

### When do I need a Special Event Permit?

Special event permits allow access to Douglas County Park land for a wide selection of non-traditional park uses including large group events, events that require placing structures on park land, events that would not generally be allowed under the park rules, events that restrict public access to or use of the park, and where the public is invited. The following list gives some examples of activities and events that do and do not require a special event permit.

Events that **may** require a permit:

- The public is invited
- An organized group using a section of the park not designated for group use.
- An activity that requires a structure such as a large sized tents, bleachers, stage or other structures not normally in parks.
- An event that restricts public access to an area of a park; running event, or a festival that uses the entire day use area in a park.
- Multi-day event in a non-designated camping area.
- Any event that has an activity that poses a safety concern.
- An entry fee is changed.

What **may not** require a permit?

- A group picnic, being held in a picnic area intended for large groups.
- An event being held where no structures are being set up and the public is not being excluded from the area.
- Family gatherings, clubs picnics or a company cookout etc., and the group has reserved a designated area that's designed for such activities.

When am I required to have **insurance** for my event?

- An event that is open to the public (fundraisers, trail rides, Pepsi float, etc.)
- The event will or can be hazardous or dangerous.
- An event that has several activities and/or involves vendors.
- The event exceeds the capacity of the structure.
- Vendor sales on property

Insurance Requirements: Permittee shall, at its own expense, at all times during the term of permit, maintain in force a commercial general liability policy including coverage for contractual liability for obligations assumed under permit. The liability under the policy shall be a minimum of 1,000,000.00 per occurrence and 2,000,000.00 in the aggregate. Douglas County, its officers, employees and agents shall be named as additional insured's under the policy. If the insurance certificate(s) requires an endorsement in order for the County to be an additional insured, then Permittee shall provide a separate written endorsement that contains the correct policy number(s) and effective additional insured provisions. Certificates of insurance acceptable to the County Counsel shall be filed with the Park Director prior to the event.

Application procedure: Applications are considered in the order received; however ongoing events that have been conducted for multiple years will be given priority over new events. We recommend that applicants make contact with the park staff as early as possible to ensure the date of their event.

Note: It is the Permittee responsibility to have all documentation in order. Documents need to be collaborated through the Parks Department, which involves **minimum of 14 days** advancement to be administered and concluded through County Counsel.

For more details or to schedule a Special Event please call the Douglas County Parks Department at (541) 957-7001.