



Parking Pass Procedures

For Irvine Regional Park

1. You must design and have your pass approved at least two weeks prior to your event. Please be sure to include the following information: Your company name, date of event, park location and picnic site, time of the event and the verbiage “Good For One Vehicle Entry.” (See second page for examples.)
2. Email your sample parking pass (PDF or Word document) to: info@companypicnicspecialists.com for us to sign off and approve.
3. Once approved, distribute your parking pass to all of your attendees. You may either give them a printed paper copy or email a PDF or Word document to them to print.
4. On the day of your event, Company Picnic Specialists will provide the Irvine Regional Park front gate a sample of your parking pass. At the end of the day, CPS will collect and count the passes and then pay the park. After the event, CPS will bill you for exactly what you have used.

Tips & Reminders:

- Including a map and directions helps ensure guests find the correct picnic location.
 - Remember to bring those hats and sunscreen.
 - Pack an extra chair or two to relax on the grass.
 - Picnic blankets and towels will come in handy too.
 - Any other games and lawn activities are welcome.
 - Have FUN!

COMPANY PICNICS • SPECIAL EVENTS • CONCESSIONS

(714) 997-3656

www.CompanyPicnicSpecialists.com

Parking Pass Procedures

Examples

Axiom Materials

Summer Picnic

FREE PARKING PASS

Good For One Vehicle Entry

Valid only on

Saturday, June 7, 2014

11:00 AM - 4:00 PM

Irvine Regional Park - Party Pavilion "C"

← Company Name

← Proper Verbiage

← Date & Time

← Location & Area

OR
Get Creative



Parking Pass Procedures

