



FACILITY USE AGREEMENT

BETWEEN THE RIVERSIDE COUNTY REGIONAL PARK & OPEN-SPACE DISTRICT

AND

Santa Rosa Plateau Nature Education Foundation (USER)

AT

Santa Rosa Plateau

(Facility)

This Facility Use Agreement (“Agreement”) is entered into on this **9th** day of **June, 2023** by and between the Riverside County Regional Park and Open Space District, a park and open-space district created pursuant to the California Public Resources Code, Division 5, Chapter 3, Article 3, (hereinafter called “RIVCOPARKS”), and **Santa Rosa Plateau Nature Education Foundation** (hereinafter called “USER”). RIVCOPARKS and USER may be referred to individually as a “Party” and collectively as the “Parties”.

RECITALS

WHEREAS, RivCoParks manages and operates a variety of facilities within Riverside County for the purposes of recreation, entertainment, and community activities;

WHEREAS, RivCoParks desires to allow usage of facilities by other entities that provide a service or product beneficial to and requested by the citizens of the community; and

WHEREAS, this Agreement is intended for the sole purpose of outlining the terms by which USER will be allowed to use RivCoParks property.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties hereby agree to the terms and conditions of this Facility Use Agreement (Agreement) as follows:

1. **TERM** - This Agreement shall be in effect from

June 24th, 2023 to August 5th, 2023

USER shall not be allowed to occupy the location or otherwise begin the activity until USER has complied with all terms and conditions of this Agreement.

2. **CONSIDERATION** -

- a. USER shall pay RivCoParks a total of

- i. Or Amount Described in Exhibit “A” if box is checked.

b. USER shall be responsible for all its costs and expenses related to the use of the facility under this Agreement.

3. SCOPE OF USE -

- a. Facility specific amenities, uses, and obligations are outlined in Exhibit "A"
- b. Use of facility under this Agreement is non-exclusive.
- c. PUBLICITY - The USER may circulate written publicity with prior approval from RivCoParks.
- d. CONDITIONS and ARRANGEMENTS -
 - i. Course / Program content is responsibility of the USER. USER agrees to provide and promote a high-quality course / program and project a positive image for RivCoParks.
 - ii. USER shall inspect Facility and report any problems to RivCoParks facility manager immediately. USER must clean the area after use and leave the facility in the condition it was found.
 - iii. USER employees are not agents or employees of RivCoParks and are not restricted to working solely for the USER.

4. NOTICES. The following contacts are hereby designated to be the principal contacts for their respective Parties:

RivCoParks:

Riverside County Regional Park
and Open-Space District
Attn: Guest Services
4600 Crestmore Road
Jurupa Valley, CA 92509

USER:

Ginger Greaves
Santa Rosa Plateau Nature Education Foundation
39400 Clinton Keith Rd Murrieta, Ca. 92562
execdirector@srpnef.org

5. TERMINATION –

- a. USER agrees that failure at any time to comply with any term or condition of this Agreement shall give RIVCOPARKS the unilateral right to immediately terminate this Agreement and prohibit USER's use of the facility. If such termination occurs, RIVCOPARKS reserves the right to retain any payments made by USER pursuant to this Agreement. RIVCOPARKS retains the right to enter the location at any time and use the premises in the manner which is deemed by RIVCOPARKS to be in the best interests of RIVCOPARKS or the public.
- b. USER may terminate this Agreement without cause upon 14 days written notice served upon RivCoParks stating the extent and effective date of termination.
 - i. All fees for use will be prorated and remain the responsibility of the USER
 - ii. Cancellation fees may apply based on terms in Exhibit "A"

