

SPECIAL EVENT INFORMATION SHEET

Date(s) of Event: _____ Park/Location: _____

Event Time(s): _____ Set-up Date/Time: _____

Tear-down Date/Time: _____

Name of Event: _____

Attendance: _____ Event Type: _____ Minor Inter. Major

Contact Name: _____ Cell Phone: _____

Organization: _____

Address: _____

SPECIAL CONSIDERATIONS

Concessionaire Serving Alcohol Paid Security Required Possible Environmental Impact (CEQA)

Water Contact Lifeguard(s) Required Other:

APPROVAL PROCESS CHECKLIST

Application Fee/Deposit Received	Site(s) Reserved
Application & Documents in Basecamp	Site Supervisor Notified
Cost Summary Prepared/Approved	Cost Summary Sent to Concessionaire
Route Map Approved	Traffic/Parking Map Approved
Encroachment Permit Approved	ABC Letter Completed
Insurance Certificate Received	Environmental Health Permit Received
Concessionaire Agreement Prepared/Approved	Concessionaire Agreement Sent to Concessionaire
Initial Payment Received	Final Payment Received
FINAL APPROVAL	Outstanding Items Invoiced/Sent

EVENT DESCRIPTION
