



Special Event Permit Application

Applicant Name: _____ Organization Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

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

Event Type: _____ Event Date(s): _____ Event Time (From): _____ (To): _____

Will you be having alcohol at your event? Yes No

*If yes, alcohol is allowed by a permitted alcohol vendor only and is only allowed at certain facilities. Please contact the park directly, first. Additional fees, special conditions and location restrictions apply.

Number of Guests: _____

*If you are having any vendors such as a caterer, bounce house, etc., please provide their information below.

Vendors/Contract Services

Vendor Name	Vendor Phone	Contact Person	Services Provided

Additional Information

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 Permits Unit. A list of vendors with verified insurance is available online at ocparks.com. A permit is required for all vendors and contract services entering the park.

A nonrefundable \$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. **Type of payments accepted: Visa, M/C and Discover (by phone or in person). If paying by check, 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.

Consider your selection of vendors, as an additional permit fee will be required if any changes are made after the permit has been issued.

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 (Please Type Full Name): _____ Date: _____

Please return completed form by email or mail to:

OC Parks, Reservations and Permits Unit
13042 Old Myford Road, Irvine, CA 92602
Email: permits@ocparks.com
Public Counter Hours: 8 A.M. – 4 P.M. Monday-Friday

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.