6. PREVIOUS AGREEMENT - No previous agreements or understandings, in writing or otherwise, between the USER and RivCoParks shall apply. Any changes to these terms must be in writing and signed by RivCoParks authorized representative, General Manager, or designee.
7. ASSIGNMENT OF AGREEMENT: Nothing contained in this Agreement shall be construed to permit assignment or transfer by USER of any rights under this Agreement without DISTRICT's prior written consent. Any such assignment or transfer is expressly prohibited and void if made without DISTRICT's prior written consent.
8. PARTICIPANT WAIVER – The USER shall ensure that all participants complete a waiver, previously approved by RivCoParks, that shall indemnify and hold harmless RivCoParks, the County of Riverside ("COUNTY"), their respective directors, officers, Board of Directors, Board of Supervisors, elected and appointed officials, employees, agents and representatives against any and all losses, expenses, claims, actions, liabilities, and judgments, which user may sustain or suffer as a result of or arising out of user's participation in a program or event at a District managed facility.
9. INDEMNIFICATION: USER represents that it has inspected the premises, accepts the condition thereof and fully assumes any and all risks incidental to the use thereof by USER. RIVCOPARKS shall not be liable to USER, its officers, agents, employees, subcontractors or independent contractors for any personal injury or property damage suffered by them which may result from hidden, latent or other dangerous conditions in, on, upon or within the premises: provided, however, that such dangerous conditions are not caused by the sole negligence of RIVCOPARKS, its officers, agents or employees.
 - a. USER shall indemnify and hold harmless RivCoParks, the County of Riverside ("COUNTY"), their respective directors, officers, Board of Directors, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, related to or in any way connected with or arising from USER'S, its officers, employees, subcontractors, agents or representatives, use and responsibilities in connection therewith of the premises, the condition thereof or this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever. USER shall defend, at its sole expense, all costs and fees including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards, RivCoParks and COUNTY, their respective directors, officers, Board of Directors, Board of Supervisors, elected and appointed officials, employees, agents and representatives in any claim or action based upon such alleged acts or omissions.
 - b. With respect to any action or claim subject to indemnification herein by USER, USER shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of RIVCOPARKS; provided, however, that

any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes USER'S indemnification to RIVCOPARKS as set forth herein.

- c. USER'S obligation hereunder shall be satisfied when USER has provided to RIVCOPARKS the appropriate form of dismissal relieving RIVCOPARKS from any liability for the action or claim involved.
- d. The specified insurance limits required in this Agreement shall in no way limit or circumscribe USER'S obligations to indemnify and hold harmless RivCoParks herein from third party claims.

10. **INSURANCE:** Without limiting or diminishing the USER'S obligation to indemnify or hold RivCoParks and COUNTY harmless, USER shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement.

- a. **Workers' Compensation:** If the USER has employees as defined by the State of California, the USER shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of RivCoParks and County of Riverside.
- b. **Commercial General Liability:** Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of USER'S performance of its obligations hereunder. Policy shall name RivCoParks, County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.
- c. **Vehicle Liability:** If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then USER shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name RivCoParks, County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.
- d. **General Insurance Provisions - All lines:**
 - i. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are

waived, in writing, by RivCoParks Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

- ii. The USER'S insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of County's Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to RivCoParks, and at the election of the County's Risk Manager, USER'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with RivCoParks, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- iii. USER shall cause USER'S insurance carrier(s) to furnish RivCoParks with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by County's Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to RivCoParks prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless RivCoParks receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. USER shall not commence operations until RivCoParks has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.
- iv. It is understood and agreed to by the parties hereto that the USER'S insurance shall be construed as primary insurance, and RivCoParks' insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.
- v. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance

of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.); or, the term of this Agreement, including any extensions thereof, exceeds five (5) years RivCoParks reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverage's currently required herein, if, in RivCoParks Risk Manager's reasonable judgment, the amount or type of insurance carried by the USER has become inadequate.

- vi. USER shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- vii. USER agrees to notify RIVCOPARKS of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

11. COMPLIANCE WITH LAWS AND REGULATIONS. By executing this Agreement, the USER hereby certifies that it will adhere to and comply with all federal, state and local laws, regulations and ordinances.

