

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.

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

Weddings are not permitted on Memorial or Labor Day weekends (Fri – Mon) or on the 4th of July. If the 4th of July should fall on a Friday – Monday no weddings will be allowed during that whole weekend period.

Please review the following guidelines:

- **No ignition sources-fires, smoking, gas powered devices, generators, candles, fireworks, any combustible or flammable materials are not allowed on site.**
- **No amplified sound. Acoustic instruments only.**
- **No disturbance of any features including rocks, soil, or plants shall be 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.**
- **No animals except certified working companion dogs.**
- **Cut flowers and bouquets must be removed from site at the end of the event.**
- **No foreign materials to remain on site including confetti, rice, flower petals natural or synthetic.**
- **Any use of 3rd party individuals or companies 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. To achieve that goal, we ask that you adhere to the following guidelines:

- The Special Events Coordinator will communicate questions and concerns you and park staff. Please communicate with the Special Event Coordinator all details regarding your event. Event fees will be included in the drafted permit and sent to you for review.
- If you plan to use any outside vendors (i.e. caterers, musicians, etc.) during your wedding event please list on your application.

Fees

Special Event Permit Filing Fee: \$25

Location Fee: see below

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

1-50 people = \$175 51-75 = \$225 76-100 = \$275.00 101-200 = \$375

Monitor Fee: \$79/hr. four 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. Full duration includes the initial time of access or entry into the location by anyone for the event until everyone and everything event related has vacated the park.

Wedding Locations (with associated location fees) 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
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	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>	<i>\$25</i>
<i>Location fee</i>	<i>\$125</i>
<i>Permit fee</i>	<i>\$175</i>
<i>Monitor Fee</i>	<i><u>\$316 (4hrs @79/hr)</u></i>
<i>Total</i>	<i>\$641</i>

California State Parks Marin Sector

Special Event Permit Application Instructions

To apply for a permit:

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.
3. If you are serving any alcohol at your event, insurance is required. Insurance can be purchased here: <https://www.wedsafe.com/Pages/home.aspx>

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; the insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to State.

4. Once you have confirmed a date is available, you can submit the application. 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. Submit your insurance documents at this time if required. The review process generally takes a couple of weeks. You will be notified by email and a drafted special event permit with estimated fees will be attached. The total permit fees are due within 30 days of the notification. If fees are not received within 30 days, the application will be cancelled and a new application will need to be submitted. Please print, review, sign, date, and mail the draft back with a check payable to:

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

5. Cancellation Fee

If an event is canceled due to inclement weather, a cancellation fee may be waived. If a cancellation fee is charged, it shall be according to the following timeframe and based on a percentage of the total permit fees.

More than 60 days prior to event date	25 % of fees
Between 59-31 days prior to event date	50 % of fees
Less than 30 days prior to event date	100 % of fees