

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

March 12, 2024

FROM

BEAHTA R. DAVIS, Director, Regional Parks Department

SUBJECT

Revenue Interim Use Permit with Skyline Production Group, LLC and Total Production Group, LLC for the Country Campout Event at Prado Regional Park

RECOMMENDATION(S)

Approve Revenue Interim Use Permit (**Agreement No. 24-236**) with Skyline Production Group, LLC and Total Production Group, LLC for the partial use of Prado Regional Park, located in the City of Chino, to hold the Country Campout Event, from October 29, 2024, through November 4, 2024, including a concert, set up, and tear down, for a minimum total revenue in the amount of \$56,230.

(Presenter: Beahta R. Davis, Director, 387-2340)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item does not require the use of Discretionary General Funding (Net County Cost). Under this revenue Interim Use Permit (Permit), Skyline Production Group, LLC and Total Production Group, LLC (Permittee) will pay the Regional Parks Department (Department) a minimum total of \$56,230 in fees for the use of a portion of Prado Regional Park (Park) for seven days, including use of sections of the Park for set-up and tear down, for the Country Campout Event (Event), as detailed in the table below. The following fees are consistent with the Board of Supervisors' (Board) approved 2023-24 fee schedule:

Fee Description	Dates	Amounts
Event Contract Preparation fee	One time	\$200
Multi-Purpose Room used for four days at \$500 per day	October 31-November 3, 2024	\$2,000
Seventeen and half acres of Open Space for four days at \$500 per acre per day	October 31-November 3, 2024	\$35,000
Two acres of Event Space for seven days at \$500 per acre per day	October 29-November 4, 2024	\$7,000
75 Full-Hookup Campsites for two nights at \$40 per Campsite, per night	November 1-2, 2024	\$6,000
10 Tent Group Campsites for two nights at a cost of \$100 per campsite	November 1-2, 2024	\$2,000
Shelter-Osprey for seven days at \$400.00 per day	October 29-November 4,2024	\$2,800

**Revenue Interim Use Permit with Skyline Production Group, LLC and
Total Production Group, LLC for the Country Campout Event at Prado
Regional Park
March 12, 2024**

Shelter-Mallard for three days at \$400.00 per day	October 31-November 2, 2024	\$1,200
Tally Fee	One time	\$30
Total		\$56,230

The Permittee will also submit a \$16,000 deposit to be used to pay for any damages incurred due to the Permittee's use of Prado Regional Park (Park) during the Country Campout Event (Event). The Permittee will be responsible for obtaining all necessary permits, licenses, and applicable approvals and securing the required insurance for the Event. Each group tent site is allowed 20 campers at the base rate, and any additional campers will be charged \$5 per camper per night. Adequate appropriation and revenue are included in the Department's 2023-24 budget.

BACKGROUND INFORMATION

The Department operates and maintains eight regional parks, including the Park located in the City of Chino, and provides for the rental of park property through Board approved fees. The recommended Permit with the Permittee allows for a portion of the Park to be used by Permittee to host the Country Campout Event on October 29, 2024 through November 4, 2024, whereby the Department will receive a minimum revenue of \$56,230. This same event was held last year at the Park on November 8 through November 12, 2023. Permittee held a successful event adhering to Park rules and contract stipulations.

The Event will not impact the areas generally used by the public for day-use activities, such as the soccer and baseball fields, playground, disc golf course, trails, and the front area of the Park.

The Permittee is dedicated to celebrating, supporting, and providing fun entertainment for the local and regional community. The Event is a two-day event for which tickets are purchased in advance to attend, and amenities include camping, food, and various vendors, that features an outdoor country concert with various artists. In addition, the Permittee will provide portable restrooms and trash receptacles for the Event. The Department and Permittee will have staff present during the Event. The Permittee is expected to return the Park to its original condition when the Event is done, and any damage will be assessed as a condition of the deposit requirement within the Permit. The Permittee is asking for approval at this time to allow for timely scheduling of entertainment and advertising of the Event to the public.

This recommended Permit aligns with the County and Chief Executive Officer's goal and objective to operate in a fiscally-responsible and business-like manner by allowing the Department to leverage its amenities and land to raise revenue to support park maintenance and development.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on February 15, 2024; Finance (Elias Duenas, Administrative Analyst, 387-4052) on February 16, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on February 26, 2024.

**Revenue Interim Use Permit with Skyline Production Group, LLC and
Total Production Group, LLC for the Country Campout Event at Prado
Regional Park
March 12, 2024**

Record of Action of the Board of Supervisors
San Bernardino County


APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Jesse Armendarez

Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY



DATED: March 12, 2024



cc: Parks - Davis w/ agree
Contractor c/o Parks w/ agree
File w/ agree

JLL 03/19/2024