12. TOXIC MATERIAL. During the term of this Agreement, USER shall not violate any federal, state, or local law, ordinance, or regulation, relating to industrial hygiene or to the environmental condition of including, but not limited to, soil and ground water conditions. Further, USER shall not use, generate, manufacture, produce, store or dispose of on, under or about RivCoParks Operated Facility or transport to or from RivCoParks Operated Facility, any flammable explosives, asbestos, radioactive materials, hazardous wastes, toxic substances or related injurious materials, whether injurious by themselves or in combination with other materials (collectively, "hazardous material"). For the purpose of this Agreement, hazardous materials shall include, but not limited to, substances defined as "hazardous substances", or "toxic substances" in the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq.; and those substances defined as "hazardous wastes" in Section 25117 of the California Health and Safety; and in the regulations adopted in publications promulgated pursuant to said laws.

13. SIGNS. USER shall not erect, maintain, or display any signs or other forms of advertising upon any RIVCOPARKS property without first obtaining the written approval of RIVCOPARKS.

14. RESERVATION OF RIGHT. RIVCOPARKS reserves the right for any of its duly authorized representatives to examine the facilities at any time.

15. INDEPENDENT CONTRACTOR. USER and its agents, servants and employees shall act at all times in an independent capacity during the term of this Agreement, and shall not act as, shall not be, nor shall they in any matter be construed to be agents, officers, or employees of RIVCOPARKS.
16. SEVERABILITY: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect.
17. JURISDICTION AND VENUE: This Agreement shall be construed under the laws of the State of California. In the event any action or proceeding is filed to interpret, enforce, challenge, or invalidate any term of this Agreement, venue shall lie only in the court of competent jurisdiction located in Riverside County.
18. WAIVER OF PERFORMANCE. No waiver by RIVCOPARKS at any time of any of the terms and conditions of this Agreement shall be deemed or construed as a waiver at any time thereafter of the same or of any other terms or conditions contained herein or of the strict and timely performance of such terms and conditions.
19. APPROVAL. This Agreement shall not be binding or consummated until it is approved by the Board of Directors of RivCoParks or its authorized delegate.
20. AUTHORITY TO EXECUTE. The persons executing this Agreement or exhibits attached hereto on behalf of the parties to this Agreement hereby warrant and represent that they have the authority to execute this Agreement and warrant and represent that they have the authority to bind the respective parties to this Agreement to the performance of its obligations hereunder.
21. INCORPORATION OF RECITALS AND EXHIBITS. The recitals and attached exhibits are incorporated by reference into this Agreement.
22. ENTIRE AGREEMENT. This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous licenses, agreements, and understandings, oral or written, in connection therewith. The Agreement may be changed or modified only upon the written consent of the parties hereto.

[Signature Provisions on Following Page]

IN WITNESS WHEREOF, the PARTIES hereto have executed this Facility Use Agreement on the date as indicated adjacent to each Party's signature.

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT, a park and open-space district created pursuant to the California Public Resources Code, Division 5, Chapter 3, Article 3

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT

Annelise Tappe Romagnolo
Signature

Date: 6/13/2023

Annelise Tappe Romagnolo
Name

Park Facilities Coordinator
Title

USER

Angie Breas
Signature of USER

Date: June 10, 2023

SANTA ROSA PLATEAU FOUNDATION, INC
Legal Name of USER

EXEC DIRECTOR
Title of USER

FACILITY USE AGREEMENT

EXHIBIT A

Santa Rosa Plateau

Attachments:

Attachment 1 – Scope of Use

Attachment 2 – Cost Summary

Attachment 3 – Special Event Application

Attachment 4 – Facility Site Map

Attachment 5 –

Attachment 6 –

Attachment 1 – Scope of Use

Santa Rosa Plateau

Type of Use: Exclusive (Full Park Closure)

Partial Use (Specific Areas Described Below)

Park Amenities / Areas Included for Use

Area Behind Visitor Center

SCOPE OF USE

Description

Event Name: Live! @ the Plateau

Event Hosted by: Santa Rosa Plateau Nature Education Foundation

Event Dates and Times: Saturdays 6.24-8.5 2023

Set up date(s) and time: Saturdays 6.24-8.5 2023

Tear down date(s) and time: Saturdays 6.24-8.5 2023

General Public Access: Event is a presale ticketed event.

