



RIVERSIDE COUNTY

REGIONAL PARK AND OPEN-SPACE DISTRICT

Special Events



Resources, Permit Approval Process, *and* Fees Manual
For Internal Use Only



**Parks
Make
Life
Better!**

The resources, process, and fees outlined in this manual shall comply with the policies and procedures outlined in the *Riverside County Regional Park and Open-Space District Policy 6.1, Special Events and Interim Use of District Facilities* and shall adhere to Riverside County Board of Supervisors Policy H-20, *Non-County Use of County Facilities for Special Events and Other Interim Uses*. Both Policy 6.1 and Policy H-20 can be found at the Parks Intranet website by selecting the *Documents* menu, *Special Event Files* section.



TABLE OF CONTENTS

OVERVIEW..... 3

SPECIAL EVENTS PERMIT APPLICATION RESOURCES..... 4

 Email..... 4

 Calendar..... 4

 Parks Intranet..... 4

 Use Fees..... 5

 RivCoParks Website..... 5

DAY USE OR SPECIAL EVENT?..... 6

 Permissible Day Use Features..... 6

 Features Requiring Special Event Application and Fee..... 6

INTERNAL PROCESS FOR APPROVING A SPECIAL EVENT PERMIT APPLICATION..... 7

REQUEST FOR FEE EXEMPTIONS AND REDUCTIONS..... 10

CREATING BASECAMP PROJECTS FOR SPECIAL EVENTS..... 11

SPECIAL EVENTS FEES..... 13

OVERVIEW

A **Special Event** is a specific activity including, but not limited to, festivals, meetings, programs, or other use held at a District facility which is not a normal or sponsored function of District operations. Special events require a minimum of 120 days lead time to process all required permitting documentation and processes. In the case of major special events, the required lead time is 180 days. Special events are distinguished based on their size and scope as follows:

A **Minor Special Event** is a special event at which less than 1,000 people are expected to attend and normal facility operations and use by the general public may take place.

An **Intermediate Special Event** is one at which less than 5,000 people but more than 999 people are expected to attend during the special event and during which normal facility operations and use by the general public may take place.

A **Major Special Event** is a special event at which 5,000 or more people are expected to attend, or in which the entire facility will be unavailable for use by the general public during the special event. Major Special Events require additional steps in the planning and application approval process, including approval by the Riverside County Board of Supervisors.

All major special events and any intermediate or minor special events which are determined to need **law enforcement or traffic control** must make prior arrangement with Riverside County Sheriff's Department.

All special events allowing, serving, providing, or selling **any type of alcoholic beverage** will require that the applicant obtain the appropriate license from the ABC.

SPECIAL EVENTS PERMIT APPLICATION RESOURCES

The following resources are available to RivCoParks personnel for the purpose of facilitating the special events application approval process:

Email

A dedicated, intuitive email address, SpecialEvents@rivcoparks.org, has been set-up for all email correspondence concerning special events. This email will be accessible by the Parks Reservations staff assigned to coordinate special events. All documents relevant to the special events permit application process shall be printed with this email address. Additionally, any special event inquiries will be directed to this email address, and correspondence to applicants, concessionaires, and agencies involved in the approval process will be handled through this address. Once fully implemented, any future changes to special events personnel will not impact email communications for pending events, as the email will be assigned to any new and/or existing personnel assigned to special events.

Calendar

The SpecialEvents@rivcoparks.org email address also has its own corresponding calendar in Outlook. Like the email address, the calendar is accessible by all Parks Reservations staff assigned to special events. All events (tentative and confirmed) will be scheduled and tracked in this calendar. Sharing of this calendar, by request, will allow other Parks staff to monitor the scheduling of current and upcoming events.

Parks Intranet

All files required for the special events application process are available for any Parks staff member to download from the Parks Intranet website, located at www.intranet.rivcoparks.org. The special event files can be found by selecting the "Documents" menu from the menu bar and selecting the "Special Event Files" link. Here, all files specific to the special events application process will be housed. The most recent copies of these files will be regularly maintained to ensure access by staff to the most current and up-to-date applications and policies. It is recommended that any staff involved in the application process use this site regularly to access files, rather than downloading and saving local copies to ensure that they are always using the most up-to-date files available. The following files are available:

- Policy 6.1
- Blank Concession Agreement_Lake Cahuilla
- Blank Concession Agreement
- Insurance Rider General
- Insurance Rider_Lake Cahuilla
- Request for Fee Exemptions and Reductions
- Special Event Application
- Special Event Information Sheet
- Special Event Cost Summary
- Special Event Staff Survey
- Indemnification Agreement
- Standard Release Form
- Policy A-23
- Policy A-28
- Policy H-21
- ORDINANCE-328 1
- ORDINANCE-655
- ORDINANCE-847

Use Fees

The current Board of Directors Resolution, Use Fees for The Riverside County Regional Park & Open-Space District in effect is the go-to guide for most fees necessary to build a cost summary for a requested event. The Camava Reservations System also contains the most up-to-date fees for campsites and day use facilities.

