



# Sierra District Special Event Permit Application

Permit Fee  
**\$ TBD**  
(Non-refundable)

**Instructions:** To apply for a Special Event Permit, complete this form and submit with signatures, any supplemental documents, and a check or money order made payable to California State Parks to cover the required filing fee to the Special Event office. Additional forms, terms and conditions, and list of required fees will follow.

APPLICANT/ORGANIZATION		CONTACT PERSON	
ADDRESS		E-MAIL ADDRESS	
CITY/STATE/ZIP	PRIMARY PHONE	CELL PHONE	
LOCATION <input type="checkbox"/> Burton Creek State Park <input type="checkbox"/> Donner Memorial State Park <input type="checkbox"/> Media Room- Donner Memorial State Park Visitor Center <input type="checkbox"/> Donner Memorial Day Use Group Area <input type="checkbox"/> Kings Beach State Recreation Area <input type="checkbox"/> Plaza-Kings Beach State Recreation Area <input type="checkbox"/> North Tahoe Beach Pavilion <input type="checkbox"/> Plumas-Eureka State Park <input type="checkbox"/> Historic Johnsville Ski Bowl - Plumas-Eureka State Park			
SPECIFIC USE		DATES	
ARRIVAL/SET-UP TIME	EVENT TIME	CLEAN-UP/TEAR-DOWN TIME	
2. SPECIFIC PARK AREA/FACILITY TO BE USED (List all areas of the park that may be utilized for the event or outing):			
3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT (The State may limit the maximum attendance within its discretion):			
4. PARKING: ( Circle one ) Guests pay at arrival : YES   NO   Pre-Pay for Guests : YES   NO   Parking Fees Waived   # of Vehicles Pre-Pay _____			
5. PLEASE CHECK ALL THAT APPLY: <input type="checkbox"/> Alcohol will be used or sold during the event <input type="checkbox"/> Participant fees (beyond regular facility fees) will be charged for the event. <input type="checkbox"/> Merchandise/Items will be sold at the event			
SPECIAL EVENT OFFICE ONLY:			

FOR RESERVATION OFFICE ONLY (USE BLUE INK)			
TOTAL PERMIT FEES	DATE RECEIVED	CHECK #	<input type="checkbox"/> Permit Copy Distributed to Staff <input type="checkbox"/> Placed on Master Calendar
REVIEWED AND RECOMMENDED BY			DATE
TITLE <b>Special Event Coordinator</b>			PHONE <b>530-550-6165</b>
ADDRESS <b>12593 Donner Pass Rd.</b>			CITY, STATE, ZIP CODE <b>Truckee, CA 96161</b>
APPROVED BY <b>Michael Rominger</b>			DATE
TITLE (Park Supervisor or Sector Superintendent) <b>Supervising Ranger</b>			PHONE <b>530-550-6162</b>
SITE MAP ATTACHED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE (S) ASSIGNED
NECESSARY PERMITS ATTACHED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE (S) ASSIGNED
KIOSK NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE (S) ASSIGNED
SAMPLE OF PARKING PERMIT ATTACHED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE(S) ASSIGNED
RANGER/LAW ENFORCEMENT NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE ASSIGNED
LIFEGUARD STAFF NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE(S) ASSIGNED
MAINTENANCE NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE(S) ASSIGNED
CHEMICAL TOILET ARRIVAL DATE / RETRIEVAL DATE <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			COMPANY & CONTACT INFO
DUMPSTER ARRIVAL DATE / RETRIEVAL DATE <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			COMPANY & CONTACT INFO
TABLE AND CHAIR ARRIVAL DATE / RETRIEVAL DATE <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			COMPANY & CONTACT INFO
FIREWOOD DELIVERY <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			EMPLOYEE ASSIGNED



## Sierra District Special Event Permit Questionnaire

**INSTRUCTIONS:** Complete the following questionnaire to the best of your ability. California State Parks reserves the right to require specific amenities and services to be provided by the Applicant regardless of the answers provided below.