Specific Area Uses: Area behind the visitor center

Estimated Attendance: 250 per event

Overview of Event: Seven Saturday evenings, 5-9 pm Art Show and concerts. Fundraiser in support of third grade education programs on the Santa Rosa Plateau.

Any additional equipment, activities, or use of District facility not specifically accounted for in this agreement are subject to District approval and requires authorization by the Supervising Ranger, Area Manager, or Site Supervisor. The District, at the sole discretion of the Supervising Ranger, Area Manager, or Site Supervisor, maintains the right to immediately disallow any activity or use of District facility if it is deemed hazardous to participants or destructive to the facility. District staff will coordinate with User representatives to accommodate activities and facility use whenever possible

Payment Information and Schedule

Per Cost Summary attached, User shall pay a total of **\$0** for the use of the facility, due on or before **na** Additional fees may be added for any changes to the scope or use of facility.

A Special Event Application Fee of **na** is due on **na**

Co-Sponsorship

This is a co-sponsored event and all event fees will be waived.

Security/Damage Deposit

User shall also pay a Security / Damage Deposit in the amount of **na** due on or before **na**

This amount shall be fully refundable if all conditions of this agreement are met and if there are no actual damages caused by the event or event participants. Security Deposit shall be refunded within 60 days of event. Penalties will be considered for the following items:

Damages

Cost of repairs

Site clean up

Cost of staff time

Failure to meet requirements of agreement

Other Agency Signoff Requirements

User must provide written authorization or waiver from each agency to District in order for event start to be approved. If authorization is not provided to the District, the event will not be approved to start or will be scaled back in accordance with the missing authorization

Fire Marshall

Sherriff

Env. Health

County Planning

ABC

CHP

County Safety

Water District

USER RESPONSIBILITIES

Insurance

User is required to purchase a "Special Event Insurance" policy as detailed in the Facility Use Agreement.

Sound / Amplification

There shall be absolutely no amplified sound or music during quiet hours of 10:00pm to 6:00am each day unless prior written authorization is given.

Generators must be turned off during quiet hours of 10:00pm to 6:00am each day unless prior written authorization is given.

Alcohol / Tobacco

- User may serve, but not sell alcoholic beverages to event participants
- User is responsible for contacting the CA Department of Alcoholic Beverage Control (ABC) and shall apply for and obtain any necessary permits required to sell alcohol.

ABC Permit is due to District minimum of 30 days prior to event.

Smoking is not permitted within 100 feet of any enclosed structure (i.e. kiosk, restrooms).

Traffic Control / Parking

User is required to assign staff in guest parking areas. User is required to assign staff to direct flow of traffic at multiple locations along route as needed to maintain safe and effective movement of vehicles during the event.

Attached map

Waste Management (Trash and Recycling)

User is responsible for all waste created during the course of the event.

- User must provide trash and recycling dumpsters for disposal of waste from event which must be emptied and removed by the day following the event.
- Waste company contract must be provided to District a minimum of 30 days prior to the event and include drop off and pick up times and dates.
- User must provide trash and recycling receptacles throughout the event area and transfer all waste to dumpsters nightly.

User will pay for any trash left to be picked-up by RivCoParks staff (documentation of amounts and hours will be provided to the user).

Restrooms / Showers / Portables

- User is required to provide additional portable restrooms at a ratio of 1 per every 100 in anticipated attendance.
- Portables company contract must be provided to District a minimum of 30 days prior to the event and include drop off and pick up times and dates.
- Due to the size of the event and limitations of the sewer system at the park, the restrooms at the facility must be closed during the event.