RivCoParks Website

The RivCoParks website (www.rivcoparks.org) is the portal through which potential applicants can initiate the application process.

Permits menu. This is the link to the Special Events homepage. Here, potential applicants can obtain information about current and upcoming special events as well as information about the application and permit approval process.

Special Events Inquiries link opens a form for visitor inquiry. Here, potential customers can initiate the special events application process by communicating with special events staff with questions about parks, hosting events, and trail rides. Customers may also provide feedback and comments regarding any parks or events. Special events staff receives these requests through Zendesk, and from there can respond to customers with: answers to questions, specific information, such as how to apply for a special event permit, fees, requirements, and details about the application process.

Special Event Application is available from the special events page. This is a smart, interactive form that provides all required disclosures as part of the submission process. Applicants will be informed during the application submission process of the required application fee, based on the size of the event. Applicants are also prompted to upload any required documentation to be included with the application at the time of submission. From there the completed application will automatically be routed to the appropriate staff assigned to handle special events for the location requested in the application. The following chart shows where applications will be directed.

If the park or location selected is:	The completed application will be routed to:
Rancho Jurupa Park, Lake Skinner, Lake Cahuilla, Idyllwild Park, Hurkey Creek Park, McCall Park, Bogart Park, or Mayflower Park	Special Events staff at Reservations
Santa Rosa Plateau	Robert Williams, Dustin McLain
Gilman Ranch and San Timoteo Schoolhouse	Margie Valdez
Idyllwild Nature Center	Margie Valdez
Louis Robidoux Nature Center	Margie Valdez
Jensen-Alvarado Ranch	Margie Valdez
Hidden Valley Wildlife Area	Robert Williams, Dustin McLain
Other site not listed	Special Events staff at Reservations <i>(to be manually routed to the appropriate personnel)</i>

DAY USE OR SPECIAL EVENT?

Some day use reservations are just that: *Day Use Reservations*. Others events fall under the category of *Special Events*. Day use reservations may include any or all of the following features:

PERMISSIBLE DAY USE FEATURES	
One or two shade shelters booked up to 6 months in advance <i>Permitted use is subject to posted park-specific day use hours</i>	
Up to 200 guests	
Guests pay per-person day use fees to the kiosk same day	
Jumper <i>Requires certificate of Insurance</i>	
Food brought in or cooked on park barbecue grills	
Alcohol may be served, but not for sale	

Any features outside of these usual parameters for **Day Use** shelter reservations tips the scales towards being a **Special Event** and requires a permit. Events that include one or more of the following features should be processed as special events:

FEATURES REQUIRING SPECIAL EVENT APPLICATION AND FEE	
Hours outside of posted park-specific day use hours and/or booked more than 6 months out	Live animals <i>Requires Certificate of Insurance</i>
Greater than 200 guests	Customer charging fees to guests for attendance
Three (3) or more shade shelters or an entire day use area reserved for exclusive use	Items being sold <i>Requires vendors permit</i>
Guests paying per vehicle or paid in advance	Carnival rides or games
Live music or DJ <i>Requires Certificate of Insurance</i>	Alcohol for sale <i>Requires ABC License</i>
Food catered by catering company or restaurant <i>Requires Certificate of Insurance and Permit from Dept. of Environmental Health</i>	Holiday or Holiday weekend <i>Subject to supervisor approval. Reviewed case by case.</i>

INTERNAL PROCESS FOR APPROVING A SPECIAL EVENT PERMIT APPLICATION

Special events staff may receive an inquiry through the RivCoParks Special Event Inquiries form as well as by telephone, letter, fax, or email. It is important to know the size of the anticipated event as well as the desired park location where the event is to be held in order to route the request to the appropriate department assigned to events for each location. When applicants submit their applications through the website, they are informed of the application fee based on the size of the event on the application submission form.

