



2197 Chase Drive
Rancho Cordova, CA 95670
www.crpdp.com • 916-369-9844 • rentals@crpd.com

Special Use Permit Application

Application must be legible and completed in its entirety prior to submitting

Facility Requested

Park/Facility Requested: _____

Areas: _____

Description of Event/Activity: _____

Do you anticipate use of a spray park at said location? ☐ Yes ☐ No

If yes, the CRPD will not refund permit fees if the spray park is not operational. Regular spray park season is May through end of September. Reservation does not give exclusive use of the spray park to renter. White Rock Splash Park season is Memorial Day through Labor Day.

Renter Contact Information

Name of Group, Organization or Business: _____

Name of Individual Responsible for Event: _____ Birthdate: _____

Mailing Address: _____

Phone: _____ Email: _____

Emergency/Alternate Contact Person: _____ Phone: _____

Rental Information

Rental Date (list all with times for each date if different): _____

Day(s) of Week: _____

Expected Attendance: _____ Based On: _____

Arrival Time: _____ ☐ a.m. ☐ p.m. Departure Time: _____ ☐ a.m. ☐ p.m.

Event Start Time: _____ ☐ a.m. ☐ p.m. Event End Time: _____ ☐ a.m. ☐ p.m.

Total Hours Used: _____

Event Information (Check all that apply)

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Parade/March | <input type="checkbox"/> Fair/Festival |
| <input type="checkbox"/> Dog Show | <input type="checkbox"/> Race/Walk | <input type="checkbox"/> Car Show | |
| <input type="checkbox"/> Other (specify) _____ | | | |

Is this an annual event? ☐ Yes ☐ No How many years has this event been held? _____

Where has this event previously been held? _____

Is the sponsoring organization a registered nonprofit organization? ☐ Yes ☐ No

If yes, nonprofit # (required) _____

Is there a fee to be a part of the event, i.e. car show exhibitor? ☐ Yes ☐ No

If yes, list fees or attach fees to application: _____

Is there a fee to be a vendor? ☐ Yes ☐ No If yes, what is the fee to be at the event? _____

What types of vendors do you anticipate? _____

How many vendors do you anticipate? _____

Will the vendors be selling items? ☐ Yes ☐ No

Is there an admission fee? ☐ Yes ☐ No Fee \$ _____ Includes: _____

Are there any other fees that the organization will be collecting? Please list: _____

Will amplification be used? ☐ Yes ☐ No

Will a generator be used? ☐ Yes ☐ No

Check all that apply: ☐ Music ☐ Announcements ☐ Live Band ☐ Other (specify): _____

Amplification Start Time: _____ Finish Time: _____

Will food be served? ☐ Yes ☐ No Will food be sold? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No Will alcohol be sold? ☐ Yes ☐ No

Will there be attractions? (i.e. bounce house, slide, etc.) ☐ Yes ☐ No

If yes, company used: _____

(They will need a certificate of liability insurance on file with the CRPD)

Please list any equipment planned to have on site: _____

When will equipment be delivered on site: _____

Do you plan on having signs and/or banners to promote before or during the event? ☐ Yes ☐ No

List the types of marketing you plan for the event: _____

Renter Expectations

Renter to initial each item

1. ___ Acceptance of the application by the CRPD is neither a guarantee of the date or location nor an automatic approval of the event.
2. ___ Preapproval from the CRPD is required before the event is promoted or advertised.
3. ___ Rental fees and all required certificates and documents are due 30 days prior to the event.
4. ___ The deposit is 50% of the base fees (location + # of attendees) and is due at the time of approval. The deposit will be refunded upon completion of the event if the space is returned to its original condition. Reasons for withholding of deposit could include overtime (if left after reserved time), additional cleaning required by CRPD staff, damage to facility (including grass area or fields) or missing facility items. Any repairs, extra cleaning or security

extension may result in a minimum of \$60/hour fee. Refunds will be determined within five (5) business days following your event. You can expect your refund within 1-6 weeks, depending on type of payment.

5. ____ I have read the information, park and facility rules, regulations, fees and processes as contained in this document and agree to abide by the guidelines provided. I am duly authorized by the Organizer or Sponsoring Company to submit this application on their/its behalf and agree to be financially responsible for any fees and costs that may be incurred by or on behalf of the event in the Cordova Recreation & Park District boundaries. I certify that the information that I have provided on this application is true and to the best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 10 days prior to the event.

Cancellation

Cancellation: 60 days in advance - CRPD retains 25% of the Rental Fee

Cancellation: 30-59 days in advance - CRPD retains 50% of the Rental Fee

Cancellation: less than 30 days in advance - CRPD retains 100% of the Rental Fee

(renter initial) _____ I have read and understand the cancelation policy as stated in this information packet.

Compliance with All Applicable Law, Rules & Regulations

Renter to initial each item

The following rules must be initialed and understood before rental of the picnic & pavilion facilities:

1. ____ The renter shall comply with all local, state and federal laws and regulations related to the use of the facility and public gatherings.
2. ____ The renter agrees to abide by all applicable local, federal and state accessibility standards and regulations.
3. ____ The renter further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. ____ The CRPD reserves the right to immediately revoke renter's right to use of the facility under this agreement should the renter fail to comply with any provision of this section.

Force Majeure

Notwithstanding anything to the contrary contained in this agreement, the CRPD shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority and other causes beyond their control. The renter waives any right of recovery against the CRPD and the renter shall not charge results of "acts of God" to the CRPD, its officers, employees or agents.

Special Use Fees – For Office Staff

Cost	Fee	Total
<input type="checkbox"/> Site Fee	_____	_____
<input type="checkbox"/> Attendance Fee	_____	_____
<input type="checkbox"/> Deposit Fee	_____	_____
<input type="checkbox"/> Insurance	_____	_____
<input type="checkbox"/> Electricity Access	_____	_____
<input type="checkbox"/> Vendor Booth	_____	_____
<input type="checkbox"/> Pre-pay parking at Hagan Community Park	\$3 x _____	_____

Total Fees: _____

Indemnification Agreement

The renter shall indemnify, defend and hold harmless the CRPD, its officers, employees and agents from any and all losses, costs, expenses, claims, liabilities, actions or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the renter's use or occupancy of a facility or property controlled by the CRPD, unless solely caused by the gross negligence or willful misconduct of CRPD, its officers, employees or agents.

Additionally, I fully understand that my participation in the above-referenced rental exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS AND CANCELLATION POLICY. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE CRPD AND MYSELF AND I SIGN IT OF MY FREE WILL.

Renter Signature

I attest that all the information provided in this application is true and correct.

Renter's Printed Name: _____ Date: _____

Renter's Signature: _____

CRPD Representative's Printed Name: _____ Date: _____

CRPD Representative's Signature: _____

For Office Use Only

Application Received By: _____ Date: _____

Required Documents

Date Submitted

Site Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
ABC License	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Fire Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Sacramento County Environmental Health Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____

Department Approval

Notes

Recreation Coordinator	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Recreation Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Recreation Superintendent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Park Services Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Park Services Superintendent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Director of Parks & Recreation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
General Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____