

Step by Step Guide To Public Event Reservations for New and Returning Events

Thank you for your interest in hosting your public event in a Bear Mountain Recreation and Parks District park. This **Step by Step Guide** will take you through the reservation and planning process. Please review the Guidelines for Public Events in Community Parks and park specific description to learn rules and regulations.

Park reservations must be approved, completed and paid **no later than three months** prior to the event. Community parks suitable for public event reservations: _____, _____, _____.

Steps 1 - 4 must be completed no later than 3 months prior to your proposed event. We recommend you allow sufficient time to complete all steps.

Step #1 – Proposal. The event organizer must submit a proposal; a description of your event vision including:

- Timeline, including set up thru clean up
- Vendors, how many and whattype
- Entertainment
- Food or food vendors, how many
- Event activities
- Layout – site map
- Proposed run/walk route
- Proposed event date
- Proposed park
- Estimated number of attendees
- Admission or entry fee to the event
- The organization's status as non-profit or commercial
- Contact name, telephone numbers and email

Submit the proposal by mail, in person, email or fax to:

Lorena Cervantes, District Manager
Bear Mountain Recreation and Parks District David Head Building
10300 San Diego Street Lamont, CA 93241

email: bearmtnpr@sbcglobal.net fax: (661) 845-4238

The District will review your proposal to determine suitability of the event being held in a park. You will be notified of submittal regarding approval to move forward with the reservation process. Should the District wish to partner in your proposed Event, the District shall contact you to arrange a meeting concerning the same.

If your Proposal is Approved, you will move to steps Two through Seven, as outlined below.

Step #2 – Reservation

Submit with the reservation form a written description of any changes to your event plan from last year for approval. Changes may impact your event fees.

1. Schedule the Pre-Event logistics meeting (Step #4) and Post-Event Meeting (Step #7).
2. Complete the reservation form
3. Submit and pay your Basic Park Fee and Impact Fee to **hold your rental date/time** pending the Pre- Event logistics plan meeting. Please refer to "Fees for Public Events in Community Parks."
4. Pay your refundable damage deposit, as determined by the District's Board of Directors based on event size and potential impact to District facilities.

Step #3 – Event and Park Logistics Plan

For efficiencies, BMRPD requires your final completed plan to be emailed to the District at the above listed email address one week prior to your scheduled meeting. Please do not send early.

This plan will be the basis of your discussion with District staff regarding your event and will include an event timeline, site map, activities schedule and all pertinent details of your use of the park. Please bring your completed plan to your scheduled Pre-Event meeting. The document Event and Park Logistics Plan includes instructions, considerations and expectations. Please review the Event Accessibility Tips for your planning. If your event will have vehicles on the grounds other than parking lots or access roads, you are required to have a complete Vehicle Access Permit.

If you have questions regarding District expectations or if you would like help in event logistics problem solving, don't hesitate to contact the District. We are here to help you make your event successful.

Step #4 – Schedule Your Pre-Event Meeting.

During this meeting you will go over your completed Event and Park Logistics Plan, discuss park related event details, arrange for any other District services you may need, and schedule a site walk-through if needed.

Step #5 – Insurance no later than 30 days prior to your event.

Submit proof of COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$2,000,000 combined single occurrence. **The District must be named as an additional insured on this policy.**

Step #6 – Have a successful and fun event!

Step #7 - Post-Event Evaluation

It is the event organizers responsibility to schedule the Post-Event meeting within two weeks following your event. **This meeting is crucial if you plan on holding your event on a recurring basis.**

Final billing and/or refunds will be made following the post-event meeting.

Guidelines for Public Events in Bear Mountain Recreation and Parks District Parks

Bear Mountain Recreation and Parks District provides parks and facilities to connect people to nature and to each other. The District appreciates the value that special events have in people's lives and in building strong communities. These guidelines were created to ensure that events are successful while our parks and facilities remain healthy and well-cared-for, for all to enjoy.

Community parks suitable for event reservations: _____, _____,
_____.