If the applicant intends to allow, serve, provide, or sell any type of alcoholic beverage, they will also be required to obtain the appropriate license from the Alcoholic Beverage Control Board, www.abc.ca.gov. If the event will require any law enforcement or traffic control, the applicant must make prior arrangement with Riverside County Sheriff, www.riversidesheriff.org. While it is the concessionaire's responsibility to obtain any licenses and permits, it is a good idea to make contact with these agencies to familiarize yourself with the process and requirements. This will facilitate recognizing when requirements have been met and when they have not.

1. **Application must be submitted** with the required application fee amount, or amount of deposit for a major event (refer to the Special Event Fees chart on page 13). Please direct potential applicants to the link to the Special Event application on rivcoparks.org, as this is the preferred method for application submission. The online application process will provide all necessary disclosures to applicants before the application is submitted. If applicants do not apply through this method, you are required to distribute the following policies and ordinance disclosures (these files can be found on the Parks Intranet site, Special Events Files section).
 - Policy A-28, Commercial Solicitation in County Facilities
 - Policy A-23, Non-Smoking Policy
 - Policy H-21, Use of Alcoholic Beverages in County Facilities
 - Ordinance 655, Regulating Light Pollution
 - Ordinance 847, Regulating Noise
 - Ordinance 328, Prescribing Rules and Regulations for Parks and Open-Space Areas
 - Indemnification Agreement
 - Special Events Release Form
2. **Application fee received.** For the application to be considered complete, it must be accompanied by the required application fee. **Do not proceed past this point until the application fee or major event deposit is received.**
3. **Fill-out fee waiver form**, and submit for approval (if applicable). See page 10 for more information on the fee waiver form.
4. **Reserve requested sites.** Reserve the sites in Camava, and confirm that there are no conflicts in the park on the same date(s). It is very important to reserve sites as early as possible to prevent selling of event areas and/or conflicts with nearby day use and campsite areas. If it is foreseeable that the anticipated event will disturb nearby campers, be sure to close the potentially affected sites as well, and apply the costs to the cost summary. If you need to close an entire site, such as for major events, it is recommended to use the *Site Closure* feature of the reservations system.

5. **Prepare the files** for the event, and enter the event into the Special Events calendar in Outlook. Populate the **Special Event Information Sheet**, making sure to check all the appropriate boxes. Save the files to the shared drive, and copy all relevant files there.
6. **Create a Basecamp Project** for the following event types: major events, co-sponsored events, events requiring route maps (walks, runs, triathlons, etc.), and any other event that requires greater planning and collaboration. Minor, day use, picnic, and most camping events do not typically need to be added to Basecamp. Please see the section on **Creating Basecamp Projects for Special Events** (page 11).
7. **Notify your supervisor** of the new event and details, and notify the site supervisor and appropriate staff of all pertinent details. It is a good idea to meet and confer with the site supervisor and often the concessionaire, preferably on-site, to give them a thorough understanding of all the details of the event so that he or she can make any arrangements necessary to accommodate the event. Take note of any special considerations; this will provide the basis for outlining necessary contractual items to include in the Concessionaire Agreement later on, and it will assist in building a solid *cost summary*.
8. **Build the cost summary**, using the *Special Event Cost Summary* form, available at the Parks Intranet website, *Special Event Files* section. Be sure to enter all fees and deposits paid when preparing the cost summary. Refer to the Special Events Fees chart on page 13 as well as the current Fees Resolution in effect to help prepare an appropriate estimate of cost. For many events, you may need to confer with the site supervisor for input on building an appropriate cost summary that includes less-common requests. It is important to note the payment terms and due dates of all required fees (these will need to be consistent with the terms outlined in the Concessionaire Agreement). Once you have prepared the cost summary, submit it to your supervisor for approval. You should be able to deliver the cost summary to the concessionaire within two days of receiving the completed application and fee or deposit.
9. **Request insurance documents from Concessionaire.** Send the Insurance Rider (available at the Parks Intranet website) to the concessionaire. Inform the concessionaire that their insurance certificate must be received by us no later than 30 days prior to the event.
10. **Draft Concessionaire Agreement.** This is the permit. Fill-in the form, including all appropriate and relevant information. Pay special attention to Item 38, "Additional Requirements." Be specific and thorough in notating anything that is not already addressed in the other sections of the agreement. This is where you can include the special considerations that you have made note of during your meeting(s) with the site supervisor. After you have completed the agreement, submit it to your supervisor for review and approval.
11. **Send draft agreement to Concessionaire** with request for signature and return. Often, the concessionaire may edit the agreement or make requests for changes. Be sure to review these proposed changes with your supervisor. It is not unusual for the agreement to be submitted back and forth with various changes several times before it is ready to be submitted to the bureau chief for review.

