION 5:** Read, sign and date “Acceptance of Conditions”
6. **EVENT INFORMATION:** (Last Page): Please Complete. Not all Items may be applicable to Private Events.
7. **RETURN APPLICATION.** When complete, please return ALL pages of the application to: **City of Chico Park Division, 411 Main Street, Second Floor, Chico, CA 95928, or by FAX 530-895-4899, or email to parkinfo@chicoca.gov**

If you have any questions, please call the Public Works Department-Park Division at (530) 896-7800.