Security / Staffing / First Aid

- User is responsible for providing security for items left overnight prior to the event and after the event. RivCoParks is not responsible for any items left overnight or during the event.
- User is responsible to provide security staff during the event.
- User is required to have first aid / first response stations throughout the event area.
- User must submit security and first aid plan to District minimum of 30 days prior to the event and include any contracts for service.

Vendors

User is responsible for making sure all outside vendors have the appropriate business licenses, health permits, and insurance. List of vendors and all copy of all documents must be submitted to District minimum of 30 days prior to the event. Vendors who do not provide the appropriate licenses and permits will not be allowed to participate in the event.

Pre and Post Site Walk Through

- User must participate in a pre-event walk through on **TBD** with District staff.
- User must participate in a post-event walk through on **TBD** with District staff.
- User is required to participate in a County Safety Inspection that will be scheduled by the District. User will respond to any safety items identified by the County safety Inspector in a timely manner.
- Failure to address safety issues will result in penalties up to and including event cancellation, temporary shutdown of event activity, and/or financial penalties for non-compliance.

Business Plan

- User is required to submit a separate business plan detailing all elements of their event in addition to the completion of this agreement

Standard Park Rules and Regulations

User shall remain in compliance with all park rules and regulations during the event.



Cost Summary

To: Ginger Greaves
 39400 Clinton Keith Rd
 Murrieta, Ca. 92562
execfirector@srpnef.org

Event Coordinator		Event		Event Date(s)		
Ryan Mark		Live! @ the Plateau		Saturdays starting 6/24/2023 through 8/5/2023		
				Number of Days / Nights of Event		
Qty	Unit	Description	Nights	Guest Included	Unit Price	Line Total
1	6/24/2023	Outdoor Space Rental - Open Space Day Use-Special Events	1	na	\$350.00	\$350.00
1	7/1/2023	Outdoor Space Rental - Open Space Day Use-Special Events	1	na	\$350.00	\$350.00
1	7/8/2023	Outdoor Space Rental - Open Space Day Use-Special Events	1	na	\$350.00	\$350.00
1	7/15/2023	Outdoor Space Rental - Open Space Day Use-Special Events	1	na	\$350.00	\$350.00
1	7/22/2023	Outdoor Space Rental - Open Space Day Use-Special Events	1	na	\$350.00	\$350.00
1	7/29/2023	Outdoor Space Rental - Open Space Day Use-Special Events	1	na	\$350.00	\$350.00
1	8/5/2023	Outdoor Space Rental - Open Space Day Use-Special Events	1	na	\$350.00	\$350.00
1	1	Special Event Application Fee			\$200.00	\$200.00
			Total Guests Included		0	
			RivCoParks Co-Sponsorship			\$2,650.00
					Total	\$0.00

Co-sponsorred event		
	Balance	\$0.00

Prepared By: _____
 Name Title

Thank you for your business!
 4600 Crestmore Road, Jurupa Valley, CA (800) 234-PARK (7275)
www.RivCoParks.org