12. **Collect all documents and submit with Concessionaire Agreement to the appropriate bureau chief** for review and signature. Be sure to include the Concessionaire Agreement, Cost Summary, insurance certificate, proof of payment in full by the concessionaire, schedule of events, flyer*, route map*, and fee reduction form* (*if applicable). Flag all sections that require signature.
13. **Notify the area manager and/or park supervisor** of Approval. Once the Concessionaire Agreement has been signed by the bureau chief, notify the area manager or supervisor and relevant park staff for the park or location where the event is to be held. You will need to collaborate with them to make sure that they have all necessary details about the event, including additional staffing needs, information about set-up, how the event entrance into the park will be handled, ticketing and admission, parking, and any other relevant information. It is recommended to perform an initial walk-through with the concessionaire and site supervisor prior to the event. For runs and similar sporting events, it is recommended to walk the planned route no later than one to two weeks prior to the event and make sure there are no downed trees, holes, or other hazards in the path so that you have enough time for any maintenance and repairs or, if necessary, route changes. Immediately prior to the event, you will want to make sure the grass is mowed; be sure to take notes about the condition of the grass and dirt parking areas to compare to the condition following the event.
14. **After the event.** A final walk-through of the park following the event is required to assess the condition of the park or location. Invoice the Concessionaire for any outstanding items, such as additional entrance tally fees, trash pick-up, and any site restoration costs (if applicable). Also, request that the site supervisor fill-out and return to you the *Special Event Park Staff Survey*, available at the Parks Intranet website. Once completed, this survey will be added to the event file and will help determine if the concessionaire will be invited back to RivCoParks for any future events.

REQUEST FOR FEE EXEMPTIONS AND REDUCTIONS

If an applicant requests a fee reduction or waiver for an event, locate the *Request for Fee Exemptions and Reductions* form located in the Special Events section of the Parks Intranet site. This is an internal form that should be filled out by Park personnel and submitted to the bureau chief for approval.

1. Fill out the top portion with the appropriate information for the event.
2. Select the eligibility description that best fits the type of event requesting fee exemption/reduction. Submit
3. Submit to the bureau chief for approval. Provide the application and any supporting documentation that will help the bureau chief decide if the event qualifies.

REQUEST FOR FEE EXEMPTIONS AND REDUCTIONS

NOTE: All requests must be in compliance with the current Use Fee Resolution as approved by the Board of Directors.

NAME OF EVENT:	TYPE OF EVENT:
CONTACT PERSON:	CONTACT PHONE/EMAIL:
DATE REQUESTED:	TIME REQUESTED:

The applicant is eligible for fee exemption based upon the following:

Meeting/Event conducted by Board of Supervisors or Board of Directors

Meeting/Event conducted by the Riverside County Regional Park and Open-Space District

Meeting/Event approved by the Board of Directors within an agreement

The applicant is eligible for a fee exemption pending available space and written approval indicated on this form:

Ceremonial event honoring County/District employees, appointed members of County Boards and Commissions or volunteers providing service to the County.

Meeting or event of a non-profit organization at the request of a member, or members, of the Board of Supervisors or the Board of Directors.

Meeting of District support group or organization.

Activity or event which is organized, conducted, or co-sponsored by the District.

Training activity for County/District personnel conducted by the Riverside County Human Resources Department.

The applicant is eligible for a fee reduction of 50% subject to written approval indicated on this form:

Meetings and events open to the public that are conducted by public schools, or by civic, educational, environmental, historical and athletic 501(c)3 tax exempt, non-profit organizations

Official business activity of County agency or department, or non-County governmental agency.

FOR EMPLOYEE USE ONLY:

Date Received:	BY:
Event Recommended For: <input type="checkbox"/> Fee Exemption <input type="checkbox"/> Fee Reduction <input type="checkbox"/> Normal Pricing	
Comments:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Authorized Signature/Date: _____

1

2

3

Note: only management or executive staff can decide if the event will be co-sponsored by the District.

CREATING BASECAMP PROJECTS FOR SPECIAL EVENTS

Use this process for adding special event projects to Basecamp. Use Basecamp only for co-sponsored events, major events, events requiring a route map (walks, runs, triathlons, etc.), or any other event that requires greater planning and collaboration. Minor, day-use, picnic, and most camping events do not need to be added to Basecamp.