**Name of event as advertised:** \_\_\_\_\_

**Name of event manager:** \_\_\_\_\_

Yes	No		
<input type="radio"/>	<input type="radio"/>	Is the event open to the public? <b>If yes, the Applicant must attach a list of expected total attendance number per day</b>	
<input type="radio"/>	<input type="radio"/>	Will the event be marketed, promoted, or advertised in any manner? <b>If yes, please provide method of advertisement, media coverage, and copies of flyers, posters, etc.</b>	
<input type="radio"/>	<input type="radio"/>	Will the Applicant be notifying local businesses or property owners of the event?	
<input type="radio"/>	<input type="radio"/>	Are patron admission, entry or participant fees required to enter or participate in the event? <b>If yes, please provide the amount of each fee collected from spectators or participants:</b>	
<input type="radio"/>	<input type="radio"/>	Are vendor fees or other fees required? <b>If yes, please list other fees:</b>	
<input type="radio"/>	<input type="radio"/>	Will items or services be sold at the event? <b>If yes, please list items or services to be sold:</b>	
<input type="radio"/>	<input type="radio"/>	Will alcohol be available on event premises?	
		If yes, has an ABC Permit been obtained for the event?	Circle One <b>Yes</b> <b>No</b>
		If yes, will the alcohol be sold or be free to those participants or Spectators over the age of 21 years?	Circle One <b>Sold</b> <b>Free</b>
<input type="radio"/>	<input type="radio"/>	Will the event include food concession and/or preparation areas? <b>If yes, please describe how the food will be prepared:</b> Circle all that apply: <b>Pre-packaged</b> <b>Gas</b> <b>Charcoal</b> <b>Electric</b> <b>Other</b>	
<input type="radio"/>	<input type="radio"/>	Will there be amplified sound associated with the event?	
<input type="radio"/>	<input type="radio"/>	Will there be live music, amplified or otherwise associated with the event?	
		<b>If yes, please provide the number of bands or performers expected:</b> _____	
		<b>If yes, The Applicant must also provide a list of bands and performers scheduled to play at the event</b>	
<input type="radio"/>	<input type="radio"/>	Does the event provide an established area for dancing to either live or recorded music?	
		Will the event include any type of games or athletic activities? <b>If yes, please describe all details:</b>	
<input type="radio"/>	<input type="radio"/>	Will the event have any temporary structures including canopies, tents, fencing, etc. erected during the event?	
<input type="radio"/>	<input type="radio"/>	Will the event erect any arches, platforms, stages, or scaffolding? <b>If yes, please list including sizes:</b> _____	
<input type="radio"/>	<input type="radio"/>	Will inflatable(s), hot air balloons, unmanned aircraft (drones)* or similar devices be used during the event? <b>If yes, please list type and dates to be used:</b>	



Yes	No	
<input type="radio"/>	<input type="radio"/>	Does the event include the use of fireworks, rockets, lasers, or other forms of pyrotechnics? <b>If yes, please list type and amount:</b> _____
<input type="radio"/>	<input type="radio"/>	Will the event include any self-contained fires; including bonfires, BBQs, or open flame cooking? <b>If yes, please list type and amount:</b> _____
<input type="radio"/>	<input type="radio"/>	Will the event include any heating devices? <b>If yes, please list size and amount:</b> _____
<input type="radio"/>	<input type="radio"/>	Will the Applicant hire a licensed and professional security company to develop and manage the security needs of the event? <b>(Note: State Parks maintains the right to require security for any event) **</b>
<input type="radio"/>	<input type="radio"/>	Will the Applicant hire an emergency medical services provider to develop and manage the medical needs of the event? <b>(Note: State Parks maintains the right to require medical services for any event) **</b>
<input type="radio"/>	<input type="radio"/>	Will the event involve any type of aquatic activity? <b>If yes, the Applicant is required to attach an aquatic safety plan and appropriate contact information.</b>
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact parking or normal visitor use in a manner not usually permitted?
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact any State Park owned roadways, walkways or accesses?
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact any private, municipal, or state streets or roadways adjacent to the park utilized for the event?
		<b>If yes, it is the responsibility of the Applicant to contact and secure permits from the affected agencies. A copy of each permit shall be attached to the final signed permit.</b>
<input type="radio"/>	<input type="radio"/>	Will the event require traffic control or traffic safety equipment? <b>If yes, please provide traffic control plan including safety equipment.</b>
<input type="radio"/>	<input type="radio"/>	Will the event require special parking and/or shuttle plan? <b>If yes, please list special parking needs and/or provide shuttle plan.</b>
<input type="radio"/>	<input type="radio"/>	Will the event require signage or banners to be used? <b>If yes, please provide copy of signage/banner and demonstrate where signage will be placed on site map.</b>
<input type="radio"/>	<input type="radio"/>	Will the event provide additional restroom facilities for event spectators, participants, and vendors? <b>(Note: State Parks maintains the right to require additional services for any event)</b>
<input type="radio"/>	<input type="radio"/>	Will the event provide additional dumpsters or refuse collections containers during the event? <b>(Note: State Parks maintains the right to require additional services for any event)</b>
<input type="radio"/>	<input type="radio"/>	Will the event necessitate the need for additional disabled parking?
<input type="radio"/>	<input type="radio"/>	If all areas of the event venue cannot be made accessible, will maps or programs be made available to show the location of accessible restrooms, parking, access routes and the like?
<input type="radio"/>	<input type="radio"/>	Will the event require exclusive use of an area?

<p>Please list guaranteed fees to be paid to the California State Parks. (permit fee, facility-use fee, etc.)</p>     
<p>Method of garbage collection and disposal.</p>     

Yes	No	
-----	----	--

List all organizations/third parties involved. (ex: sponsors, party rentals, caterers, promotional firms, etc.) Please attach copies of estimates and invoices.

Detailed description of event and site plan. If site plan will not fit, please attach separately:

**\*Please note, if requesting the use of an unmanned aircraft at your event, additional applications and permits will be required.**

**\*\* If Security and/or Medical Services are required for your event, please provide detailed contact information.**

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate, without prior notice, any special event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

Signature

Date

**For questions or additional information:**

Special Events Phone: (530) 550-6165

[NorthTahoe.SpecialEvents@parks.ca.gov](mailto:NorthTahoe.SpecialEvents@parks.ca.gov)

**Please mail all forms, documents, checks and/or money orders to:**

**California State Parks  
12593 Donner Pass Road  
Truckee CA 96161  
ATTN: Special Events Office**

Revised 9/27/2016