

# City of Chico

## APPLICATION & PERMIT FOR PARK USE

General Services Department - Park Division  
965 Fir Street/ P.O. Box 3420  
Chico, CA 95927-3420  
(530) 896-7800 Fax: (530) 895-4731

### SECTION 1 - APPLICANT INFORMATION

Must be 18 or older • No glass beverage containers • Application fee due upon submittal •

**THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.**

**PLEASE PRINT:**

Name of Applicant/Contact Person

Employment/Organization Named on Certificate of Insurance

Home/Mailing Address

Organization/Company Address

City, State, Zip

(\_\_\_\_\_) (\_\_\_\_\_) Home Phone

(\_\_\_\_\_) Work Phone

Day/Date of Activity

From: \_\_\_\_\_ To: \_\_\_\_\_

Time of Event

Number of people

Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am. Street closure(s) subject to approval.

Type of Event: PUBLIC  PRIVATE

From: \_\_\_\_\_ To: \_\_\_\_\_

Total Time Needed for Set-up, Event and Clean-up:

AREA REQUESTED: (Please check if requested)

Bidwell Bowl Amphitheater

Electricity (15 amp)

Note: Special conditions apply for amplified sound (12R.08.263 CMC)

Cedar Grove Picnic Area

Electricity (15 amp)

Water (public events only)

Children's Playground

Electricity (15 amp)-Pick up key on: \_\_\_\_\_ between 8:00 AM-4:30 PM

Water (public events only)

100 amp Electrical Service

City Plaza

Electricity (15 amp)

100 amp Electrical Service

Event Restrooms

Water (public events only)

Fountain - On

Fountain - Off

Meter Bags # \_\_\_\_\_

Sound Curtain

Council Ring

Fire Permit

Five Mile Picnic Area

One Mile Picnic/Barbeque Area - Water available

Oak Grove A

Oak Grove B

Sycamore Way Parking Lot Closure

Electricity (15 amp)

BBQ-Pick up key on: \_\_\_\_\_ between 8:00 AM - 4:30 PM

Wildwood Park (mark below) - Electricity and Water available

Blue Oak (South Side)

Red Bud (North Side)

Ball Fields

Ball Field Lights

Depot Park

Electricity (15 amp)

Lower Bidwell Park (public events only): \_\_\_\_\_

Upper Bidwell Park (public events only): \_\_\_\_\_

Other (specify) (public events only): \_\_\_\_\_

Description of Event:

**FOR PARK RANGER ASSISTANCE, during event, CALL 530-897-4900 (Police Department Dispatch)**

### SECTION 2 - OFFICE USE ONLY

STAFF COORDINATOR:

Early Gate Entrance  Venue Information

OPEN:

CLOSE:

Electricity: On

Electricity: Off

Water: On  Quick Coupler Key

Water: Off  Quick Coupler Key

Event Restrooms: Open

Event Restrooms: Close

100 amp Electrical Service: On

100 amp Electrical Service: Off

Fountain: On  Off

Fountain: On  Off

Early Park Entrance: Yes

Evaluation Required: Yes  No

Comments:

Office Permit File (original) Park Ranger 1 Senior Park Ranger Applicant Fax (various)  
Distribution: Park Field Supervisor Park Ranger 2 Landscape Inspector Risk Management (e-mail)

## SECTION 3 – INSURANCE

(to be determined by Park Office)

[ ] Required, **Certificate of Insurance**, meeting City standards must be received by: \_\_\_\_\_ [ ] Not Required

Permittee shall supply, at least two (2) weeks in advance of the scheduled event, a Certificate of Insurance issued by a company licensed to do business in California with a Best's Insurance Guide rating of "B" or better ("A" rated if Company is unlicensed) which provides evidence of comprehensive and general liability coverage in the amount of \$1,000,000 combined single limit, with policy endorsements as follows:

- (1) Identification of permit applicant, identification of event, date of event.

