



City of Santa Clarita

Open Space Special Event Application Form

This form must be submitted a minimum of 14 days prior to the requested date(s).

Applicant Information

Name: _____ E-Mail: _____

Day Phone: _____ Cell Phone: _____

Organization: _____ 501 (c) 3 ID# _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Fax: _____ Website: _____

Event Details

Event Title: _____

Location Requested: _____

Event Dates: _____ Open to the Public? Yes No

Event Time (Include set-up and take-down) from: _____ to: _____

Event Parking Requirements: _____

Anticipated number of participants _____

All open space activities are limited to the hours of sunrise to sunset, unless special permission is granted by the Director. All events are subject to existing rules regarding the permissible uses and activities in the open space. Applicants are required to provide releases and/or waivers acceptable to the City, which may include Insurance Certificates and Endorsements from a private insurance agent, listing the City of Santa Clarita, its officers, agents, employees, and volunteers harmless from any liability for damages and claims for personal injury including death, as well as from claims for property damage which might arise from the use of a City facility or open space. Individual participants may also be required to provide a waiver.

Submission of Open Space Special Event Inquiry Form is not a guarantee that the event can be permitted. Do not promote the event until written confirmation has been received. Please send completed Inquiry Form and all related events details including a site diagram (showing security, parking plan, first aid & emergency vehicle access, booths, restrooms, etc.) to Mindy Penrod, mpenrod@santa-clarita.com or fax to 661-284-1431. For additional information please call Mindy Penrod at 661-286-4129.