



TOWN OF FAIRFAX

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
PHONE (415) 453-1584 / FAX (415) 453-1618

Instructions for Application for PARC Sponsorship

1. **All events must be well planned before presentation to PARC.**
2. **Applicant must attend meeting where item is being heard, and make brief presentation (5-10 minutes). PARC meets the second Monday of the month at 7:00 p.m. at 16 Park Road.**
3. **A \$325 non-refundable cleaning fee will be added to large events with 75 or more people.**
4. **Event must be open to the public with an admission fee charged.**
5. **Agreement to percentage split of the net profit (30-50%) will be paid to the Town of Fairfax.**
6. **A complete application must be submitted at least two months prior to the planned event. Submit your application to Maria Baird, Recreation & Community Services Manager, 16 Park Rd., 456-5652.**
7. **Department of Public Works and the Police Department shall review the application for pre-approval before it is considered by PARC.**

Guidelines:

The Parks and Recreation Commission (PARC) will authorize the use of Town Facilities for the following approved activities:

- **One time** community events that provide recreation opportunities to Town residents and are open to the public.
- **Nonprofit organizations and/or Fairfax residents** providing recreational events within Fairfax, which are open to the public and planned as fundraising activities for established charities.



TOWN OF FAIRFAX

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
PHONE (415) 453-1584 / FAX (415) 453-1618

Event Proposal Application

An application is required for all events taking place on town property. Applications must be received at least two months before the date of the event and be delivered to the Recreation & Community Services Manager at 16 Park Road. You must attend the related PARC meeting to give a brief presentation and answer any questions. PARC meetings are normally on the 2nd Monday of each month at 7:00 p.m. and are held in the Community Youth Center, 16 Park Road.

Applicant's name _____

Title/name of your event: _____

Purpose of your event: _____

Description of your event: _____

Date: _____ Hours _____

Building: _____ Park: _____

Is this event open to the public? _____

Will admission be charged? ___ If so how much? _____

Projected attendance _____

***(Note: If more than 75 attendees, a non-refundable cleaning fee of \$325 is required.)**

A \$75 non-refundable maintenance fee must be paid for use of any Town property.

How will your event be promoted? _____

Event organizers (List name, profession if applicable, e-mail, address and phone number):

Community Reference: _____

How does this event benefit the Town and/or your organization? _____

What percentage of net revenue will go to the Town of Fairfax (minimum 30%)? _____

How will security be provided? _____ By whom? _____

Will you be providing portable toilets? ____ If so, how many? _____

(at least one must be handicapped accessible)

Who will design and distribute your promotional materials? (NOTE – All promotional materials must include the statement, “Sponsored by Fairfax Parks & Recreation Commission.”) _____

Who will remove posted promotional materials and by what date?

Who is responsible for cleanup (include e-mail and phone #)?

Where will your trash go? _____

Will you provide garbage cans?

Will alcohol be served? _____

If yes, an ABC permit is required. Permission must be obtained through the Fairfax Police Department. (Please attach a copy of your ABC permit and any P.D. conditions) Liquor liability insurance naming the Town of Fairfax as Additional Insured in the amount of \$1,000,000.00 is required. Please send us a copy of your ABC permit and P.D. conditions within 15 days of your event.

You must provide a copy of proof of insurance at least 15 days prior to your event.

If guidelines are not met, PARC reserves the right to deny this application.

Within one month after your event, please provide a written summary of the: number of participants, expenses & revenues, and a copy of promotional materials. Security deposit will be returned at this time, provided facility is left in original condition.

Signature

Date

Name (Printed)

Phone Number

Approved by DPW on _____ By _____

Approved by Police Dept. on _____ By _____

CHECKLIST FOR APPLICANT

- **Police Dept. Notification** _____
- **Fire Dept. Notification** _____ (if necessary)
- **ABC permit** _____ (if necessary)
- **Proof of insurance** _____
- **Cleaning deposit if required** _____
- **Port-a-potties** _____
- **Debris box** _____
- **Prohibition of Styrofoam** _____
- **Plastic bag ban** _____

- **Building reservations**
 - Pavilion** _____
 - Women's Club** _____
 - Youth Center** _____

- **Park reservation**
 - Bolinas Park** _____
 - Peri Park** _____
 - *Ball field** _____ ***(pending approval by Town Manager)**