**NOTE: NUMBERS 2 AND 3 MUST BE SEPARATE ENDORSEMENTS:**

- (2) The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents are covered as additional insureds as respects to any liability arising out of the activities of the named insured.
- (3) The insurance coverages afforded by this policy shall be primary insurance as respects to the City of Chico, its officers, employees, or agents. Any insurance or self-insurance maintained by the City of Chico, its officers, employees, or agents shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to it.
- (4) An unqualified statement that "The insurer will provide the City at least ten (10) days prior notice of cancellation or material change in coverage", standard Certificate of Insurance cancellation language is not acceptable

**THESE INSURANCE REQUIREMENTS ARE APPLICABLE TO:**

- (1) Public Assemblages per Title 12R.08.240, or
- (2) Exclusive use where:
- (a) Amplified sound is used, or (b) The number of people participating amount to 100 or more.

If insurance is required for your event, please contact Risk Management office at 879-7903. Insurance may also be purchased through the City.

**Please Note:** Your reservation may be cancelled if the insurance is not approved at least two weeks prior to the scheduled event

## SECTION 4 - PERMIT FEES

- [ ] Application Fee \$ 17.50 (Non-Refundable)
- [ ] Reservation Fee \$ \_\_\_\_\_ (\$10.50 minimum, please call for quote)
- [ ] Insurance Fee \$ \_\_\_\_\_ (\$37.50 to process outside insurance)
- [ ] Vendor Fee \$ \_\_\_\_\_ (\$5 per vendor)
- [ ] Wildwood Ball Field \$ \_\_\_\_\_ (\$5 per every 1.5 hrs.)
- [ ] Wildwood Lights \$ \_\_\_\_\_ (\$26 per hr.)
- [ ] Damage Deposit \$ \_\_\_\_\_ (\$100.00 refundable following acceptable clean-up of park)

Additional fees for City Plaza use:

Event Restrooms _____ x (\$88.50) = \$ _____
#days
100 amp Electrical _____ x (\$28) = \$ _____
#days

(Call Park Office for availability and fee schedule) Total Fee Required: \$ \_\_\_\_\_

Fee due upon submittal of application \* *Make Checks Payable to: City of Chico*

City of Chico Cash Receipt No. \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

## SECTION 5 - ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Chico and/or the Bidwell Park and Playground Commission free and clear of all claims of damage for injury to persons or property occurring in, upon or about Bidwell Park, and arising from my use of the park as noted above, and to defend any action against the City of Chico resulting from any such claim, without cost to the City.

*\*I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, will comply with the attached "Conditions for Park Use", will adhere to any additional conditions set forth by this permit, and supplied true and correct information herein to the best of my knowledge and belief.*

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
Signature of Applicant Date

RETURN THIS FORM TO:

City of Chico - Park Division  
965 Fir Street  
P.O. Box 3420  
Chico, CA 95927-3420  
(530) 896-7800  
FAX: (530) 895-4731  
[www.ci.chico.ca.us](http://www.ci.chico.ca.us)

**THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARK DIVISION.**  
**A copy of the approved application will be returned to you.**

**SECTION 6 – GENERAL SERVICES DIRECTOR AUTHORIZATION**

I certify that I have carefully reviewed this application pursuant to Title 12 and 12R of the Chico Municipal Code and hereby recommend that this permit be:

- Approved.
- Approved subject to listed additional condition(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Denied by the General Services Director. Reason: \_\_\_\_\_
- Application fee waived (12R.08.100 free speech).
- Insurance fee waived (12R.08.240b free speech; event under 10 hours in length).
- Application approved by the Bidwell Park & Playground Commission. Date: \_\_\_\_\_
- Application denied by the Bidwell Park & Playground Commission. Reason: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of General Services Director

\_\_\_\_\_  
Date

**City of Chico**  
**Fire Prevention & Life Safety Bureau**  
**FIRE PERMIT**

**Site:** BIDWELL PARK CAMP FIRE COUNCIL RING (fee waived per C1)  
**Description:** Permit to use the Council Fire Ring in Bidwell Park. Applicant must have either a fire extinguisher (2A 10 BC rating) or a 3-gallon bucket full of water and a shovel present during activity. Fire must be completely extinguished prior to leaving area. Permit is for a one-time use only.

