Does your event meet any of the criteria below?

If any of your answers are “Yes”, you must apply for a special event permit using this form. If any of your answers are “Don’t Know”, please call (415) 473-7608 to discuss your event with a Marin County Parks staff member before completing this form.

- Exceeds the capacity of a reservable group site
- Includes sale of food, drink, merchandise, etc.
- Includes electronically amplified sound
- Reserves more than one reservable group site at the same time
- Includes amenities set up outside a reservable group site

Note:
- This application and permit is only for events on Marin County Parks property. It is the responsibility of the permit applicant to notify and obtain necessary permission and permits from other public agencies and private land owners that may be impacted by this group use.
- Fees and conditions apply.
- A reservable group site is “on hold”, but not “reserved”, when this permit application, and a $281 application fee is received by Marin County Parks. A site is “reserved” only when a permit application is approved by Marin County Parks, and any additional fees have been paid.
- Submitting an application does not guarantee that a permit will be approved.
- All applicants must read Marin County Parks Special Events Policy. Please initial here: _______ that you have read the Marin County Parks Special Event Policy.

Event Information:

Event Name: ________________________________

Applicant Name: ________________________________

Email: ________________________________ Phone: ________________________________

Organization: ________________________________ Address: ________________________________

City: ________________________________ State: ________________________________ Zip: ________________________________

Park Where Event to Take Place: ________________________________

Reserveable Group Site(s) Requested: ________________________________

Requested Event Date(s): ________________________________ Requested Rain Out Hold Date(s): ________________________________

Event Hours: ________________________________ Set Up/Take Down Hours: ________________________________

Number of Participants: ________________________________ Number of Parking Spaces Needed: ________________________________

Method for Controlling Number of Participants (e.g. presale of tickets): ________________________________
Briefly Describe the Event:

Fees:

- Application Fee ($100 of this fee in non-refundable) **$281**
- Rain Out Hold Fee ($281 if requested by applicant. This fee is non-refundable) _______

Total Amount Due at Time of Application: _______

Mail application and check to:

Marin County Parks
3501 Civic Center Drive, Suite 260
San Rafael, CA 94903

Checks must be made payable to Marin County Parks. To pay by Visa or Mastercard, call Jen Fujimoto at (415) 473-7608; email completed application (format) to fujimoto@marincounty.org.

**ACCEPTANCE BY APPLICANT**

Failure to abide by all permit conditions, Marin County Parks regulations and staff directions may result in revocation of this permit. Permit holder is responsible for disseminating all information to contractors and 3rd parties involved in event. This permit is not transferrable. The above stated applicant hereby assumes and agrees to protect, hold harmless and indemnify the County of Marin from all legal liability for injury to or death of all persons whomsoever resulting from above said activity. Applicant and organization representatives must be of legal age. Minors may not apply for a permit nor sign the permit application.

**NOTE:** this Special Event Permit and associated park area reservations may be cancelled with minimal notice if government health orders impact the viability of this event. *(Marin County Parks Code 10.01.070 – Closure of lands and facilities).* In the event of such a cancellation, refunds will be issued for the permit application fee, security deposit, and area reservations. The CATX application fee is non-refundable. Marin County Parks and the County of Marin are not responsible for the permit holder’s loss of event revenue or other expenses.

Signature: _______________________________________ Date: ____________________

Must be same as above Applicant Name

**Applicants: Do not write below the dotted line.**

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**APPROVAL BY MARIN COUNTY PARKS**

Permission #: __________________________

Insurance required? Yes [ ] No [ ] If yes, is current proof of insurance attached? Yes [ ] No [ ]

Total Fees Owed: $___________ (attach additional fee sheet if needed) Attachment? Y [ ] N [ ]

Total Fees Paid: $___________ Visa MC Cash Check #___________ Date Paid: ___________

This permit application has been approved by:

Signature: ___________________________ Date Approved: __________________