GENERAL RESPONSIBILITIES AND EXPECTATIONS

Services provided by Bear Mountain Recreation and Parks District

These services are available from _____ through _____ and are provided as part of the basic reservation fee when and where available:

- Routine maintenance of the park before each reservation
- Restrooms cleaned, opened and stocked
- Power and park lighting
- Potable water, hose bib or drinking fountains
- Sprinkler schedules adjusted

Additional District Support Services

The District provides optional services with an additional cost that will be billed to the event organization at the Post-Event meeting, or can be deducted from the damage deposit. Additional services include:

- Rental of barricades used within the park boundaries and no parking signs as available
- Provide extra trash cans and trash bags for events with less than 150 participants.
- Vehicle access permits
- Provide emergency assistance for park power source, irrigation, cleanup or other park related problems during the event (see Fees for Public Events in Community Parks)

RESERVATIONS

The proposal, reservation and planning process must be completed no later than 3 months prior to your event date. Applicants must be at least 21 years of age and assume responsibility for all aspects of event planning, management and fees/deposits.

Reservations are finalized after the event proposal is approved, the reservation form is completed and fees are paid. Next, the event organizer is responsible for scheduling the Pre-Event meeting with the District. At the Pre-Event meeting the logistics plan will be reviewed and approved. Bear Mountain Recreation and Parks District reserves the right to deny use of parks and/or facilities.

Recurring Events: 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.

Additional Permit Requirements

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

- Sale of food

- Serving, selling or giving away alcohol
- Event Security
- Noise Permit
- Business License
- Fire code inspection
- It is the responsibility of the representative signing the reservation form to obtain all necessary permits.

Insurance

Insurance is required for all events or activities open to the public. It is the responsibility of event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$2,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the District may carry, and name the District as additional insured. Failure to maintain insurance coverage required by this agreement shall be cause for immediate termination of the park use permit. Insurance must be submitted to the District no later than 30 days prior to the event.

PARK USE GUIDELINES

Event Hours

Parks are open from _____ am to _____ pm unless otherwise posted.

Americans with Disabilities Act (ADA)

Bear Mountain Recreation and Parks District abides by ADA guidelines that are intended to ensure equal access for people with disabilities. Event organizers are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. The District will provide you with general guidelines to help you make your event accessible. This includes maintaining access to sidewalks and curb cuts and the provision of designated parking spaces for people with disabilities. If the event calls for additional parking, then appropriate parking for people with disabilities must be provided. ADA compliant restrooms must be made available. We will discuss your compliance plan at both the Pre-Event and Post-Event meetings.

Security and Traffic Control

Security and/or traffic control may be required of event organizers depending on the type of event and the number of expected participants. The Board of Directors of the Bear Mountain Recreation and Parks District will review the security plan and traffic control plan proposed by the organizer. The event organizer is responsible for obtaining a traffic engineering stamp of approval from, if required, from the proper governmental agency on the traffic control plan, prior to Board of Director review. If security is required, it is the responsibility of the event organizer to make all arrangements and to provide the District with contact names and numbers prior to the event. Security personnel are not allowed to carry firearms.

Concessions, and selling or giving away food

Event organizers may contract with food, craft and other types of vendors as part of their scheduled event. All vendors must follow the rules and regulations set forth by the County and District.

Run/Walk Events

- Please attach a legible detailed route map
- All route markings should be removable and leave no trace after the event. Markings must be removed within one hour post event.
- Run/walk events using city streets must contact the City for possible permitting requirements.

Trees

- It is unlawful for any person to cut, injure, deface or damage any trees on park property. Please observe the following:
- No signs or related hardware (ropes, wires, nails, etc.) are to be attached to any tree. You may loosely wrap flagging for barrier or boundary marking.
- Animals or bicycles shall not be attached, tied or locked to trees.
- No chemicals, cleaners or other liquids are to be deposited near trees.
- BBQ's, portable gas grills or heat generating equipment or materials shall not be placed near any tree trunk or under the branches of any tree.
- No stakes, rebar etc. are to be driven into the ground under the tree drip line.
- Ice may be disposed of by distributing in tree wells. (Ice left on turf will damage the turf.)
- Trees may not be pruned for special events. If a tree interferes with pedestrians, public travel or constitutes an immediate public hazard, contact the District Maintenance Department for treatment.
- If fire danger is high, permits may be revoked.

