

California State Parks Special Event Permit Application Instructions

1. Start by reviewing all the information below, it will provide answers to most of your questions.
2. If you would like to inquire about an available date, email david.kopler@parks.ca.gov. Please limit your request to two dates in order of preference. Please note that Redwood Grove and Irving Group Picnic can only be reserved through Reserve America at www.reserveamerica.com .
3. If you are serving any alcohol at your event, liquor liability insurance is required. Insurance policies shall be underwritten to the satisfaction of the State and shall contain the following special endorsement:

“State of California, its officers, employees, and servants are included as additional insured but only insofar as operations under this contract or permit are concerned.”

4. Once you have confirmed your date, please send your application to the address below with the \$25 filing fee, payable to California State Parks (check or money order). Please make sure your application is complete with all the details of your event, leave no details unmentioned as this will slow the review process; and *please* provide an e-mail address. The review process generally takes a couple of weeks.

CA State Parks
P.O. Box 1016
Novato, CA 94948
(415) 898-4362 ext. 205

Wedding Information

This information sheet will guide you through the application process for wedding permits. Please read the information carefully as it will answer many common questions and provide information on policies and regulations.

Please note that during high fire season (May through October) Marin area parks can experience red flag closures. While these closures are infrequent they are generally initiated with less than a 24 hour notice. All wedding permit applicants for Mt. Tamalpais State Park are advised to have a backup plan in place should a closure occur.

Weddings are not permitted on Memorial Day, 4th of July, and Labor Day weekends.

Please review the following guidelines:

- **Ignition sources such as fires, smoking, gas powered devices, generators, candles, fireworks, any type of combustible or flammable material, are not allowed on site.**
- **No amplified sound. Acoustic instruments only.**
- **Disturbance of any features including rocks, soil, or plants are not allowed.**
- **No structures of any kind to be built, staked, staged, or erected on site.**
- **No trees, shrubs, or plants to be cut, trimmed or injured and no disturbances of the ground surface are allowed.**
- **Animals, except certified working companion dogs, are not allowed.**
- **Cut flowers and bouquets must be removed from site at the end of the event.**
- **No foreign materials left behind on grounds or facilities including confetti, rice, flower petals, natural or synthetic.**
- **Any use of third parties including but not limited to caterers, planners, photographers, professional speakers, and performers must be disclosed on the permit application.**

We are excited to work with you to make your event a success.

Fees*

(All fees are non-refundable...)

Special Event Permit Filing Fee: \$25.00

Administrative Fee (based on total number of people at the event):

- 1-50 people = \$175.00
- 51-75 people = \$225.00
- 76-100 people = \$275.00
- 101-200 people = \$375.00

Monitor Fee: \$79.00/hr., four (4) hour minimum

Some weddings will require a monitor depending on the park unit, number of people, and location. This will be determined after you have submitted your application.

Monitors are required for the full duration of the event from time of initial access until all event-related equipment and personnel is vacated.

Location Fee (by park):

Mount Tamalpais State Park

<u>Site</u>	<u>Max Occupancy</u>	<u>Location Fee</u>
Hang Site 1	50	None
Hang Site 3	50	None
Madrone Grove	75	\$125

Mount Tamalpais State Park, continued...

<u>Site</u>	<u>Max Occupancy</u>	<u>Location Fee</u>
Trojan Point	75	\$125
Cushing Memorial Theater (available 7/1 - 2/28)	200	\$350

Samuel P. Taylor State Park

<u>Site</u>	<u>Max Occupancy</u>	<u>Location Fee</u>
Redwood Group Picnic	80	\$175-225 www.reserveamerica.com
Irving Group Picnic	30	\$ 85-110 www.reserveamerica.com

Tomales Bay State Park

<u>Site</u>	<u>Max Occupancy</u>	<u>Location Fee</u>
Vista Point Picnic Area (available after Labor Day through to Memorial Day)	75	\$225

**You can estimate your total fees using the following example (you have 50 people coming to your wedding at Madrone Grove on Mt. Tamalpais and your event runs less than 4 hours).
Your total fees would be:*

<i>Filing fee</i>	\$25
<i>Location fee</i>	\$125
<i>Permit fee</i>	\$175
<i>Monitor Fee</i>	<u>\$316 (4hrs @79/hr)</u>
<i>Total</i>	\$641