

## **1) General Policy Statement and Purpose**

The purpose of this document is to provide a framework of requirements, fees, and deadlines to ensure that Special Events are permitted in a consistent manner that is transparent and follows the code and mission of Marin County Parks.

## **2) Definitions**

### **a) Special Events**

A Special Event is defined as any event of limited duration that meets any one or more of the following criteria:

- (1) Exceeds the capacity of a reserveable site (see definition below).
- (2) Includes a commercial enterprise.
- (3) Includes amplified sound.
- (4) Reserves more than one reserveable site at the same time.
- (5) Includes amenities set up outside a reserveable site.

### **b) Reserveable Site**

A reserveable site is any picnic area that can be reserved through Marin County Parks' online reservation system.

### **c) Operations Plan**

An operations plan may be required for some special events. An operations plan provides details regarding an event's parking and traffic, security, emergency response, and other arrangements. An operations plan may include, but is not limited to, any or all of the following elements:

- (1) **Event Hours:** Both hours the event will be open to participants and any additional hours before or after the event for set up and cleanup.
- (2) **Site Map:** A map showing all park infrastructure and facilities and event-related uses and facilities including but not limited to stages, portable toilets, temporary fencing, parking areas, and any other amenities. Marin County Parks will provide applicant with blank maps to complete as part of application packet.
- (3) **Medical Plan:** Covers the response to first-aid needs and medical emergencies during the event.
- (4) **Sanitation Plan:** Covers the number and placement of portable toilets.
- (5) **Traffic Control and Parking Plan:** Covers such items as the number of vehicles expected; traffic control measures, location of parking areas; number, location, and roles of parking attendants provided by permittee (see definition below); shuttling locations; and routes. Plan should address ways that the permittee will reduce vehicle traffic and reduce the potential for driving under the influence through carpooling, busing, and other means.

- (6) Law Enforcement/Security Plan: Covers items such as the number and roles of law enforcement personnel, number and roles of private security staff, and the name and contact information for the law enforcement agency and/or the private security company.
- (7) Commercial Sales Plan: Describes all commercial sales involved in the event. Additionally, describes any alcohol sales planned for the event. See item 3i.
- (8) Attendance Tracking and Control Plan: Describes measures to be taken by permittee to ensure that the actual number of participants at a special event does not exceed the number of participants approved in the permit.

**d) New Event**

A new event is any special event 1) not previously permitted by Marin County Parks, 2) for which a permittee has not previously received a special event permit from Marin County Parks, 3) that is a repeat event (see definition below) but with a significant change in scope or 4) that is a repeat event with a lapse of more than two years.

**e) Repeat Event**

A repeat event is any event that occurred within the previous two years and has the same scope and same permittee.

**f) Permittee**

The permittee is the party holding the permit for an event, and may be different from the applicant (see definition below).

**g) Applicant**

The applicant is the party applying for an event permit, and may be different from the permittee.

**3) Requirements**

**a) In Person Meeting With Park Supervisor**

Permittee must attend an in person meeting with the Park Supervisor before a permit is approved, and no less than 60 days prior to the event.

**b) Park Must Be Accessible to the Public**

Reservation of all reserveable sites within a park does not guarantee sole use of the park. Members of the general public must have access to all locations within the park not reserved for the event. Sections of the park may be closed by Marin County Parks where visitor safety or park resources could be impacted by leaving that area open to use.

**c) Permitted Uses**

Activities during special events must be consistent with programmed uses of the facilities being used.

**d) Compliance With Park Regulations**

It is the responsibility of the permittee to ensure that event participants comply with County of Marin regulations including those prohibiting smoking in parks. Ranger time required to gain compliance with noncompliant participants will be deducted from the security deposit. The Marin County Parks code (Title 10 of the Marin County Code) can be viewed in full by visiting:

[https://www.municode.com/library/ca/marin\\_county/codes/code\\_of\\_ordinances?nodeId=TIT10PA](https://www.municode.com/library/ca/marin_county/codes/code_of_ordinances?nodeId=TIT10PA)

**e) Hours of Operation**

Special events may take place during normal operating park hours.

