



Elopement Permit

2016 Special Event Permit Information Packet

The Mission of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

Thank you for your interest acquiring an "Elopement" Permit at Andrew Molera State Park, Julia Pfeiffer Burns State Park, and/or Pfeiffer Big Sur State Park. These parks located along the on Highway 1 on the coast and inland in the redwoods.

This style of permit is for those looking to have a wedding in an unconventional location. **Because many of these sites require the group to hike in, we highly recommend visiting the park and location(s) you are interested in using for your event prior to applying for a Special Event Permit.**

This packet contains information on how to obtain a Special Event Permit and the permit requirements. Please review this packet thoroughly.

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What is a Special Event?

“Special Events” include all activities beyond the normal scope of park visitor use which could impact public access or enjoyment, and activities which create a greater potential for hazard and liability to the state than incurred through typical operations. This includes, but is not limited to, elopements, weddings, photo shoots, classes or clinics, tours, events that have vendors (e.g. – photographers, officiate, etc) providing services, events conducting business (for profit and non-profit) on park property, etc.

A Special Event Permit is required when any company, association, organization, or group of persons wish to hold, conduct or participate in any celebration, wedding, religious service, picnic, exercise, or event in a state park unit a permit is required. The Special Event Permit must be in accordance with State Park rules and regulations. (California Code of Regulations, Title 14, Section 4301(j)).

Application Instruction Checklist

- Review **all** information contained in the Special Event Packet. Keep this packet for future reference.
- Contact the Special Event Coordinator to check a specific date/location for availability and request a Special Event Permit application.
- Complete the Special Event Application (3 pages) and mail (emailed/faxed application will not be accepted) with the non-refundable filing fee to:

Special Event Coordinator – CA State Parks
47555 Highway 1
Big Sur Station #1
Big Sur, CA 93920

The submission of a Special Event Application and/or filing fee should not be construed as approval or confirmation of a Special Event Permit.

- Applications are accepted up to one (1) year in advance.
- Applications received less than fifteen (15) days prior to the date of the event may not be considered.
- If accepted, State Parks will email your finalized contract and hold your date/event for four (4) weeks (less for rush events). You must initial, sign, and remit any forms, payments, deposits, and requested certificates within that time.
- Please make checks and money orders payable to **CDPR**. Do not send cash through the mail.

Parks and Sites for “Eloperments”

Due to limited accessibility of the beaches, groves, overlooks, and headlands, we allow only small “elopement” ceremonies at the following state parks in the Big Sur area.

- **Andrew Molera State Park** is a rugged and mostly undeveloped park located along the Big Sur Coast. There is trail access to beaches and headlands with stunning views. *Please note: During the off season, seasonal footbridges will not be in place. You and your party may need to do a river crossing to access some areas of the park at your own risk.*
- **Julia Pfeiffer Burns State Park** has beautiful backcountry trails into coast redwood groves up the Tan Bark Trail and Ewoldsen Trail. There are also stunning ocean views from Partington Cove. *Please note: There is no access to McWay Falls or the beach at McWay Falls.*
- **Pfeiffer Big Sur State Park** has many small areas next to the Big Sur River and in Redwood Groves that can accommodate a small, simple wedding party. *Please note: An “Eloperment” Special Event permit is for backcountry, trail, or campsite weddings only and does not include the softball field, Group Picnic Areas, Campfire Center, or Group Camp.*

You must specify the following on the Special Event Permit forms (DPR246 & DPR246A):

- **Specific Time and Date** – Your entire elopement event, including the hike in and out, must take place within this time frame.
- **Specific Park and Location within the Park** – While you can have your elopement on a trail or at a trailhead, your event may not block access for public use.
- **Specific Number of Event Attendees** – You may have a maximum of **ten (10)** people in your party. This number includes the bride, groom and the wedding party, guests, photographer, officiate, and any other person that attends the event.

Permit Fees

Special Event Permits are issued for a minimum of four (4) hours. If additional time is required, additional fees will be required and prorated at an hourly rate.

Required Permit Fees: For permits received at least thirty (30) days prior to the date of the event.

- ✓ **\$150 Non-refundable Filing Fee and Processing Fee.** To be sent in with the applicant's initial application (DPR246 & DPR246A) at least 30 days prior event date.
- ✓ **\$150 for a four (4) hour permit.** A separate check to be sent in with the applicant's initial application. Includes Site Fee and Non-Refundable Processing Fee. If additional time is required, additional fees will be required.

Rush Events: For permits received **less than thirty (30) days prior to the date of the event.** Rush permits require all payments and deposits be submitted in the form of cashier's checks or money orders. Personal checks will not be accepted for Rush permits.

- ✓ **\$225 Non-refundable Filing Fee and Processing Fee (cashier's check or money order only).** To be sent in with the applicant's initial application (DPR246 & DPR246A).
- ✓ **\$150 for a four (4) hour permit (cashier's check or money order only).** Includes Non-refundable Processing Fee and Site Fee.

Deposit:

- ✓ **\$400 to \$1500 (refundable).** Must be submitted separately. Amount depends on type of event and activities. The event deposit may be partially or completely forfeited due to damage inflicted upon the venue, failure to adhere to the terms, conditions, and time parameters of the permit, or failure to clean sufficiently upon departure. Rush permits will require the deposit in the form of a cashier's check or money order. Deposit refunds are issued by the State of California and may take up to 6-8 weeks to be received.

Additional Fees, if applicable

Monitor Fees:

- **\$120 for up to four (4) hours:** Park Aid and/or Maintenance monitor as determined by Special Event Coordinator based on the event location and specific details.
- **\$316 for up to four (4) hour:** Peace Officer monitor as determined by Special Event Coordinator based on the event location and specific details.

Campsite Fees:

- **\$25-\$50 per site per night (check-in at 2pm, check-out at 12pm):** Campsite fee are required in addition to the permit fees for campsite weddings.

Liability Insurance Requirements

When is Insurance Required?

Insurance is required when a vendor, caterer, event planner, photographer, monitor, alcohol, etc. is involved in your event, or the event and its specific details pose a greater risk to the environment or persons involved in the event.

If proof of insurance is required, please contact a qualified insurance company for the insurance policy; your current renters or home-owner's insurance provider is a good place to start.

The Certificate of Insurance must be received at least sixty (60) days in advance of the event.

The State Of California requires the following regarding liability insurance:

1. **Must be on an ACORD25 form.**
2. **The name of the permittee must be the same of the insured.**
3. **The Certificate Holder must be listed as:**
The State of California
P.O. Box 942896
Sacramento, CA 94296-0001
4. **A Special Endorsement MUST Read:**
The State of California, its officers, employees, and servants are included as additional insured, but only with respect to work performed for the State of California under this contract.
OR
The certificate holder is added as an additional insured, but only with respect to the liability arising out of the operations of the insured named above.
5. **The Insurance Requirement Amount must be a combined single limit (CSL) **\$1,000,000 per occurrence.****
6. Location addresses for the parks are as follows:
 - Andrew Molera State Park, 45500 Hwy 1, Big Sur, CA 93920
 - Pfeiffer Big Sur State Park, 47231 Hwy 1, Big Sur, CA 93920
 - Julia Pfeiffer Burns State Park, 52801 Hwy 1, Big Sur, CA 93920

Please note: If any of the above information from lines 1-5 is missing or if any additional names and/or verbiage is added to the Certificate Holder or Special Endorsement, the certificate will not be accepted and will be returned to the applicant for correction.

General Guidelines

All park rules and regulations must be observed. Information on some of the park rules and regulations are listed below. Complete rules and regulations can be obtained on the California State Park website at www.parks.ca.gov under publications.

Park Rules for Special Events:

- Special Events are permitted during day use hours only, from sunrise to a half hour after sunset.
- Special Events are prohibited on Memorial Day, Independence Day, and Labor Day weekends and may be limited between Memorial Day and Labor Day weekends.
- The Special Event Permit filing/processing fee is non-refundable.
- State Park staff may be required to monitor your event from set up to clean up. Some locations/events may require additional monitors and fees.
- Only one (1) Special Event Permit is issued per day per park.
- An event is not placed on the calendar nor is a date held until after the Special Event Coordinator receives the completed application and applicable filing fee.
- **There is no beach access at Julia Pfeiffer Burns State Park by District Superintendent's Order No. 720-97-003(G) (CCR 4326(a)). Any person(s) attempting to access the beach are subject to citation and will be responsible for all rescue costs incurred, and the Special Event Permit will be cancelled and all fees and deposits will be in forfeit.**
- **There are no fires allowed on any beaches at Andrew Molera State Park (California Code of Regulations, Title 14, section 4311 (a)). Any person(s) attempting to light a fire on a beach will be subject to citation, ejection from the park, any/all firefighting costs incurred, and the Special Event Permit will be cancelled and all fees and deposits will be in forfeit.**
- **Should any person involved in the Special Event be detained, cited, and/or arrested by State Park law enforcement personnel for violation of any of these conditions or any other unlawful behavior, the applicant shall be liable for the cost of staff time at a rate of time and one half under the authority of the California Code of Regulations, Title 14, section 4301 (j) and California Government Code section 53156 and may result in the cancellation of the event and forfeit of all fees and/or deposits.**

Access:

- **There are not exclusive access is not available for trail weddings.** The permittee and any attendees may not block the public's access to any trail or location that the public can access during a regular park visit.

General Guidelines - Continued

Campground Weddings:

- Weddings may have up to ten (10) people in the campsite for the event only, but campsite group limits still apply for those camping overnight.
- Parking rules and limits for campsites still apply. Additional vehicles may have to park in day-use parking.
- Special Event Permit must include the site number, the name on the site reservation, and the number of overnight campers.
- Campsite Reservations are only available for Pfeiffer Big Sur State Park and Julia Pfeiffer Burns State Park.
- You must reserve both campsites for a campground wedding at Julia Pfeiffer Burns State Park.
- Applications received twelve (12) to eight (8) months in advance must include the applicable campsite fee.
- Applications received less than eight (8) months in advance must reserve the campsite with Reserve America prior to applying for a Special Event Permit.

