



**CITY OF CHICO**  
**BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)**

Regular Meeting Agenda  
March 27, 2017 6:30 pm  
Municipal Center - 421 Main Street, Council Chamber

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*Materials related to an item on this Agenda are available for public inspection in the Park Division Office at 965 Fir Street during normal business hours or online at <http://www.chico.ca.us/>.*

**1. REGULAR COMMISSION MEETING**

1.1. Call to Order

1.2. Roll Call

**2. CONSENT AGENDA**

All matters listed under the Consent Agenda are to be considered routine and enacted by one motion. Public comment, if any, will be taken before the approval of the Consent Agenda

2.1. Permit Earthbound Skills Homeschool Events, (4/11/17-4/14/17)

Joni Mitchell (Applicant) would like to reserve the Council Ring for multiple days for various outdoor activities, including teaching children how to build a camp fire. Applicant would like to secure a fire permit. **Recommendation:** *Conditional approval.*

2.2. Permit for Multiple AA Meetings, (4/16/17 – 10/8/17)

Craig Billsborough (Applicant) - God Squad AA is a support group that would like to meet every Sunday at the Council Ring. **Recommendation:** *Conditional approval.*

2.3. Permit Vineyard of Chico to hold a Sunrise Service in Middle Park on Easter (4/16/17)

Jessica Ordaz (Applicant) with Vineyard of Chico requests a permit to hold an Easter Sunrise service at the cross near Parking Area B in Middle Park. **Recommendation:** *Conditional approval.*

2.4. Permit Valley Oak Children's Services Annual Children's Faire, (4/29/17)

Connie Roberson (Applicant) with Valley Oak Children's Services, would like to host the 31<sup>th</sup> Annual Children's Faire in City Plaza. During their event, they are requesting to have a petting zoo. **Recommendation:** *Conditional approval*

2.5. Permit Hooked on Fishing Not on Drugs, 5/20/17)

Pete Giampaoli (Applicant) requests a permit to host a free fishing derby (Hooked on Fishing Not on Drugs), for children ages 4-12 years old, held in Middle Park at Horseshoe Lake. This event will also need the approval to stock Horseshoe Lake with approximately 8,000 pounds of catfish. **Recommendation:** *Conditional approval.*

2.6. Permit a Wedding at Picnic Site #37 (10/10/17)

Emily Damm and Seth Jones (Applicants) would like to reserve Picnic Site #37 (Redwood Grove), which is a non-intensive use site, for their wedding ceremony. **Recommendation:** *Conditional Approval*

**3. ITEMS REMOVED FROM CONSENT – IF ANY**

4. **NOTICED PUBLIC HEARINGS - NONE**

5. **REGULAR AGENDA**

5.1. Permit for Multiple Earthbound Skills Campfire Storytelling Meetings, (4/8/17 – 10/7/17)

Applicant (Deva Daniel) would like to host campfire storytelling events. The Applicant would like to secure a fire permit for all of the requested dates. **Recommendation:** *Approve the permit for the site reservation for all dates, and, due to high fire danger, approve the fire permit for only the months of April, June and October.*

5.2. Permit Happy Acres Forest School LLC for a Daily Environmental Program in Various Locations of Bidwell Park (9/2017 through 6/2018)

Brian Kehoe (Applicant) would like to bring children 3 -5 years old, on a daily basis, into various locations in Bidwell Park, from 8:30 AM – 1:30 PM, Monday through Friday, beginning September 2017 thru June, 2018 for an environmental education program. **Recommendation:** *Conditional Approval*

6. **BUSINESS FROM THE FLOOR**

Members of the public may address the Commission at this time on any matter not already listed on the agenda; comments are limited to three minutes. The Commission cannot take any action at this meeting on requests made under this section of the agenda.

7. **REPORTS AND COMMUNICATIONS**

The following items are provided for the Commission's information only. No action can be taken on any of the items unless the Commission agrees to include them on a subsequent posted agenda.

7.1. Parks and Street Trees Division Report – ***Verbal Report - Interim Park and Natural Resource Manager Linda Herman***

8. **ADJOURNMENT**

Adjourn to the next regular meeting on April 24, 2017 at 6:30 p.m. in the Council Chamber of the Chico Municipal Center building located at 421 Main Street, Chico, California.



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Please contact the Park Division Office at (530) 896-7800 if you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation. This request should be received at least three working days prior to the meeting.



## BPPC Staff Report

Meeting Date 3/27/17

DATE: 3/13/17  
TO: Bidwell Park and Playground Commission  
FROM: Theresa Rodriguez, Administrative Assistant  
SUBJECT: Permit Earthbound Skills to Reserve Council Ring, (4/11/17 – 4/14/17)

### REPORT IN BRIEF:

**Recommendation:** Conditional approval.

### Event Details

Date of Application	3/13/2017
Date of Event	4/11/17 – 4/14/17
Time of Event	11:00 AM – 3:00 PM
Event Name	Homeschool Event
Applicant Name	Joni Mitchell
Location	Council Ring
Description	Teach children how to build a campfire as well as other outdoor activities.
New Event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. Years?
# Participants	15
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.

### Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Applicant must follow all the rules required by the fire permit.
- At the conclusion of each event the applicant will need to do a final inspection and remove all signs as well as pick up any associated trash.

**Attachments:** Application and Permit for Park Use

**Distribution:** Joni Mitchell

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3/23/2017



# City of Chico

## APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC  PRIVATE

### SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Joni Mitchell  
Name of Applicant/Contact Person

Earthbound Skills  
Organization Name (if applicable)

homeschool event  
Description of Event: (family BBQ, walk/run, describe below if needed)

April 11th - 14th, Tues - Fri  
Day and Date of Event:

From: 11:00 To: 3:00  
Total Time Needed for Set-up, Event, and Clean-up

From: 11:00 To: 3:00 15  
Time of Event Only Number of people

E-mail address \_\_\_\_\_

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

#### AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
  - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
  - Electricity (15 amp)
  - tables, restroom area (circle)
- Children's Playground
  - Electricity (15 amp)-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 - 3:30
  - Water (public events only)
- City Plaza (Additional fees may apply)
  - Electricity (15 amp)
  - Event Restrooms
  - Fountain - On
  - Meter Bags # \_\_\_\_\_
- Meadow
  - 100 amp Electrical Service
  - Water (public events only)
- 100 amp Electrical Service
- 100 amp Electrical Service
- Water (public events only)
- Fountain - Off
- Sound Curtain

- Council Ring
  - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A
  - Sycamore Way Parking Lot Closure-Public Events ONLY
  - Electricity (15 amp) parking area, restroom area (Pick up key)
  - Band Stand (15 amp)
  - BBQ-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 AM - 3:30 PM
- Oak Grove B
- Depot Park
  - Electricity (15 amp)
- Lower Bidwell Park (public events only): \_\_\_\_\_
- Upper Bidwell Park (public events only): \_\_\_\_\_
- Other (specify) (public events only): \_\_\_\_\_
- Early Entrance Needed (public events only)  Yes  No

Additional Description of the Event: Homeschool class teaching how to build a campfire and other outdoor activities.

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

### SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 44.00 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ \_\_\_\_\_ (\$40.00 to process outside insurance)
- Vendor Fee # \_\_\_\_\_ (\$6.00 per vendor)
- Damage Deposit \$ \_\_\_\_\_ (\$100.00 refundable)
- Early Entrance Fee \$ \_\_\_\_\_ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ \_\_\_\_\_ (see fee schedule)

**Additional fees for City Plaza use:**

Event Restrooms \_\_\_\_\_ x (\$95.00) = \$ \_\_\_\_\_  
#days

100 amp Electrical \_\_\_\_\_ x (\$30.00) = \$ \_\_\_\_\_  
(electrician required) #days

Park Fee Total: \$ 63.00

Convenience Fee: \$ \_\_\_\_\_

Total Fee Required: \$ 63.00

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Fee due upon submittal of application - Make Checks Payable to: City of Chico -

City of Chico Cash Receipt No. CR418045 Payment Method: CK Date: 3/13/17 Received By: TR

Office	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	Cleaning Service	Park Services Coordinator
Distribution:	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	Risk Management (e-mail)	DCBA

## SECTION 3

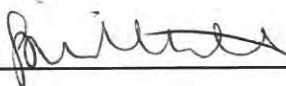
# CONDITIONS FOR PARK USE

### You Are Responsible for Knowing the Park Rules. Please Observe the Following:

<b>Alcohol</b>	Alcohol is not permitted in any City Park or Playground.
<b>BBQ's</b>	Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
<b>Bicycles</b>	Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
<b>Bounce Houses</b>	Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
<b>Campfires</b>	No campfires allowed.
<b>Camping</b>	No overnight camping allowed. Bidwell Park is a "day use park" only.
<b>Clean up</b>	Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
<b>Damages</b>	Any damage to City property as a result of this event will be repaired at permittee's expense.
<b>Dogs</b>	Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times <b>dogs must be on a leash</b> . Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. <b>Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.</b>
<b>Electrical</b>	All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
<b>Fishing</b>	<b>Big Chico Creek:</b> Check California Fish and Game Regulations, <a href="http://www.dfg.ca.gov/regulations/">http://www.dfg.ca.gov/regulations/</a> , Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek. <b>Horseshoe Lake:</b> <u>Age 14 and over</u> - license, catch and release; <u>Under 14</u> - no license, catch and keep.
<b>Gate Closures</b>	Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See <a href="http://www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp">www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp</a>
<b>Glass</b>	No glass containers allowed in any City Park or Playground.
<b>Horses</b>	Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
<b>Noise</b>	No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
<b>Park Closures</b>	Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
<b>Signs/Defacing</b>	Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
<b>Smoking</b>	Smoking is not permitted in any City Park or Playground.
<b>Swimming</b>	While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
<b>Vegetation</b>	No taking, cutting or injury of any vegetation in the Park is allowed.
<b>Vehicle Traffic</b>	<ul style="list-style-type: none"><li>• While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.</li><li>• Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.</li><li>• Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.</li><li>• No vehicles are permitted to travel or park on grass areas.</li></ul>

**\*I have read and agree to conform to the above rules and conditions:**

Signed: \_\_\_\_\_



**SECTION 4 – INSURANCE**

(to be determined by Park Office)

**INSURANCE REQUIREMENTS ARE APPLICABLE TO:**

Insurance Required

Not Required

(1) All Public Events per Title 12R.08.240, and/or

All Events Public or Private where:

(a) Amplified sound is used, or (b) The number of people participating amount to 100 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at [risk-management@chicoca.gov](mailto:risk-management@chicoca.gov)

If insurance is required, Certificate of Insurance, meeting City standards must be received by: \_\_\_\_\_

Organization Named on Certificate of Insurance \_\_\_\_\_

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

(1) Identification of permit applicant, identification of event, date of event.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

**Please Note:** Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

**SECTION 5 - ACCEPTANCE OF CONDITIONS**

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted e, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X *M. Intel*  
Signature of Applicant

X March 13, 2017  
Date

**RETURN THIS FORM TO:**

City of Chico - Park Division  
411 Main St., 3rd Floor  
Chico, CA 95928

FAX 530-895-4825 or email to [Parkinfo@chicoca.gov](mailto:Parkinfo@chicoca.gov)

**THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.**

**A copy of the approved application will be returned to you.**

**SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION**

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) \_\_\_\_\_

- Denied by the General Services Director. Reason: \_\_\_\_\_
- Application fee waived (12R.08.100 CMC). Reason: \_\_\_\_\_
- Reservation fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Vendor fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Insurance fee waived (12R.08.240 CMC). Reason: \_\_\_\_\_
- Damage deposit fee waived (12R.08.260 CMC). Reason: \_\_\_\_\_
- Application approved by the Bidwell Park & Playground Commission. Date: \_\_\_\_\_
- Application denied by the Bidwell Park & Playground Commission. Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Park and Natural Resources Manager

