

Application for Use of Recreational Facility

Park: _____

Today's Date: _____

Purpose of Activity: _____

Total Number of People: _____

Day/Date of Event(s)
(Include set-up and clean-up. Access onto the permitted area prior to the approved time is prohibited.)

Time Requested

Requested Reservation/Permit

_____ from _____ to _____

Building

Band Shell

Picnic Pavilion

Green Space

_____ from _____ to _____

Picnic Tables

Jumper

_____ from _____ to _____

Softball/Baseball
Diamonds

BBQ/Taco Cart

Please list any party equipment, contracted services or vendors, and/or planned activities you will be using on the day of your event (i.e. BBQ, taco cart, jumper (w/generator), snow cone/popcorn machine, radio/iPod, DJ, crockpot/food warmers, microwave, tables & chairs, EZ Up/small canopy, etc.)

Explain:

Name of Applicant: _____

Address: _____ **City:** _____ **Zip Code:** _____

Preferred Phone: _____ **(Email):** _____

Additional Day of Event Contact for Building Rentals Only

Name: _____ **Cell:** _____

Complete this section only if applicable

Organization: _____ **(Email):** _____

Address: _____ **City:** _____ **Zip Code:** _____

Note: To qualify for "Resident Rates," a Proof of Residency (i.e. current utility bill or vehicle registration) is required. (Driver's license and personal checks are **NOT** acceptable for proof of residency)

Information provided on this application will determine charges as they apply to the event; falsification may result in event termination and/or forfeit of the security deposit.

Signature of Applicant _____ **Date** _____



SECURITY DEPOSIT FORM

As the applicant of this reservation, I understand that:

- 1. I am responsible for any damage to City of Orange property that occurs as a result of my reservation.
- 2. I am responsible for cleaning up after myself and my guests prior to leaving the facility.
 - a. (If applicable) The additional Shaffer or Olive Park Building Kitchen Cleaning Fee noted below may be applied if the kitchen is not left in the condition that it was found.

Shaffer Park Kitchen: \$175

Olive Park Kitchen: \$85

- 3. I will be charged for time used in excess of the time I have requested.
- 4. If I pay my deposit by check or credit card, the check or credit card will be held until a Recreation Services Supervisor has been notified that the site was left free of damage during the permitted time frame.
 - a. When it has been determined the site was left free of damage, clean, and on time, my check or the credit card information will be destroyed the business week after the reservation has taken place.
 - b. If it is determined additional charges were incurred due to my reservation, damage fees and/or cleaning fees and/or time fees will be assessed for non-compliance, my deposit check will be cashed and/or my credit card will be charged after my reservation; for check deposits a refund will be issued back to me should there be a difference between my deposit paid and fees assessed.

Applicant's Signature: _____ Date: _____

Print Name: _____ Deposit Amount: \$ _____

Methods of Deposit

Name on Check (print): _____ Check #: _____

Name on Credit Card (print): _____

(Visa or Mastercard only)

Billing Address: _____

Contact Phone #: _____

Credit Card #: _____ EX: _____ CCV# _____

Credit Card Holder's Signature: _____



Application and Agreement for Use of Hart Park Bandshell

**RETURN COMPLETED FORM TO: CITY OF ORANGE - COMMUNITY SERVICES DEPARTMENT
230 EAST CHAPMAN AVENUE, ORANGE, CALIFORNIA 92866**

Name of Applicant:

Home Phone:

Cell Phone:

Address of Applicant:

Street

City

Zip Code

Organization/Business:

STATEMENT OF RESPONSIBILITY

I am aware of the regulations listed on the backside of this application governing the use of City of Orange facilities and do hereby agree to be responsible for compliance to such regulations and for any damages to the facility furniture and/or equipment caused by the organization or group which I represent.

SIGNATURE OF APPLICANT _____

DATE _____

BANDSHELL REGISTRATION PROCEDURE

1. Complete application.
2. Submit group photo and written description of the band and type of music played.
3. Submit stage plot to include the number of instruments, mic stands, amplifiers, monitors, stage lights, etc.
4. Submit group/bands website link.
5. Provide group/bands name of social media account.

