



COUNTY OF EL DORADO

General Services Department

Airports, Parks & Grounds

3000 Fairlane Court Suite 1
Placerville, CA 95667
(530) 621-5864 FAX (530) 295-2540

Thank you for considering El Dorado County for your upcoming activities. We currently have three park locations available for your use and enjoyment:

Pioneer Park

6740 Fairplay Rd.
Somerset, CA 95684
Pages 2-4

Henningsen Lotus Park

950 Lotus Rd.
Lotus, CA 95651
Pages 5-6

Bradford Park

4224 Motherlode Drive
Shingle Springs, CA 95682
Page 7

Our facilities can accommodate ball leagues, weddings, birthdays, classes, meetings, equestrian events, and fundraisers. Specific information on each park follows. Our facilities are available on a first come first serve basis (leagues will be formally scheduled). Please call (530) 621-5864 for availability.

Required Information

- Permit Application – must be complete or it will be returned
- Certificate of Insurance
- Deposit(s) – refundable when *facility is left in a clean condition and any keys are returned*
- Rental Fees – used for maintenance and on-going facility improvements
- Written outline of the activity

Cancellation

Cancellations made at least 14 days prior to the event will receive a full refund less a \$10 cancellation fee. Cancellations made less than 7 days prior to the event will forfeit all fees. Deposits will be refunded in full.

Insurance

Proof of a policy of insurance, satisfactory to the El Dorado County Risk Manager, shall be submitted with fees and deposit(s). Liability insurance of no less than \$1,000,000 is required for all events. Failure to provide an adequate Certificate of Insurance will result in cancellation of the event. The County must be named as an additional insured. The following language must be contained on the Certificate of Insurance. *The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured, but only insofar as the activities under this agreement are concerned.*

Rain Dates

Rain dates can be made for all events. An additional \$25 non-refundable fee will be charged per rain date requested.

Doing Business in the Park

Parks may issue special event permits for organizations conducting business in the park. For profit organizations must pay the County fifteen percent (15%) of net receipts. Non-profit organizations with Federal and/or State Tax Exempt status must pay the County ten-percent (10%) of net receipts. Fees noted with an asterisk are used as a guide. The greater of the fee or the percentage of sales will become the Site Fee. Amounts must be paid within 10 working days of your event.

General Rules

The sale of alcohol is prohibited at all parks. All youth activities require adult supervision.

Pioneer Park

Pioneer Park offers two paved parking lots for your convenience. Parking is no charge. Picnic tables are also available for your enjoyment.

Ball Field – Regulation size

- Seating – Grass Area
- Game Slots – Hourly, ½ Day, Full Day, Season (16 weeks)

Soccer Field - Regulation size

- Seating – Grass Area
- Game Slots – Hourly, ½ Day, Full Day, Season (16 weeks)

FACILITY	COUNTY RESIDENT	NON COUNTY RESIDENT	DEPOSITS
Youth Soccer			
Hourly	\$ 10	\$ 12	\$ 50
½ Day	\$ 35	\$ 45	\$ 50
Full Day	\$ 55	\$ 65	\$ 50
Season	\$ 375	\$ 475	\$150
Adult Soccer			
Hourly	\$ 12	\$ 15	\$50
½ Day	\$ 45	\$ 65	\$50
Full Day	\$ 75	\$ 95	\$50
Season	\$ 475	\$ 600	\$150
Little League			
Hourly	\$ 10	\$ 12	\$50
½ Day	\$ 35	\$ 45	\$50
Full Day	\$ 55	\$ 65	\$50
Season	\$ 375	\$ 475	\$150
Adult Softball			
Hourly	\$ 12	\$ 15	\$50
½ Day	\$ 45	\$ 65	\$50
Full Day	\$ 75	\$ 95	\$50
Season	\$ 475	\$ 600	\$150

Pioneer Park (continued)

Community Center

- Main Hall – accommodates 75-80ish
- Conference Room – accommodates 30ish
- Kitchen/Snack Bar Facilities (at an additional charge)

ACTIVITY TYPE	ROOM DESCRIPTION	SITE FEES	DEPOSIT	KITCHEN FEES
Youth Non Profit				
On Going (Weekly / Monthly)	Main Hall or Conference Room	\$ 5 per meeting	\$ 100	N/A
One Time Use	Main Hall or Conference Room	\$ 25	\$ 100	N/A
Snack Bar / Kitchen (for sporting events)		\$ 20 * per use	\$ 100	N/A
Adult Non Profit				
On Going (Weekly / Monthly)	Main Hall or Conference Room	\$ 10 per meeting	\$ 100	\$ 20 per use
One Time Use	Main Hall or Conference Room	\$ 25	\$ 100	\$ 20
Private Use				
Parties, Weddings, Etc.	Main Hall	\$ 200	\$ 200	\$ 60
For Profit Classes, Community Activities	Main Hall or Conference Room	\$ 200 *	\$ 200	\$ 60 *

Main Hall / Conference Room Rules

- To qualify for on-going event fee status, groups will be required to sign up for a minimum of 5 meetings.
- A time limit of 4 hours is set for ongoing activities; over 4 hours are at additional fees.
- If the tables are used, they must be cleaned with soap and water. Cleaning materials will be provided.
- Floor must be dust mopped and, if necessary, damp mopped. Spot cleaning may be adequate for minor spills.
- Only the chairs, which are set at the meal tables, may be left up. All other chairs must be returned to the racks or their proper room.
- If decorations are used, only masking tape may be used to hang them.
- All windows and outside doors MUST be closed and locked at the end of the function. The person responsible for the rental should check ALL doors before leaving the facility.

