

# Julia Pfeiffer Burns State Park - 2017 Special Event Permit Information



*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 in the Special Event Program at Julia Pfeiffer Burns State Park. Julia Pfeiffer Burns State Park is located along the coast on Highway 1. Although there is no beach access at this park, there are spectacular views of the ocean and McWay Falls. This park offers two (2) unique event venues which are available for advanced reservation.

All the locations in the park are outdoors and rustic. They are suitable for those wishing to have an event in a natural setting without modern trappings. **Because of the rustic nature of these sites, we highly recommend visiting the park and location(s) you are interested in reserving for your event prior to applying for a Special Event Permit.**

You can apply for a Special Event Permit up to one (1) year in advance.

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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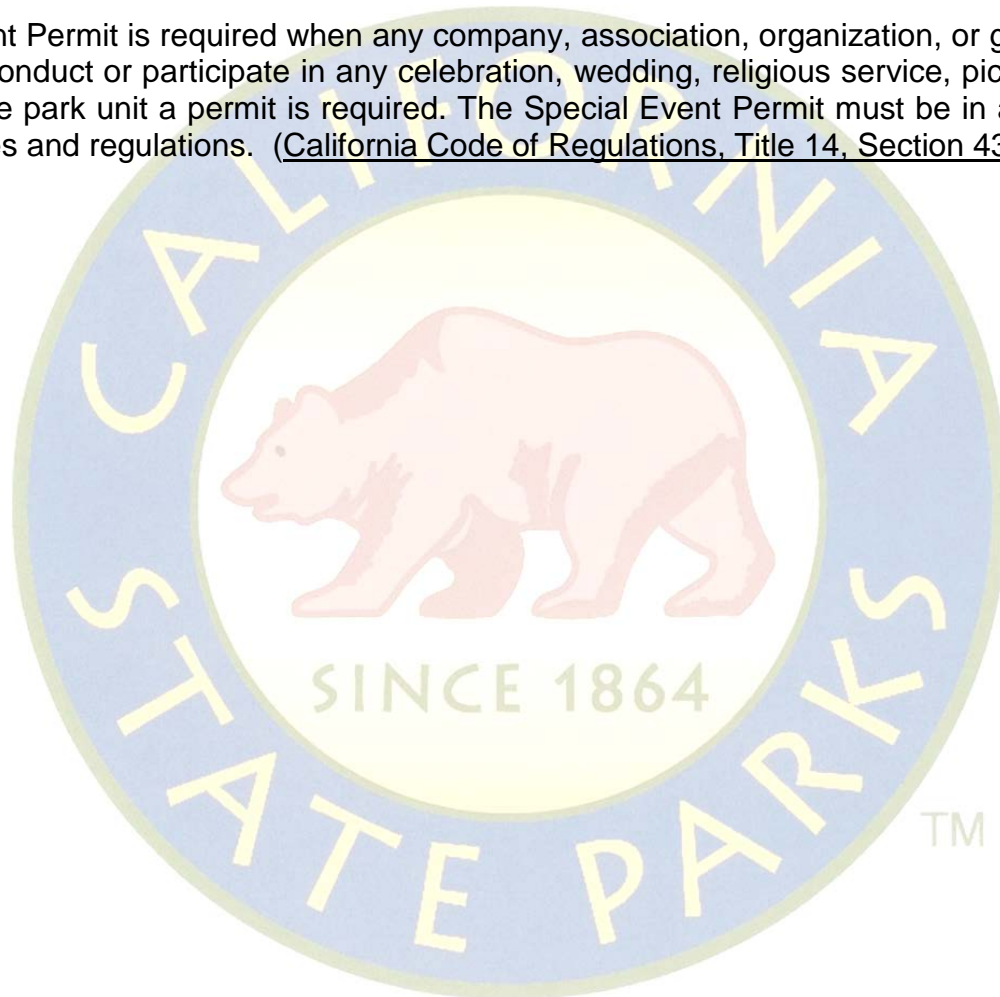
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## What Is A Special Event?

“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:

- Wedding.
- Elopements.
- Events that have vendors (e.g. – photographers, officiate, etc) providing services, events conducting business (for profit and non-profit) on park property, etc.
- Events conducting business (for profit and non-profit) on park property.
- Events that require liability insurance.

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)).



## Special Event Permit Process

1. Review the entire Special Event Packet. Keep this packet for future reference.
2. Contact the Special Event Coordinator to check a specific date for availability and to request an application.

Events are not placed on the calendar until after the Special Event Coordinator's office receives the completed application and applicable non-refundable filing fee.

3. Complete the Special Event Application and mail (emailed/faxed applications will not be accepted) with the applicable non-refundable filing fee to:

**Special Event Coordinator  
California State Parks  
47555 HWY 1  
Big Sur, CA 93920**

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

4. If accepted, the Big Sur Sector office will email your Special Event Permit with an instructional coversheet. The following must be received by the Special Event Coordinator's office by the due date listed on the instructional coversheet, at least eight (8) weeks from the date of the email or at least two (2) months prior to the event date, which ever date is sooner:
  - Special Event Permit. Signed and dated.
  - Remaining permit fees.
  - Refundable damage deposit.

The following must be received by the Special Event Coordinator's office at least two (2) months prior to the event date, if applicable:

- Certificate of liability insurance
- Attendance List
- Vendor List
- Alcohol Inventory List and Plan

Large events may have additional requirements.

