



City of Chico
Application & Permit for Park Use
Public Works Department - Park Division

Number of People:

151
or more

Special Event

SECTION 1 - APPLICATION INFORMATION

Must be 18 or older to submit an application - Permit fees due upon submittal

This Reservation is not valid until approved by the Park Division

Name of Applicant/Contact Person	Description of Event (Family BBQ, walk/run)* Additional room at bottom of page		
Organization Name (if applicable)	Day and Date of Event		
Home, Organization, or Company Address	From: Time of Event only	To: No. of People	
City, State, Zip	From: (Total time needed for set-up, Event, and clean-up)	To:	
Contact Phone No.	Alternate Phone No.	Email Address	

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 8:30 am. Street closure(s) subject to a separate permit and approval.
Use of 50 or 100 amp requires a certified electrician (See Section 2).

Area Requested: (Please check if requested)

Five Mile Picnic Area East West

BBQ - Pick up key Mon - Fri 8:00 am - 4:30 pm

Cedar Grove Picnic Area Cedar Grove Meadow

Electricity (15 amp)

Water (water available, no hose bib)

BBQ - Pick up key Mon - Fri
8:00 am - 4:30 pm

Electricity (15 amp)

Water (water is available, no hose bib)

One Mile Picnic/Barbecue Area

Oak Grove A

Oak Grove B

Electricity (15 amp)

Band Stand (15 amp)

BBQ - Pick up key Mon - Fri 8:00 am - 4:30 pm

(Water is available, but no hose bib)

Sycamore Field: Contact CARD to reserve.

Council Ring

Fire Permit

Children's Playground

Electricity (15 amp) Pick up key Mon-Fri 8:00 am-4:30 pm

Electricity (100 amp)

Water (Public Events Only)

Lower Bidwell Park (Public Events only)

Depot Park

Electricity (15 amp)

Picnic Site No. 37 (Redwood Grove)

No vehicle access before 11 am

Upper Bidwell Park (Public Events only)

Other (Specify):

Early Entrance Needed (Public Events only)

* Additional Description of the Event (if needed):

For Park Ranger Assistance during the Event call 530-897-4912 (Police Department- Non-Emergency Dispatch).

Office Distribution:

Permit File (original)	Park Ranger 1	Senior Park Ranger	Applicant	BPPC	Cleaning Service	Facilities
Park Field Supervisor	Park Ranger 2	Calendar	920 Fund	DCBA	Risk Management (email)	CPD

SECTION 2 - EVENT INFORMATION

Please answer the following questions by checking "yes" or "no"

