



SPECIAL EVENT/FACILITY USE AGREEMENT

Facility Location/Area Requested: _____

Applicant/Sponsoring Organization: _____

Name

Address

City

State

Zip Code

Contact Person

Telephone Number

Purpose of Event: _____

Activities (Be Specific) _____

Dates: _____ Time: _____ to _____

Anticipated Attendance: _____ Will alcoholic beverages be on premises? YES or NO
Circle one

General Public: YES or NO Will you be using a caterer? YES or NO If so, name: _____
Circle one Circle one

Will you be using a Bounce House? YES or NO (If yes, an additional \$50 will be required from the Bounce House operator and a certificate of insurance will be required)

Provisions made for: Clean up YES or NO Security YES or NO Garbage YES or NO
Circle one Circle one Circle one

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.

[Click here to view the Fees, Rules and Regulations](#)

1. 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.

Applicant:

Risk Management:

Signature

Approved – No Insurance Required

Approved – Insurance Required

Director of Parks & Recreation