- (1) Special events outside normal park operating hours may be considered on a case by case basis. Early opening of the park or late closing of the park for event set up or clean-up is subject to additional fees as detailed in section 8e of this document.
- (2) Hours of special events will be noted in an Operations Plan submitted by the applicant as part of a permit application.

**f) Amplified Sound**

Amplified sound is not permitted in certain parks, and is restricted to certain locations in parks where amplified sound is permitted. Per Marin County Code Section 10.03.080, Park staff will regulate amplified sound that interferes with the use and enjoyment of other park visitors, or exceeds allowable levels. Park staff will inform permittee where to locate speakers to control the travel of sound and will work with event staff to set volume levels.

- (1) If location of speakers is altered or volume of sound is increased after being set by Park staff, or if permittee ignores direction by Park staff to further decrease volume after it was set, the privilege of having amplified sound will automatically be withdrawn, and the sound system must immediately be turned off for the duration of the event.
- (2) Amplified sound may start no earlier than 9AM and will be allowed only during regular park hours unless otherwise permitted by Marin County Parks.

**g) Law Enforcement and Security**

For the purpose of public safety, a Law Enforcement/Security Plan is required for events with more than 1,000 participants at McNears Beach County Park, and more than 2,500 participants at Stafford Lake County Park. Either law enforcement, private security, or both, may be required for an event, as determined by Marin County Parks. Law enforcement may be hired by Marin County Parks at the expense of the permittee. See item 8f below. At the discretion of Marin County Parks, the permittee may be required to provide written confirmation of law enforcement participation.

- (1) The permittee will hire public law enforcement and/or private security for events, if required. Private security personnel will not carry firearms. The name of the private security company must be included in the Law Enforcement Plan. Applicant's selection of a private security company is subject to approval by Marin County Parks.
- (2) Law enforcement and private security must allow park visitors that are not participating in the event to enter and use those portions of the park not reserved for the event.

**h) Traffic Control and Parking Plan**

The applicant may be required to submit a Traffic Control and Parking Plan as part of the Operations Plan in their permit application.

- (1) For events with more than 1,000 participants at McNears Beach County Park, or 2,000 participants at Stafford Lake County Park, the applicant will be required to hire parking attendants. The number, location, and hours of the attendants will be included in the Traffic Control and Parking Plan.
- (2) Marin County Parks may designate parking areas for the event, and these areas will be included in the Traffic Control and Parking Plan. Event parking will not be allowed in non-designated areas.

- (3) Two percent of all parking spots must be accessible for persons with disabilities. Where unpaved parking areas are used, paved areas will be used for accessible parking.
- (4) Large events may be required to secure off-site parking and shuttle service if attendance exceeds thresholds as determined by Marin County Parks.
- (5) Marin County Parks encourages carpooling and shuttles to reduce traffic, emissions, and the potential for driving under the influence.

**i) Alcohol**

The sale and/or consumption of alcohol is permitted at special events only in certain parks, and only in certain locations within a park where alcohol is permitted.

- (1) For events where alcohol will be sold, the applicant must obtain an alcohol sales license for the event.
- (2) Event staff may not operate vehicles or equipment under the influence of drugs or alcohol.

**j) Sanitation**

Portable toilets will be provided by the permittee or will be provided by Marin County Parks at the expense of the permittee. One additional portable toilet will be required for every 50 people beyond the capacity of the reserveable site within the park where the event will take place. One quarter of those additional toilets must be accessible by persons with disabilities starting with the first portable toilet.

- (1) Additional portable toilets will be included in the Sanitation Plan.
- (2) Marin County Parks may require the applicant to provide additional portable toilets or change their proposed layout as a condition of the permit.
- (3) In cases of drought or other factors, Marin County Parks may close some or all of existing, plumbed toilets and may require additional portable toilets for the event.