\_\_\_\_\_  
Date

# EVENT INFORMATION

Please answer the following questions by circling "Yes" or "No"

Is this an annual event? How many years have you been holding this event? _____	Yes	<input checked="" type="radio"/>
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	<input type="radio"/> <input checked="" type="radio"/> No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	<input type="radio"/> <input checked="" type="radio"/> No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ <i>Note: 100 amp electrical service requires a certified electrician to operate.</i>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [ ] Bounce house [ ] Climbing wall [ ] Ropes Course [ ] Other: _____ Name of Operator: _____	Yes	<input type="radio"/> <input checked="" type="radio"/> No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	<input type="radio"/> <input checked="" type="radio"/> No
Will event require that any part of the Park remain closed beyond the normal time of opening? <i>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</i> <b>(Subject to approval by the General Services Department Director and/or Senior Park Ranger.)</b> If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	<input type="radio"/> <input checked="" type="radio"/> No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ <i>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</i>	Yes	<input type="radio"/> <input checked="" type="radio"/> No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	<input type="radio"/> <input checked="" type="radio"/> No
<b>Portable Restrooms:</b> You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <i>Note: Restrooms shall be removed within 24 hrs after conclusion of event.</i>	Yes	<input type="radio"/> <input checked="" type="radio"/> No
<b>Sanitation and Recycling:</b> As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i>	Yes	<input type="radio"/> <input checked="" type="radio"/> No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i>	Yes	<input type="radio"/> <input checked="" type="radio"/> No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i>	Yes	<input type="radio"/> <input checked="" type="radio"/> No
Do you request irrigation to be turned off before and during your event?	Yes	<input type="radio"/> <input checked="" type="radio"/> No
<b>CITY PLAZA ONLY:</b> Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <i>If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</i>	Yes	<input type="radio"/> <input checked="" type="radio"/> No
Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i>	Yes	<input type="radio"/> <input checked="" type="radio"/> No



**City of Chico  
Fire Prevention & Life Safety Bureau  
Campfire Council Ring Fire Permit**



Because the Campfire Council Ring is the only fire pit where recreational fires are permitted in Bidwell Park, there are some special laws that apply to users of the fire pit.

Under the California Uniform Fire Code and/or the Chico Municipal Code, the following requirements must be followed to have a safe and enjoyable time:

- Fires must be conducted and contained within the designated fire pit only.
- Applicant must have either a fire extinguisher (2A 10 BC rating) or a 3-gallon bucket of water and a shovel present during activity.
- Fires must be constantly attended by a person to supervise the fire until the fire has been extinguished. Fire must be completely extinguished prior to leaving the area.
- Wood materials used to fuel the authorized fire must be supplied by the permittee(s). It is illegal to utilize *any* materials from Bidwell Park for the fire, including downed limbs.

If you have any questions, please call the Chico Park Division at (530) 896-7800

**CAMPFIRE COUNCIL RING FIRE PERMIT**

**Site:** BIDWELL PARK CAMPFIRE COUNCIL RING (fee waived per C1)

**Description:** Permit to use the Council Fire Ring in Bidwell Park. Applicant must have either a fire extinguisher (2A 10 BC rating) or a 3-gallon bucket of water and a shovel present during activity. Fire must be completely extinguished prior to leaving area. Permit is for a one-time use only.

**THIS PERMIT IS ISSUED AND ACCEPTED ON CONDITIONS THAT ALL REGULATIONS NOW ADOPTED, OR THAT MAY BE ADOPTED, SHALL BE COMPLIED WITH**

**THIS PERMIT DOES NOT TAKE THE PLACE OF ANY LICENSE REQUIRED BY LAW AND IS NOT TRANSFERABLE**

**THIS PERMIT IS GOOD FOR THE EVENT DATE April 11-14 ONLY AND MUST BE CARRIED ONSITE DURING THE EVENT.**

**Applicant Name (Print):** Joni Mitchell

**Applicant Signature:** Joni Mitchell

**Conditions:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_





# BPPC Staff Report

Meeting Date 4/27/17

DATE: 3/13/17  
 TO: Bidwell Park and Playground Commission  
 FROM: Theresa Rodriguez, Administrative Assistant  
 SUBJECT: Multiple AA Meetings, April 16, 2017 – October 8, 2017

### REPORT IN BRIEF:

Craig Bilsborough (Applicant), God Squad AA is a support group that would like to meet every Sunday at the Council Ring from April 16, 2017 – October 8, 2017. Meetings are 1.25 hours long.

**Recommendation:** Conditional approval.

### Event Details

Date of Application	3/13/2017
Date of Event	Various
Time of Event	9:00 AM – 10:30 AM
Event Name	AA Meeting
Applicant Name	Craig Bilsborough
Location	Council Ring
Description	Support group meeting
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 30
# Participants	50 - 60
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.
	The group has been meeting on site for some time. While the number of consecutive weeks may be of concern, the meetings cover only a relatively short time, demand for Council Ring is light, and staff will monitor the number of reservations that may be displaced.

### Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- No cars on pathways or interior of the park.
- Follow One Way designations.
- No fire at Council Ring unless a fire permit is obtained and/or if conditions are windy.
- Use of Caper Acres bathroom is prohibited; (Adults without children may be cited). Use South One Mile facility by the pool.

**Attachments:** Application and Permit for Park Use

**Distribution:** Craig Bilsborough



# City of Chico

## APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC  PRIVATE

### SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Name of Applicant/Contact Person Craig Bilsborough

Organization Name (if applicable) GOD SQUAD AA

Description of Event: (family BBQ, walk/run, describe below if needed) AA Meeting

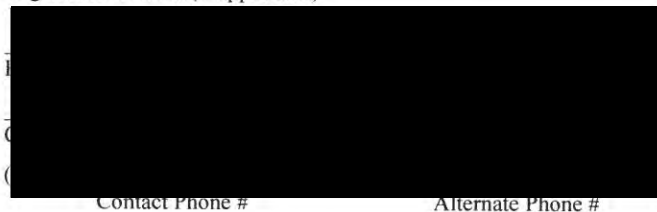
Day and Date of Event: Every Sunday morning @ 9:15  
April 16 - Oct 8, 2017

From: 9:00 am To: 10:30 am  
Total Time Needed for Set-up, Event, and Clean-up

From: same To: same 50-60  
Time of Event Only Number of People

E-mail address: [Redacted]

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.



#### AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
  - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
  - Electricity (15 amp)
  - tables, restroom area (circle)
- Meadow
  - 100 amp Electrical Service
  - Water (public events only)
- Children's Playground
  - Electricity (15 amp)-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 - 3:30
  - Water (public events only)
  - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
  - Electricity (15 amp)
  - Event Restrooms
  - Fountain - On
  - Meter Bags # \_\_\_\_\_
  - 100 amp Electrical Service
  - Water (public events only)
  - Fountain - Off
  - Sound Curtain

- Council Ring
  - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A
  - Sycamore Way Parking Lot Closure-Public Events ONLY
  - Electricity (15 amp) parking area, restroom area (Pick up key)
  - Band Stand (15 amp)
  - BBQ-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 AM - 3:30 PM
- Oak Grove B
- Depot Park
  - Electricity (15 amp)
- Lower Bidwell Park (public events only): \_\_\_\_\_
- Upper Bidwell Park (public events only): \_\_\_\_\_
- Other (specify) (public events only): \_\_\_\_\_
- Early Entrance Needed (public events only)  Yes  No

Additional Description of the Event: \_\_\_\_\_

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

### SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable) x 26
- Reservation Fee \$ 286. (\$11.00 minimum, please call for quote) x
- Insurance Fee \$ 40 (\$40.00 to process outside insurance) x
- Vendor Fee # \_\_\_\_\_ \$ \_\_\_\_\_ (\$6.00 per vendor)
- Damage Deposit \$ 100 (\$100.00 refundable) x
- Early Entrance Fee \$ \_\_\_\_\_ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ \_\_\_\_\_ (see fee schedule)

**Additional fees for City Plaza use:**

Event Restrooms \_\_\_\_\_ x (\$95.00) = \$ \_\_\_\_\_  
#days

100 amp Electrical \_\_\_\_\_ x (\$30.00) = \$ \_\_\_\_\_  
(electrician required) #days

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

Park Fee Total: \$ 445.00

Convenience Fee: \$ \_\_\_\_\_

Total Fee Required: \$ 445.00

City of Chico Cash Receipt No. CR418047 Payment Method: CR1008 Date: 3/13/17 Received By: TR

## SECTION 3

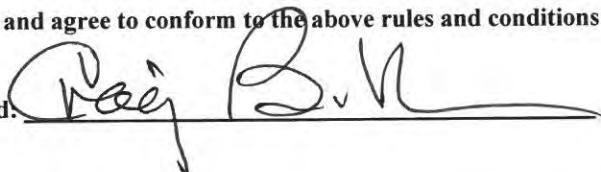
# CONDITIONS FOR PARK USE

### You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. **Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.**
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** **Big Chico Creek:** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek.  
**Horseshoe Lake:** Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See [www.ci.chico.ca.us/general\\_services\\_department/park\\_division/gate\\_closing\\_hours.asp](http://www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp)
- Glass** No glass containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking is not permitted in any City Park or Playground.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
  - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
  - Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
  - No vehicles are permitted to travel or park on grass areas.

**\*I have read and agree to conform to the above rules and conditions:**

Signed: \_\_\_\_\_



**SECTION 4 – INSURANCE**

(to be determined by Park Office)

**INSURANCE REQUIREMENTS ARE APPLICABLE TO:**

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
  - (a) Amplified sound is used, or
  - (b) The number of people participating amount to 100 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at [risk-management@chicoca.gov](mailto:risk-management@chicoca.gov)

If insurance is required, Certificate of Insurance, meeting City standards must be received by: \_\_\_\_\_

Organization Named on Certificate of Insurance

*Stratum Insurance Agency LLC*

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

**Please Note:** Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

**SECTION 5 - ACCEPTANCE OF CONDITIONS**

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X 

Signature of Applicant

X

Date

**RETURN THIS FORM TO:**

City of Chico - Park Division  
411 Main St., 3<sup>rd</sup> Floor  
Chico, CA 95928

FAX 530-895-4825 or email to [Parkinfo@chicoca.gov](mailto:Parkinfo@chicoca.gov)

**THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.**

**A copy of the approved application will be returned to you.**

**SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION**

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) \_\_\_\_\_

Denied by the General Services Director. Reason: \_\_\_\_\_

Application fee waived (12R.08.100 CMC). Reason: \_\_\_\_\_

Reservation fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_

Vendor fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_

Insurance fee waived (12R.08.240 CMC). Reason: \_\_\_\_\_

Damage deposit fee waived (12R.08.260 CMC). Reason: \_\_\_\_\_

Application approved by the Bidwell Park & Playground Commission. Date: \_\_\_\_\_

Application denied by the Bidwell Park & Playground Commission. Reason: \_\_\_\_\_

Signature of Park and Natural Resources Manager

Date

# EVENT INFORMATION

Please answer the following questions by circling "Yes" or "No"

Is this an annual event? How many years have you been holding this event? <u>30</u>	Yes	
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ <i>Note: 100 amp electrical service requires a certified electrician to operate.</i>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [ ] Bounce house [ ] Climbing wall [ ] Ropes Course [ ] Other: _____ Name of Operator: _____	Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? <i>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</i> <b>(Subject to approval by the General Services Department Director and/or Senior Park Ranger.)</b> If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ <i>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</i>	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No
<b>Portable Restrooms:</b> You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <i>Note: Restrooms shall be removed within 24 hrs after conclusion of event.</i>	Yes	No
<b>Sanitation and Recycling:</b> As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <b>For events with 200+ participants, additional trash and recycling cans are required.</b> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i>	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i>	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i>	Yes	No
Do you request irrigation to be turned off before and during your event?	Yes	No
<b>CITY PLAZA ONLY:</b> Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <b>only</b> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <i>If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</i>	Yes	No
Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i>	Yes	No



# BPPC Staff Report

Meeting Date 3/27/17

DATE: 3/13/17  
 TO: Bidwell Park and Playground Commission  
 FROM: Theresa Rodriguez, Administrative Assistant  
 SUBJECT: Permit for Vineyard of Chico, Easter Sunrise Service (4/16/17)

### REPORT IN BRIEF:

Jessica Ordaz (Applicant) (Vineyard of Chico) requests a permit to hold a sunrise service at the cross near Parking Area B in Middle Park on Sunday April 16, 2017.

