

Parks and Recreation
163 May Street
Bishop, California 93514



TEL. (760) 873-5577
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E-MAIL: telliott@inyocounty.us

SPECIAL EVENT/FACILITY USE AGREEMENT

Date: _____

Facility Location/Area Requested: _____

Applicant/Sponsoring Organization: _____

Name _____ Email address _____

Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Telephone Number _____

Purpose of Event: _____

Activities (Be Specific) _____

Dates: _____ Time: _____ to _____

Anticipated Attendance: _____

General Public: Yes No

Alcohol on Premises? Yes No

Deposit will be forfeited if alcohol is discovered on premises unless "yes" is indicated above.
_____(Please initial)

Will you be using a caterer? Yes No If so, name: _____

NO BOUNCE HOUSES WILL BE ALLOWED _____(Please initial)

NO DRIVING/VEHICLES ON THE GRASS _____(Please initial)

Do you need electricity? Yes No

Do you need the tables unlocked? Yes No

Provisions made for: Clean up Yes No

Security: Yes No

(Please bring extra trash bags, do not over fill trash cans)

Admission Charges: Yes No

Fundraiser: Yes No

Special Requests _____

I have read the County of Inyo's Fees, Rules and Regulations for the Use of Group Picnic Areas and Community Buildings and know the contents thereof. By signing this document, I personally, or on behalf of the organization I am authorized to represent, bind the organization or myself to the terms and conditions set forth therein.

Applicant:

Risk Management:

Signature

Approved – No Insurance Required

Director of Parks & Recreation

Approved – Insurance Required

FEES

Enclose two (2) checks or money orders made payable to Inyo County Parks and Recreation:

- a. \$50.00 check/money order for the Day Use Fee.
- b. \$150.00 check/money order, refundable deposit (if you are serving alcohol at your event, please include an additional \$100.00 in your deposit AND provide **Proof of Insurance**).

All items – Agreement Form, Day Use Fee, and Deposit should be submitted at least two (2) weeks prior to your event.

ALCOHOL REGULATIONS

A. Alcohol Beverages Permitted. The use of alcohol will be covered by insurance as detailed in Ordinance 1024, Section 12.18.100.

B. Use of Alcoholic Beverages Must be Approved. The use of alcoholic beverages is by written permit only and must be requested at the time the facility use application is made. The Director of Parks and Recreation reserves the right to place restrictions on the use of alcoholic beverages in accordance with State law, County policy and concessionaire agreement.

DAMAGE TO FACILITY OR EQUIPMENT

The permittee shall be responsible for any damage or loss to equipment or property. Any person, group, or permittee causing damage loss or extensive cleanup shall forfeit deposit and be required to pay any additional costs. The premises and facilities used must be restored to the condition in which found within the time specified in the permit. The permittee shall take care to see that no damage is done to the furniture or fixtures.

DAMAGE AND CLEANING DEPOSITS

Deposits are in part or totally refundable, depending on the results of a staff inspection of premises to determine County costs associated with permittee's use for cleanup or repairs. Actual labor costs for cleanup, replacement, or repair costs for equipment, furnishings or property shall be assessed against the deposit. If costs exceed the deposit, the Director of Parks and Recreation, or their designee, shall seek restitution from the permittee.

INSURANCE REQUIREMENTS

If, in the judgment of the Risk Manager, or designee, the risk of the event warrants such, permittee shall be required to procure and maintain, for the time period of at least one day prior to the event and ending no less than one day after the event, a policy of broad form comprehensive general liability insurance with minimum coverage levels as determined by the Risk Manager or designee. Said level of insurance shall be per occurrence combined single limit for bodily injury liability and property liability, including premises and operation. If alcoholic beverages will be served or sold, said policy shall specifically include liquor liability coverage. **To obtain Special Event insurance through the county, please contact the Risk Management Administrative Analyst at 760-872-4371 or 760-878-0335, at least 14 days prior to event.**

CONDUCT OF PERSONS

Permittee shall be responsible for the orderly conduct of all persons using the premises by its invitation, whether expressed or implied, during all times covered by the facility use agreement issued by the Director of Parks and Recreation.

At the discretion of the Director of Parks and Recreation, permittee may be requested to provide security personnel for the special event.

ADVERTISING, SOLICITATION AND SALES. GROUPS AND/OR INDIVIDUALS SHALL NOT:

A. Distribute any handbills or circulars, post, place or erect bills, notice, paper or advertising device or matter of any kind, without prior approval from the Director of Parks and Recreation. No placement of any of the above will be permitted on trees. Prior publication of events shall not take place until necessary permits, insurance review and fees are paid.

B. Sell or offer for sale any merchandise, articles, or things whatsoever, or practice, carry on, conduct or solicit for any trade, occupation, business or profession, without prior approval from the Director of Parks and Recreation.

DEFENSE AND INDEMNIFICATION

Permittee, its officers, employees and members shall defend, indemnify and hold harmless the County, its agents, officers and employees from and against all claims, damages, losses, judgments, liabilities, expenses and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with, the event for which this permit is issued. Permittee's obligation to defend, indemnify and hold the County, its agents, officers and employees harmless applies to any actual or alleged personal injury, death or damage or destruction to tangible or intangible property, including the loss of use. Permittee's obligation under this section extends to any claim, damage, loss, liability, expense or other cost which is caused in whole or in part by any act or omission of the permittee, its officers, employees, members, representatives, invitees or any member of the public attending the event for which this permit is issued.