Sound and Noise

Special events must follow the County of Kern's Sound Ordinance. Please contact the County of Kern to obtain such requirements.

Public Access to Park Facilities

Public facilities such as restrooms, sidewalks, drinking fountains, and footbridges must remain open to non-event users during reserved events. A twenty foot (20') fire lane must be maintained for access on all roadways.

Glass Containers

Glass containers for food, beverage or the like are not allowed at special events. Broken glass on turf and playgrounds can cause injuries, can be a serious health issues and is difficult to remove.

Generators

When a generator is used at an event, it must be UL-approved and in good working condition. Fuel must be kept in an approved safety can and kept in a secure area away from the generator. A fire extinguisher must be available and "kitty litter" or similar fire retardant product should be on hand in case of fuel spills. Fuel may NOT be refilled on turf areas or during the event while the public is present. Generators may not be placed under trees where the exhaust may be damaging. It is best to use an exhaust deflector to protect the turf.

Animals at Events:

Event managers may prohibit individuals from bringing animals into an area where a special event is being held. This prohibition does not apply to service animals.

Dogs must be leashed in all District parks and facilities except in designated off-leash areas.

Bouncy Houses /Large Inflatable Play Toys

- Placement of blow up toys must be pre-approved by the District to ensure care of turf and landscape; include in your logistics plan.
- Blow up toys must be held down with weighted containers; no stakes may be used to anchor them unless installed by professional rental company.
- Blow up toys may not be placed under or close to trees.

FEES AND DEPOSITS

Park Use Fees and Damage Deposit: *Must be submitted with Reservation to secure your event date.* District parks and facilities are available for reservation on a space available basis. Certain fees, guidelines and restrictions apply to the reserved use of each park.

Fees for public events: (see Fees for Public Events in Community Parks)

- The Basic Park Fee covers the cost of direct program administration.
- The Impact Fee assesses a fee for physical park impact
- Damage deposit: All public events pay a refundable damage deposit due with reservation form.

Event Cancellation

A full refund will be honored for a written cancellation 6 months prior to the event date.

Damage Deposit Refunds for Public Events

- Refundable fees are held until event management and the District conduct a post-event evaluation.
- District staff will evaluate the condition of the park/facility to determine if charges need to be made to return the park/facility to pre-event condition. Part or all of a deposit may be retained if the event site is not returned to the pre-event condition.
- A customer may be liable for additional fees should damage exceed the deposit amount.
- Unauthorized changes from the agreed upon logistics plan may result in added fees and/or non-renewal of subsequent reservation requests.
- The District reserves the right to cancel an event at any time due to extenuating circumstances (such as water line break, extreme weather impact on a park, etc.) and will not be responsible for any expenses or lost revenue due to cancellation of event.
- Refund checks are issued by the District once a month.

Fees for Public Events in Bear Mountain Recreation and Parks District Parks

Application, Basic Park Fee and Impact Fee must be submitted to secure your event date and no later the 3 months prior to your event. Failure to do so may jeopardize the event reservation and or future rentals.

1. **Basic Park Fee:** This fee contributes to the cost of the administration of the community event program and care for the park system.
 - (a) **Non-profit organization** or public agency; **no fee charged** to event participants.
 - \$ 500.00 first day
 - \$ 300.00 additional day
 - (b) **Non-profit organization** or public agency; **admission/entry fee is charged** to participants (i.e. foot race)
 - \$ 800.00 per day of admission charged
 - \$ 400.00 additional day
 - (c) **Non-profit organization** or public agency; **foot race less than 150 participants** with park use less than 4hrs.
 - \$ 200.00 flat fee
 - (d) **Commercial, for-profit** business, organization, private group or individual; **no admission/entry fee is charged** to participants.
 - \$ 1,000.00 per day
 - \$ 800.00 additional day
 - (e) **Commercial, for-profit** business, organization, private group or individual; **admission/entry fee is charged** to participants (i.e. foot race or production).
 - \$ 2,000.00 per day of admission charged
 - \$ 1,000.00 additional day

