



**COUNTY OF KINGS**

**DEPARTMENT OF  
PUBLIC WORKS**

Kings County Government Center  
1400 W. Lacey Boulevard  
Hanford, CA 93230  
Phone: (559) 582-3211  
Extension: 2690  
FAX: (559) 582-2506

Kevin J. McAlister, Director

**Kings County Parks Special Event/Use Application**

County of Kings  
Public Works Department  
1400 W. Lacey Blvd., Bldg. #6  
Hanford, CA 93230  
Phone: (559) 582-3211, ext. 2690  
FAX: (559) 582-2506

**Organization Information & Contact Information**

Organization you represent \_\_\_\_\_  
Applicants name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Business Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Fax \_\_\_\_\_

**Event Information**

Park requested \_\_\_\_\_ Area(s) \_\_\_\_\_  
Event Date(s) \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

(Events requiring early set-up or extended close time will result in additional costs. \$35 per hour with 2 hour minimum)

Name of Event \_\_\_\_\_  
Type of Event \_\_\_\_\_  
Expected Number of Participants \_\_\_\_\_ Spectators \_\_\_\_\_  
Will you be paying for event parking \_\_\_\_\_

**Activities – Be Specific**

Brief Event Description:

Bounce House? _____	_____
Early Access? _____	_____
Extended Close _____	_____
Overnight Stay? _____	_____
Band? _____	_____
D.J.? _____	_____
Catering? _____	_____
Rental Deliveries? _____	_____



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Special needs request \_\_\_\_\_

List public sponsors, if any \_\_\_\_\_

List Vendors (Will anything be sold? i.e., alcohol, food, or drinks) \_\_\_\_\_

Provide event insurance information. \_\_\_\_\_

List Advertising if any. \_\_\_\_\_

**Department of Public Works Fees Breakdown Authorizations**  
**This section to be filled out by Department.**

Area(s) Reserved: \_\_\_\_\_ Fee: \_\_\_\_\_

Overnight: Yes \_\_\_ No \_\_\_ Fee: \_\_\_\_\_

Bounce House: Yes \_\_\_ No \_\_\_ Fee: \_\_\_\_\_

Early Access: Yes \_\_\_ No \_\_\_ Fee: \_\_\_\_\_

Cleaning Deposit: Yes \_\_\_ No \_\_\_ Fee: \_\_\_\_\_

Corporate Rate: Yes \_\_\_ No \_\_\_ Fee: \_\_\_\_\_

Guest Parking: Yes \_\_\_ No \_\_\_ Fee: \_\_\_\_\_

**Total Fees Due:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

Kevin McAlister, Director of Public Works

Date: \_\_\_\_\_