



APPLICATION FOR SPECIAL EVENTS OR GROUP GATHERINGS

Applicant _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone (____) _____ Email _____

Facility Name _____ Site/Shelter # _____ Park Reservation # _____

of People _____ Event Type (birthday party, wedding, etc.) _____

Date(s) _____ Arrival Time _____ Departure Time _____

Alcohol (circle one): Yes No If yes, alcohol is allowed by a permitted alcohol vendor only. Additional fees, special conditions and location restrictions apply.

OC Parks staff will contact you for payment information.

LIST ALL VENDORS AND CONTRACT SERVICES

Table with 4 columns: VENDOR NAME, VENDOR PHONE, CONTACT PERSON, SERVICE(S) PROVIDED. Contains 5 empty rows.

All vendors and contract services 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. A list of vendors with verified insurance is available online at ocparks.com.

A non-refundable \$75 permit fee will be charged for the first two vendors and \$25 for each additional vendor. Depending on the size and type of event, OC Parks Reservations and Permits Unit may apply additional fees. Make checks payable to COUNTY OF ORANGE.

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 acknowledges, I agree to abide by all Laws, Rules, and Regulations set forth in the Permit and Special Provisions for which I hereby apply.

Signature of Applicant _____ Date _____

Please return completed form by email or mail to:

OC Parks Reservations and Permits Unit
13042 Old Myford Road
Irvine, CA 92602
Phone: (866) 627-2757
permits@ocparks.com
Public Counter Hours: 8 a.m. - 4 p.m. M - F

A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING. PLEASE BE ADVISED THAT SOME REQUESTS MAY TAKE LONGER. The County of Orange will charge \$25 for first check returned for insufficient funds and \$35 for each subsequent check, per Board Resolution 00-445.