2. **Impact Fee:** Events have varying degrees of impact to a park, depending on: quantity of park visitors, impact on turf, event footprint, quantity of vendors/booths, and inflatables. Price is per day and may vary based on daily impact.(set up and take down, for example)
 - High Impact \$ 500.00
 - Moderate Impact \$ 300.00
 - Low Impact \$ 150.00
 - Minimal Impact \$ 50.00

3. **Optional BMRPD Services:** *Balance to be paid at Post-Event meeting*
 - Garbage Can Rental \$ _____
 - Barricade Rental \$ _____ (*only within District property*)
 - No Parking Sign Rental \$ _____

4. **Vehicle Access Permit**
 - Car & Pickup truck \$ 5.00
 - Truck-trailers \$ 10.00
 - Large delivery trucks \$ 20.00

5. **Emergency onsite event staff support:** \$ 30.00 per hour (*irrigation, power, clean up, etc.*)

NOTE: Events NOT staged on District property but needing services on District property such as staging for a walk/run through a park event, will be charged \$ 15.00 per hour for administrative and/or other services.

Reservation for Public Event in a Park

The Reservation and Planning Process Must be Completed NO LATER than 3 Months Prior to Your Event

Application Date: _____ Event Name: _____

Name of Organization: _____

Address: _____

Representative Name: _____ Email Address: _____

Contact Numbers: Office: _____ Home: _____ Cell: _____

Event Date(s): _____ Event Hours: _____ Estimated Attendance: _____

Event Set Up Date and Time: _____ Event Cleanup Date and Time: _____

Park Site: (insert park name) (insert park name) (insert park name) Other: _____

Date of approval: _____ Name of BMRPD Representative: _____

Will alcohol be served or sold at your event? Yes No

Please contact County of Kern for possible requirements.

Submit Basic Park & Impact fees with reservation form

Basic Park fee \$ _____

Park Impact fee \$ _____

Damage Deposit: A refundable damage deposit due no later than 30 days prior to event. In the amount of half the basic park fee.

Insurance: Organizations are required to have proof of a certificate of insurance for a Comprehensive General Liability policy of not less than \$2,000,000 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the district may carry (a certificate naming the district as additional insured.) Proof of insurance must be submitted 30 days prior to the event.

Name of Insurance Company: _____

Policy Number: _____

Post Event Final Billing: Fees for optional additional district services are due 2 weeks after post- event evaluation meeting.

Event Cancellation: Full refund for cancellation 6 months prior to event date.

Waiver

I agree to the following and attest that the attached statements are true to the best of my knowledge. I and/or the organization I represent understand that any violation of this and subsequent event plan agreements will result I forfeiture of deposit, immediate termination of event, and jeopardize future use of district facilities. User agrees to indemnify, defend, and save and hold district, its affiliates and their respective directors, officers and employees and agents of the district harmless from any and against any claims (including without limitation third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, costs, liabilities (including sums paid in settlement of claims), interest, or losses, including reasonable attorneys' fees and costs (including without limitation, any such fees and expenses incurred in enforcing this agreement or collecting any sums due hereunder), costs, consultants' fees and experts' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user. As a condition of use of Bear Mountain Recreation and Parks District facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age, gender, disability or sex.

Signature: _____ Date: _____

Event and Park Logistics Plan

Thank you for working with us to ensure that your event is successful and our community's parks remain healthy. This plan will be the basis of your discussion with District staff regarding your event. For efficiencies, the BMRPD requires your completed final logistics plan be e-mailed or mailed one week prior to your scheduled Pre-Event meeting. Please bring event plan with you to the Pre-Event meeting, which must take place no later than 3 months prior to your event date.

