



Guidelines for Special Events

The Mt. Shasta Recreation and Parks District is the community leader in providing diverse recreational opportunities and facilities through stewardship and partnership.

These guidelines are in place to ensure that events are successful while our parks and facilities remain healthy for all to enjoy.

A special event proposal is generally needed for any organized event that includes one or more of the following:

- is open to the public; or
- starts and/or ends after normal park hours; or
- is expected to attract a large attendance (50+); or
- is charging an admission fee; or
- is advertised; or
- requires temporary structures such as a stage, tents, stalls, etc.; or
- features live entertainment with amplified sound; or
- includes food and alcohol to be prepared- and/or sold on-site

Special Events could be organized by nonprofit or commercial organizations and include but are not limited to concerts, festivals, fairs, markets, trade shows, conventions, cultural events, celebrations, fundraisers, large scale sports events, obstacle races, adventure races, bicycle races, circuses, and carnivals. The event organizer is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. The event may feature, with proper permits only, alcohol, food, live entertainment, arts/crafts and merchandise/services for sale. The event may be free to the public or may require an entrance fee.

Special Event Proposals must include the following information:

- Name of event
- Contact name, telephone numbers and email
- Type of organization (Non-Profit/Public Agency, Private/Commercial)
- Estimated number of attendees
- Admission or entry fee to the event
- Event type (i.e. festival, walk/run, etc.)
- Proposed park
- Proposed event date
- Description of event
- Timeline (including set up thru clean up)
- Vendors (how many and what type)
- Other details
- Site map to show layout

Reservations

Reservation requests must be received by the MSRPD no less than 60 days prior to the requested event date. Reservations are finalized once the event proposal is granted conditional approval by the MSRPD, reservation form is complete, and deposit is received. A coordination meeting to review event logistics is required before the event will be issued a formal Special Event Permit.

Reservations for Recurring Events will be based upon satisfactory compliance with District regulations and guidelines, and the collective impact on a park site and/or adjacent neighborhoods.

Issuance of Permit

The District Administrator will issue a Special Event Permit when the Facility Use Agreement is complete, pre-event fees are paid, event logistics have been reviewed and found sufficient, proof of insurance is received and as per District Ordinance 02.030.4 it has been found that:

- The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and other recreation;
- The proposed activity or use is not anticipated to incite violence, crime or disorderly conduct;
- The proposed activity will not entail unusual or extraordinary expense.

Additional Permit Requirements

City, County and Alcoholic Beverage Control permits may be required for any reservation that involves the following:

- Sale of food (County)
- Serving, selling, or giving away alcohol (ABC)
- Vendors selling products (food and nonfood) Vender Permit (City)
- All public events anticipating more than 50 participants, and private events anticipating more than 100 participants must also file a Special Event Application with the City of Mount Shasta.

It is the responsibility of the individual signing the Special Use Agreement to obtain all necessary permits.

- City of Mount Shasta: (530) 926-7510
- Siskiyou County Environmental Health: (530) 841-2100
- California Department of Alcoholic Beverage Control: (530) 224-4830

Services provided by MSRPD April 1- October 31:

- Routine maintenance of the park before each reservation
- Access to existing power sources
- Potable water, hose bib or drinking fountains
- Sprinkler schedules adjusted
- Gates unlocked as needed
- Irrigation flagged

Insurance

Insurance is required for all activities open to the public. Event organizers are required to provide and maintain proof of general liability insurance for the duration of the event in an amount not less than \$2,000,000 per occurrence, \$4,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any

endorsement restricting standard ISO “insured contract” language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability.

Events that carry a higher risk of liability (e.g., pyrotechnics) may be required to provide higher coverage amounts. Proof of insurance must be submitted to the MSRPD no later than 30 days prior to the event.

Indemnification

The event organizer shall indemnify, defend, and hold harmless the Mount Shasta Recreation and Parks District, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the event organizers use or occupancy of a facility or property controlled by the Mount Shasta Recreation and Parks District, unless solely caused by the gross negligence or willful misconduct of the Mount Shasta Recreation and Parks District, its officers, employees, or agents.

Event Cancellation

Full refunds will be issued to events canceled no later than 30 days before the event scheduled date.

The District reserves the right to cancel an event at any time due to extenuating circumstances and will not be responsible for any expenses or lost revenue due to cancellation of the event.

Park Guidelines

Event Hours

Parks are open for special events from 7am-10pm unless otherwise permitted.

Animals at Events

Dogs must be leashed in all District parks and facilities except in designated off-leash areas. No dogs are allowed on fields maintained for sports use. Dogs, pets or domestic animals are not permitted in event areas when an event has been determined to be high in public usage.

Maintaining public access to park facilities

Public facilities such as drinking fountains, restrooms, and footbridges must remain open to non-event users during reserved events.

It is the responsibility of the event organizer to maintain a fire lane (20ft) for emergency vehicle access on all roadways.

Security and Traffic Control

Event organizers are responsible for providing security for their event and to coordinate any necessary arrangements with appropriate law enforcement agencies. The MSRPD is not responsible for any lost or stolen items.

Sound and Noise

Amplified sound is allowed at parks with District approval. Amplified sound must start no earlier than 8:00am and end by 10:00pm and will not exceed 60 decibels as measured at the boundaries of the park area unless otherwise permitted by the City of Mt. Shasta.

Alcohol

Event organizers are allowed to serve or sell alcohol in parks with proper permitting and insurance.

Concession, and selling or giving away food

Event organizers may contract with food, craft and other vendors. All vendors must follow rules and regulations of the Mount Shasta Recreation and Parks District, the City of Mount Shasta, and Siskiyou County.

Smoking

All indoor and outdoor park areas owned by the MSRPD are smoke free, drug free areas. Smoking and vaping of tobacco, marijuana or any other weed or plant is not permitted.

Glass Containers

Glass containers are not allowed at special events.

Trash and Recycling

Event organizers are responsible for clean-up of the event site and facilities during and after the scheduled event and for removal of all trash and recycling associated with the event.

Toilets

Event organizers are required to provide portable toilets for event attendees.

Americans with Disabilities Act (ADA)

Event organizers are responsible for making every effort to follow ADA guidelines. ADA compliant toilets must be available to event attendees.

Generators

If generators are to be used at an event, they must be placed in an area where exhaust will not be damaging to surrounding trees, grass, etc.

Event infrastructure- stages, tents and special event structures

The District requires a description of any special structures to be included in the proposed site map.

To avoid possible turf damage, stages and/or platforms must be elevated off the ground to allow for air circulation.

It is preferred that any approved canopy equipment be secured with water or sand weighed rather than stakes. Any objects driven into the ground must be approved by the Districts Maintenance Supervisor to avoid possible damage to irrigation lines.