**k) Attendance**

The permittee must comply with attendance limits for each park as follows:

Stafford: 3,000 without shuttle; 5,000 with sufficient offsite parking as determined by Marin County Parks and shuttle  
McNears: 2,500  
McInnis: 500  
Paradise: 150

Marin County Parks may permit an event to exceed the capacity of a reserveable site on a case by case basis, but at no time shall an event exceed the capacity of a park as a whole. Applicant must include measures to control attendance in the Operations Plan.

**l) Blackout Days and Other Park-Specific Regulations**

Some parks have specific restrictions. Blackout dates are based on days when non – permit park use approaches park capacity.

- (1) Paradise Park: No amplified sound is allowed in the park. No more than one special event is permitted per day. Blackout days for special event permits include: Easter Sunday, Mother's Day, Memorial Day, 4<sup>th</sup> of July, Father's Day, and Labor Day.

- (2) McNears Park: No more than one special event is permitted per day. Blackout days for special event permits include: Easter Sunday, Mother's Day, Memorial Day, 4<sup>th</sup> of July, Father's Day, and Labor Day.
- (3) McInnis Park: Alcohol is not permitted in the park.
- (4) Stafford Lake: No more than one special event is permitted per day. Only one event with more than 1,000 participants is permitted each month. Permittees may be required to reserve adjacent sites.

#### **m) Vendors**

Vendors must follow all applicable laws governing food handling and sales.

#### **4) Insurance**

Applicant shall furnish, at its own expense, proof of insurance coverage for liability, bodily injuries, and property damage in an amount not less than one million dollars (\$1,000,000), naming the County of Marin as additional insured by separate endorsement. An Insurance Certificate and a separate endorsement page must be attached with the permit application.

#### **5) Release and Indemnification**

In consideration for the use of the County premises, and on behalf of permittee and permittee's heirs, personal representatives, and assigns, permittee agrees not to bring any claim or lawsuit against the County of Marin or any of its agents, representatives, or employees for any loss, damage, injury or expense, which may arise out of or in connection with the permitted event, except insofar as said claims can be shown to be caused solely by the active negligence or willful misconduct of the County of Marin or its employees.

In consideration for the use of the County premises, and on behalf of permittee and permittee's heirs, personal representatives, and assigns, permittee agrees to indemnify and hold the County of Marin, its agents, representatives, and employees harmless from and against any and all claims, losses, damages, injuries, expenses, obligations, or other liability which may arise out of or in connection with the permitted event, except insofar as said claims, losses, damages, injuries, expenses, obligations, or other liability can be shown to be caused solely by the active negligence or willful misconduct of the County of Marin or its employees.

#### **6) Reservations and Permit Applications**

Marin County Parks accepts applications for special event permits on a first come, first served basis, regardless of the type of event or proposed event date. A reserveable site is "on hold" on a specific date, but not "reserved", when a permit application, a \$273 application fee, and a \$1,500 security deposit are received by Marin County Parks. \$100 of the application fee is nonrefundable. A site on a specific date is "reserved" only when a permit application is approved by Marin County Parks. From October 1 through April 30, applicants may hold only one additional date ("rain out hold") for an event for an additional, nonrefundable fee of \$273. Rain out holds are not permitted between May 1 and September 30. The purpose of these requirements is to minimize holds on multiple dates that are speculative. Multiple speculative holds for a single event deny others the opportunity to apply for a permit on dates that are held but not used.

#### **7) Deadlines**

- a) **1 Year Prior:** Permit applications for special events may be made up to one year in advance. Applicants are strongly encouraged to start the permit application process as early as possible in order to confirm date(s) and location(s).