This sunrise service has been held at this location for the past 16 years and other similar services have been occurring for a number of years since the erection of the cross in the 1950's. The cross is located just north of Parking Area B on the North Rim Trail.

**Recommendation:** Conditional approval.

### Event Details

Date of Application	3/7/2017
Date of Event	4/16/2017
Time of Event	6:15 AM- 8:00 AM
Event Name	Sunrise Service - Easter
Applicant Name	Jessica Ordaz/Vineyard of Chico
Location	Middle Park – Cross area
Description	Easter Sunrise Service
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 17
# Participants	50
Reason for BPPC Consideration?	Not an intensive use area.
BPMMP Consideration	The BPMMP notes that high priority should be given to reducing and repairing erosion on the North Rim Trail (I-Middle-4)

### Conditions:

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Applicant cap the number of attendees to fifty (50) as listed on the application.
- Applicant to keep attendees on areas capable of sustaining high foot traffic (rocky areas) and maintain conveyance for park users on the designated trails.
- Applicant to ensure attendees avoid areas that would damage vegetation (especially when wet).

**Attachments:** Application and Permit For Park Use

**Distribution:** Jessica Ordaz

U:\Parks\_Templates\BPPC\_templates\BPPC\_Report\_template\_10\_0621.doc  
 3/23/2017



# City of Chico

## APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC  PRIVATE

### SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Jessice Ordaz  
Name of Applicant/Contact Person

Sunrise Service - Easter  
Description of Event: (family BBQ, walk/run, describe below if needed)

Vineyard of Chico  
Organization Name (if applicable)

April 16, 2017 - Sunday  
Day and Date of Event:

From: 6:15 AM To: 8 AM  
Total Time Needed for Set-up, Event, and Clean-up

From: 6:30 To: 7:30 50  
Time of Event Only Number of people

E-mail address: [REDACTED]

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

Council Ring  
 Fire Permit

Five Mile Picnic Area  
 One Mile Picnic/Barbeque Area - Water available, no hose bib

Oak Grove A  Oak Grove B  
 Sycamore Way Parking Lot Closure-Public Events ONLY

Electricity (15 amp) parking area, restroom area (Pick up key)  
 Band Stand (15 amp)

BBQ-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 AM - 3:30 PM

Depot Park  
 Electricity (15 amp)

Lower Bidwell Park (public events only): \_\_\_\_\_  
 Upper Bidwell Park (public events only): CROSS

Other (specify) (public events only): \_\_\_\_\_  
 Early Entrance Needed (public events only)  Yes  No

### AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
  - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area  Meadow
  - Electricity (15 amp)  100 amp Electrical Service tables, restroom area (circle)  Water (public events only)
- Children's Playground
  - Electricity (15 amp)-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 - 3:30
  - Water (public events only)  100 amp Electrical Service
- City Plaza (Additional fees may apply)
  - Electricity (15 amp)  100 amp Electrical Service
  - Event Restrooms  Water (public events only)
  - Fountain - On  Fountain - Off
  - Meter Bags # \_\_\_\_\_  Sound Curtain

Additional Description of the Event: \_\_\_\_\_

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

### SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 11.00 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 46.00 (\$40.00 to process outside insurance)
- Vendor Fee # \_\_\_\_\_ \$ \_\_\_\_\_ (\$6.00 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable)
- Early Entrance Fee \$ \_\_\_\_\_ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ \_\_\_\_\_ (see fee schedule)

**Additional fees for City Plaza use:**

Event Restrooms \_\_\_\_\_ x (\$95.00) = \$ \_\_\_\_\_  
#days

100 amp Electrical \_\_\_\_\_ x (\$30.00) = \$ \_\_\_\_\_  
(electrician required) #days

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Park Fee Total: \$ 170.00  
Convenience Fee: \$ \_\_\_\_\_

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

Total Fee Required: \$ 170.00

City of Chico Cash Receipt No. CR 417 892 Payment Method: CK 4317 Date: 3/7/17 Received By: TR

Office	Permit File (original)	Park Ranger 1 <input checked="" type="checkbox"/>	Senior Park Ranger <input checked="" type="checkbox"/>	Applicant <input checked="" type="checkbox"/>	BPPC	Cleaning Service
Distribution:	Park Field Supervisor <input checked="" type="checkbox"/>	Park Ranger 2 <input checked="" type="checkbox"/>	Landscape Inspector	920 Fund	DCBA	Risk Management (e-mail)

**SECTION 4 – INSURANCE**

(to be determined by Park Office)

**INSURANCE REQUIREMENTS ARE APPLICABLE TO:**

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
  - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910 or email at [risk-management@chicoca.gov](mailto:risk-management@chicoca.gov)

For liability coverage purposes, it is \_\_\_\_\_'s intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties.

Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: March 31, 2017

Organization Named on Certificate of Insurance Vineyard of Chico

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

**Please Note:** Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

**SECTION 5 - ACCEPTANCE OF CONDITIONS**

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

\*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X   
Signature of Applicant

X 2/28/17  
Date

**RETURN THIS FORM TO:**

City of Chico - Park Division  
965 Fir Street  
Chico, CA 95928  
email to [Parkinfo@chicoca.gov](mailto:Parkinfo@chicoca.gov)

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.  
A copy of the approved application will be returned to you.

**SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION**

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) \_\_\_\_\_

- Denied by the General Services Director. Reason: \_\_\_\_\_
- Application fee waived (12R.08.100 CMC). Reason: \_\_\_\_\_
- Reservation fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Vendor fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Insurance fee waived (12R.08.240 CMC). Reason: \_\_\_\_\_
- Damage deposit fee waived (12R.08.260 CMC). Reason: \_\_\_\_\_
- Application approved by the Bidwell Park & Playground Commission. Date: \_\_\_\_\_
- Application denied by the Bidwell Park & Playground Commission. Reason: \_\_\_\_\_

Signature of Park and Natural Resources Manager Joa Bunge, Sr Park Ranger Date 3/8/17



## SECTION 3 - CONDITIONS FOR PARK USE

### You Are Responsible for Knowing the Park Rules. Please Observe the Following:

<b>Alcohol</b>	Alcohol is not permitted in any City Park or Playground.
<b>BBQ's</b>	Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
<b>Bicycles</b>	Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
<b>Bounce Houses</b>	Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
<b>Campfires</b>	No campfires allowed.
<b>Camping</b>	No overnight camping allowed. Bidwell Park is a "day use park" only.
<b>Clean up</b>	Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
<b>Damages</b>	Any damage to City property as a result of this event will be repaired at permittee's expense.
<b>Dogs</b>	Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times <b>dogs must be on a leash</b> . Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. <b>Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.</b>
<b>Electrical</b>	All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
<b>Fishing</b>	<b>Big Chico Creek:</b> Check California Fish and Game Regulations, <a href="http://www.dfg.ca.gov/regulations/">http://www.dfg.ca.gov/regulations/</a> , Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek. <b>Horseshoe Lake:</b> <u>Age 14 and over</u> - license, catch and release; <u>Under 14</u> - no license, catch and keep.
<b>Gate Closures</b>	Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See <a href="http://www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp">www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp</a>
<b>Glass</b>	No glass containers allowed in any City Park or Playground.
<b>Horses</b>	Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
<b>Noise</b>	No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
<b>Park Closures</b>	Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed at <b>9:00pm, October – March and 11:00pm, April - September</b> unless posted otherwise.
<b>Signs/Defacing</b>	Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
<b>Smoking</b>	Smoking is not permitted in any City Park or Playground.
<b>Swimming</b>	While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
<b>Vegetation</b>	No taking, cutting or injury of any vegetation in the Park is allowed.
<b>Vehicle Traffic</b>	<ul style="list-style-type: none"><li>• While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.</li><li>• Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.</li><li>• Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.</li><li>• No vehicles are permitted to travel or park on grass areas.</li></ul>

\*I have read and agree to conform to the above rules and conditions:

Signed: \_\_\_\_\_



## EVENT INFORMATION

Please answer the following questions by circling "Yes" or "No"

Is this an annual event? How many years have you been holding this event? <u>17 yrs</u>	Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ Note: 100 amp electrical service requires a certified electrician to operate.		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [ ] Bounce house [ ] Climbing wall [ ] Ropes Course [ ] Other: _____ Name of Operator: _____	Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am. <b>(Subject to approval by the General Services Department Director and/or Senior Park Ranger.)</b> If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No
<b>Portable Restrooms:</b> You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ Note: Restrooms shall be removed within 24 hours after conclusion of event.	Yes	No
<b>Sanitation and Recycling:</b> As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <b>For events with 200+ participants, additional trash and recycling cans are required.</b> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ Note: All signs and banners shall be free standing and not affixed to Park property.	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.	Yes	No
Do you request irrigation to be turned off before and during your event?	Yes	No
<b>CITY PLAZA ONLY:</b> Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <b>only</b> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.	Yes	No
Will City street closure(s) be needed? A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.	Yes	No



## BPPC Staff Report

Meeting Date 3/27/17

DATE: 3/10/17  
TO: Bidwell Park and Playground Commission  
FROM: Theresa Rodriguez, Administrative Assistant  
SUBJECT: Permit Valley Oak Children's Services to host the Annual Children's Faire, (4/29/17)

### REPORT IN BRIEF:

Connie Roberson (Applicant) with Valley Oak Children's Services, would like to host the 31<sup>th</sup> Annual Children's Faire in City Plaza. During their event, they are requesting to have a petting zoo

**Recommendation:** Conditional approval.

### Event Details

Date of Application	10/21/2016
Date of Event	4/29/2017
Time of Event	10:00 AM – 2:00 PM
Event Name	Annual Children's Faire
Applicant Name	Connie Roberson
Location	City Plaza
Description	Children's Faire including a petting zoo
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 31
# Participants	700
Reason for BPPC Consideration?	Uncommon or unusual for reserved area.

### Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- There must be a tarp under the animals to catch weed seed.
- If parking meter bags are necessary, for loading and unloading purposes, please provide the Parks Admin Staff the parking meter numbers at least 3 days in advance.
- At the conclusion of the event the applicant will need to do a final inspection and remove all signs as well as pick up any associated trash.
- No chalk markings
- All signs must be free standing

**Attachments: Application and Permit for Park Use**

**Distribution: Connie Roberson**

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3/23/2017



# City of Chico

## APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC  PRIVATE

### SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Name of Applicant/Contact Person  
Connie Roberson

Description of Event: (family BBQ, walk/run, describe below if needed)  
Annual Children's Faire

Organization (if applicable)  
Valley Oak Children's Services

Day and Date of Event:  
April 29th, 2017



From: 8:30 AM To: 2:30 PM  
Total Time Needed for Set-up, Event, and Clean-up

From: 10 AM To: 2 PM 700  
Time of Event Only

Contact Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_  
Note: Park gates will remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

#### AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
  - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
  - Electricity (15 amp) tables, restroom area (circle)
- Meadow
  - 100 amp Electrical Service
  - Water (public events only)
- Children's Playground
  - Electricity (15 amp)-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 - 3:30
  - Water (public events only)
  - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
  - Electricity (15 amp)
  - Event Restrooms
  - Fountain - On
  - Meter Bags # \_\_\_\_\_
  - 100 amp Electrical Service
  - Water (public events only)
  - Fountain - Off
  - Sound Curtain

- Council Ring
  - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
  - Oak Grove A
    - Sycamore Way Parking Lot Closure-Public Events ONLY
    - Electricity (15 amp) parking area, restroom area (Pick up key)
    - Band Stand (15 amp)
    - BBQ-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 AM - 3:30 PM
  - Oak Grove B
- Depot Park
  - Electricity (15 amp)
- Lower Bidwell Park (public events only): \_\_\_\_\_
- Upper Bidwell Park (public events only): \_\_\_\_\_
- Other (specify) (public events only): \_\_\_\_\_
- Early Entrance Needed (public events only)  Yes  No

Additional Description of the Event: We would like to have a petting zoo - same group as previous years

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

### SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 150.00 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40.00 (\$40.00 to process outside insurance)
- Vendor Fee # \_\_\_\_\_ \$ \_\_\_\_\_ (\$6.00 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable)
- Early Entrance Fee \$ \_\_\_\_\_ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ \_\_\_\_\_ (see fee schedule)

**Additional fees for City Plaza use:**

Event Restrooms 1 x (\$95.00) = \$ 95.00  
#days

100 amp Electrical \_\_\_\_\_ x (\$30.00) = \$ \_\_\_\_\_  
(electrician required) #days

Park Fee Total: \$ 404.00

Convenience Fee: \$ 2.00

Total Fee Required: \$ 406.00

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

City of Chico Cash Receipt No. CR413827 Payment Method: CC4522 Date: 10-21-16 Received By: TR

Office:  Permit File (original)  Park Ranger 1  Senior Park Ranger  Applicant  Cleaning Service  Park Services Coordinator

Distribution:  Park Field Supervisor  Park Ranger 2  Landscape Inspector  920 Fund  Risk Management (e-mail)  DCBA  TR 1/27/17

TR 1/27/17

**SECTION 4 – INSURANCE**

(to be determined by Park Office)

**INSURANCE REQUIREMENTS ARE APPLICABLE TO:**

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240. and/or
- (2) All Events Public or Private where:
  - (a) Amplified sound is used. or
  - (b) The number of people participating amount to 100 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at [risk-management@chicoca.gov](mailto:risk-management@chicoca.gov)

If insurance is required, Certificate of Insurance, meeting City standards must be received by: April 14, 2017  
Organization Named on Certificate of Insurance Valley Oak Children's Services

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

**Please Note:** Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

**SECTION 5 - ACCEPTANCE OF CONDITIONS**

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

\*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X Connie Roberto  
Signature of Applicant

X October 21, 2016  
Date

**RETURN THIS FORM TO:**

City of Chico - Park Division  
411 Main St., 3<sup>rd</sup> Floor  
Chico, CA 95928

FAX 530-895-4825 or email to [Parkinfo@chicoca.gov](mailto:Parkinfo@chicoca.gov)

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

A copy of the approved application will be returned to you.

**SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION**

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) NO CHALK ON PAVEMENT, Additional trash cans needed
- Denied by the General Services Director. Reason: \_\_\_\_\_
- Application fee waived (12R.08.100 CMC). Reason: \_\_\_\_\_
- Reservation fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Vendor fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Insurance fee waived (12R.08.240 CMC). Reason: \_\_\_\_\_
- Damage deposit fee waived (12R.08.260 CMC). Reason: \_\_\_\_\_
- Application approved by the Bidwell Park & Playground Commission. Date: \_\_\_\_\_
- Application denied by the Bidwell Park & Playground Commission. Reason: \_\_\_\_\_

Lisa Bunge SR Park Ranger  
Signature of Park and Natural Resources Manager

10-24-16  
Date

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## SECTION 3

# CONDITIONS FOR PARK USE

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**You Are Responsible for Knowing the Park Rules. Please Observe the Following:**

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. **Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.**
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** Big Chico Creek: Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek. Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See [www.ci.chico.ca.us/general\\_services\\_department/park\\_division/gate\\_closing\\_hours.asp](http://www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp)
- Glass** No glass containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking is not permitted in any City Park or Playground.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
  - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
  - Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
  - No vehicles are permitted to travel or park on grass areas.

**\*I have read and agree to conform to the above rules and conditions:**

Signed: \_\_\_\_\_

*Conner Roberto*

# EVENT INFORMATION

Please answer the following questions by circling "Yes" or "No"

Is this an annual event? How many years have you been holding this event? <u>30+</u>	Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	No
When will amplified sound/music be heard? Time from: <u>10A</u> until: <u>2PM</u> amps needed (15 or 100) <u>15</u> <small>Note: 100 amp electrical service requires a certified electrician to operate.</small>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [ ] Bounce house [ ] Climbing wall [ ] Ropes Course [ ] Other: _____ Name of Operator: _____	Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: <u>no food</u>	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? <small>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</small> (Subject to approval by the General Services Department Director and/or Senior Park Ranger.) If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ <small>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</small>	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	No
Portable Restrooms: You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <small>Note: Restrooms shall be removed within 24 hrs after conclusion of event.</small>	Yes	No
Sanitation and Recycling: As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <b>For events with 200+ participants, additional trash and recycling cans are required.</b> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <small>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</small>	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: <u>Participants will have agency signs on tables</u> <small>Note: All signs and banners shall be free standing and not affixed to Park property.</small>	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <small>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</small>	Yes	No
Do you request irrigation to be turned off before and during your event?	Yes	No
<b>CITY PLAZA ONLY:</b> Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <small>If yes, a Vend. Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St. Chico. (530) 879-6900.</small>	Yes	No
Will City street closure(s) be needed? <small>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico. (530) 879-6900.</small>	Yes	No



# BPPC Staff Report

Meeting Date 3/27/17

DATE: 3/10/17  
 TO: Bidwell Park and Playground Commission  
 FROM: Theresa Rodriguez, Administrative Assistant  
 SUBJECT: Permit Hooked on Fishing Not on Drugs at Horseshoe Lake, (5/20/17)

### REPORT IN BRIEF:

Pete Giampaoli (Applicant) requests a permit to host a free fishing derby (Hooked on Fishing Not on Drugs), for children ages 4-12 years old, held in Middle Park at Horseshoe Lake. This event will also need the approval to stock Horseshoe Lake with approximately 8,000 pounds of catfish. **Recommendation:** Conditional approval.

### Event Details

Date of Application	3/8/2017
Date of Event	5/20/2017
Time of Event	7:00 AM – 1:00 PM
Event Name	Fishing Derby
Applicant Name	Pete Giampaoli
Location	Middle Park, Horseshoe Lake
Description	Fishing derby for children 4 – 12 years old
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? 30+
# Participants	1000+
Reason for BPPC Consideration?	Not an intensive use area.
BPMMP	Fishing is considered a non-intensive use, however, the large number of participants is considered an intensive use and require BPPC approval.

### Conditions

Staff recommends the following conditions:

- Motorized vehicles, except for the fish delivery vehicle, are restricted to designated roadways and parking areas.
- Applicant to consider stocking Horseshoe Lake with less fish so the issue of dead fish post event does not become problematic for the maintenance department.
- Applicant will review the event with rangers (including the route for the fish delivery vehicle (approved by Director).
- The permittee should continue to promote and use a shuttle system to bring people in from satellite parking areas to minimize impacts to roads and parking lots near Horseshoe Lake. Monitors shall organize parking and maximize available parking spaces.
- Install "No Parking" signs along Upper Park Road to prevent hazards associated with illegal parking.
- Applicant shall rope off areas not used during the event.
- Applicant shall provide a minimum of five (5) portable toilets with a minimum of two (2) ADA toilets.
- Signs shall not be affixed to trees in any fashion.
- Styrofoam bait containers and lead sinkers are prohibited.
- Sponsor signs and advertisements must comply with all park rules.
- Applicant shall clean shoreline and accessible vegetation of Horseshoe Lake four times (4) during the two weeks following the event, including the fishing line waste containers.
- Recommend, at applicant's expense, presence of EMS on site.
- The applicant submit the application for next year 6 months in advance (end of the year), so that staff may adequately process the request.

**Attachments:** Application and Permit for Park Use

**Distribution:** Pete Giampaoli





# City of Chico

## APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:
PUBLIC <input checked="" type="checkbox"/> PRIVATE <input type="checkbox"/>

### SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

PLEASE PRINT:

Name of Applicant/Contact Person: Pete Guampaoli

Description of Event: (family BBQ, walk/run, describe below if needed) Fishing Derby

Organization Name (if applicable): Hooked on Fishing Not on Drugs

Day and Date of Event: Saturday May 20, 2017

From: 7am To: 4pm  
Total Time Needed for Set-up, Event, and Clean-up

From: 7am To: 10am 1000+

E-mail address: [Redacted]

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

Contact Phone # [Redacted] Alternate Phone # [Redacted]

#### AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
  - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area       Meadow
  - Electricity (15 amp)       100 amp Electrical Service tables, restroom area (circle)       Water (public events only)
- Children's Playground
  - Electricity (15 amp)-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 - 3:30
  - Water (public events only)       100 amp Electrical Service
- City Plaza (Additional fees may apply)
  - Electricity (15 amp)       100 amp Electrical Service
  - Event Restrooms       Water (public events only)
  - Fountain - On       Fountain - Off
  - Meter Bags # \_\_\_\_\_       Sound Curtain

- Council Ring
  - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
  - Oak Grove A       Oak Grove B
  - Sycamore Way Parking Lot Closure-Public Events ONLY
  - Electricity (15 amp) parking area, restroom area (Pick up key)
  - Band Stand (15 amp)
  - BBQ-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 AM - 3:30 PM
- Depot Park
  - Electricity (15 amp)
- Lower Bidwell Park (public events only): \_\_\_\_\_
- Upper Bidwell Park (public events only): Horseshoe Lake
- Other (specify) (public events only): \_\_\_\_\_
- Early Entrance Needed (public events only)  Yes  No

Additional Description of the Event: Annual Fishing Derby

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

### SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee      \$ 19.00 (Non-Refundable)
- Reservation Fee      \$ 301 (\$11.00 minimum, please call for quote)
- Insurance Fee      \$ 40 (\$40.00 to process outside insurance)
- Vendor Fee # \_\_\_\_\_      \$ \_\_\_\_\_ (\$6.00 per vendor)
- Damage Deposit      \$ 100 (\$100.00 refundable)
- Early Entrance Fee      \$ \_\_\_\_\_ (\$32.50/hr. public events only)
- Additional Park Use Fees      \$ \_\_\_\_\_ (see fee schedule)

<b>Additional fees for City Plaza use:</b>	
Event Restrooms _____ x (\$95.00) = \$ _____	#days
100 amp Electrical _____ x (\$30.00) = \$ _____	(electrician required) #days

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

Park Fee Total: \$ 460.00

Convenience Fee: \$ \_\_\_\_\_

**Total Fee Required: \$ 460.00**

City of Chico Cash Receipt No. CR 417905 Payment Method: CK 1158 Date: 3/8/17 Received By: TR

Office Distribution:	Permit File (original) Park Field Supervisor	Park Ranger 1 Park Ranger 2	Senior Park Ranger Landscape Inspector	Applicant 920 Fund	BPPC DCBA	Cleaning Service Risk Management (e-mail)
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**SECTION 4 – INSURANCE**

(to be determined by Park Office)

**INSURANCE REQUIREMENTS ARE APPLICABLE TO:**

Insurance Required  Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
  - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910 or email at [risk-management@chicoca.gov](mailto:risk-management@chicoca.gov)

For liability coverage purposes, it is the intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties. Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: May 5, 2017  
Organization Named on Certificate of Insurance \_\_\_\_\_

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

**Please Note:** Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event.

**SECTION 5 - ACCEPTANCE OF CONDITIONS**

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

\*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X \_\_\_\_\_ X 2/24/2017  
Signature of Applicant Date

**RETURN THIS FORM TO:**

City of Chico - Park Division  
965 Fir Street  
Chico, CA 95928  
email to [Parkinfo@chicoca.gov](mailto:Parkinfo@chicoca.gov)

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.  
A copy of the approved application will be returned to you.

**SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION**

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) \_\_\_\_\_

- Denied by the General Services Director. Reason: \_\_\_\_\_
- Application fee waived (12R.08.100 CMC). Reason: \_\_\_\_\_
- Reservation fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Vendor fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Insurance fee waived (12R.08.240 CMC). Reason: \_\_\_\_\_
- Damage deposit fee waived (12R.08.260 CMC). Reason: \_\_\_\_\_
- Application approved by the Bidwell Park & Playground Commission. Date: \_\_\_\_\_
- Application denied by the Bidwell Park & Playground Commission. Reason: \_\_\_\_\_

Lisa Bunge Self Park Ranger  
Signature of Park and Natural Resources Manager Date 3/8/17

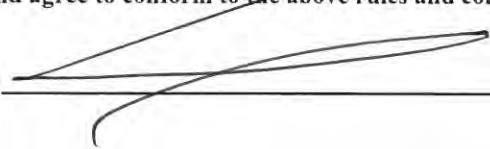
## SECTION 3 - CONDITIONS FOR PARK USE

### You Are Responsible for Knowing the Park Rules. Please Observe the Following:

<b>Alcohol</b>	Alcohol is not permitted in any City Park or Playground.
<b>BBQ's</b>	Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
<b>Bicycles</b>	Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
<b>Bounce Houses</b>	Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
<b>Campfires</b>	No campfires allowed.
<b>Camping</b>	No overnight camping allowed. Bidwell Park is a "day use park" only.
<b>Clean up</b>	Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
<b>Damages</b>	Any damage to City property as a result of this event will be repaired at permittee's expense.
<b>Dogs</b>	Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times <b>dogs must be on a leash</b> . Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. <b>Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.</b>
<b>Electrical</b>	All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
<b>Fishing</b>	<b>Big Chico Creek:</b> Check California Fish and Game Regulations, <a href="http://www.dfg.ca.gov/regulations/">http://www.dfg.ca.gov/regulations/</a> , Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek. <b>Horseshoe Lake:</b> <u>Age 14 and over</u> - license, catch and release; <u>Under 14</u> - no license, catch and keep.
<b>Gate Closures</b>	Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See <a href="http://www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp">www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp</a>
<b>Glass</b>	No glass containers allowed in any City Park or Playground.
<b>Horses</b>	Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
<b>Noise</b>	No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
<b>Park Closures</b>	Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed at <b>9:00pm, October – March and 11:00pm, April - September</b> unless posted otherwise.
<b>Signs/Defacing</b>	Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
<b>Smoking</b>	Smoking is not permitted in any City Park or Playground.
<b>Swimming</b>	While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
<b>Vegetation</b>	No taking, cutting or injury of any vegetation in the Park is allowed.
<b>Vehicle Traffic</b>	<ul style="list-style-type: none"><li>• While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.</li><li>• Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.</li><li>• Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.</li><li>• No vehicles are permitted to travel or park on grass areas.</li></ul>

\*I have read and agree to conform to the above rules and conditions:

Signed: \_\_\_\_\_



## EVENT INFORMATION

Please answer the following questions by circling "Yes" or "No"

Is this an annual event? How many years have you been holding this event? _____	Yes	No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ <small>Note: 100 amp electrical service requires a certified electrician to operate.</small>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [ ] Bounce house [ ] Climbing wall [ ] Ropes Course [ ] Other: _____ Name of Operator: _____	Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? <small>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</small> <b>(Subject to approval by the General Services Department Director and/or Senior Park Ranger.)</b> If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: <u>7am</u> until: <u>4pm</u> <small>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</small>	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required? _____	Yes	No
<b>Portable Restrooms:</b> You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company <u>Johnnies</u> Phone Number <u>893 5689</u> Location of portable restrooms <u>Parking Lot</u> <small>Note: Restrooms shall be removed within 24 hours after conclusion of event.</small>	Yes	No
<b>Sanitation and Recycling:</b> As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <b>For events with 200+ participants, additional trash and recycling cans are required.</b> Number of Trash Cans <u>4</u> Number of Recycling Containers <u>2</u> Sanitation Company <u>Recology</u> Phone Number <u>342 4444</u> <small>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</small>	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ <small>Note: All signs and banners shall be free standing and not affixed to Park property.</small>	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <small>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</small>	Yes	No
Do you request irrigation to be turned off before and during your event?	Yes	No
<b>CITY PLAZA ONLY:</b> Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <small>If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</small>	Yes	No
Will City street closure(s) be needed? <small>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</small>	Yes	No



# BPPC Staff Report

Meeting Date 3/27/16

DATE: 3/10/17  
 TO: Bidwell Park and Playground Commission  
 FROM: Theresa Rodriguez, Administrative Assistant  
 SUBJECT: Permit a wedding at Picnic Site #37, (10/7/17)

### REPORT IN BRIEF:

Emily Damm and Seth Jones (Applicants) are requesting to reserve Picnic Site #37 (Redwood Grove) for a wedding.

**Recommendation:** Conditional approval.

### Event Details

Date of Application	2/7/2017
Date of Event	10/7/2017
Time of Reservation/Event	8:00 – 6:00 pm / 3:30 PM – 4:30 PM
Event Name	Wedding Ceremony
Applicant Name	Emily Damm and Seth Jones
Location	Picnic Site #37
Description	Wedding
New Event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. Years? <a href="#">Click here to enter text.</a>
# Participants	70 - 95
Reason for BPPC Consideration?	Uncommon or unusual for reserved area.

### Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Park in designated parking areas only, no roadside or shoulder parking
- Follow one-way traffic designations.
- All signs must be free standing and not affixed to park property.

### Attachments: Application and Permit for Park Use

**Distribution: Emily Damm and Seth Jones**

U:\Parks\_Templates\BPPC\_templates\BPPC\_Report\_template\_10\_0621.doc  
3/23/2017



# City of Chico

## APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC  PRIVATE

### SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass containers • Application fee due upon submittal •

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

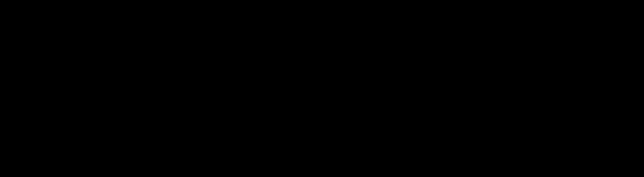
PLEASE PRINT:

Emily Damm / Seth Jones

Name of Applicant/Contact Person

N/A

Organization Name (if applicable)



Contact Phone #

Alternate Phone #

Wedding Ceremony

Description of Event: (family BBQ, walk/run, describe below if needed)

Saturday, October 7th, 2017

Day and Date of Event:

From: 8:00 AM To: 6:00 PM

Total Time Needed for Set-up, Event, and Clean-up

From: 3:30 PM To: 4:30 PM 75 - 95 (Max)

Time of Event Only

Number of people

E-mail address

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

#### AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
  - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
  - Electricity (15 amp)
  - tables, restroom area (circle)
- Meadow
  - 100 amp Electrical Service
  - Water (public events only)
- Children's Playground
  - Electricity (15 amp)-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 - 3:30
  - Water (public events only)
  - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
  - Electricity (15 amp)
  - Event Restrooms
  - Fountain - On
  - Meter Bags # \_\_\_\_\_
  - 100 amp Electrical Service
  - Water (public events only)
  - Fountain - Off
  - Sound Curtain

- Council Ring
  - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
- Oak Grove A
  - Sycamore Way Parking Lot Closure-Public Events ONLY
  - Electricity (15 amp) parking area, restroom area (Pick up key)
  - Band Stand (15 amp)
  - BBQ-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 AM - 3:30 PM
- Oak Grove B
- Depot Park
  - Electricity (15 amp)
- Lower Bidwell Park (public events only): Picnic Area 37
- Upper Bidwell Park (public events only): \_\_\_\_\_
- Other (specify) (public events only): \_\_\_\_\_
- Early Entrance Needed (public events only)  Yes  No

Additional Description of the Event:

FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)

### SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 11.00 (\$11.00 minimum, please call for quote)
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- Damage Deposit \$ \_\_\_\_\_ (\$100.00 refundable)
- Early Entrance Fee \$ \_\_\_\_\_ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ \_\_\_\_\_ (see fee schedule)

#### Additional fees for City Plaza use:

Event Restrooms \_\_\_\_\_ x (\$95.00) = \$ \_\_\_\_\_  
 #days

100 amp Electrical \_\_\_\_\_ x (\$30.00) = \$ \_\_\_\_\_  
 (electrician required) #days

Park Fee Total: \$30.00

Convenience Fee: \$ 2.00

Total Fee Required: \$ 32.00

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

City of Chico Cash Receipt No. CR 417048

Payment Method: CC 2457

Date: 2/7/17

Received By: TR

Office Distribution:	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	Cleaning Service	Park Services Coordinator
	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	Risk Management (e-mail)	DCBA

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## SECTION 3

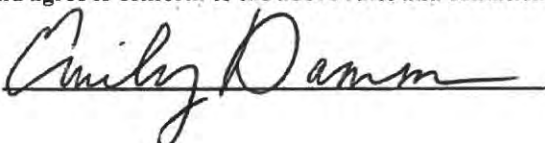
# CONDITIONS FOR PARK USE

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<b>Damages</b>	Any damage to City property as a result of this event will be repaired at permittee's expense.
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<b>Fishing</b>	<b>Big Chico Creek:</b> Check California Fish and Game Regulations, <a href="http://www.dfg.ca.gov/regulations/">http://www.dfg.ca.gov/regulations/</a> , Freshwater Sport Fishing, <b>Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek, Horseshoe Lake: Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.</b>
<b>Gate Closures</b>	Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See <a href="http://www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp">www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp</a>
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<b>Noise</b>	No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
<b>Park Closures</b>	Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
<b>Signs/Defacing</b>	Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
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<b>Vegetation</b>	No taking, cutting or injury of any vegetation in the Park is allowed.
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**\*I have read and agree to conform to the above rules and conditions:**

Signed: 

**SECTION 4 – INSURANCE**

(to be determined by Park Office)

**INSURANCE REQUIREMENTS ARE APPLICABLE TO:**

Insurance Required

Not Required

(1) All Public Events per Title 12R.08.240, and/or

(2) All Events Public or Private where:

(a) Amplified sound is used, or (b) The number of people participating amount to 100 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910, by fax at 530-895-4733, or email at [risk-management@chicoca.gov](mailto:risk-management@chicoca.gov)

If insurance is required, Certificate of Insurance, meeting City standards must be received by: \_\_\_\_\_

Organization Named on Certificate of Insurance \_\_\_\_\_

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

(1) Identification of permit applicant, identification of event, date of event.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

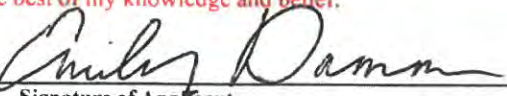
- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

**Please Note:** Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

**SECTION 5 - ACCEPTANCE OF CONDITIONS**

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

**\*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.**

X  \_\_\_\_\_  
Signature of Applicant

X 02/04/17 \_\_\_\_\_  
Date

**RETURN THIS FORM TO:**

**City of Chico - Park Division  
411 Main St., 3<sup>rd</sup> Floor  
Chico, CA 95928**

**FAX 530-895-4825 or email to [Parkinfo@chicoca.gov](mailto:Parkinfo@chicoca.gov)**

**THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.  
A copy of the approved application will be returned to you.**

**SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION**

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- [ ] Approved.
- [ ] Approved subject to listed additional condition(s) \_\_\_\_\_

- [ ] Denied by the General Services Director. Reason: \_\_\_\_\_
- [ ] Application fee waived (12R.08.100 CMC). Reason: \_\_\_\_\_
- [ ] Reservation fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- [ ] Vendor fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- [ ] Insurance fee waived (12R.08.240 CMC). Reason: \_\_\_\_\_
- [ ] Damage deposit fee waived (12R.08.260 CMC). Reason: \_\_\_\_\_
- [ ] Application approved by the Bidwell Park & Playground Commission. Date: \_\_\_\_\_
- [ ] Application denied by the Bidwell Park & Playground Commission. Reason: \_\_\_\_\_