The event plan has four sections:

- Part 1: Event timeline
- Part 2: Site map, showing your event's layout in the park and off site staging
- Part 3: Description of event details and emergency management
- Part 4: Vehicle access permits

Part 1: Event Timeline

Please provide a detailed timeline for your event, from set-up through clean-up. Please include a schedule of all event details such as deliveries, road closures, race times, entertainment and event activities. If this is a recurring event, please also share a copy of your vendor packet and promotions.

Part 2: Site Map

This will help us work with you to ensure that things such as irrigation lines and landscaping are not negatively impacted. Using the designated BMRPD park map on our website, indicate where each of the following will be located:

- Tents and Pop ups. If you have more than one size of tent, indicate the size at each location.
- Vendor and concessionaire locations
- Stages
- Event activities: i.e. bouncy houses, games, water activities, climbing wall
- Beer garden area
- Portable restrooms – needed for all events over 100
- Vendor loading and unloading areas
- Vendor parking
- Dumpsters/recycling containers for both attendees and vendors
- Electrical needs – see park map for locations
- Emergency access to the site
- ADA parking and access to your event features
- Public parking and road closures

Part 3: Description of Event Details and Emergency Management: In addition to indicating these items on your park map please describe how you will address the following:

- A. **Tents and Pop Up 10x10 Canopies:** Provide a master list of all tents and pop up canopies that will be set up in the park. Please include number of tents and size.

Considerations and expectations:

- Weighing down tents: To avoid possible damage to electrical, irrigation and water lines, the District requires that canopy equipment be secured with water or sand weights rather than stakes (unless otherwise approved). Pop up 10 x 10 canopies can be secured using 6" tent stakes.

B. Toilets: List number of regular and ADA toilets and company providing the service

Considerations and expectations:

- Toilets must be removed within 24hrs post event. If your event is a back to back booking your portable toilets must be removed by the end of your event day.
- The District requires that portable restrooms and portable hand washing facilities be provided by the event organization. ADA accessible restrooms must be provided; be sure to allow space for accessible access to washing stations.
- Toilets should be placed on hard surfaces or grass with door opening towards accessible surface. Toilets must be accessible from the roadway or a hard surface for servicing.
- Toilet companies are allowed to drive on the turf without VA permit with District approval.

C. Stages: List number, size and provide a photo or drawing. How will the stages be anchored?

Considerations and expectations:

- To avoid possible turf damage the District requires stages to be elevated at least 4" off the ground to allow for air circulation.

D. Musical Entertainment: Describe type of music being played and how the sound will be managed?

Considerations and expectations:

- See County specific guidelines for amplified sound and noise regulations.

E. Special Event Features or Activities:

Considerations and expectations:

- The District requires a description and prior approval for any activity that may impact or potentially damage the park and turf, i.e. bounce houses, slack line, water activities, climbing wall, games etc.

F. Walk/Run Event: Provide route map and list parks and trails you are requesting to run through.

Considerations and expectations:

- Routes may be marked with duct tape, signs, sandwich boards or irrigation flags.
- All route markings should be removed within one hour after the event and leave no trace.

G. Vendors: food, sponsors, commercial and other: Please list and describe.

H. Alcohol/Beer Garden: Describe how you will manage and create the parameters.

Considerations and expectations:

- In addition to County permitting and guidelines, the District requires events selling alcohol to be contained in a controlled area.
- See your park information sheet for site specific guidelines.
- If alcohol is being sold and served near the District Pools, the District requires the area to be hard fenced and located as far away from the pool entrance as possible. This is a public safety precaution for the families and kids using the pool.

I. Electricity: Describe your electrical needs.

Considerations and expectations:

- Electricity is available although limited in parks and facilities. Event organizers must supply all electrical needs, such as spider boxes and cords for vendors and suppliers.

J. Parking Plan

Considerations and expectations:

- Event organizers are responsible for monitoring and informing event staff, vendors, participants and visitors of the parking expectations.
- Parking is allowed in designated parking lanes only, one vehicle per space. Vehicles parked in “no parking” areas may be towed at the owner’s risk and expense.
- For safety purposes a traffic plan may be required.