1. Click **Create a New Project**

2. For the **Name the Project**, use the following:
 - Three letter site code (e.g. CAH, RJU, SKN, etc.)
 - Name of the event
 - Date in m/d/yy format. If the event spans more than one day, use: m/d/yy+

3. Select: "I'd like to give a client or another company access to this project too."
 - From the drop-down list, select **Special Events**

4. Click **Create this project**.

5. Click the **People and Permissions** tab at the top left.

6. Here you will see **People on this project** [Add people](#), [remove people](#), [change permissions](#). Click this link.

7. Uncheck anyone who does not need access to the project. Select the following people to be on the project:

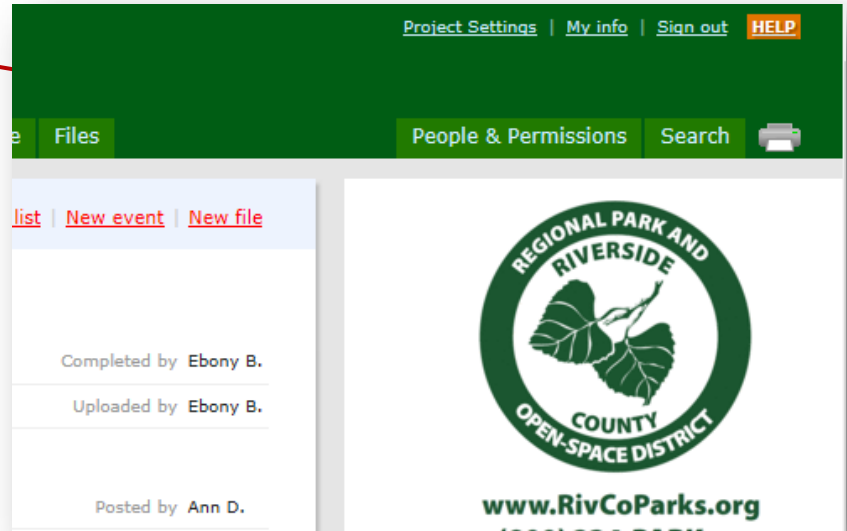
- Parks Superintendent
- Area Manager (s)
- Special Events Staff
- Bureau Chief
- Ranger
- Site Supervisor
- Contracts Analyst
- Marketing Staff
- Anyone else that needs to be on the project for the specific event.

8. Add the following files to the project:

- .pdf scan of the Special Event Application
- Any documents submitted with the application
- Any documents received after the application submission

9. Write the first message. Write a brief description of the event, adding any pertinent details.

10. Assign To-Dos. If there is a required review, signature, or other action needed, assign as a to-do for the specific person, and add a due date.



SPECIAL EVENTS FEES

Please refer to the chart below for the most common fees for preparing the cost summary for an event.

Application Fee <i>Non-Refundable</i>	Minor Event, up to 999 in anticipated attendance\$200 Intermediate Event, 1000 to 4999 in anticipated attendance\$300
	Major Event, 5000 or more in anticipated attendance, and/or if the entire facility will be unavailable for use by the general public during the special event.....\$600* Major events require a \$10,000 deposit in-addition-to the non-refundable \$600 application fee. \$3,000 of this amount is attributable to the fee for Board of Supervisor approval, if applicable.
Per Person Entry Fee* <i>Refer to Specific Park Fee Schedule</i>	Adults.....\$6 Children\$2
Special Event Per Vehicle Entry Fee* <i>Collected by Kiosk staff or invoiced</i>	Each\$15
<p>*It is preferred to charge entry fees per person rather than per vehicle. Many returning events prefer to continue charging per vehicle. To approximate the number of vehicles to charge for based on the anticipated attendance, use a ratio of 3.5 persons per vehicle. Therefore, for example, if the anticipated attendance is 800, divide 800 by 3.5 to obtain the number of vehicles to charge for. If charging up-front for Per Person Entry Fees, and the event is expected to be adults and children, divide the estimated attendance by 2 and charge half at the Adult Rate and the other half at the Child Rate.</p>	
Event Staffing Fees	Per person, per hour.....\$20
Miscellaneous Fees: <i>Food & Beverage, Alcohol, or Merchandise Vendors; Amphitheater; Shelter(s); Utilities; Facilities; and site restoration costs</i>	Varies.....Refer to RivCoParks Fee Schedule