PARKING AND SITE PLAN - 2023 Art Show and Summer Concerts

5:00 - Gates Open - Art Show Begins

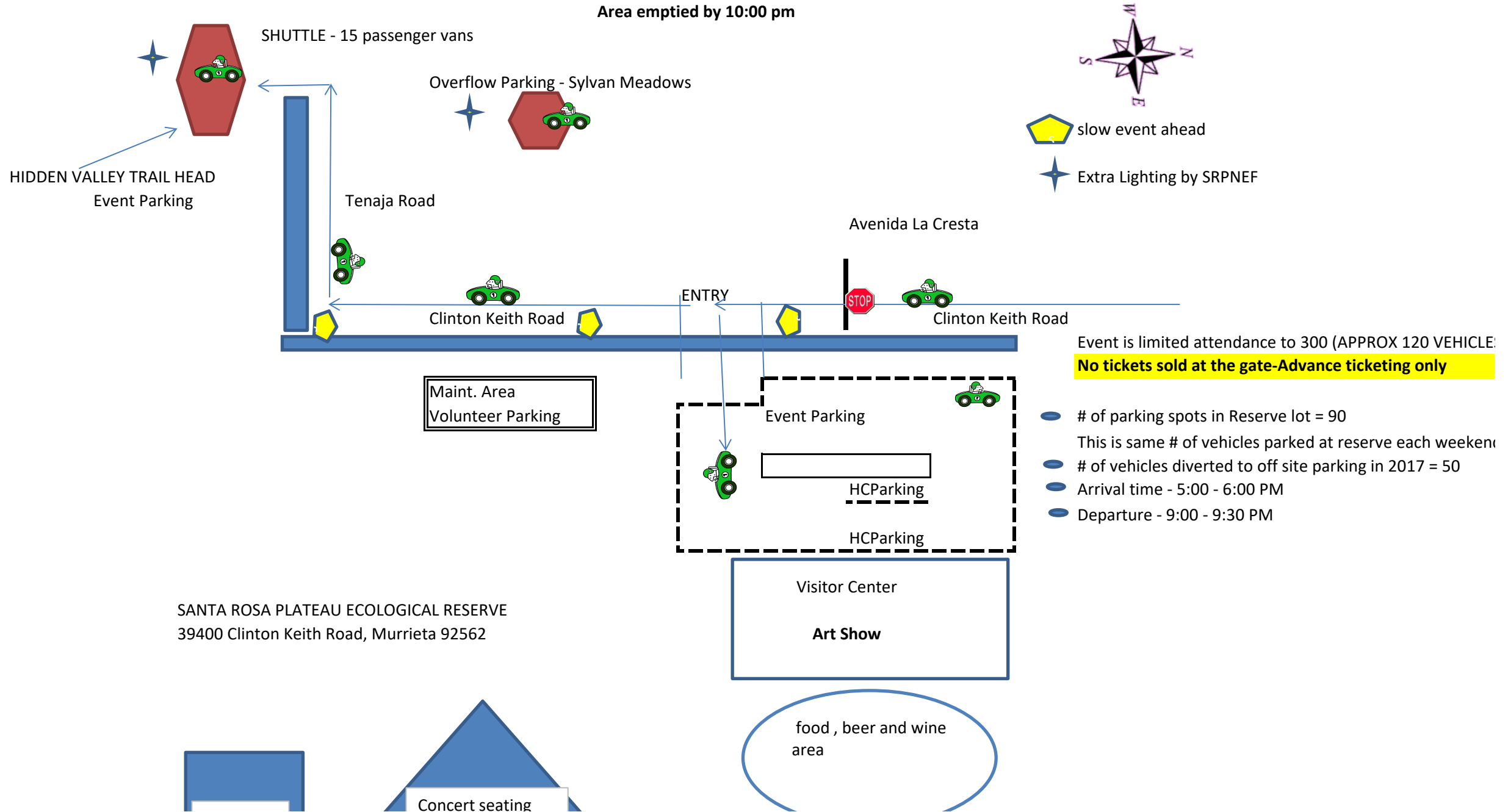
6:30-7:30 Concert

7:30 -8:00 - Break

8:00 - 8:45 Concert -

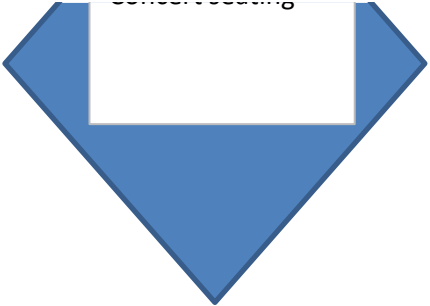
Area emptied by 10:00 pm

● Overflow parking will be diverted after VC parking lot is full



Event is limited attendance to 300 (APPROX 120 VEHICLE)
No tickets sold at the gate-Advance ticketing only

