

- The **Park/Facility Special Event Permit** regulates the time, activity, manner, location and duration of a temporary event.
- 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, health fair, carnival, opening/closing day organized sports season festivities, outdoor church congregation, car show, etc. (O.M.C. 12.48.105).
- The fee for the **Park/Facility Special Event Permit** is \$60.00 and must be submitted with the application packet (permits will not be processed without this fee). *If the special event permit is approved, in addition to the special event permit fee applicant is responsible for all other applicable park permit fees and deposits required to complete the reservation process. Park/Facility Special Event Permit fees are not applicable for City of Orange Approved Youth Organizations.*
- A **Park/Facility Special Event Application** packet must be submitted at least thirty (30) days before the event. The event shall not operate longer than seven (7) consecutive days (O.M.C. 5.72.060).
- Approval of a **Park/Facility Special Events Application** 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), which provides the necessary details to evaluate and approve or deny the requested permit.
  - 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)
    - Limited permits to sell/vend may be issued in conjunction with an approved Special Event Permit.
    - If permitted, all selling/non-selling vendors must have a City of Orange Business License.
    - Permitted vendors may not solicit general park patrons.
  - **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 Parks and Facilities can be found at [http://www.cityoforange.org/depts/commserv/parks\\_and\\_facilities/default.asp](http://www.cityoforange.org/depts/commserv/parks_and_facilities/default.asp)*
  - Payment of the \$60 **Park/Facility Special Event Permit** fee.
  - Proof of non-profit status is only required if applying organization is a non profit 501 (c)(3).
- Upon review 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).
- 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 five (5) business days of notification and/or no later than the Wednesday prior to the event date by 3:00 p.m. (*City of Orange Approved Youth Organizations will be billed quarterly with regular field usage permits.*)
- 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, 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 related fees within five (5) business days and/or no later than the Wednesday prior to the event date by 3:00 p.m. *Approved Youth Organizations will be billed quarterly with regular field usage permits.*

Applicant Name:		Organization:	
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: <input type="checkbox"/> Individual <input type="checkbox"/> Approved Youth Organization <input type="checkbox"/> Non-Profit 501(c)3 <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Other			
If the applying party is a business, is your business insured? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes, # _____ <input type="checkbox"/> No			
<b>Event Information:</b> <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:** *Please check a box for each question and provide additional details if necessary.*

Is this event open to the 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: \_\_\_\_\_

*Alcohol permitted only at the Orange Senior Center. Alcohol is not permitted in City Parks.*

Alcohol will be  Served  Sold  Not applicable \_\_\_\_\_

Food will be  Served  Sold  Not applicable \_\_\_\_\_

*Note: Cooking events may be required by the Orange Fire Department to obtain a permit.*

Food will be prepared on-site  No  Yes - Describe \_\_\_\_\_

There is an intent to sell  N/A  Merchandise  Opportunity Drawing Tickets  Other \_\_\_\_\_

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 \_\_\_\_\_

Additional Event Details  No  Yes - Describe \_\_\_\_\_

Additional Event Details (Continued)

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**Park/Facility Special Event Permit Fee - \$60**

Payment 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

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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 will not be permitted in City Parks.