Signature of Park and Natural Resources Manager

Date



# EVENT INFORMATION

**Please answer the following questions by circling "Yes" or "No"**

Is this an annual event? How many years have you been holding this event? _____	Yes	<input checked="" type="checkbox"/> No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	<input checked="" type="checkbox"/> No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	<input checked="" type="checkbox"/> No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ <i>Note: 100 amp electrical service requires a certified electrician to operate.</i>		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [ ] Bounce house [ ] Climbing wall [ ] Ropes Course [ ] Other: _____ Name of Operator: _____	Yes	<input checked="" type="checkbox"/> No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	<input checked="" type="checkbox"/> No
Will event require that any part of the Park remain closed beyond the normal time of opening? <i>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</i> <b>(Subject to approval by the General Services Department Director and/or Senior Park Ranger.)</b> If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	<input checked="" type="checkbox"/> No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ <i>Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance</i>	Yes	<input checked="" type="checkbox"/> No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	<input checked="" type="checkbox"/> No
<b>Portable Restrooms:</b> You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <i>Note: Restrooms shall be removed within 24 hrs after conclusion of event.</i>	Yes	<input checked="" type="checkbox"/> No
<b>Sanitation and Recycling:</b> As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <i>For events with 200+ participants, additional trash and recycling cans are required.</i> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <i>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</i>	Yes	<input checked="" type="checkbox"/> No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: <small>Minimal free-standing decoration - All to be removed in-full upon completion of wedding ceremony.</small> _____ <i>Note: All signs and banners shall be free standing and not affixed to Park property.</i>	<input checked="" type="checkbox"/> Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. <i>Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.</i>	Yes	<input checked="" type="checkbox"/> No
Do you request irrigation to be turned off before and during your event?	Yes	<input checked="" type="checkbox"/> No
<b>CITY PLAZA ONLY:</b> Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <b>only</b> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? If yes, a Vend. Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900. <span style="float: right;">N/A</span>	Yes	No
Will City street closure(s) be needed? <i>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</i> <span style="float: right;">N/A</span>	Yes	No



# BPPC Staff Report

Meeting Date 3/27/17

DATE: 3/10/17  
 TO: Bidwell Park and Playground Commission  
 FROM: Theresa Rodriguez, Administrative Assistant  
 SUBJECT: Permit Earthbound Skills to Reserve Campfire Ring for Multiple Days (4/8/17 – 10/7/17)

### REPORT IN BRIEF:

Deva Daniel (Applicant) would like to host a campfire storytelling event on 4/8/17, 6/3/17, 7/8/17, 8/5/17, 9/9/17, and 10/7/17 for approximately 100 people. Applicant would like to secure a fire permit for all dates.

**Recommendation:** Staff recommends the request be denied during the hot summer months between July – September.

### Event Details

Date of Application	3/3/2017
Date of Event	4/8/17, 6/3/17, 7/8/17, 8/5/17, 9/9/17, 10/7/17
Time of Event	6:30 PM – 9:30 PM
Event Name	Campfire Storytelling
Applicant Name	Deva Daniel
Location	Council Ring
Description	Storytelling around a campfire
New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Years? Not provided
# Participants	100
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.
	Applicant is requesting reserving the Council Ring and obtaining a fire permit during the months of April - October, 2017

### Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- Fires permit be issued for only the April, June and October events, and not during the high fire danger season of July – September. (i.e. no fires allowed for the 7/8/17, 8/5/17, and 9/3/17 events)
- When allowed to burn, applicant must follow all the rules required by the fire permit.

**Attachments:** Application and Permit for Park Use, Campfire Ring Permit

**Distribution:** Deva Daniel

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3/23/2017



# City of Chico

## APPLICATION & PERMIT FOR PARK USE

Public Works Department - Park Division

Type of Event:

PUBLIC  PRIVATE

### SECTION 1 - APPLICANT INFORMATION

Must be 18 or older to submit and application • No glass containers • Application fee due upon submittal •

**THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.**

PLEASE PRINT:

Name of Applicant/Contact Person: Deva Daniel

Organization Name (if applicable): Earthbound Skills

Description of Event: (family BBQ, walk/run, describe below if needed) Campfire Storytelling

Day and Date of Event: 4/8/17, 6/3/17, 7/8/17, 8/5/17, 9/9/17

From: 6:30 pm To: 9:30 pm  
Total Time Needed for Set-up, Event, and Clean-up

From: 7:00 pm To: 9:00 pm 100

E-mail address: [REDACTED]

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30 am. Street closure(s) subject to approval.

- Council Ring
  - Fire Permit
- Five Mile Picnic Area
- One Mile Picnic/Barbeque Area - Water available, no hose bib
  - Oak Grove A
  - Oak Grove B
  - Sycamore Way Parking Lot Closure-Public Events ONLY
  - Electricity (15 amp) parking area, restroom area (Pick up key)
  - Band Stand (15 amp)
  - BBQ-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 AM - 3:30 PM
- Depot Park
  - Electricity (15 amp)
- Lower Bidwell Park (public events only): \_\_\_\_\_
- Upper Bidwell Park (public events only): \_\_\_\_\_
- Other (specify) (public events only): \_\_\_\_\_
- Early Entrance Needed (public events only) Yes No

#### AREA REQUESTED: (Please check if requested)

- Bidwell Bowl Amphitheater
  - Electricity (15 amp)
- Note: Special conditions apply for amplified sound (12R.08.263 CMC)
- Cedar Grove Picnic Area
  - Electricity (15 amp)
  - tables, restroom area (circle)
- Meadow
  - 100 amp Electrical Service
  - Water (public events only)
- Children's Playground
  - Electricity (15 amp)-Pick up key on: \_\_\_\_\_ Mon - Fri 8:00 - 3:30
  - Water (public events only)
  - 100 amp Electrical Service
- City Plaza (Additional fees may apply)
  - Electricity (15 amp)
  - Event Restrooms
  - Fountain - On
  - Meter Bags # \_\_\_\_\_
  - 100 amp Electrical Service
  - Water (public events only)
  - Fountain - Off
  - Sound Curtain

Additional Description of the Event: \_\_\_\_\_

**FOR PARK RANGER ASSISTANCE during the event, CALL 530-897-4900 (Police Department Dispatch)**

### SECTION 2 - PERMIT FEES

Call Park Office at 896-7800 for availability of park areas and fee schedule 80.020

- Application Fee \$ 19.00 (Non-Refundable)
- Reservation Fee \$ 66.00 (\$11.00 minimum, please call for quote)
- Insurance Fee \$ 40.00 (\$40.00 to process outside insurance)
- Vendor Fee # \_\_\_\_\_ \$ \_\_\_\_\_ (\$6.00 per vendor)
- Damage Deposit \$ 100.00 (\$100.00 refundable)
- Early Entrance Fee \$ \_\_\_\_\_ (\$32.50/hr. public events only)
- Additional Park Use Fees \$ \_\_\_\_\_ (see fee schedule)

**Additional fees for City Plaza use:**

Event Restrooms \_\_\_\_\_ x (\$95.00) = \$ \_\_\_\_\_ #days

100 amp Electrical \_\_\_\_\_ x (\$30.00) = \$ \_\_\_\_\_ (electrician required) #days

Park Fee Total: \$ 225.00

Convenience Fee: \$ —

Total Fee Required: \$ 225.00

Credit Card and ATM payment as credit will be assessed a \$2.00 convenience fee.

Fee due upon submittal of application ~ Make Checks Payable to: City of Chico ~

City of Chico Cash Receipt No. CR 417928 Payment Method ck 1135 Date: 3/3/17 Received By: KM

Office	Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	BPPC	Cleaning Service
Distribution:	Park Field Supervisor	Park Ranger 2	Landscape Inspector	920 Fund	DCBA	Risk Management (e-mail)

## SECTION 3 - CONDITIONS FOR PARK USE

### You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the Sycamore pool deck.
- Bounce Houses** Bounce houses and other similar play equipment are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed in Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. **Dogs are not allowed in Caper Acres, One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.**
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** **Big Chico Creek:** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, Alphabetical List of Waters with Special Fishing Regulations, (20) Big Chico Creek.  
**Horseshoe Lake:** Age 14 and over - license, catch and release; Under 14 - no license, catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during wet periods. Gates can be closed for approved special events. See [www.ci.chico.ca.us/general\\_services\\_department/park\\_division/gate\\_closing\\_hours.asp](http://www.ci.chico.ca.us/general_services_department/park_division/gate_closing_hours.asp)
- Glass** No glass containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed at **9:00pm, October – March and 11:00pm, April - September** unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** Smoking is not permitted in any City Park or Playground.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
  - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
  - Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
  - No vehicles are permitted to travel or park on grass areas.

**\*I have read and agree to conform to the above rules and conditions:**

Signed: \_\_\_\_\_

(to be determined by Park Office)

**INSURANCE REQUIREMENTS ARE APPLICABLE TO:**

Insurance Required

Not Required

- (1) All Public Events per Title 12R.08.240, and/or
- (2) All Events Public or Private where:
  - (a) Amplified sound is used -or- (b) The number of people participating amount to 101 or more.

For Insurance questions for your event, please contact the Risk Management office at 530-879-7910 or email at [risk-management@chicoca.gov](mailto:risk-management@chicoca.gov)

For liability coverage purposes, it is \_\_\_\_\_'s intent (applicant) and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties. Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

If insurance is required, Certificate of Insurance, meeting City standards must be received by: March 24, 2017  
Organization Named on Certificate of Insurance Earthbound Skills

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

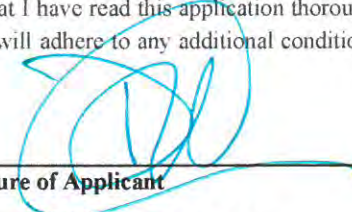
- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

**Please Note:** Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

**SECTION 5 - ACCEPTANCE OF CONDITIONS**

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

\*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.

X   
Signature of Applicant

X 2/16/17  
Date

**RETURN THIS FORM TO:**

City of Chico - Park Division  
965 Fir Street  
Chico, CA 95928  
email to [Parkinfo@chicoca.gov](mailto:Parkinfo@chicoca.gov)

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.  
A copy of the approved application will be returned to you.

**SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION**

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) \_\_\_\_\_

- Denied by the General Services Director. Reason: \_\_\_\_\_
- Application fee waived (12R.08.100 CMC). Reason: \_\_\_\_\_
- Reservation fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Vendor fee waived (12R.08.250 CMC). Reason: \_\_\_\_\_
- Insurance fee waived (12R.08.240 CMC). Reason: \_\_\_\_\_
- Damage deposit fee waived (12R.08.260 CMC). Reason: \_\_\_\_\_
- Application approved by the Bidwell Park & Playground Commission. Date: \_\_\_\_\_
- Application denied by the Bidwell Park & Playground Commission. Reason: \_\_\_\_\_

**EVENT INFORMATION**

**Please answer the following questions by circling "Yes" or "No"**

Is this an annual event? How many years have you been holding this event? _____	Yes	<input checked="" type="radio"/> No
Is there a patron admission, entry, or participant fee(s) required for your event?	Yes	<input checked="" type="radio"/> No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, PA system etc): _____	Yes	<input checked="" type="radio"/> No
When will amplified sound/music be heard? Time from: _____ until: _____ amps needed (15 or 100) _____ Note: 100 amp electrical service requires a certified electrician to operate.		
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [ ] Bounce house [ ] Climbing wall [ ] Ropes Course [ ] Other: _____ Name of Operator: _____	Yes	<input checked="" type="radio"/> No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____	Yes	<input checked="" type="radio"/> No
Will event require that any part of the Park remain closed beyond the normal time of opening? Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am. <b>(Subject to approval by the General Services Department Director and/or Senior Park Ranger.)</b> If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	<input checked="" type="radio"/> No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ Note: Gate Monitors are required at the entrances and exits for early Park entrance. An additional fee may be charged for early entrance	Yes	<input checked="" type="radio"/> No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required?	Yes	<input checked="" type="radio"/> No
<b>Portable Restrooms:</b> You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ Note: Restrooms shall be removed within 24 hours after conclusion of event.	Yes	<input checked="" type="radio"/> No
<b>Sanitation and Recycling:</b> As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. <b>For events with 200+ participants, additional trash and recycling cans are required.</b> Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.	Yes	<input checked="" type="radio"/> No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____ Note: All signs and banners shall be free standing and not affixed to Park property.	Yes	<input checked="" type="radio"/> No
Will water be needed during your event? Please provide your own hose and on/off switch. No hose bib is available at One Mile Recreation Area. Note: Please request a water coupler key for City Plaza, Children's Playground, and Cedar Grove.	Yes	<input checked="" type="radio"/> No
Do you request irrigation to be turned off before and during your event?	Yes	<input checked="" type="radio"/> No
<b>CITY PLAZA ONLY:</b> Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags for unloading and loading <u>only</u> may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.	Yes	<input checked="" type="radio"/> No
Will City street closure(s) be needed? A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.	Yes	<input checked="" type="radio"/> No



**City of Chico  
Fire Prevention & Life Safety Bureau  
Campfire Council Ring Fire Permit**



Because the Campfire Council Ring is the only fire pit where recreational fires are permitted in Bidwell Park, there are some special laws that apply to users of the fire pit.

Under the California Uniform Fire Code and/or the Chico Municipal Code, the following requirements must be followed to have a safe and enjoyable time:

- Fires must be conducted and contained within the designated fire pit only.
- Applicant must have either a fire extinguisher (2A 10 BC rating) or a 3-gallon bucket of water and a shovel present during activity.
- Fires must be constantly attended by a person to supervise the fire until the fire has been extinguished. Fire must be completely extinguished prior to leaving the area.
- Wood materials used to fuel the authorized fire must be supplied by the permittee(s). It is illegal to utilize *any* materials from Bidwell Park for the fire, including downed limbs.

If you have any questions, please call the Chico Park Division at (530) 896-7800

**CAMPFIRE COUNCIL RING FIRE PERMIT**

**Site:** BIDWELL PARK CAMPFIRE COUNCIL RING (fee waived per C1)

**Description:** Permit to use the Council Fire Ring in Bidwell Park. Applicant must have either a fire extinguisher (2A 10 BC rating) or a 3-gallon bucket of water and a shovel present during activity. Fire must be completely extinguished prior to leaving area. Permit is for a one-time use only.

**THIS PERMIT IS ISSUED AND ACCEPTED ON CONDITIONS THAT ALL REGULATIONS NOW ADOPTED, OR THAT MAY BE ADOPTED, SHALL BE COMPLIED WITH**

**THIS PERMIT DOES NOT TAKE THE PLACE OF ANY LICENSE REQUIRED BY LAW AND IS NOT TRANSFERABLE**

**THIS PERMIT IS GOOD FOR THE EVENT DATE \_\_\_\_\_ ONLY AND MUST BE CARRIED ONSITE DURING THE EVENT.**

**Applicant Name (Print):** Deva Daniel

**Applicant Signature:** 

**Conditions:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# BPPC Staff Report

Meeting Date 3/27/17

DATE: 3/10/17  
 TO: Bidwell Park and Playground Commission  
 FROM: Theresa Rodriguez, Administrative Assistant  
 SUBJECT: Happy Acres Forest School, LLC Research Project (9/2017 – 6/2018)

### REPORT IN BRIEF:

Brian Kehoe (Applicant) would like to bring children 3 - 5 years old, on a daily basis, into various locations in Bidwell Park, from 8:30 AM – 1:30 PM, Monday through Friday, beginning September 2017 thru June, 2018 for an environmental education program.

**Recommendation:** Conditional approval.

### Event Details

Date of Application	1/23/2017
Date of Event	Various – September 2017 – June 2018
Time of Event	8:30 AM – 1:30 PM
Event Name	Happy Acres Forest School Research Project
Applicant Name	Brian Kehoe
Location	Various locations in Bidwell Park
Description	Research project focusing on child development centered on nature immersion.
New Event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. Years? <a href="#">Click here to enter text.</a>
# Participants	
Reason for BPPC Consideration?	Exceeds 10 hours in length or is for multiple days.

### Conditions

Staff recommends the following conditions:

- Continued adherence to all park rules.
- No removing of any natural resource or vegetation.
- The applicant will need to do a final inspection at the end of the event and pick up any associated trash.

**Attachments: Special Use Application & Permit**

**Distribution: Brian Kehoe**

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 3/23/2017



RECEIVED



City of Chico

JAN 11 2017

SPECIAL USE APPLICATION & PERMIT

Public Work Department - Park Division DEPT. OF PUBLIC WORKS
411 Main Street, 3rd Floor/ P.O. Box 3420
Chico, CA 95927-3420
(530) 896-7800 Fax: (530) 895-4825

TYPE OF USE: (Please check applicable)

- Educational Workshop
Research Project
Temporary Access
Other:

SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • Application fee due upon submittal •

THIS PERMIT IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.

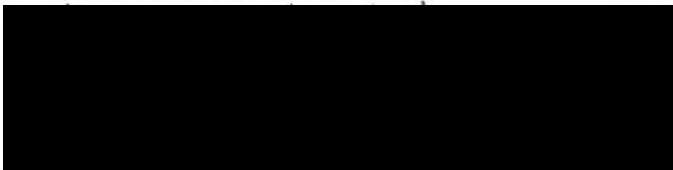
PLEASE PRINT:

Brian Kehoe

Name of Applicant/Contact Person

Happy Acres Forest School LLC

Employment/Organization Named on Certificate of Insurance



Work Phone

Cell Phone



City, State, Zip

Date(s) of Use

From: Sept '17 To: June '18

Time: 8AM - 1:30PM

Number of People: 14 max

AREA REQUESTED (attach diagram and additional pages if necessary) Include: Units, roads, trails, etc.

Various locations in Bidwell Park

EDUCATIONAL FIELD TRIP INFORMATION (Skip this portion if this does not apply)

Teacher/Leader

Co-Teacher/Leader (Required for two or more classes):

School/Organization:

Please check the best way(s) to contact you. (Contact Person must be same listed above)

- Work Phone
Cell Phone
Other
Email

Grade Level:

Number of classes:

No. of Students

No. of Adults:

Related Studies/Currently Studying:

SECTION 2 - PERMIT FEES

For Official Use Only

[X] Application Fee \$ 19.00 (Non-Refundable)

[ ] Reservation Fee \$ (for request that charge the participants) [ ] Credit Card Convenience Fee \$ 2.00

Total Fee Required: \$ Fee due upon submittal of application. \* Make Checks Payable to: City of Chico

City of Chico Cash Receipt No CR416462 Paid: CK 2028 Date: 1/23/17 Received By: JR

Table with 6 columns: Office Distribution, Permit File (original), Park Ranger 1, Park Ranger 2, Senior Park Ranger, Landscape Inspector, Applicant, Risk Management (e-mail), Fax (various)

### SECTION 3 – Description of Activity

**DESCRIPTION OF PROPOSED ACTIVITY** (attach diagram and additional pages if necessary)

Include: When (seasons, days, hours); How (methods, techniques, transportation); Frequency (one time only, daily, occasionally); Types of Specimens collected (Species, quantity, size, condition); Special Needs/Access.

private environmental educational program for kids ages 3-5 yrs  
meeting m-f from 8:30-1:30 from Sept-June  
maximum of 12 kids with 2 adult mentors

**GENERAL SCOPE AND NATURE OF APPLICANT ORGANIZATION'S GOALS**

focusing on child development centered on nature  
immersion meeting daily mirroring the CUSD calendar

### SECTION 4 - INSURANCE

[ ] Required, **Certificate of Insurance**, meeting City standards must be received by: August 2017

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of activity, date(s) of activity.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insured as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable.

**Please Note:** Your permit may be cancelled if the insurance is not approved at least two weeks prior to the scheduled dates of use. ✓

### SECTION 5 - ACCEPTANCE OF CONDITIONS

**INDEMNIFICATION:** Except for any act or omission to act which constitutes active negligence on the part of the City of Chico (for which City shall hold Permittee harmless as if this were a reciprocal indemnity), Permittee shall hold City, its boards and commissions and members thereof, its officers, employees, and agents harmless and free from any and all liability arising out of or relating to this Letter Agreement and/or Permittee's access to and use of the Premises by Permittee, any of its members, or any of its guests or invitees. Should City or any of its boards, commissions or members thereof, its officers, employees, or agents be named in any suit, or should any claim be made against it or any of them by suit or otherwise, whether the same be groundless or not, arising out of or relating to this Letter Agreement and/or Permittee's access to and use of the Premises, Permittee shall defend City, its boards, commissions and members thereof, its officers, employees, and agents, and shall indemnify them for any judgment rendered against them or any sums paid out in settlement or otherwise.

Read each of the statements below. After you have read the statements and understand them, please sign and date in the space provided in this section.

- a. I certify that I have read this application thoroughly, followed any and all instructions, understand its contents and supplied true and correct information herein to the best of my knowledge and belief.
- b. I understand I must comply with the attached "General Conditions for Special Use," any additional conditions set forth by this permit and all pertinent provisions of the Chico Municipal code and all other applicable laws, rules and regulations.
- c. Additionally, I will secure the necessary insurance and provide the City with the acceptable insurance certificate, without which this permit is invalid.

X 131C  
Signature of Applicant

X 1/9/2017  
Date

## SECTION 7 GENERAL CONDITIONS FOR SPECIAL PARK USE

City agrees to permit Permittee to access and use City property, subject to the following terms and conditions:

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the pool deck.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed unless otherwise approved. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of the use.
- Damages** Permittee acknowledges the ecological sensitivity of the area and agrees not to take, cut, injure or destroy any of the flora, fauna, geological and archaeological resources or other artifacts of any kind on the property unless otherwise approved. Any damage to City property as a result of this permit will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. Dogs are not allowed in One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** Check California Fish and Game Regulations, <http://www.dfg.ca.gov/regulations/>, Freshwater Sport Fishing, page 33, for fishing in Big Chico Creek. Horseshoe Lake: age 14 and over, catch and release; under 14: catch and keep.
- Gate Closures** Upper Park gate at parking area E is closed on Sundays and Mondays and during seasonal wet periods. Upon approval gates can be closed beyond normal opening times and vehicle access to closed areas may be permitted.
- Glass** No glass beverage containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** No smoking is allowed in any portion of Bidwell Park.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for special use is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
  - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
  - Only approved vehicles will be allowed access through areas which have been closed to motor vehicles.
  - No vehicles are permitted to travel or park on grass areas.
- Amendment** This permit may be modified or amended only by a writing duly authorized and executed by both City and Permittee.

**\*I have read and agree to conform to the above rules and conditions:**

1316 1/9/2017  
Signature of applicant

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## SECTION 6 – PARKS DIVISION AUTHORIZATION

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**For Official Use Only**

I certify that I have carefully reviewed this application and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s): Attached
- Denied. Reason:
- 
- 

- Application approved by the Bidwell Park & Playground Commission.
- Application denied by the Bidwell Park & Playground Commission. Reason:
- 
- 

**ADDITIONAL CONDITIONS FOR SPECIAL PARK USE**

The permittee shall comply with the additional conditions set forth below:

- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
- 

\_\_\_\_\_  
Signature of Parks and Natural Resource Manager

\_\_\_\_\_  
Date:

**RETURN ENTIRE FORM TO:**

**City of Chico - Park Division**  
411 Main Street  
P.O. Box 3420  
Chico, CA 95927-3420  
(530) 896-7800  
FAX: (530) 895-4825  
[parkinfo@chicoca.gov](mailto:parkinfo@chicoca.gov)

**THIS PERMIT IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.**  
A copy of the approved application will be returned to you.