K. Emergency Plan: In the case of an emergency, describe where police, fire or ambulance vehicles and personnel will access your event. Include who will be in charge of the scene and their contact information on event day.

Considerations and expectations:

- All roadways are fire lanes and space must be kept open for emergency vehicles to access the park in the event of an emergency.
- Lost child plan

L. Security Plan: Please describe and include contact name and company.

Considerations and expectations:

- BMRPD may require security personnel at events over 1000 depending on size and event type.
- BMRPD requires security for overnight events with staging.

M. Garbage Disposal plan: Please describe.

Considerations and expectations:

- Event organizer will be held responsible for clean-up of park site and facilities during and after their scheduled event, including bagging and removing all trash associated with the event. The event organizer will be responsible for making arrangements for roll around trash cans and/or dumpsters including being placed on hard surfaces. Dumpsters must be removed within 12 hours following the event.
- Dumpster size based on Number of Event Visitors
 - o 6 yd./ roll around trash cans: 300 – 2000 people
 - o 10yd dumpster: 2000 – 3000 people
- Bear Mountain Recreation and Parks District expects all events to recycle aluminum, plastic and cardboard by providing recycling containers for both event attendees and vendors. Disposal of such material can be taken to the Kern County Landfill Recycling Center.
- Hazardous materials are prohibited from entering the trash for disposal at a sanitary landfill. It is the responsibility of the event organizer to identify proper disposal options and utilize them.

N. Water and Disposal Plans: Water is available in Drake and Riverbend Park. Please indicate if you have needs for drinking or non-potable water. Explain how you will dispose of grey water.

Considerations and expectations:

- Disposing of water/ice and grey water: Event organizers are responsible for the proper disposal of all liquid wastes from an event, including those of their vendors.
- Wastewater may not be poured on the ground or in any waterway. Clean water in small amounts may be spread across landscaping and turf areas.
- Deposit ice in tree wells, not on turf.

O. Additional Park Considerations and Expectations:

- Bear Mountain Recreation and Parks District abides by ADA guidelines that are intended to ensure equal access for people with disabilities. Event organizers are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. The District will provide you with general guidelines to help you make your event accessible. This includes maintaining access to sidewalks and curb cuts and the provision of designated parking spaces for people with disabilities. If the event calls for additional parking, then appropriate parking for people with disabilities must be provided. We will discuss your compliance plan at both the Pre-Event and Post-Event meetings.

Part 4: Vehicle Access Permits

Vehicles can cause both short and long term damage to a park in the form of turf compaction and destruction and damage to trees. Although the District understands that vehicles on the turf are often necessary, we ask that you do your best to keep vehicles off the turf to the highest extent possible. Bear Mountain Recreation and Parks District will work with you to ensure that your event needs are met with the least impact on the park. For help identifying other delivery, set up or clean up options, you are welcome to call the District Manager.

Complete the **Vehicle Permit Log** and return it **one week** prior to your event date.

Tips for Making Your Event Accessible

The Americans with Disability Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities and opens doors for full participation in all aspects of everyday life. These guidelines are intended to help event organizers design events to accommodate people of all abilities. This handout is not intended to be an all inclusive guide to ADA compliance. It is the responsibility of the event organizer to understand and comply with all federal regulations that pertain to the Americans with Disabilities Act.

The Basics:

- Include on your BMRPD logistics plan how and where you will provide accessible parking, ADA-compliant toilets and accessible pathways. Include other accommodations you are making, such as the provision of ramps, accessible seating, etc. to make your event accessible.
- All print materials promoting your event must include the Request for Accommodation notice with the international symbol for accessibility (ISA-blue and white symbol of a wheelchair icon) as well as a contact name and phone number for a patron to request accommodation from you.
- Plans should be in place to provide sign language interpreters, assistive listening devices, Braille or other alternative formats should it be needed.
- Staff, volunteers and others should be trained on how to involve, assist and accommodate people with disabilities.