- b) **90 days Prior:** Permit applications must be received by Marin County Parks at least 90 days in advance of the proposed date of the event. In rare circumstances, an event may require approval by the Marin County Board of Supervisors. This can add at least three to four weeks to the permit review process.
- c) **60 Days Prior:** If required, environmental review fee, extra staffing fee, law enforcement fee, and portable toilet fee must be paid. Operations plan and complete application package is due. Permittee must attend in person a meeting with the Park Supervisor prior to this date. Applicant will be notified of the disposition of its permit no more than 30 days after complete application package is submitted and all fees and deposits are paid.
- d) **72 Hours Prior:** The permittee must cancel an event no less than 72 hours prior to its permitted date in order to give enough time to cancel resources and reschedule staff assignments. All fees and deposits will be refunded except the \$100 nonrefundable portion of the application fee, the \$273 rain out hold fee if applicable, and the \$50 Environmental Compliance fee, if applicable.

## 8) Fees, Costs, and Deposits

### a) Application Fee

Applicant will pay a \$273 application fee, which includes a \$100 non-refundable administrative fee applicable even if the event is canceled or a permit is denied. This fee is required at least 90 days prior to the event.

### b) Rain Out Hold Fee

A nonrefundable rain out hold fee of \$273 may be paid to hold up to one additional date. The initial event date must be canceled no less than 72 hours in advance in order to utilize the rain out date.

### c) Vendor Fee

For an event where a fee is charged to participants for entrance, and/or items are for sale, the applicant will pay a fee of \$82 per vendor.

### d) Environmental Review Fee

At the discretion of Marin County Parks, the permittee may be required to pay a fee of \$50 for filing of environmental review documents associated with fulfillment of California Environmental Quality Act requirements. This fee must be paid separately, with a check made payable to the Marin County Clerk.

### e) Extra Staffing Fee

For events that require a park to remain open for set up or clean up outside of normal hours, and when it is necessary for staff to perform unanticipated work associated with an event when it is underway, the permittee will pay full cost plus a 10% administration fee for two rangers for each hour. The cost of any unanticipated staff hours required by the event will be deducted from the security deposit.

### f) Law Enforcement Costs

If law enforcement personnel are required, the permittee will be required to pay the full cost of these services.

**g) Portable Toilet Costs**

For events that require portable toilets, the permittee will pay for regular portable toilet and ADA accessible toilets as determined by Marin County Parks. Extra charges may apply for Sunday delivery.

**h) Entrance Fee**

For events at parks where entrance fees are in effect, participants will be required to pay the entrance fee, unless entrance fees are prepaid by the permittee. Marin County Parks will independently track the actual number of vehicles entering the park for the event. If the actual number of vehicles exceeds the prepayment amount, the permittee shall pay the difference to Marin County Parks, deductible from the security deposit. If the actual number of vehicles is less than the prepayment amount, Marin County Parks shall refund the difference by means of crediting the security deposit. Entrance fees vary seasonally and can be found on the Marin County Parks website by visiting <http://www.marincountyparks.org/depts/pk/divisions/parks/main/info> or by calling Marin County Parks at (415) 473-6387.

**i) Site Reservation Fee**

For events at reserveable sites, applicant must pay the reservation fee for each site. Special events may be required to rent adjacent reserveable sites due to their impacts on those areas.

**j) Security Deposit**

A security deposit of \$1500 is required at the time an applicant submits a permit application. A security deposit covers damage to the park caused by the event, and additional costs to Marin County Parks not anticipated at the time the application was approved. The security deposit, minus costs incurred by Marin County Parks, will be returned to applicant or permittee within 60 days after the event.

**9) Penalties for Noncompliance with Permit Requirements or Falsification of Application Information**

Marin County Parks may, at its discretion, either 1) suspend an event, applicant, or permittee for a period of up to 2 years or 2) permanently ban an event, applicant, or permittee for noncompliance with permit requirements or falsification of permit application information.

**10) No Guarantee of Future Permit or Exclusive Use**

Receipt of a special event permit in any single year does not guarantee approval of a permit for the same or similar event in future years. Receipt of a special event permit in any single year does not prohibit Marin County Parks from issuing a special event permit for a similar event sponsored or applied for by another party in that same year.

**11) Limits on Frequency of Special Events**

Marin County Parks may limit the frequency of special events so that a park is available for its intended use by the general public, and to limit the frequency of impacts caused by special events on surrounding neighborhoods and communities.