Is this an annual event? If so, how many years have you been holding this event?	Yes	No
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Is there a patron admission, entry, or participant fee(s) required for your event? If fee is charged, how much is the fee?	Yes	No
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Will there be amplified sound/music at the event? (Please see the Noise Conditions for Park Use in Section 4)	Yes	No
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Specify type (microphone, band, radio, PA system etc.):		
When will amplified sound/music be heard? Time from: _____ to: _____		
<u>Note: 50 / 100 amp electrical service requires a certified electrician to operate.</u>		
Will there be an entertainment apparatus anywhere? These are only allowed in certain areas of the park. <i>No water apparatus allowed.</i>	Yes	No
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<i>Operator to provide proof of insurance to the City Park Division prior to event.</i>		
Bounce house Climbing wall Ropes course Other:		
Name of Operator: _____		
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Will there be any vendors selling food, merchandise, or services at this event? (no glass or alcohol permitted)	Yes	No
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If selling food, please describe how it will be prepared at the event:		
<u>Valid permit from Butte County Environmental Health is required for all food vendors and must be on hand.</u>		
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Will event require that any part of the Park remain closed beyond the normal time of opening?	Yes	No
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<i>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 8:30 am. (Subject to approval by the City Park Division)</i>		
If yes, please state which gates: _____	Time of closure: from: _____	to: _____
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Will event require overnight storage of property? If yes, how many security or other personnel will be provided?	Yes	No
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Will there be early entrance (before 7 am) into the Park? (An additional fee will be charged) <i>Note: Gate monitors are required at all the entrances and exits for early Park entrance until gates open at 9 am.</i>	Yes	No
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If yes, when will monitors be at their positions? Time from: _____	to: _____	
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Portable Restrooms: You are required to rent portable restrooms for events with 200+ participants in the immediate area of the event site which will be available to the public during your event.	Yes	No
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Restroom company: _____	Phone number: _____	
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Location(s) of portable restrooms: _____		
<u>Note: Restrooms shall be removed within 32 hours after conclusion of event.</u>		
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Trash and Recycling: As an event organizer, you must properly recycle or dispose of waste during your event and immediately after the event. The area must be returned to a clean condition. For events with 200+ participants, additional trash and recycling cans are required at applicant's cost. <i>Note: Containers shall be removed within 32 hours after conclusion of event.</i>	Yes	No
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Trash company: _____	Phone number: _____	
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Will your event include the use of any signs, banners, or decorations? (Please see Conditions for Park Use in Section 4)	Yes	No
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If yes, please describe type and location:		
<u>Note: All signs and banners shall be free standing and not affixed to trees or Park property.</u>		
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Will water be needed during your event? If yes, for what purpose:	Yes	No
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<u>Please provide your own hose and shut-off nozzle. No hose bib is available at One Mile Recreation Area.</u>		
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Is this a walk, run or bike race event?. Are you using a standard Park Division approved race route?	Yes	No
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If so, are you using the standard race course? If not, please provide a map.	Yes	No
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<i>Note: Not using the standard race course requires Bidwell Park & Playground Commission (BPPC) approval.</i>		
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One Mile / Sycamore Field: If this is a One Mile reservation, will Sycamore Field be needed?	Yes	No
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<i>If yes, you will need to contact CARD at 545 Vallombrosa Ave. Chico (530) 895-4711.</i>		

SECTION 3 - PERMIT FEES

Reservations with 151 or more people, complete this section

Description	Fee	Total
Application Processing Fee	\$ 61	
Damage Deposit Fee (Refundable)	\$ 228	
Event Fees Based on Number of Participants		
1 - 150	\$ 114	
151 - 250	\$ 228	
251 - 500	\$ 350	
501 - 1,000	\$ 799	
1,001 plus (see line below)	\$1,142	
	# over 1001	
\$0.50 per participant exceeding 1001	\$0.50 x _____	

Additional Fees	Fee	No. of Units	Total
Early Entrance Fee (before 7 am)	\$53 / hour	_____	_____
Events with vendors selling food, beverages, merchandise, or services	\$11 / vendor	_____	_____
Sound/Electricity (15 amp)	\$23 / day	_____	_____
Sound/Electricity (50 or 100 amp)	\$54 / day	_____	_____
Fees due upon submittal of application			Park Fees Total: _____
Credit Card payment will be assessed a 2.75% convenience fee			Convenience Fee: _____
Make checks payable to: City of Chico			Total Fees Required: _____
City of Chico Cash Receipt No: _____ Payment Method: _____ Date: _____ Received by: _____			