**THIS PERMIT IS ISSUED AND ACCEPTED ON CONDITIONS THAT ALL REGULATIONS NOW ADOPTED, OR THAT MAY BE ADOPTED, SHALL BE COMPLIED WITH**

**THIS PERMIT DOES NOT TAKE THE PLACE OF ANY LICENSE REQUIRED BY LAW AND IS NOT TRANSFERABLE**

**THIS PERMIT IS GOOD FOR THE EVENT DATE \_\_\_\_\_ ONLY AND MUST BE CARRIED ONSITE DURING THE EVENT.**

**Signature of Applicant:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

# CONDITIONS FOR PARK USE

## You Are Responsible for Knowing the Park Rules. Please Observe the Following:

- Alcohol** Alcohol is not permitted in any City Park or Playground.
- BBQ's** Portable BBQ's may only be used next to existing BBQ's in Lower Bidwell Park and Five Mile Recreation Areas.
- Bicycles** Must observe all California vehicular codes including one-way streets. Riders are expected to be courteous and yield to equestrian and pedestrian traffic. Helmets must be worn at all times in Upper Park, except when on pavement. Riders must stay on designated trails. Bicycle riding is not allowed in Caper Acres or on the pool deck.
- Bounce Houses** Bounce houses and other similar play equipment, such as dunk tanks or water slides, are only permitted with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance. Bounce houses are not allowed at Wildwood Park or Caper Acres.
- Campfires** No campfires allowed.
- Camping** No overnight camping allowed. Bidwell Park is a "day use park" only.
- Clean up** Permittee is required to completely clean up area at the conclusion of event. Additional garbage bags may be obtained from the General Services Department at time of reservation. (12R.04.180 CMC)
- Damages** Any damage to City property as a result of this event will be repaired at permittee's expense.
- Dogs** Dogs may be off leash from 5:30 AM until 8:30 AM in Lower Park -- All other times **dogs must be on a leash**. Along the north side of Upper Park Road, dogs may be "off leash" anytime. While "off leash," dogs must remain under control via master's voice. Dogs are not allowed in One-Mile or Five-Mile swimming areas, or designated swimming holes in Upper Park.
- Electrical** All power extension cords, sound amplification equipment, and staging to be supplied by permittee. Permittee shall provide "tripping" prevention devices over power cords crossing any pathway.
- Fishing** Check California Fish and Game Regulations <http://www.dfg.ca.gov/regulations/08-09-inland-fish-regs.pdf>, page30, for fishing in Big Chico Creek. Horseshoe Lake: age 14 and over, catch and release; under 14: catch and keep.
- Gate Closures** Vehicle gates are closed one hour after sunset every night. Upper Park gates are closed on Sundays and Mondays and during seasonal wet periods.
- Glass** No glass beverage containers allowed in any City Park or Playground.
- Horses** Horses must stay on designated trails. Horses are not allowed in One-Mile or Five-Mile Recreation Areas. Horses must cross the creek at approved crossings. Safe and courteous riding is the Park standard.
- Noise** No loud or unusual noises are allowed, including: radios and headsets that can be heard over 50' away. Music/Amplified Sound at One-Mile Recreation Area, please, face all speakers away from Woodland Ave.
- Park Closures** Lower Park is closed from 12:00 am (midnight) until 5:00 am every day, unless directly and actively proceeding to a destination outside of the park. Upper Park is closed between the hours of 11:00 pm and 60 minutes before sunrise every day, unless posted otherwise.
- Signs/Defacing** Defacing of trees, benches, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
- Smoking** No smoking in Upper Park from May 1st - November 1.<sup>st</sup> No smoking in City Plaza or Caper Acres any time.
- Swimming** While in the 1-Mile swim area compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty from Memorial Day through Labor Day.
- Vegetation** No taking, cutting or injury of any vegetation in the Park is allowed.
- Vehicle Traffic**
- While gates are closed, limited use of vehicles to set up for event is permitted. Vehicles must be in compliance with the one-way designation of the roadway, must yield to all other activities (walking, jogging, bicycling, and horseback riding), must travel with flashers on and may not exceed ten (10) miles per hour.
  - Permittee shall provide adequate signs and supervision to avoid conflicts between vehicles, bicycles, equestrians, and general public.
  - Only emergency vehicles will be allowed access through the area of South Park Drive which has been closed to motor vehicles.
  - No vehicles are permitted to travel or park on grass areas.

**\*I have read and agree to conform to the above rules and conditions:**

Signed: \_\_\_\_\_

# EVENT INFORMATION

**Please answer the following questions by circling "Yes" or "No"**

Is this an annual event? How many years have you been holding this event? _____	Yes	No
Is there a patron admission, entry or participant fee(s) required? If yes please provide amounts: _____	Yes	No
Will there be amplified sound/music at event? (Please see 'Conditions For Park Use') Specify type (microphone, band, radio, etc): _____ When will amplified sound/music be heard? Time from: _____ until: _____ amps needed _____ <b>Note: 100 amp electrical service requires a certified electrician.</b> Please describe the sound equipment that will be used for your event _____	Yes	No
Will there be any entertainment apparatus? (Operator to provide proof of insurance) [ ] Bounce house [ ] Dunk tank [ ] Climbing wall [ ] Ropes Course [ ] Other: _____ Name of Operator: _____	Yes	No
Will there be any vendors at this event? (No glass or alcohol permitted) If "yes" please note the number of vendors anticipated: _____ (submit a, separate, complete list) Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared: _____ _____	Yes	No
Will event require that any part of the Park remain closed beyond the normal time of opening? <b>Note: Park gates will not remain closed beyond normal opening time for any event with less than 1,000 people. All races with less than 1,000 people at One Mile must start before 8:30am.</b> <b>(Subject to approval by the General Services Department Director and/or Senior Park Ranger.)</b> If "yes" please state which gate(s): _____ Time of closure from: _____ until: _____	Yes	No
Will there be early entrance into the Park for setup? If "yes" when will monitors be at their position(s)? Time from: _____ until: _____ <b>Note: Gate Monitors are required at the entrances and exits for early Park entrance.</b>	Yes	No
Will event require over night camping for security purposes? (authorized for a maximum of two people, 12R.04.340 CMC) If "yes" how many security personnel will be required? _____	Yes	No
<b>Portable Restrooms:</b> You are required to provide portable restroom for events with 200+ participants at your event, in the immediate area of the event site which will be available to the public during your event. Restroom Company _____ Phone Number _____ Location of portable restrooms _____ <b>Note: Restrooms shall be removed within 24 hrs after conclusion of event.</b>	Yes	No
<b>Sanitation and Recycling:</b> As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required. Number of Trash Cans _____ Number of Recycling Containers _____ Sanitation Company _____ Phone Number _____ <b>Note: Sanitation containers shall be removed within 24 hrs after conclusion of event.</b>	Yes	No
Will your event include the use of any signs, banners or decorations? (Please see 'Conditions For Park Use') If yes, please describe type and location: _____  <b>Note: All signs and banners shall be free standing and not affixed to Park property.</b>	Yes	No
Will water be needed during your event? Please provide your own hose and on/off switch. <b>Note: Please request a water coupler key for City Plaza, Children's Playground and Cedar Grove.</b>	Yes	No
Do you request irrigation to be turned off before and during your event?	Yes	No
<b>CITY PLAZA ONLY:</b> Vehicles are not allowed in City Plaza. Loading and unloading must occur from the streets. Meter bags may be obtained from the City by calling (530) 896-7800.		
Will vendors be placed on the perimeter sidewalks? <b>If yes, a Vend, Peddle, Hawk permit must be obtained from the Engineering Division at 411 Main St, Chico, (530) 879-6900.</b>	Yes	No
Will City street closure(s) be needed? <b>A separate permit must be obtained from the Engineering Division at 411 Main Street, Chico, (530) 879-6900.</b>	Yes	No