Existing
Stage





RIVERSIDE COUNTY
REGIONAL PARK AND OPEN-SPACE DISTRICT

Special Event Application



Award-winning District

This application must be submitted for special events held on District property and/or requiring District Services at least 120 days prior to the date of the event in order to submit to the General Manager for tentative approval
Note: If this is a MAJOR EVENT--5,000 or more people--the application must be submitted 180 days prior to the event. In order for the application to be considered complete it must be turned-in to the coordinator in charge of special events, completely filled-out, and accompanied by all pertinent/required supporting documentation. The following items are required to make this application complete:

- Application Fee Credit card or Cashier's Check
Special Events Application, completely filled-out
Copy of liability insurance based on district standards
Any event-specific documentation listed in District policy or required by staff

PLEASE NOTE: Advertising and/or marketing of the event will not be permitted until your application has been approved and all required forms have been received.

Please enter the information below and answer all areas as thoroughly as possible. For those questions that do not apply, simply indicate not applicable (n/a).

Name of Event Type of Event
Date of Event New Event Returning Event
Proposed Starting Time Proposed Ending Time
Set-up Time Tear-down Time
Requested Location If a park site, which park?

If not using the entire park, please indicate specific area of use:

Name of Person or Organization Hosting the Event

Check all that apply: Previously Hosted an Event with RivCoParks 501c3 Sponsor
Hosting Organization Parks Dept. Support Group County Department/Division
Boy Scouts of America Girl Scouts of the USA Troop #
District Representative Phone

Address City State Zip

Phone Cell Fax

Email

Overview of Event:

ATTENDANCE INFORMATION

Targeted audience for this activity/event

Estimated Attendance

Estimated # Staff/Volunteers

Event is Will fees be charged? Yes No If yes, how much?

Will fees be collected on-site? Yes No Who will the proceeds benefit?

ALCOHOL *Serving alcohol is subject to approval by the District General Manager.*

Are you requesting that alcohol be served?

Will alcohol be sold on-site? Yes No Who will the proceeds benefit?

Note: Requests to serve alcohol must be accompanied by submission of a license obtained from the California Department of Alcoholic Beverage Control. abc.ca.gov

EVENT SITE OR ROUTE MAP

In the space provided below, please describe the proposed route for parades, runs, walks, etc. A detailed map of the event site or route must be included with this application if traffic control or parking are significant issues. You will be prompted at the end of this application to upload a layout or drawing of your traffic map.

STREET CLOSURES

Are you requesting that any public streets be closed for this event/activity? YES NO

If YES, identify the streets/blocks and indicate the times the closure is requested:

Will there be any equipment in the public right of way (car displays, tents, etc.)? YES NO

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage. An approved traffic control plan will be required prior to implementing any closure or redirection based on the event. The plan should specify pedestrian management, traffic signal modifications, etc (if applicable). A changeable message sign may also be required.

Please list your traffic control contractor and/or traffic control plan if applicable:

VEHICLE LOADING/UNLOADING

Are you requesting that vehicles be permitted to load/unload on District property? YES NO

If YES, please indicate the location and times loading and unloading would occur:

Unloading Location: Time:

Loading Location: Time:

VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not normally permitted to drive or park on the turf of district park grounds due to extensive underground irrigation systems that may sustain damage when vehicles drive across control boxes, sprinkler head and the lines.

Are you requesting that vehicles be permitted to drive or park on public grounds? YES NO

If YES, please indicate the type(s) of vehicles and the locations and times they would be driven:

FOOD VENDORS*

Food vendors must obtain a valid health permit from the Riverside County Department of Public Health, if they do not already have one. A copy of this must be faxed to the Special Events Coordinator at least 15 days prior to the event and the original must be placed on display on the day of the event. In addition, all vendors selling food or other products must obtain and have all other required permits and/or licenses from the city the event is being held in (e.g. business license).

