

**Marin District Office of Film & Special Events
P.O. Box 1016 Novato, CA 94948
415 898-4363**

Fire Danger Closures: During fire season June- October, the park may be closed temporarily. Weddings applicants are required to have a plan in place in case of such closures. Fire closures are determined by the Marin County Fire Department usually with less than a 24hr. notice.

PLEASE NOTE: SPECIAL EVENT PERMITS WILL NOT BE ISSUED ON HOLIDAY WEEKENDS INCLUDING MEMORIAL DAY, 4TH OF JULY AND LABOR DAY WEEKENDS.

Instructions for filing your application for wedding permit:

1. Download and complete the wedding permit application from the parks website. Sign and date page one and two.
2. Send in your application to the address above with the non-refundable **\$50.00 filing fee**. Upon approval, \$25.00 of this will be applied to the administrative permit fee. Please provide a valid email address.
3. Upon receipt of your application, it will be reviewed by park staff. If you plan to serve **any** amount of alcohol at your wedding, insurance will be required. Please see page 4 item #17 of the application for insurance requirements.
4. If you have selected the Mountain Theater for your wedding location, a monitor is required. Also, if alcohol is to be served at your wedding a monitor is required. See monitor fees below.
5. You can estimate the cost of your permit by the fees listed below.
6. You will be notified by email if any other information is needed along with balance of fees. These fees are due no later than 30 days before the wedding.

Administrative Permit Fee: 1-50 people \$175.00 51-75 people \$225.00 76-100 people \$275.00 101-people \$375.00.

Location Fee: Below is a list of designated wedding locations and fees within the Marin sector.

Mount Tamalpais S.P.

Hang Site1, Hang Site 111 50 people max
Madrone Grove 75 people max. \$125.00
Trojan Point 75 people max. \$125.00
Santos Meadows 200 people max. \$300.00
Sidney B. Cushing Memorial Theater 200 people max. \$350.00

China Camp S.P.

Miwok Meadows 200 people max. \$150.00
Weber Point 50 people max. \$75.00
Buckeye Point 50 people max. \$75.00

Tomales Bay S.P. available **09/6- 05/26** only
Vista Point 75 people max. \$225.00

Samuel P. Taylor S.P.
Irving 30 people max. \$110.00 (Reserve America)
Redwood Grove 80 people max \$ 225.00 (Reserve America)

Cleaning Deposit: A cleaning deposit **may** be required depending on the type of event. . Post event, this deposit will be returned by mail.

Monitoring fee: Shall be charged for Special Events that are likely to impact the park and park visitors in such a way as to surpass normal park use by the visiting public. Monitors are assigned to implement your permit requirements, to ensure a quality experience for the visiting public, and to protect the natural and cultural resources in the park. **Monitoring fees are 90.00 per hour, four hour minimum.**

Signs, Banners, & Markers: Please make sure that no permanent signs are obscured. All signage is to be removed by the end of the event day in order to avoid additional fees.

Trash: All trash is to be removed from the park by the permitted.

Alcohol: If alcoholic beverages are to be consumed, insurance is required.

Parking: parking is limited and cannot be guaranteed. Carpooling is highly recommended. Many areas have a day use parking fee. These fees apply to the permitted unless otherwise noted.

Weddings:

- 1. No ignition sources- fires, smoking. Gas powered devices, generators, candles, fireworks, any combustible or flammable materials are not allowed on site.**
- 2. No amplified sound. Acoustic instruments only.**
- 3. No disturbance of any features including rocks, soil, or plants shall be allowed.**
- 4. No chairs, structures of any kind to be built, staked, staged, or erected on site.**
- 5. No trees, shrubs, or plants to be cut, trimmed, or injured and no disturbances of the ground surface are allowed.**
- 6. No animals except certified working companion dogs.**
- 7. No Plants allowed. Cut flowers and bouquets must be removed from site at the end of the event.**
- 8. No foreign materials to remain on site including confetti, rice, flower petals natural or synthetic.**
- 9. Non adherence to the above items will result in the forfeiture of permittees damage deposit.**