

SAN MATEO COUNTY PARKS DEPARTMENT

455 County Center, 4th Floor
Redwood City, CA 94063-1663
Main Office (650) 363 - 4020

PROCEDURES FOR A SPECIAL EVENT

1. **Applicant must speak to the Supervising Park Ranger** of the park and receive their approval prior to submitting the special event application to the Parks Department's Main Office.
 - When speaking to the Ranger you should indicate the proposed route/site/site map for the event and anything you are planning to bring to the park. The use of flour/dolomite to mark a race route is not allowed.
 - Provide a copy of the proposed event flyer to the Park Ranger. The flyer should indicate:
 - **Dogs and smoking are not permitted in County parks (dogs are permitted in certain areas; [see link here for complete list](#))**
 - **There is a vehicle entry fee of \$6.00 for every vehicle attending the event at a park that requires the entrance fee.**
 - The applicant needs to estimate the number of participants per park as closely as possible as **the Parks Department does not issue refunds or transfer funds. There are no refunds for Special Events except if an event is cancelled due to a rainout or if the facility is deemed unavailable or unusable by Parks Department staff.**
 - If a facility site is required for the event, it is the applicant(s) responsibility to make sure the site is available and reserve it separately from the special event process. Reservations can be made [online](#) or by calling (650) 363-4021.
 - Additional conditions may apply and are dependent upon the special event being requested.
2. **Applicable Fees**
 - **Special Event Permit Fees –**
 - Public/Non-Profit - \$2.50 per participant, minimum \$50.00 **[501(c)(3) Documents Required]**.
 - Non-Public/Non-Profit - \$3.00 per participant, minimum \$75.00 **[501(c)(3) Documents Required]**.
 - Private Groups/Commercial – \$5.00 per participant, minimum \$100.00.
 - **Site Reservation Fees (Required, if applicable and needed) – prices vary depending on site(s) chosen.**
 - **Expedited Processing Fee - \$250.00 for express processing between 9 and 2 working days prior to event.**
 - **Additional Support Fees (Required, if applicable and needed)- Minimum of \$75.00 per staff person each additional hour plus actual costs of materials and supplies needed.**
 - **Vehicle Entry Fee - \$6 per vehicle attending the event, fee to be paid by each attendee or permit holder (contact Supervising Ranger for additional information).**
 - **Bus Entry Fee - \$20 per bus attending the event.**
3. **Issuance of a Special Event Permit will occur when all the following steps have been completed:**
 - Supervising Ranger approves the concept of the special event; permit conditions may be stipulated;
 - Applicant submits all application materials;
 - Applicant completes and signs the application;
 - Applicant signs the County of San Mateo's Indemnification/Hold Harmless Form;
 - Applicant submits a Certificate of Insurance from their insurance company indicating General Liability Insurance in an amount no less than \$1,000,000 with the County of San Mateo Parks Department named as additional insured (please include address: 455 County Center, Redwood City, CA 94063);
 - If applicable, applicant completes reservations for sites needed. **Applicant is responsible for making reservations;**
 - **All completed documents mentioned above must be submitted, and fees must be paid in full, at least 10 working days prior to the original event date. A \$250.00 Expedited Processing Fee will be charged if paperwork and payment are processed less than 10 working days prior to the original event date. If documents are submitted, and payments are made, with less than 2 working days, the permit may not be issued and the event will not be permitted.** Please submit documents to the Parks Department at parksreservations@smcgov.org. If you wish to submit in person, our office hours are Monday – Thursday, 7:30 a.m. – 5:00 p.m. Please note, the Main Office is closed on Fridays and County of San Mateo recognized holidays.



APPLICATION FOR SPECIAL EVENT PERMIT

Today's Date

Applicant Name *(Include name of affiliated organization, if applicable)*

Mailing Address

Phone Number

City, State, Zip

E-Mail Address:

Hereby Requests Permission To:

(Describe event being requested)

Set-Up Description: Include Accessories/Décor [(e.g., # of booths, inflatables, games, stage(s), and/or food truck(s))] and any special conditions.

Name of Location:

(If the name of the location is unknown, please describe it to the best of your knowledge.)

Date(s): _____ Start Time: _____ End Time: _____ # of People: _____
(PARK OPENS AT 8 AM) (PLEASE CALL PARK FOR HOURS)

The Supervising Park Ranger of the park must be contacted to request approval of the event prior to the completion and submittal of this application. Filling out the information below and signing this application confirms that the following Ranger was spoken to and has approved of the event. Your permit may not be issued, and the event will not be permitted if approval from the Supervising Park Ranger was not received.

Contact: _____
Park Ranger Park Phone

Signature (Authorized Event Representative) On Behalf Of (State name of organization) Date

If your application is approved, the following requirements will apply. You must contact the Parks Department's main office to submit the required documents, and all fees must be paid in full at least 10 working days prior to the date of the event. **A \$250.00 Expedited Processing Fee will be charged if paperwork and payment are processed less than 10 working days prior to the event date. If documents are submitted, and payments are made, with less than 2 working days, the permit may not be issued and the event will not be permitted.** The Parks Department's Main Office's working days and hours are Monday – Thursday, 7:30 a.m. – 5:00 p.m. **Applicant must estimate the number of participants as closely as possible as the Parks Department does not issue refunds. There are no refunds for Special Events except if an event is cancelled due to a rainout or if the facility is deemed unavailable or unusable by Parks Department staff.**

Applicable Fees/Required Documents

- Public/Non-Profit - \$ 2.50 per participant, minimum \$50.00 [501-(c)(3) Documents Required].
- Non-Public/Non-Profit - \$3.00 per participant, minimum \$75.00 [501-(c)(3) Documents Required].
- Private Groups/Commercial - \$5.00 per participant, minimum \$100.00.
- ◆ Applicant must submit evidence of General Liability Insurance in an amount no less than \$1,000,000 with the County of San Mateo Parks Department named as additional insured.
- ◆ A Hold Harmless Agreement (enclosed) must be completed and signed prior to the special event date.

Special Event Fee: \$ _____

Office Use Only

