



Sports Permit Application

Organization: _____ Contact: _____

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

Email: _____ Phone Number: _____

Park or Facility Name: _____ Site/Field: _____

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

Type of Sport/Activity: _____

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.

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: _____

Permit cannot be processed without a legible signature.

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.