Only designated performers, instruments, and amplifiers are allowed on stage and in the band room.

City personnel may refuse set-up or stop electrical services if policy and procedures are not followed.

Purpose of Activity:

Expected Attendance:

Date(s) Requested:

Will admission be charged?

Yes

No

Time Requested:

Will donations be accepted?

Yes

No

NOTE: RESERVATION WILL BE ACCEPTED BETWEEN THE HOURS OF 12–5 P.M. POLICE AND/OR PARK WEEKEND PERSONNEL CAN AND WILL CLOSE DOWN BANDSHELL IF NOISE LEVEL EXCEEDS 55 DECIBLES.

City Ordinance 8.24.060



City of Orange Community Services Department Park/Facility Special Event Permit Guidelines

- Any group of 25 people or more is required to have a park permit. Examples of events that would require a **Park/Facility Special Event Permit** include, but are not limited to: a picnic consisting of 200 people or more, an outdoor event with live or amplified sound, opening/closing day organized sports season festivities, outdoor church congregation, car shows, etc. (O.M.C. 12.48.105).
- A **Park/Facility Special Event Application** packet must be submitted at least thirty (30) days before the event.
- In order to temporarily reserve the park space while the application is being considered, the non-refundable ***\$60 Park/Facility Special Event Permit** fee must be submitted with the application packet. If the special event permit is approved, the applicant is responsible for paying all applicable park permit fees and deposits, including the **\$60 Park/Facility Special Event Permit** fee. (**The \$60 Park/Facility Special Event Permit fees do not apply to approved City of Orange Youth Organizations*).
- Upon notice of an approved application, it is the responsibility of the applicant to complete the reservation process and pay all park reservation permit related fees and deposits within ***ten (10) business days** of notification and/or no later than the Wednesday prior to the event date by 3:00 p.m. (**Approved City of Orange Youth Organizations will be billed quarterly with their regular field usage permits.*)
- **A Park/Facility Special Events Permit** is dependent upon the completion and submission of all required paperwork and fees:
 - A completed **Park/Facility Special Events Application** (pages 2 & 3 of this packet).
 - A completed **Park/Facility Special Event Business License Roster** (page 4 of 4).
 - Selling, Soliciting and Advertising in a City Park/Facility is prohibited without a City issued permit (O.M.C. 12.48.080); Permitted vendors may not solicit general park patrons. If permitted, all vendors must have a City of Orange Business License.
 - Proof of non-profit 501 (c)(3) status is only required if the applicant wishes to receive non-profit rates.
 - A detailed layout of event.
 - If the event is taking place outside in a City Park, please submit an 8½" x 11" aerial map of the Park with the layout of your event drawn over it.
 - If the event is taking place inside a City Facility, please submit a Facility Diagram detailing the layout of your event.

Aerial maps and Facility Diagrams of all City of Orange Parks and Facilities can be found at http://www.cityoforange.org/depts/commserv/parks_and_facilities/default.asp

 - ***Payment of the non-refundable \$60 Park/Facility Special Event Review/Permit** fee. (**For those applicants who wish to temporarily reserve the park space while their application is being considered.*)
- Upon approval of your application, a Certificate of Liability Insurance may be requested. Certificate of Liability Insurance must list the City of Orange as additionally insured and must be accompanied by the endorsement letter (O.M.C. 5.72.070).
- Events requiring street closures or that will take place in a non-park site within City of Orange limits will be forwarded to the Community Development Department for City special event permit consideration.



