



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				

Event Details Continued

Please provide a brief description of intended event:

Non-Refundable Park/Facility Special Event Permit Fee - \$60

In order to reserve the date while application is being reviewed, the non-refundable \$60 the Park/Facility Special Event Permit fee must be submitted with application packet.

Checks made payable to City of Orange - Check # _____



C/C #:

Expiration: / "V" Code:

Cardholder Name _____ Signature _____ Date _____

For Office Use Only

Date/Time Received _____

- Application
- Event Layout
- Business License Roster
- \$60 Permit Fee

If Applicable:

- Certificate of Insurance
- Proof of Non-Profit Status

Application: Approved Denied Approved w/limitations

Approved by _____ Date _____



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.