



FOR OFFICE USE ONLY Date Received: _____ Approved / Denied Permit #: _____
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PARK PERMIT APPLICATION

Please note that this is only an application, not a permit. A \$25 non-refundable application processing fee is due when the application is submitted. Applications should be submitted no less than 30 days, and no more than one year before the date of the event. Applications submitted less than 30 days before the date of the event, **if approved**, will be charged an additional \$25 expedited processing fee. Applications submitted less than 14 days before the date of the event will not be accepted.

APPLICANT INFORMATION

Organization: _____ Non-Profit Tax ID: _____

Applicant Name: _____

Phone: _____ Email: _____

Address: _____
Street City/State Zip

On-Site Contact Name (if different): _____

Phone: _____ Email: _____

EVENT INFORMATION

Event Name: _____ Event Location: _____
Name of park & area in park

Set-up Date: _____ Set-up Time: From _____ to _____

Event Date(s): _____ Event Time: From _____ to _____

Clean-up Date: _____ Clean-up Time: From _____ to _____

Estimated Attendance: _____ (Include guests, hosts, staff & vendors)

Event Type: Picnic/Party Fundraiser/Commercial Festival Tournament Free Speech Camp
 Performance Athletics/Marathon Other (Please explain): _____

Event Description: _____

Is this a **private event** or **open to the public?** Is this an ongoing/recurring event? Yes No

Ticket Sales/Admission Fee? Yes No If so, what days/how often? _____

EVENT DETAILS

Equipment & Components	<input type="checkbox"/> Table _____ <small style="margin-left: 40px;">Size & Quantity</small>	<input type="checkbox"/> Tent _____ <small style="margin-left: 40px;">Size & Quantity</small>	<input type="checkbox"/> Cannabis _____ <small style="margin-left: 40px;">Public Events Only</small>
	<input type="checkbox"/> Chairs _____ <small style="margin-left: 40px;">Quantity</small>	<input type="checkbox"/> Canopy _____ <small style="margin-left: 40px;">Size & Quantity</small>	<input type="checkbox"/> Animals _____ <small style="margin-left: 40px;">Please Describe</small>
	<input type="checkbox"/> Stage _____ <small style="margin-left: 40px;">Size & Quantity</small>	<input type="checkbox"/> Movie Screening _____	<input type="checkbox"/> Other _____ <small style="margin-left: 40px;">Please Describe</small>
	<input type="checkbox"/> Sign/Banner _____ <small style="margin-left: 40px;">Size & Quantity</small>	<input type="checkbox"/> Generator _____	

Amplified Sound	Will there be music or amplified sound of any kind? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input type="checkbox"/> Stereo/Bluetooth speaker <input type="checkbox"/> Band/Live Music <input type="checkbox"/> DJ <input type="checkbox"/> Microphone/PA System <input type="checkbox"/> Other _____ <small style="margin-left: 100px;">Please Describe</small>

The use of amplified sound requires a permit from the City of Santa Rosa Police Department. There is no additional fee for non-commercial usage. Per City Code, amplified sound is **NOT** allowed at Finley Park.

Once completed, please submit this application to Santa Rosa Recreation & Parks – Park Permits at parkpermits@srcity.org or 2060 W College Ave. Santa Rosa, CA 95401

