



**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

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**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

**Required Applicant Information:**

Please describe with as much detail as possible.

- 1. Company Name**  
**Contact Person**  
**Address**  
**Phone**  
**E-mail address**
  
- 2. Park Requested**
  
- 3. Area Requested**
  
- 4. Date of Event**  
**Time**  
**Number of People Expected**  
**Number of Cars Expected**
  
- 5. Activities Planned – Be Specific**  
Bounce House?  
Early Access?  
Overnight Stay?  
Band?  
D.J.?  
Catering?  
Rental Deliveries?



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**6. Special Needs/Requests**

**7. Will there be Public Sponsors?**

**8. Will anything be sold? (Food, Drinks or Merchandise)**

**9. Do you (or your organization) have Liability Insurance?**

**10. What type of Advertisement for the event?**

**Department of Public Works Fees Breakdown and Authorizations**

Fee Breakdown:

Areas(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 \_\_\_\_\_

**TOTAL FEES DUE:** \_\_\_\_\_

Approved by: \_\_\_\_\_

Kevin McAlister, Director of Public Works

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