Kitchen / Snack Bar Rules

- Use of ANY kitchen equipment must be arranged for in advance. There are a variety of items available. Any damage, breakage or loss will be charged to the renter. Inventory of items used will be done the next working day.
- If the stove is used, it MUST be left clean. This includes cleaning the inside of the oven (if necessary).
- All leftover food MUST be removed from the kitchen unless prior arrangements have been made.
- ALL GARBAGE MUST BE HAULED AWAY. You must provide your own trash bags. Failure to do so will result in a \$ 25 charge, which will be deducted, from the cleaning deposit.
- No equipment may be used unless prior arrangements are made and NO equipment may be removed from the center.
- Kitchen floor must be mopped thoroughly. Cleaning materials will be provided.
- All counters MUST be wiped off.
- All sinks MUST be cleaned out and wiped dry.

Pioneer Park (continued)

Equestrian Arena

- Trailer Parking available
- Seating – None available
- Time Slots – Daily, Season (6 months)
- Announcer’s Booth (at an additional charge)

DESCRIPTION	SITE FEES	DEPOSIT
Youth Organizations		
On Going	\$ 30	\$ 50
One Time Use	\$ 10	\$ 50
Adult Associations / Organizations		
On Going (Season)	\$ 150	\$ 50
For Profit Events (see Doing Business in the Park)		
Clinics	\$ 50*	\$ 50
Special Events Charging General Admission – One Day	\$ 150*	\$ 50
Special Events Charging General Admission – Two Day	\$ 200*	\$ 50

Arena Use Rules

- Horses are not permitted on the north side of the arena or on any of the grass/turf areas of the park (ballfields). Please keep all equestrian activities away from the paved parking lots, playground and community center. Horses are allowed on the trail at the southern edge of the park perimeter.
- All horse trailers and associated vehicles are required to park above the arena on the upper, dirt parking lot.
- Manure is not allowed outside of the arena, including the parking areas. Cans are provided next to the arena for cleanup. A manure compost bin has also been set up next to the maintenance yard if the cans near the arena are full. Please **DO NOT** put manure into garbage cans, dumpsters, landscape areas, or parking lots.
- Horses shall not be tied to arena railing or trees at any time.
- No one under the age of eighteen (18) years of age shall use the arena without adult supervision.
- **Helmets** shall be worn in the arena at all times by riders under eighteen (18) years of age.

Classes

ACTIVITY TYPE	SITE FEES	DEPOSIT
Youth Non Profit		
On Going (Weekly / Monthly)	\$ 30	\$ 50
One Time Use	\$ 10	\$ 50
Adult Non Profit		
One Time Use	\$ 10	\$ 50
For Profit Classes, Community Activities	\$ 50 *	\$ 50

Henningsen Lotus Park

Henningsen Lotus Park offers two paved pay lots that access the South Fork American River. The price per car is \$3 payable at the Iron Ranger. A full season parking pass may be purchased from the Airports, Parks and Grounds Office. Boat launch passes are \$3 and kayak launch pass is \$1. The ball field parking lot is a no charge and available on a first come first serve basis. Picnic tables are also available for your enjoyment.

Ball Field – Regulation size

- Seating – Grass Area
- Game Slots – Hourly, ½ Day, Full Day, Season (16 weeks)

Soccer Field – Regulation Size

- Seating – Grass Area
- Game Slots – Hourly, ½ Day, Full Day, Season (16 weeks)

FACILITY	COUNTY RESIDENT	NON COUNTY RESIDENT	DEPOSITS	LIGHTING
Youth Soccer				
Hourly	\$ 10	\$ 12	\$ 50	N/A
½ Day	\$ 35	\$ 45	\$ 50	N/A
Full Day	\$ 55	\$ 65	\$ 50	N/A
Season	\$ 375	\$ 475	\$150	N/A
Adult Soccer				
Hourly	\$ 12	\$ 15	\$50	N/A
½ Day	\$ 45	\$ 65	\$50	N/A
Full Day	\$ 75	\$ 95	\$50	N/A
Season	\$ 475	\$ 600	\$150	N/A
Little League				
Hourly	\$ 10	\$ 12	\$50	\$3 / 45 Min.
½ Day	\$ 35	\$ 45	\$50	\$3 / 45 Min.
Full Day	\$ 55	\$ 65	\$50	\$3 / 45 Min.
Season	\$ 375	\$ 475	\$150	\$3 / 45 Min.
Adult Softball				
Hourly	\$ 12	\$ 15	\$50	\$3 / 45 Min.
½ Day	\$ 45	\$ 65	\$50	\$3 / 45 Min.
Full Day	\$ 75	\$ 95	\$50	\$3 / 45 Min.
Season	\$ 475	\$ 600	\$150	\$3 / 45 Min.