City of Orange Community Services Department Park/Facility Special Event Application

Application packets must be received at least thirty (30) days prior to the desired event date. Only complete application packets will be accepted and considered for approval. Once the complete packet is received and the \$60 Special Event Review/Permit fee is paid, a tentative hold will be placed on the event date. Upon notice of the approved application, it is the responsibility of the applicant to firm the reservation and pay all reservation permit costs within ten (10) business days and/or no later than the Wednesday prior to the event date by 3:00 p.m. *The \$60 Special Event Review/Permit fee is not applicable to approved City of Orange Youth Organizations.*

Applicant Name:		Organization (if applicable):		
Address:				
City:	State:	Zip Code:	Daytime Phone:	
Email:		Evening Phone:		
"Day of" Contact Name :		Cell Phone:		
City Park/Facility Requested:		Event Title:		
Area Requested:		Set-Up Time:	Clean-Up Time:	
Event Date(s):		Event Start Time:	Event End Time:	
Expected Attendance:				
Applying Party: Individual Approved Youth Organization Non-Profit 501(c)3 Sole Proprietor Corporation Other				
If the applying party is a business, is your business insured? Yes No <i>If yes, please include a copy of Certificate of Insurance</i>				
If the applying party is a business, do you currently possess a City of Orange Business License? Yes, # _____ No				
Event Information: <input type="checkbox"/> Game(s) <input type="checkbox"/> Tournament <input type="checkbox"/> Opening/Closing Ceremonies <input type="checkbox"/> Picnic of 200+ people <input type="checkbox"/> Car Show <input type="checkbox"/> Moon Bounce <input type="checkbox"/> Church Service <input type="checkbox"/> Opportunity Drawing <input type="checkbox"/> Fundraiser <input type="checkbox"/> Carnival Games <input type="checkbox"/> Amplified Sound <input type="checkbox"/> Electricity/Generator <input type="checkbox"/> Ticket Sales				
Detailed Intention for Event: <i>Please circle your answer for each question and provide additional details if necessary.</i>				
Is this event open to the general public?		No	Yes - Describe _____	
Are participants charged for this event?		No	Yes - Describe _____	
If yes, are tickets: _____ Pre-sold Available for purchase on-site _____				
Will this event have entertainment /related activities?		No	Yes - Describe _____	
Will this event have sound amplification?		No	Yes - Describe and include hours and type of use: _____	
<small>Alcohol (beer, wine, champagne) is permitted at the Orange Senior Center only. Alcohol is not permitted in City Parks.</small>				
Alcohol will be:		Served	Sold	Not applicable
Food will be:		Served	Sold	Not applicable
Food will be prepared on-site:		No	Yes - Describe _____	
There is an intent to sell or fundraise: N/A Merchandise Opportunity Drawing Tickets Other _____				
If yes, please describe 1) what is being sold, 2) how much it is being sold for, and 3) how the funds will be used: _____				
Will there be tents or canopies?		No	Yes - Provide size and number _____	
Will booths, bleachers, or stages be set-up?		No	Yes - Describe _____	
Will signs or banners be used?		No	Yes - Describe _____	
Will generators, moon bounces or additional party equipment be used?		No	Yes - Describe _____	
Please see back side				



City of Orange Community Services Department
Park/Facility Special Event Business License Roster

The City of Orange requires all businesses operating in the City to obtain a business license. Please complete this form by listing all selling/non-selling vendors, exhibitors, service providers and trades that you intend to have present at your event. **This form must be included in your application packet even if you do not hire any businesses for your event.**

Event: _____ Event Organizer Name: _____

Date of Event: _____ Event Organizer Phone #: _____

Event Location: _____ Event Organizer Email: _____

SERVICE PROVIDER	BUSINESS NAME	Contact Name	PHONE Include Area Code	ORANGE BUS. LIC #
Announcer				
Band/DJ				
Bleachers				
Caterer/Food Truck				
Clown				
Entertainment/Performer				
Equipment/Party Rental				
Generator/Electrical				
Janitorial /Waste Disposal				
Merchandise Vendor				
Moon Bounce/Jumper				
Photography/Video				
Portable Toilet				
Security				
Stage				
Tent/Canopy				
Other				
Other				
Other				

Note: Rides are not permitted in City Parks.