Making the Venue Accessible:

- Particular attention should be given to the accessibility of the event location. Understanding how visitors arrive at and move through your event will go a long way in identifying and removing barriers. The ADA regulations recommend the following priorities for barrier removal:
 - Provide access from public sidewalks, parking areas, and public transportation
 - Provide access to the booths, displays/exhibits and activities at your event
 - Provide access to public restrooms and portable toilets
 - Avoid barriers to other public amenities, such as drinking fountains and benches

Accessible Routes: The path a person with a disability takes to enter and move through your event is called an accessible route. This route must be at least three feet wide and not be blocked.

- All pathways should remain clear of protrusions.
- Attention should be given to avoid trip hazards.
- Cords, wires, hoses, etc. located on a pathway must be covered with a cord cover or other similar device (such as an industrial rug taped to the surface).
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions. Where possible, the alternate path of travel should be parallel to the disrupted pedestrian access route and on the same side of the street.
- If an alternate path of travel is provided, signage designating the alternate path of travel is required.
- Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a portable barricade.
- If a raised area (stage, podium, dais, etc) will be used by event attendees, accessible access to the raised area must be provided.

- If crowd control measures are to be used, plans must be in place to ensure that the path of travel is not blocked and that people who are blind or have low vision do not encounter trip hazards.
- Temporary/portable ramps that do not exceed an 8.33% (1:12) grade may be used to provide an accessible path of travel. (Example: the slope of pedestrian crossing curb ramps)
- Turf/ground may serve as an accessible pathway as long as it is not on sloped land. (ADA requires running slopes are less than 5% and cross-slopes less than 2%). Booths on slopes should be avoided.

Parking

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility (ISA).
- Signs with the international symbol for accessibility (ISA) are to be mounted where they are visible.

Sales or Service Counters and Displays

- There should be an accessible pathway to each display or exhibit.
- There should be at least 5' of turning space in front of each display/exhibit.
- If sales or service counters are provided for the event, a portion of the counter must be no more than 36" above the finished floor or the ground and the width must be at least 36" wide.
- Vendors should be instructed to consider access to their displays by people with mobility devices.

Seating

- If patron seating is provided, accessible seating and companion seating must be provided.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility (ISA) and placed for maximum visibility.
- Portable tables are to be arranged far enough apart so a person with a mobility device can maneuver between them when patrons are seated.

Portable Toilets: The total number of portable toilets to be provided for an event determines the required number of accessible portable toilets in any given area. This number is 5% of the total, but in no event can there be less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.

- If portable toilets are provided, accessible units shall be located on a level area.
- An accessible path of a minimum of 36" to each accessible portable toilet is required.
- Access to the door of a portable toilet must not be impeded by any barriers. Pay attention to ensure that portable toilet doors do not open outward and thus protrude, onto pathways.
- Accessible portable toilets must be identified with the international symbol of accessibility (ISA).

Service Animals: Event organizers must allow people with disabilities to bring their service animals into all areas of the event open to other event patrons. Service animals are animals that are individually trained to perform tasks for people with disabilities.

- Service dogs include animals in training being guided by a trainer.
- Service dogs in training should be identified by a vest or other clearly marked garment on the

dog.

Steps for Success: Making events accessible and welcoming to people of all abilities is the right thing to do. Taking proactive and thoughtful measures will insure compliance with the law and contribute to a quality event. Emphasize with your event staff and event vendors the importance of maintaining an accessible environment for customers and patrons with disabilities.

Vehicle Access Permit Form

Event Name: _____

Event Date(s): _____

PERMIT #	VENDOR NAME	Car & Pick up \$30.00	Truck/ Trailer \$50.00	Large Delivery Truck \$100.00	Park Services Approved
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Signature: BMRPD Representative

Date

Signature: Event Representative

Date

**Note: Vehicle Permit fees are due 2 weeks prior to the first day of the event. Any additions must be approved by event staff prior to event set up.*