

Special Event / Camping Application

Sacramento Valley Conservancy - Camp Pollock

Organization:			
Organizer Name:			
Organization Description or Mission:			
Address :			
City, State, Zip Code:			
Daytime Phone:			
Email Address:		Org. Web Address:	
Name of contact for day of event:		Mobile #:	
Secondary contact for day of event:		Mobile #:	
Event Title:			
Description of Activities:			
Date(s) Requested:		Proposed Back Up Date:	
Non-Profit Organization:	<input type="checkbox"/> Yes # _____	<input type="checkbox"/> No	
Event Hours:	Start	End	
Set-up/Breakdown	Date:	Time:	Till Date: Time:
Attendance:	No. of Children:	No. of Adults:	Total:
Briefly list the Educational/Interpretive topics that are the focus of this event/outing:			

See submission instructions on page 2

- Camp Pollock is owned by the California State Land's Commission and managed by the Sacramento Valley Conservancy. All events and activities at Camp Pollock must be in compliance with the American River Parkway Plan. The Parkway Plan states - 5.5 Group overnight camping shall be limited to organized educational groups and youth groups, who have an educational or interpretive interest in the Parkway and its resources.
- The authorization to use space at Camp Pollock is a revocable license. Unless special arrangements are made for the exclusive use of space and/or facilities at Camp Pollock, the license is nonexclusive. You must contact SVC at 916-731-8798 at least 3 months in advance of any of the following proposed uses of Camp Pollock to make appropriate arrangements: Exclusive uses; event uses that will be open to the public; multiple event uses; and large group uses (500 or more persons). The submission of a written application and the execution of a written license agreement will be required to authorize any such uses of Camp Pollock.
- Reservations and Payments: all reservations and payments must be made on-line at WebReserve.com. Fees are reviewed and revised annually, please see Web Reserve for current fees. Users must agree to Terms and Conditions on SVC web page and Web Reserve.
- Please allow 4 weeks for processing. Your date is not guaranteed until you submit all required documents as required by the reservation and receive a 'confirmation' of reservation.

Please complete the above application, attach the below list of documents and e-mail to khopkins@sacramentovalleyconservancy.org. Incomplete applications will not be considered.

- Certificate of Liability Insurance
- A copy of the educational or interpretive curriculum, as it relates to the Parkway and its resources, which will be the focus of your event.
- Attached copy of current Drivers License or CA Identification card.
- Copy of Pending Reservation e-mail from Web Reserve

Follow-up items:

- Event & Amplified Sound Schedule (60 days prior to the event)
- ABC Permit (12-14 days prior to event)
- Fire Marshal Approval (10 days prior to event)
- SVC staff may request additional documents and meetings with event planning crew.