All checks and money orders must be made payable to **CDPR**. Do not send cash through the mail.

The event will remain on the calendar as long as all due dates are met.

5. Once all required fees, deposits, and paperwork is submitted to the Special Event Coordinator office, your permit will be submitted to the sector's management staff for final approval. This process usually takes 1-2 weeks.
6. The Special Event Coordinator will contact you once they receive your permit back from the sector's management staff.

## Required Special Event Fees

**Filing Fee: Sent in with your completed application.**

- **\$25** Non-refundable fee must be paid 30 days prior to the event date. **-or-**
- **\$100** Non-refundable “rush” fee if application and payment are received less than 30 days prior to the event. Rush events must submit all payments in the form of a cashier’s check or money order only.

**Processing Fee: Included with the site fees.**

- **\$125** Non-refundable fee that is included with the site fee on page 5. Please note that changes to the Special Event Permit after it is issued may incur an additional Processing Fee(s).

**Site Fee:**

- **Two (2) hour minimum reservation is required for all sites. See page 5 for site fee schedule.**

**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” events require the deposit to be made with 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:** The park management staff will determine if a monitor is required after we receive the Special Event Permit Application. The type of monitor is determined by the size, location, date, and specific type of event.

	4 hours (minimum time)	Additional time – hourly rate
Park Aid (PA) or Maintenance	<b>\$120</b>	<b>\$30</b>
Ranger	<b>\$316</b>	<b>\$79</b>

## Site Descriptions and Fees

The Waterfall Overlook affords a stunning backdrop of McWay Falls plunging onto the beach below. The Redwood Picnic Area is set back in the redwoods alongside McWay Creek. Both areas are suitable for small, simple wedding ceremonies. Decorations, music, receptions, and/or catering are not allowed at either of these sites. Small, free-standing signs (such as sandwich board style signs) may be allowed, but must be preapproved on the permit. Up to four (4) chairs may be brought in by the permittee for guests with limited mobility. Any chairs must be preapproved on the permit.

**Special Event Permits are available for two (2) hour events and must occur between 9am and Sunset. Evening or night events are not permitted at this park. Please note: Site fees must include the set-up and clean-up times in addition to the actual event time.**

**Typical Sunset/Day-Use Closing Times**

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
5 PM	5 PM	6 PM	7 PM	7 PM	8 PM	8 PM	8 PM	7 PM	6 PM	5 PM	5 PM

- **Waterfall Overlook:**
  - **Maximum of thirty (30) people.**
  - Accessed via a quarter (¼) mile, all-access trail.
  - Restrooms in the parking lot.
  - **No beach access.** See page 7 for details.

Monday – Thursday (non-holiday)	Friday, Saturday, Sunday, and Holidays
Two (2) hour permit	Two (2) hour permit
\$425	\$500

- **Redwood Picnic Area:**
  - **Maximum of twenty-five (25) people.**
  - Trail access is approximately an eighth (1/8) mile along the Ewoldsen Trail. Not an all access site.
  - Restrooms in the parking lot.
  - Due to the unique layout of the area, we highly recommend visiting this location before applying for a Special Event Permit.

Monday – Thursday (non-holiday)	Friday, Saturday, Sunday, and Holidays
Two (2) hour permit	Two (2) hour permit
\$400	\$475

**Please note: A Special Event Permits does not grant exclusive access to any areas at Julia Pfeiffer Burns State Park. The public will still be permitted access to both the Overlook and the trails alongside the Redwood Picnic Area while the event is taking place.**

# 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. **Host Liquor Liability** is required for any events where alcohol will be present or served.
7. Location address is: Julia Pfeiffer Burns State Park, 52801 Hwy 1, Big Sur, CA 93920

**Please note: If any of the above information from lines 1-6 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](http://www.parks.ca.gov) under publications.

- Special Events are permitted during day-use hours only, from sunrise to a half hour after sunset.
- Special Events are limited on holidays and holiday weekends and require an additional fee(s).
- Only one (1) Special Event Permit is issued per day for the Big Sur Sector.
- An event is not placed on the calendar nor is a date held until after the Special Event Coordinator receives both 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 or closed areas of the park 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.**
- **Should any person involved in the special event be detained, cited, or arrested by State Park law enforcement personnel for violation of any of these conditions or 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.**
- Both locations have a two (2) hour time limit for Special Events.

### Access:

- **There are no exclusive access sites at this park.** The permittee or any attendees may not block access to the Waterfall Overlook or any other areas of the park at any time before, during, or after their event permit time.

### Alcohol:

- Alcohol is not allowed at any events at this park.

### Camping:

- Camping in the campground only. Camping reservations must be made through Reserve America at [www.reserveamerica.com](http://www.reserveamerica.com) or by calling 1-800-444-7275.

# General Guidelines

## 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 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.**

## 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 Park Ranger or other peace officer(s) must contact your event for law enforcement reasons.
  - If the permittee or permittee's guests violate park rules.
  - If there is damage to the site or park property.
- The Special Event Coordinator office will send a notification 2 weeks after your event to confirm the address for the damage deposit refund or notification if the damage deposit refund will be held. If a refund will be issued, the refund request will not be sent to the accounting department until after the Special Event Coordinator office receives confirmation for the refund mailing address.
- