



SANTA CRUZ DISTRICT  
SPECIAL EVENT PERMIT APPLICATION

2020

SANTA CRUZ MOUNTAINS

INSTRUCTIONS: To apply for a Special Event Permit, please complete this form and questionnaire, read the Special Events guidelines and submit. If application is approved, permit fees should be made out to **California State Parks** and a signed copy of this form will be due to the **Santa Cruz Mountains Sector Office, 101 Big Trees Park Road, Felton, CA 95018**. All applications must be submitted at least 30 days prior to the date of the event. [Mountain.Sector@parks.ca.gov](mailto:Mountain.Sector@parks.ca.gov) (831)-335-6324

APPLICANT/ORGANIZATION APPLICANT	CONTACT PERSON	TITLE OF EVENT EVENT NAME
ADDRESS ADDRESS	EMAIL ADDRESS EMAIL	TODAY'S DATE DATE
CITY/STATE/ZIP CITY/STATE/ZIP	CELL PHONE CELL PHONE	SECONDARY PHONE ALT. PHONE

LOCATION

HENRY COWELL REDWOODS STATE PARK  
 BIG BASIN REDWOODS STATE PARK  
 LITTLE BASIN REDWOODS STATE PARK  
 CASTLE ROCK STATE PARK  
 PORTOLA REDWOODS STATE PARK

SPECIFIC USE (i.e. beach for surf contest) SPECIFIC USE	EVENT TYPE (i.e. wedding, recreation, picnic) EVENT TYPE	EVENT DATE(S)/TIME(S) EVENT DATE/TIME
ARRIVAL/SET-UP TIME SET-UP TIME	CLEAN UP/TEAR-DOWN TIME TEAR-DOWN TIME	TRAIL EVENT Y/N? (i.e. race, horseback riding) Y/N

1. SPECIFIC PARK AREA/FACILITY TO BE USED (List all areas of the park that may be utilized for the event and any other details State Parks should know):

2. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT (The State may limit the maximum attendance within its discretion):  
NUMBER OF PEOPLE

3. PLEASE CHECK ALL THAT APPLY:

Alcohol will be used or sold during the event  
 Additional fees will be charged for participants (beyond regular facility fees)  
 Merchandise/Items will be sold at the event

**I have read and accept the Special Event Terms and Conditions. I understand that the District Superintendent or authorized representative may terminate without prior notice any Special Event Activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources or for violation of rules and regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.**

**APPLICANT'S SIGNATURE »**

FOR SPECIAL EVENTS COORDINATOR COMPLETION ONLY	
TOTAL PERMIT FEES: LIST FEES	DATE: DATE
PARKING FEES: Not included	SPECIAL EVENTS ADMINSTRATOR:
APPROVED BY: Click or tap here to enter text.	PERMIT STATUS: