



**GENERAL SERVICES DEPARTMENT**

965 Fir Street (530) 896-7800  
 P.O. Box 3420 Fax (530) 895-4731  
 Chico, CA 95927-3420 http://www.ci.chico.ca.us

Instructions for completing Application and Permit for Park Use:

1. Complete **Section 1** thoroughly, including date and time of activity, the number of people expected, and type of event. Check the requested use area and indicate any additional needs, such as electricity, water, etc.
2. Insurance-**Section 4** needs to be approved at least two weeks prior to your event, therefore a Certificate of Insurance needs to be received by our Risk Management Department as soon as possible and is required if one or all of the following conditions occur:
  - a. the number of people participating amount to 101 or more,
  - b. amplified sound is used
  - c. Public Event
3. Read and sign **Section 3**-‘Conditions for Park Use’- and **Section 5** -‘Acceptance of Conditions.’

4. **Complete Event Information.** (May not be applicable for Private Events.)

<b>5. Private Event fees:</b>					<b><u>TOTAL DUE</u></b>
1-100 people:	\$10.50 reservation fee	plus	\$18.00 application fee		\$28.50
101-250 people:	\$28.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$185.00
251-500 people:	\$70.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$226.50
501-1000 people:	\$142.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$299.00
1001 + people:	\$286.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$442.50
	<sup>1</sup> \$38.50 insurance processing fee	AND	\$100.00 damage deposit (refundable after event)		

6. **Public** Event fees:

**DO NOT CHARGE** Spectators/Participants:

1-100 people:	\$10.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$28.50 <sup>2</sup>
101-250 people:	\$28.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$185.00 <sup>2</sup>
251-500 people:	\$70.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$226.50 <sup>2</sup>
501-1000 people:	\$142.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$299.00 <sup>2</sup>
1001 + people:	\$286.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$442.50 <sup>2</sup>

or **CHARGE** Spectators/Participants:

1-25	\$10.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$28.50 <sup>2</sup>
26-50	\$15.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$171.50 <sup>2</sup>
51-75	\$28.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$185.00 <sup>2</sup>
76-100	\$42.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$199.00 <sup>2</sup>
101-150	\$57.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$214.00 <sup>2</sup>
151-200	\$86.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$242.50 <sup>2</sup>
201-250	\$114.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$270.50 <sup>2</sup>
251-300	\$142.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$299.00 <sup>2</sup>
301-500	\$171.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$327.50 <sup>2</sup>
501-750	\$286.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$442.50 <sup>2</sup>
751-1000	\$428.50 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$585.00 <sup>2</sup>
1001-1250	\$571.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	\$727.50 <sup>2</sup>
1251 +	\$571.00 reservation fee	plus	\$18.00 application fee	+ fees below <sup>1</sup>	plus

50¢ per participant exceeding 1251 <sup>2</sup>

<sup>1</sup> \$38.50 insurance processing fee AND \$100.00 damage deposit (refundable after event)

<sup>2</sup> In addition to fees set forth in Section 6 above, a \$5.50 per vendor fee shall be paid by the applicant for all public events at which food, beverages, merchandise, or services shall be sold or solicited.

Applicants requesting a permit for a public event with more than 200 participants shall provide additional trash and recycling service during the event. Applicant may provide this service, or obtain the service from one of the City’s two permitted solid waste collectors, North Valley Waste Management 530-893-4777 or Recology Butte Colusa Counties 530-342-4444.

**Please return ALL the pages of the application.** When the completed application, fees, and insurance (if required) are received, the General Services Director will review the application. When the application is approved, you will receive a copy of it, along with a receipt of payment, for your records. If you have any questions, please call the General Services Department-Park Division at (530) 896-7800. Thank you.