APPLICATION FOR GROUP INSTRUCTION

Permittee _____

Address _____

City _____ State CA _____ Zip _____

Contact Person _____ Phone ( ) _____ Fax ( ) _____

Email _____

Facility Name (e.g., Irvine Regional Park) Please Select or Enter Name: _____ Park Reservation No. _____

Specific Location (e.g., area/site #, etc.) _____

Type of Instruction (e.g., tennis lessons, fitness training, etc.) _____

Number of Participants/per session or per day, whichever is greater _____

Date(s) _____ Arrival Time:_____ Departure Time:_____

All instructors entering the park must have valid liability insurance that complies with the County's Risk Management Office and is on file with OC Parks Reservations and Permits Unit.

Permit Fees

1. One-Time Instruction	**$100.00/day/OC Parks facility**
2. Tennis Lessons	**$5.00/hour/tennis court** **Minimum $100.00/month/OC Parks facility**
3. Other Instruction 15 or fewer participants/per session or per day, whichever is greater	**$10.00/hour/OC Parks facility** **Minimum $100.00/month/OC Parks facility**
16 to 35 participants/per session or per day, whichever is greater	**$20.00/hour/OC Parks facility** **Minimum $200.00/month/OC Parks facility**
Over 35 participants/per session or per day, whichever is greater	**Case-by-case basis**

1. An initial non-refundable filing fee of $75.00, per Board Resolution 10-198, is required to initiate the permit process and will be applied to any remaining permit fee owed. Depending on class size and type of instruction, OC Parks Reservations and Permits Unit may apply additional fees. Make checks payable to COUNTY OF ORANGE(*).
2. Please include with application, a readable copy of Park Reservation.

Upon receipt of the above, OC Parks Reservations and Permits Unit will coordinate review of your submittal. Revisions, additional fees, security deposit, insurance requirements, supplementary information and other items may be required prior to permit issuance.

My signature below acknowledges I agree to follow the information set forth in the Permit and Special Provisions for which I hereby apply, and I will abide by the OC Parks rules and regulations.

Signature of Applicant**:**_____ Date: _____

(Permit cannot be processed without legible signature) Phone: ( ) _____

MAIL OR DELIVER TO:

OC Parks Reservations and Permits Unit
13042 Old Myford Road
Irvine, CA 92602
Public Counter Hours: Mon-Fri: 8:00 a.m. – 4:00 p.m.
Phone: (866) 627-2757 Fax: (714) 973-3336

A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING. PLEASE BE ADVISED THAT SOME REQUESTS MAY TAKE LONGER.

(*)County of Orange will charge $25.00 for 1st check returned for insufficient funds and $35.00 for each subsequent check, per Board Resolution 00-445.