Lighting Instructions

Airports, Parks and Grounds has implemented a token operated lighting system. Light hours are Dusk till 10 PM. The following instructions should help users minimize problems associated with operating the lights.

- Tokens can be purchased at the Airports, Parks and Grounds Office.
- Each token will provide light for a single field for 45 minutes.
- A game will most likely require 3 tokens, depending on the time the game starts.
- Tokens inserted into the slot marked Ballfield A will light the Little League Field.
- Tokens inserted into the slot marked Ballfield B will light the Softball Field.
- Each field has a warning light and horn, which is mounted at the back of the utility building, above the door. Five minutes before time expires, the light and horn will sound.
- LIGHTS TAKE 30 MINUTES TO RESTART ONCE TURNED OFF! PLEASE HAVE TOKENS READY IF YOU WISH TO CONTINUE PLAYING!

Fees for lighting are charged to reimburse the cost of electricity used and can vary with the costs of the utility company.

Henningsen Lotus Park (continued)

Pavilion

- Enclosure Only– accommodates 50
- Pavilion & Park – accommodates up to 250

EVENT SIZE	PARKING PASSES INCLUDED	SITE FEES	DEPOSIT
Up to 49 people	10	\$ 50	\$ 50
From 50 to 99 people	10	\$ 75	\$ 50
From 100 to 250 people	15	\$ 100	\$ 50

Classes

ACTIVITY TYPE	SITE FEES	DEPOSIT
Youth Non Profit		
On Going (Weekly / Monthly)	\$ 30	\$ 50
One Time Use	\$ 10	\$ 50
Adult Non Profit		
One Time Use	\$ 10	\$ 50
For Profit Classes, Community Activities	\$ 50 *	\$ 50

Bradford Park

Bradford Park offers a small no charge parking lot. Street parking is also available. Picnic tables are also available for your enjoyment.

Soccer – Non Regulation size

- Seating – Grass Area
- Practice Games Only for Under 10 Leagues

FACILITY	COUNTY RESIDENT	NON COUNTY RESIDENT	DEPOSITS
Youth Soccer			
Hourly	\$ 10	\$ 12	\$ 50
½ Day	\$ 35	\$ 45	\$ 50
Full Day	\$ 55	\$ 65	\$ 50
Season	\$ 375	\$ 475	\$150

Classes

ACTIVITY TYPE	SITE FEES	DEPOSIT
Youth Non Profit		
On Going (Weekly / Monthly)	\$ 30	\$ 50
One Time Use	\$ 10	\$ 50
Adult Non Profit		
One Time Use	\$ 10	\$ 50
For Profit Classes, Community Activities	\$ 50 *	\$ 50



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Airports, Parks & Grounds
3000 Fairlane Court Suite 1
Placerville, CA 95667
(530) 621-5864 FAX (530) 295-2540

(Park and Facility Desired)
PERMIT APPLICATION

DATE OF REQUEST: _____

APPLICANT: _____	ORGANIZATION: _____
ADDRESS: _____ _____	CONTACT: _____
TELEPHONE: Home: () _____	Business: () _____

SEASON DATES: _____	DAILY HOURS: _____ to _____
ACTIVITY: _____	
ESTIMATED DAILY ATTENDANCE: _____	PARTICIPANT FEE CHARGED: _____

AGREEMENT TO HOLD HARMLESS
 Permittee agrees to indemnify the County, its officers, agents and employees and hold them harmless from and against all loss, damage, expenses and liability resulting from injury to or death of any person and loss of or damage to property or claims of such injury, death, loss or damage, and arising out of or connected with the use of the permitted facilities by permittee. In addition, permittee waives all claims or causes of action against the County, its officers, agents or employees for damage to or loss of property of any kind or for injury to persons occurring in or upon the permitted facilities arising from any cause other than the negligence or willful misconduct of the County, its officers, agents or employees and to which the permittee or his agent in no way contributed, either actively or passively, causing such damage, loss or injury.

AGREEMENT TO ABIDE BY RULES AND REGULATIONS
 Permittee agrees to abide by rules, regulations and conditions adopted by the El Dorado County Board of Supervisors as set forth in the County Ordinance Code, Chapter 4586 and the Airports, Parks and Grounds **Use Permit and Fee Schedule Program** and understands that permission for use of park facilities is contingent upon compliance with these rules, regulations and conditions.

Applicant Signature: _____ Date: _____

TO BE COMPLETED BY OFFICE STAFF

FEE: _____	REFUNDABLE DEPOSIT: _____	WORK PROJECT CREDIT: _____	TOTAL: _____
(Optional)			
INSURANCE PROVIDER: _____			
PAID BY: _____	Cash _____	Check (No. _____)	REFUND: _____
RECEIVED BY: _____	DATE: _____	DATE TO FISCAL: _____	RECEIPT # _____

APPROVAL / DENIAL	
_____ Approved	_____ Denied – Reason _____
Rescheduled to _____	Comments _____
DATE: _____	BY: _____