



## TRAIL EVENT REQUEST

Company Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Trail: \_\_\_\_\_ Facility Name (e.g. Yorba Regional Park): \_\_\_\_\_

Type of Event (e.g. foot race, bike race): \_\_\_\_\_ Number of participants \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**\*Please provide a legible layout map of your event and a turn-by-turn route.**

Upon receipt of the above, OC Parks Reservations and Permits Unit will coordinate review of your submittal. You will be required to submit a full event proposal and permit application if your event receives initial approval.

**DUE TO HIGH DEMAND, PLEASE NOTE THAT FILLING OUT THIS REQUEST DOES NOT GUARANTEE THAT YOUR EVENT WILL BE APPROVED.**

**MAIL OR DELIVER TO:**

OC Parks  
Reservations and Permits Unit  
13042 Old Myford Road  
Irvine, CA 92602  
Phone: (866) 627-2757  
Fax: (714) 973-3336  
Public Counter Hours: 8 a.m. – 4 p.m. M – F

A MINIMUM OF 90 CALENDAR DAYS IS REQUIRED FOR REVIEW AND PROCESSING OF THIS SPECIAL EVENT REQUEST. HOWEVER, SOME REQUESTS MAY TAKE LONGER.