## **About Me**

My name is Brian Kehoe and I have lived in Chico for over 30 years, moving here in 1984 to attend Chico State University and then settling and raising a family. I graduated from CSU with a degree in Communications but later decided to return and pursue a teaching credential. I have been employed as a teacher by CUSD since 2001 and for the past six years have been teaching Kindergarten and Transitional Kindergarten classes full time.

I coached the Chico State University Men's lacrosse team for six years and have acted as an official for the league as well. For several years I served on the Board of Directors for our local youth football program, the Jaguars, helping to build that program from its humble beginnings. In 2002 I founded the Chico Youth Lacrosse Program with a handful of players and have helped that program grow into a very successful non-profit organization that caters to over a hundred boys and girls from our community. I continue to coach for the program, but am no longer part of the administration.

Currently I am supporting the local non-profit organization *Everybody, Healthy Body* (EBHB) in their efforts to develop a sports, recreation and community park here in Chico.

For much of my time in Chico I have endeavored to guide and support our local youth in both education and athletics. I feel it is imperative for the healthy development of young children to be social, be active and be outside. I have dedicated a lot of time, effort, energy and resources to assure the youth of our community have an opportunity to do so.

Currently I am preparing to open a nature based pre-school for children 3-5 years of age. I am building this program based on the Forest Kindergarten model that has flourished in Europe and is now gaining traction here in the United States. I have attended training at the Academy of Forest Kindergarten Teachers and have done several days of observations at Wild Roots Forest School and The Wilderness Youth Project in Santa Barbara as well as the Berkeley Forest School in the Bay Area. I will also be traveling to Germany in late February to visit two "waldkindergarten" schools there, all in an effort to grow my understanding of this wonderful method of childhood education

## **What is Forest School?**

Forest Schools are a combination of early childhood development and environmental education where students spend the entire class period outdoors learning to identify local flora and fauna, recognize patterns in nature, build physical prowess, agility, confidence, and develop a solid foundation for lifelong learning. The students learn to recognize plants that can heal or harm, learn tracking and observe animals. They observe changes on the land, all while playing in nature's playground. These children learn to respect nature and become more aware of the types of animals, plants and trees living around them. Through these experiences the children develop an appreciation of, and a connection to the natural world, with the hope that they will carry this with them well into their adult life.

## **Why Forest School?**

Playing outside for prolonged periods of time has shown to have a positive impact on children's development, particularly in the areas of manual dexterity, physical coordination, tactile sensitivity and depth perception. Playing outside lowers the risk of obesity, improves balance and agility, calms high energy children, reduces stress, improves self-regulation, aids healing and soothes the soul. Furthermore, kids that have been in forest schools prior to primary school tend to focus more on their following education, are more curious and show a greater interest in learning overall

## Additional Resources

### Readings:

**Last Child in the Woods**, Richard Louv 2008

Mr. Louv suggests that today's children have fundamentally lost touch with nature and writes about the reasons for and the perils of such a situation as well as ways to reintegrate nature into children's lives. He is credited for coining the term "*nature deficit disorder*."

**Preschool without Walls**, New York Times Dec 29, 2015

**Kindergarten, Naturally**, The Atlantic Sep 15, 2016

**Into the Woods: When preschoolers spend every class outdoors**, Hechinger Report Dec 31, 2015

**All outdoors, all the time**, Christian Science Monitor May 13, 2003

### YouTube:

**Introduction to Forest School** -Surrey County Council

**Kids Gone Wild: Denmark's Forest Kindertentens** -SBS Dateline

**Born to Be Wild?** -ABC News



**Happy Acres Forest School**  
CHICO CALIFORNIA est. 2017

# Parent Handbook

## Program Philosophy

*Because children's experience of nature remains a vital and irreplaceable source of healthy development, nothing less than the future of our species is at stake in maintaining and, when compromised, restoring this relationship. The crisis of deeply diminished connections between children and the biological basis of our humanity is too great for us to remain passive. The scale and scope of the problem calls for bold steps and a deeper understanding of what is at stake.*

*~ Reflections on Children's Experience of Nature,  
Stephen R. Kellert*

Happy Acres offers a curriculum rich in direct experience with Nature that nurtures a sense of community and belonging among children, families and the land. Drawing on a deep understanding and continuous exploration of child development, our small class size, high adult/child ratios, and the curriculum provide a foundation of respect for the developmental process and the unique unfolding of each child.

Happy Acres meets in local, natural spaces. The sky is our ceiling, the trees are our walls, and the floor is the living Earth. Our students learn to identify local flora and fauna, recognize patterns in nature, build physical prowess, agility, and confidence, and develop a solid foundation for lifelong learning. Students learn to recognize plants that can heal or harm, learn tracking and observe animals. They observe changes on the land, painting, drawing and crafting, all while playing in nature's playground.

With a strong daily rhythm, our classes are infused with songs, games, poetry, storytelling, and plays. This creative work develops, among a wide array of skills and qualities, a keen memory, a rich vocabulary, the firm foundation for future literacy, and a strong sense of rhythm. Our imagination acts as a bond between ourselves and nature, helping us to develop reverence, understanding, and compassion. Daily, the land offers a host of new adventures to spark the natural curiosity and imagination of each child.

What we love, we are likely to protect, and to love something we must know it. Natural settings afford the children direct experience with a world not made by humans where we can feel ourselves a part of a larger community of life.



## **Logistics**

### **Drop-off and Pick-up**

Happy Acres hours are from 8:45 to 1pm daily. Children may be left in the care of Happy Acres staff no earlier than 8:45 and must be picked up by 1pm. A late pick-up fee may be applied beginning at 1:01 at a rate of \$5, increasing by \$5 every 15 minutes thereafter. If you know that you will be late and it cannot be avoided, as sometimes does happen, please be sure to call.

### **Daily Rhythm**

8:45 Arrival, open play, crafts, and exploration of the land  
10:00 Circle time (songs, dances, verses, and games)  
10:30 Tea time and snack  
10:50 Tidying up after tea and snack  
11:00 Wander and exploration  
12:00 Storytelling and/or play  
12:30 Lunch  
1:00 End of day

### **What Your Child Needs at School**

- A well fitted backpack with comfortable, broad straps. A chest and/or waist buckle adds to the comfort of a backpack. Good quality backpacks can be found at REI among other places. The backpack should contain the following things:
  - A small reusable water bottle. Please do not send plastic disposable water bottles. Disposable items are not in alignment with the values of the education and children consistently treat these kinds of bottles, and the water within, with disrespect.
  - A hearty and healthy lunch in a reusable lunch container. In order to remain true to our mission of caring for the Earth, we ask that the food within a child's lunch be free of disposable packaging as well, whenever possible.
  - At least one change of clothes in a plastic bag. Should your child need to change their clothes, we will put the soiled clothing into the plastic bag provided.

We strongly encourage parents to have their children carry their own backpacks to and from school. It is especially important that your child carry their own pack at arrival each morning. By doing so, we impart the message that each child is capable, and responsible for the care of their belongings. Further, when the child places their pack in the appropriate place each morning, they will know where to find it again when the time comes.

## **Food at School**

All foods brought from home should be healthy, sugar, and additives-free, as the food we ingest can affect our moods and behavior. At Happy Acres we hope the foods children bring from home will be simple and fresh. We also ask that in alignment with our school's mission that lunches aim to be free of single use, disposable items. Happy Acres will provide organic, vegetarian snacks on a daily basis. After a day playing in the woods children tend to eat more than they might otherwise need.

## **Dressing for School**

There is rarely truly bad weather, but often bad clothing. Wearing the right clothes for the weather is crucial to ensuring everyone has a good experience. In order to provide for the most freedom in play and exploration, parents are asked to send their children in clothing that does not limit movement and can become dirty, stained, or otherwise damaged.

While children are frequently able to move about without their shoes on at school, we ask that they arrive at school with shoes. Flip flop and Croc style sandals are very difficult to run, skip, and climb in and can pose a danger for the child. Please make sure your child's shoes are well fitted with good traction.

As the weather in our area is quite variable a very warm morning can quickly turn cool or what begins as a chilly morning can become quite warm within an hour. Therefore, we ask that children be dressed in several layers, allowing them to add or remove clothing as needed.

A young child's consciousness is less developed in the extremities than it is in the head and trunk. This means that young children may not become conscious of feeling cold or hot until they are extremely hot or cold. They require careful attention from observant and sensitive adults to ensure that their bodies do not have to spend unnecessary energy in warming or cooling thus freeing that energy for growing and learning. For the winter months we recommend that your child wear:

- several thin layers beneath a warm coat or sweater.
- warm socks (wool if possible).
- a hat

Playing in the rain is a joy worth celebrating. Happy Acres loans each child a rain suit for the school year. In order to be sure that everyone enjoys their time in the rain, it is important that we dress for the occasion.

Cotton, when wet, becomes extremely cold and continuously robs the body of heat. Wool, on the other hand, remains warm even when wet. Often one can find woolen thrift shop sweaters that have been shrunk and felted in someone's washer. These make excellent and inexpensive clothes for rain. When possible, a layer of woolen long underwear are very comfortable. Cotton socks and hats will make your child cold in rainy weather. Wool

socks and hats are ideal. The family is responsible for providing rain boots. Please note that rain suits can be machine washed on the warm cycle but must be hung to dry. Placing the rain suits in the dryer can cause their destruction.

Please be sure to keep a change of clothes in your child's backpack as well as in the vehicle used to pick up your child. Labeling your children's clothing with their name makes it less likely your child's clothing will be lost.

One more important note on clothing. At Happy Acres we recognize that young children learn through all sense impressions in their environment. Nature provides the myriad sensory opportunities necessary to a child's healthy physical, cognitive, and emotional development. Further, the open ended play materials (sticks, stones, leaves, flowers, seeds, etc.), storytelling, and circle times offer a great palette for the blossoming imagination so necessary for human creativity and later higher thinking functions. The clothing your child wears to school can affect us all. Clothing that is commercially oriented and has character images on it can be both a distraction from what exists around the children in the world of nature, but can also create a hindrance to the creative and healthy play of the group. We ask that you please save such clothing for your child's time outside of school.

## **Health**

Early childhood is a time of exploration and engagement with a world still new. Minor illness can be a normal and strengthening part of a child's development. Should your child become ill, please keep them at home until it is reasonable to assume the contagion has passed.

- In cases of fever, rash, vomiting, or diarrhea, the child should not return until they have been symptom free for at least 24 hours.
- If at all possible, medications should be administered at home. However, if it cannot be avoided, please note that we are unable to administer any medications unless they are in their original container and clearly labeled.

## **Parent Participation and Visits**

While always welcome at Happy Acres, parents are encouraged to participate in special activities and celebrations, as well as to bring their talents and passions to the group when appropriate. Should you find yourself visiting and/or participating, please try to take a background role to the children's work and play, and respect the rhythms of the group. Finding some work to do, particularly with your hands, can make you feel like less of an observer to the children, and hence lessen the distraction. Further, our own peaceful engagement and active curiosity can have a calming effect on the group while offering activity for the children to imitate.

**Tuition**

Tuition is based on a semester rate and can be paid in full with 5% discount or divided up into payments. Payments are due on the 1st of each month. A late payment fee of \$25 will be assessed on all payments received after the due date. Failure to pay by the 15th of the month can result in termination of enrollment.

Withdrawal within the first 30 days of enrollment entitles the family to a refund of any tuition paid beyond the first month's costs without further financial obligation. Withdrawal after the first 30 days requires all financial obligations to be met and the semester's tuition to be paid in full according to this agreement.

Refunds, credits, or makeup days are not available for holidays, vacations, inclement weather closures, or illness.