



APPLICANT REQUIREMENTS FOR LARGE EVENT

Please submit a letter of request and include all applicable items below:

- A. Applicant's name, address, telephone number, fax number and email address.
- B. Contact person's name, address, telephone number, fax number and email address.
- C. Name of facility (e.g., Irvine Regional Park) and specific site within facility.
- D. Detailed description of activity; (e.g., group gathering, foot race, concert, bike race).
- E. Number of participants and spectators involved.
- F. Number and type of vehicles.
- G. Date(s) with arrival/departure time(s).
- H. Provisions for security, first-aid, sanitary facilities, waste receptacles, bleachers, stage, P.A. system, parking control, traffic control, etc.
- I. Complete list of vendors' names, contact persons, telephone numbers, email addresses and services that will be provided.
- J. Certificate of insurance for public liability and property damage. Please indicate if you are covering vendors under your insurance policy.
- K. Layout map of event, copy of registration forms, advertisement fliers and programs.
- L. Identify any media that may cover event.
- M. Copy of previous year's permit (if applicable).
- N. Copy of park reservation receipt.

A non-refundable filing fee of \$75.00, per Board Resolution 10-198, is required to initiate the permit process and will be applied to the total permit fee. Make checks payable to COUNTY OF ORANGE. (*)

Upon receipt of the above, OC Parks Reservations and Permits Unit will coordinate review of your submittal. Revisions, additional fees, security deposit, insurance requirements, supplementary information and other items may be required prior to permit issuance.

MAIL OR DELIVER TO:

OC Parks Reservations and Permits Unit
13042 Old Myford Rd.
Irvine, CA 92602

Phone Number: (866) 627-2757

Fax Number: (714) 973-3336

Public Counter Hours: Mon-Fri: 8:00 a.m. – 4:00 p.m.

**A MINIMUM OF 60 CALENDAR DAYS IS REQUIRED FOR PROCESSING. PLEASE BE ADVISED
THAT SOME REQUESTS MAY TAKE LONGER.**

(*)The County of Orange will charge \$25.00 for 1st check returned for insufficient funds and \$35.00 for each subsequent check, per Board Resolution 00-445.