Cancellation Policy:

- Fees are refundable if the event is cancelled at least fifteen (15) business days prior to the date of the event, minus the non-refundable application and processing fees. If an event is cancelled less than fifteen (15) days prior to the date of the event, all fees and deposits will be forfeited.
- If the permit holder, their designees, and/or representatives do not show up at least one (1) hour past the scheduled event, the event will be assumed cancelled and no refunds will be given. It is the Permit Holder's responsibility to contact the Park and/or the Special Event Coordinator if there will be a delay in arrival.
- **Refunds will not be given for inclement weather.**

Decorations:

- Only hand-held decorations (such as a bouquet) may be used at these events and must be preapproved on the permit. Decorations must be removed from the park by the permittee at the conclusion of the event.
- Directional signs or any other decorations are not permitted.

Deposits:

- A refundable deposit is required for all events to ensure permit compliance and to prevent damage to the site.
- The deposit may be held due to, but not limited to, non-compliance to the permit parameters, if a peace officer(s) must contact your event for law enforcement reasons, if the permittee or permittee's guests violate park rules, etc.
- Damage deposit refund requests are sent to the Accounting Department for California State Parks by the 10th of each month for the previous month's events. Refunds are issued by the State of California, typically 4-8 weeks after the Accounting Department receives the refund request.

General Guidelines - Continued

Environment:

- California State Parks is committed to maintaining the delicate and natural ecosystem of the rugged Big Sur Coast and Valley. Be aware that some natural “hazards” exist in the park, such as poison oak, wildlife, wasps and bees, falling branches, gopher holes, unstable cliffs, etc. Stay on designated trails and public areas to minimize exposure.
- **Footbridges are only in place seasonally.** During the offseason, some locations in Andrew Molera State Park can only be accessed by crossing through the river. If you attempt to cross through the river, you do so at your own risk.
- **Littering is NOT permitted.** Littering includes leaving, depositing, or scattering flower petals, seeds, rice, ashes, confetti, or any other litter in a unit except in a receptacle designated for that purpose.
- **All trash and food waste must be packed out by the permittee.** This includes, but not limited to: apple cores, bread, bottles, food wrappers, paper bags, etc
- **Wood gathering is not allowed.**
- No altering the environment in any way. No digging or cutting of any shrubs or trees.
- The releasing of birds, butterflies, or balloons is NOT allowed.
- Fireworks of any kind are NOT permitted, including sparklers.

Fires:

- Fires are not permitted on trails or in the backcountry.

Maximum Number of People:

- The maximum number of people on the permit must include all persons at the event. This number includes the permittee, all guests including children, all vendors, the officiant, etc.
- A list of all persons (guests, vendors, etc) that will be at the event must be received at least two (2) months in advance of the event.

Music:

- Music (acoustic or amplified) is not permitted.

On-Site Contact Person:

- The On-Site Contact Person must be at the event in its entirety. This person will be the go-to for monitor(s) or park staff during the event.

General Guidelines - Continued

Parking:

- **Park entrance day use fees are charged for all entrants and all parking is on a first-come first-served basis.** Pre-paid parking is not available.
- No vehicles are permitted off road or in picnic areas.
- Unauthorized vehicles are not permitted on the fire roads.
- **There is absolutely no parking at the fire road gate or on the fire road at Andrew Molera State Park or Pfeiffer Big Sur State Park.** If any vehicle from your party is parked on the fire road or at the fire road gate, even to “unload”, the party will be cited and your Special Event Permit will be cancelled and all fees and deposits will be in forfeit.

Pets:

- **Andrew Molera State Park:**
 - Pets are not permitted, even if left in vehicles.
- **Julia Pfeiffer Burns State Park:**
 - Pets are permitted only in the parking lot and must be on leash at all times.
 - Six (6) foot maximum leash length.
 - Pets must be under the owners physical control at all times.
 - Pets may not be left unattended in vehicles.
 - Pets are not permitted on any trails in the park.
- **Pfeiffer Big Sur State Park:**
 - Pets are permitted only in the campground, parking lots, and park roads and must be on leash at all times. Six (6) foot maximum leash length.
 - Pets must be under the owners physical control at all times.
 - Pets may not be left unattended in vehicles.
 - Pets are not permitted on any trails in the park.

Receptions:

- Receptions are not permitted at Elopement weddings.
- Receptions are not permitted at Julia Pfeiffer Burns State Park or Andrew Molera State Park.
- Receptions are permitted at the Group Picnic Areas at Pfeiffer Big Sur State Park and require a separate Special Event Permit.

For more information regarding California State Parks, please visit www.parks.ca.gov for an email link to BigSurSector.SpecialEventsProgram@parks.ca.gov or phone the Special Event Coordinator at (831) 667-0507.