Will food be served at the event? Yes No

If YES, the food will be (check all that apply):

Provided Free Cooked/Prepared On-site Cooked on an Open Fire

Available for Purchase Who will the proceeds benefit?

Please provide a description of the food you will be serving:

Does vendor have a valid health permit issued by Riverside County Department of Health? YES NO

**Unless otherwise noted, all vendors will be required to provide proof of insurance to the Special Events Coordinator*

OTHER VENDORS

Are you requesting approval to offer other items for sale at the event? YES NO

IF YES, describe the type and cost of items for sale:

Who will the proceeds benefit?

Select which of the following vendors will be at the event:

Jumper	Company	Phone
Amplified Music	Company	Phone
Live Animals	Company	Phone

Unless otherwise noted, all vendors will be required to provide proof of insurance to the special events coordinator.

EQUIPMENT

Please indicate the equipment that will be used during the event, and the # of units.

PA/Speaker System	Stages	Tables
Generators	Tents/Canopies	Chairs
Light Towers	Extension Cords	Other

CLEAN-UP AND TRASH REMOVAL

Clean-up of the event area immediately following the event, including trash removal from the site, is the responsibility of the applicant.

For each, please indicate the contractor or organization responsible:

Clean-Up	Phone
Trash Removal	Phone

EVENT PARKING

Sufficient parking must be planned and designated depending upon the type and location for your event. Please indicate what areas you plan on utilizing for participant/attendee parking:

Will you provide designated parking for disabled persons? YES NO

Location:

PORTABLE RESTROOMS

Will additional portable restrooms be brought to the event site? YES NO

Company: Phone:

Number of Portables: Number of ADA Portables:

Please allow one portable restroom for every 100 guests in attendance (not including Parks facility restrooms).

CAMPSITES

Will you be reserving any of the following with your special event?

Campsites How many? List Specific Sites:

Group Campsites How many? List Specific Sites:

Cabins* How many? List Specific Cabins:

**Cabins apply to Rancho Jurupa Park only*

SHADE STRUCTURES

Select the site-specific shade structures you would like to reserve:

Rancho Jurupa Regional Park Lake Skinner Recreation Area

Lake Cahuilla Recreation Area

Acorn Pecan Day Use #1 Day Use #2 Day Use #3 Ampitheatre

Max # People Using: Date/Time:

FISHING PERMITS (Rancho Jurupa, Lake Cahuilla, Lake Skinner Parks only.) Complete

this section if you would like to purchase fishing permits for your event. Qty.: Date/

Time:

Please Note: ALL applicants will be notified by a member of the special events staff regarding the status of the application upon the conclusion of the review period by the General Manager and, if applicable, the board.

Signature:

Date:

Title:

NOTES

(For internal use only)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/09/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Winchester & Associates Insurance Services 41856 Ivy St, Suite 110 Murrieta, CA 92562 License #: 0G58158	CONTACT NAME: Giselle Gonzalez PHONE (A/C, No, Ext): (951)296-6678 E-MAIL ADDRESS: giselle@quotetowin.com	FAX (A/C, No): (951)667-8144	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Santa Rosa Plateau Foundation Inc DBA The Nature Education Foundation 39400 Clinton Keith Rd Murrieta, CA 92562	INSURER A : Hiscox Insurance Company Inc.		10200
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 11013583-0

REVISION NUMBER: 10


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		P101.779.939	04/20/2023	04/20/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			P101.779.939	04/20/2023	04/20/2024	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ CGL HNOA Limit \$ 100000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Business Pers Prop			P101.779.939	04/20/2023	04/20/2024	\$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Riverside County Regional Park and Open-Space District, Park, County of Riverside, and their respective Directors, Officers, elected officials, employees, volunteers, agents or representatives, as an Additional Insured. *10 days non pay. *30 days all other.

CERTIFICATE HOLDER**CANCELLATION**

Riverside County Regional Park and Open-Space District Attention: Special Events 4600 Crestmore Road, Jurupa Valley, CA 92509	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (GGO)
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