

SPECIAL EVENT FEE MATRIX

TYPE OF FEE	ORGANIZATION	FEES SCHEDULE	COMMENTS/DEFINITIONS
APPLICATION	Non-Profit	<ul style="list-style-type: none"> • \$40 • \$120 (late application fee - small scale event) • \$330 (late application fee - medium/large scale event) 	<ul style="list-style-type: none"> • Charged once per event application submitted • Due with completed application • Non-refundable
	For Profit	<ul style="list-style-type: none"> • \$40 • \$120 (late application fee - small scale event) • \$330 (late application fee - medium/large scale event) 	
SMALL SCALE PARK EVENT	Non-Profit	<ul style="list-style-type: none"> • \$550 per event date 	<ul style="list-style-type: none"> • An activity which meets both of the following criteria: (1) is scheduled for a duration of less than four (4) hours (excluding setup and take-down time); and (2) will involve four (4) or fewer booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials. • Application is due minimum 45 days prior to requested event date.
	For Profit	<ul style="list-style-type: none"> • \$1,100 per event date 	
MEDIUM SCALE PARK EVENT	Non-Profit	<ul style="list-style-type: none"> • \$1,000 per event date 	<ul style="list-style-type: none"> • An activity which does not meet the criteria for a Large Scale Park Event but which meets at least one of the following criteria: (1) is scheduled for a duration of four (4) to five (5) hours (excluding setup and take-down time); and (2) will involve five (5) to eight (8) booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials. • Application is due minimum 45 days prior to requested event date.
	For Profit	<ul style="list-style-type: none"> • \$2,000 per event date 	
LARGE SCALE PARK EVENT	Non-Profit	<ul style="list-style-type: none"> • \$1,400 per event date 	<ul style="list-style-type: none"> • An activity which meets one of the following criteria: (1) is scheduled for a duration of six (6) or more hours (excluding setup and take-down time); and (2) will involve nine (9) or more booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials. • Application is due minimum 45 days prior to requested event date.
	For Profit	<ul style="list-style-type: none"> • \$2,800 per event date 	
SMALL SCALE SERIES EVENT	Non-Profit	<ul style="list-style-type: none"> • 2 - 4 days \$550 • 5 - 8 days \$900 • 9 - 12 days \$1,300 • 13 - 16 days \$1,800 	<ul style="list-style-type: none"> • An activity which meets both of the following criteria: (1) is scheduled for a duration of less than four (4) hours (excluding setup and take-down time); and (2) will involve four (4) or fewer booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials. • Series events occur no more than one (1) day per week and repeats on the same day of the week over a period of consecutive weeks with the same site plan. • Application is due minimum 45 days prior to requested event date.
	For Profit	<ul style="list-style-type: none"> • 2 - 4 days \$1,100 • 5 - 8 days \$1,800 • 9 - 12 days \$2,600 • 13 - 16 days \$3,600 	
MEDIUM SCALE SERIES EVENT	Non-Profit	<ul style="list-style-type: none"> • 2 - 4 days \$1,000 • 5 - 8 days \$1,700 • 9 - 12 days \$2,400 • 13 - 16 days \$3,250 	<ul style="list-style-type: none"> • An activity which does not meet the criteria for a Large Scale Park Event but which meets at least one of the following criteria: (1) is scheduled for a duration of four (4) to five (5) hours (excluding setup and take-down time); and (2) will involve five (5) to eight (8) booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials. • Series events occur no more than one (1) day per week and repeats on the same day of the week over a period of consecutive weeks with the same site plan.
	For Profit	<ul style="list-style-type: none"> • 2 - 4 days \$2,000 • 5 - 8 days \$3,400 • 9 - 12 days \$4,800 • 13 - 16 days \$6,500 	

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TYPE OF FEE	ORGANIZATION	FEES SCHEDULE	COMMENTS/DEFINITIONS
LARGE SCALE SERIES EVENT and SMALL/MEDIUM SCALE SERIES MORE THAN 16 DAYS	Non-Profit	<ul style="list-style-type: none"> • 2 - 4 days \$1,400 • 5 - 8 days \$2,400 • 9 - 12 days \$3,500 • 13 - 16 days \$4,700 • More than 16 days \$4,700, plus \$300 per day over 16 days 	<ul style="list-style-type: none"> • An activity which meets one of the following criteria: (1) is scheduled for a duration of six (6) or more hours (excluding setup and take-down time); or (2) will involve nine (9) or more booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials. • Series events occur no more than one (1) day per week and repeats on the same day of the week over a period of consecutive weeks with the same site plan. • Application is due minimum 45 days prior to requested event date.
	For Profit	<ul style="list-style-type: none"> • 2 - 4 days \$2,800 • 5 - 8 days \$4,800 • 9 - 12 days \$7,000 • 13 - 16 days \$9,400 • More than 16 days \$9,400, plus \$600 per day over 16 days 	
TRAIL USE	Non-Profit	• \$200 Small, \$500 Medium, \$1,000 Large per event day	<ul style="list-style-type: none"> • An activity that takes place along a trail system. • Fees based on distance, water stops and number of participants. • Application is due minimum 45 days prior to requested event date.
	For Profit	• \$400 Small, \$1,000 Medium, \$2,000 Large per event date	
RESERVABLE GROUP AREAS	Non-Profit & For Profit	<ul style="list-style-type: none"> • Varies (\$60 - \$635 per area) per park use date • \$0 - \$20 parking fee per vehicle per site 	<ul style="list-style-type: none"> • Number of group areas reserved based on actual impact (parking, activity) • Off-site parking/shuttle may be required • Areas reserved for each day of the event • Application is due minimum 45 days prior to requested event date.
SETUP / TAKE-DOWN	Non-Profit	• \$150 - \$300 per day	<ul style="list-style-type: none"> • Any additional day prior to or after event day in which equipment will be on site • Application is due minimum 45 days prior to requested event date.
	For Profit	• \$300 - \$600 per day	
CANCELLATION SMALL SCALE PARK EVENT	Non-Profit & For Profit	<ul style="list-style-type: none"> • 25% of estimated fees - cancel more than 90 days • 50% of estimated fees - cancel within 30 to 90 days • 100% of estimated fees - cancel less than 30 days • No refunds for inclement weather 	<ul style="list-style-type: none"> • Applicable to all events • Written confirmation required • If fees have already been paid, they may be refunded depending on date of cancellation • If fees have not been paid, an invoice will be issued for payment due
CANCELLATION MEDIUM AND LARGE SCALE PARK EVENTS	Non-Profit & For Profit	<ul style="list-style-type: none"> • 25% of estimated fees - cancel more than 180 days • 50% of estimated fees - cancel within 90 to 180 days • 100% of estimated fees - cancel less than 90 days • No refunds for inclement weather 	<ul style="list-style-type: none"> • Applicable to all events • Written confirmation required • If fees have already been paid, they may be refunded depending on date of cancellation • If fees have not been paid, an invoice will be issued for payment due
STAFF	Non-Profit & For Profit	• \$20 - \$65 per hour, per staff person	<ul style="list-style-type: none"> • For early opening / late closures • Maintenance / cleanup/ etc. outside of regular scheduled tasks • Inspection / trail support / event supervision and support / load-in and load-out / security
CHANGE	Non-Profit & For Profit	• \$20 per change	<ul style="list-style-type: none"> • Charged for change of date or location • Written confirmation required • Due at time of change
FILMING AND PHOTOGRAPHY	Non-Profit	<ul style="list-style-type: none"> • \$40 (8 hour film/photography permit) • \$250 (for additional 4 hours) 	<ul style="list-style-type: none"> • Application fee (Late App Fee \$120 if less than 45 days from project) • Hours include setup/takedown time • Commercial General Liability Insurance Required • Cleaning and Damage Deposit and staff fees may apply
	For Profit	<ul style="list-style-type: none"> • \$600 (8 hour film/photography permit) • \$250 (for additional 4 hours) 	