SECTION 4 - 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, except in City Plaza when authorized pursuant to the valid issuance of this permit and a license issued by the Department of Alcoholic Beverage Control.
BBQs	Portable BBQs (charcoal or propane only) may only be used next to existing BBQs in Lower Bidwell Park and Five Mile Recreation Areas, no other areas. No BBQs allowed during Red Flag Fire Warning or high wind advisory days.
Bicycles	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 Sycamore pool deck.
Bounce Houses	Bounce houses, (except those with water) and other similar non-water play equipment, are only permitted in certain areas with a reservation and upon approval by the Park Division. The operators of this equipment must provide proof of insurance to the Park Division prior to event. Bounce houses are not allowed in Caper Acres.
Campfires	No campfires allowed at any time, except by permit and only in the Council Ring.
Camping	No overnight camping allowed unless authorized by the Bidwell Park and Playground Commission. Bidwell Park is a day use only park.
Clean up	Permittee is required to completely clean up area at the conclusion of event.
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 to 8:30 am in Lower Park. All other times, dogs must be on a leash 6 feet in length or less. 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 Caper Acres, 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	Big Chico Creek: Check California Fish and Wildlife Regulations: www.wildlife.ca.gov . Horseshoe Lake: Age 14 and over - license required, catch and release. Under 14 - no license required, catch and keep.
Gate Closures	Upper Park gate at Parking Lot E is closed on Sundays, Mondays, during wet periods, and Red Flag Fire Warning days. Gates may be closed for approved special events. For gate opening and closing hours, visit: www.chico.ca.us/park-trails .
Glass	No glass 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 feet away. For music or sound at One Mile Recreation Area, please face all speakers away from Woodland Ave.
Park Closures	Lower Park is closed from 11:00 pm to 5:00 am every day, unless directly and actively proceeding to a destination outside of the Park. Upper Park is closed to vehicles at 9:00 pm October - March, and 11:00 pm April - September unless posted otherwise. Park may be closed during Red Flag Fire Warning or high wind advisory days.
Signs/Defacing	Defacing of trees, tables, any park fixtures, open ground, or paved roads/paths with markings, staples, tacks, or signs is prohibited. No pinatas, slack lines, hammocks, or accessories shall be affixed to trees. Only barricades, cones, or self standing devices may be used for these purposes.
Smoking	Smoking or vaping is not permitted in any City Park or Playground.
Swimming	While in the One Mile swim area, compliance with lifeguards is required for public safety. Pool is open and lifeguards are on duty during summer swim season.
Vegetation	No taking, cutting, or injury of any vegetation in the Park is allowed.
Vehicle Traffic	<ul style="list-style-type: none">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.

SECTION 5 – INSURANCE

(To be determined by Park Division)

INSURANCE REQUIRED

NOT REQUIRED

For Insurance questions for your event, please contact the Risk Management office at
(530) 879-7910 or email risk-management@chicoca.gov

For liability coverage purposes, it is the applicant and the City of Chico's intent (hereinafter referred to as the "Parties"), that this permit is a written contract between the Parties.

Pursuant to the insurance policy related to this permit/written contract, and consistent with the Certificate of Liability Insurance and Additional Insured Endorsements, the Parties hereby attach and incorporate by this reference, the Certificate of Liability Insurance and Additional Insured Endorsements, which are further expressly made a material part of the said permit/written contract between the Parties.

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; \$2,000,000 aggregate with policy endorsements as follows:

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

Note: Numbers 2 and 3 below must be separate endorsements:

- (2) The City of Chico, its officers, boards of commissions, and members thereof, its employees and agents are covered as additional insureds with respect 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.

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

SECTION 6 – 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 in, upon or about City Parks or Playgrounds, and arising from my use of the Parks and Playgrounds 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" in Section 4, 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.**

Signature of Applicant

Date

RETURN THIS FORM TO:

City of Chico - Park Division

Deliver to 965 Fir Street, Chico, CA 95928

Mail to PO Box 3420, Chico, CA 95927

Email to parkinfo@chicoca.gov

THIS RESERVATION IS NOT VALID UNTIL ALL FEES ARE PAID AND APPROVED BY THE PARK DIVISION.

A copy of the approved permit will be returned to you.

SECTION 7 – AUTHORIZATION

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

Approved by Director or Designee

Approved by Director subject to insurance approval and any listed additional condition(s):

Denied by Director or Designee

Approved by Bidwell Park & Playground Commission (BPPC)

Approved by BPPC subject to listed additional condition(s): (see attached conditions)

Denied by BPPC

Reason for Denial :

Approved by
S:\Admin\PERMITS\APPLICATIONS\Park Reservation Application

Date