



PLEASE COMPLETE APPLICATION 60 DAYS PRIOR TO DATE OF EVENT

COUNTY OF LAKE

WATER RESOURCES

255 N. Forbes Street
Lakeport, California 95453
Telephone 707-263-2344
Fax 707-263-1965

David C. Cowan
Interim Water Resources Director

COUNTY PROPERTY USAGE APPLICATION
HIGHLAND SPRINGS PARK

For those individuals and organizations desiring to use county facilities for a certain event, the Water Resources Department requests the following:

1. Name Applicant/Organization:

2. Applicant's Address: _____ City: _____ State: _____ Zip Code: _____
Phone Number: _____ E-Mail: _____
3. Name and Title of Individual representing the Applicant: _____
4. Address of Representative: _____ City: _____ State: _____ Zip Code: _____
Phone Number: _____ E-Mail: _____
5. **Area Desired:** (Please be specific: i.e., will you require special areas such as picnic areas, horseshoe pits, bar-b-que pits, trails, etc.?)

6. Date(s) of Event: _____/_____/2018
7. Times(s) desired: (From what time to what time?) _____ am/pm **to** _____ am/pm
8. Please provide a complete explanation of the event.

9. Will food and/or soft drinks be sold? Served free? **Yes** **No** **Free**
10. Will alcohol be sold? Served free? **Yes** **No** **Free**
11. Will you be charging admission or an entry fee to the event? **Yes** **No**
12. Are you a non-profit organization? **Yes** **No**
13. How many people do you anticipate will be involved in the event?
Participants _____ **Observers** _____

SIGNED: _____
Applicant or Applicant's Representative

DATE: _____ / _____ /2018

You will be notified as soon as possible as to whether or not your application has been approved.

**Lake County Water Resources Department
General Requirements for Use of County Property for
Special Events
Highland Springs Recreation Area**

Special Event Defined:

Special events, include, but are not limited to, the following:

Any organized or planned event taking place on County property, where a publicly recognized organization, business, person, or other entity (profit or non-profit) advertise, invite or seed entrants to participate. If the total number of participants is less than 25, a permit is not required.

Exception: Family groups (weddings, reunions, including school reunions) of less than 25 persons and other similar groups of less than 25 persons not associated with an established organization are not required to obtain a permit.

Racing Events Involving Roads and Trails:

Special events involving racing will not be permitted except under the following conditions:

Under planned conditions races may be permitted if full road and trail closures specified for racing are given advance public notice and are monitored as required. For closures of County roads contact the Lake County Department of Public Works at (707)263-2341. Final approval for issuing permits for racing events rests solely with the Board of Supervisors.

A racing event is any event wherein participants compete against each other, or are timed or where awards, prizes or points are issued.

Application:

In order to conduct a special event as previously defined, application must be made with the Water Resources Department at least sixty (60) days prior to the event.

Approving authority:

Except for racing events, the Water Resources Department and Risk Management are the final approving authorities for all applications and issuance of permits for special events at the Highland Springs Recreation Area.

Failure to Comply:

It is the responsibility of each applicant to adhere to all conditions described in the issued permit. Failure to comply will result in permit revocation and the applicant shall be ineligible for future permits.

Processing Permits and Appeal Rights:

The Water Resources Department will ensure that copies of all applications received will be routed to the appropriate County departments and outside agencies for comments and approval. Department and agencies may include:

Sheriff Department
California Highway Patrol
Department of Public Works

Applications can be denied if adequate cause exists. Should an application be denied, special event organizers have the right to appeal directly to the County Board of Supervisors.

Insurance Requirements:

It is the responsibility of the special event organizer to provide the Lake County Watershed Protection District with a liability insurance policy, name the **Lake County Watershed Protection District as Additional Insured**, in the amount specified as follows:

- \$ 300,000: Youth events such as little league, Scouting, 4-H and similar youth organizations involving more than 25 participants.
- \$ 1,000,000: All other events involving groups of more than 25 persons.

Road Closures:

Some public roadways, because of their nature, may not be approved for special events unless full road closures are instituted. For closures of County roads contact the Lake County Department of Public Works at (707)263-2341.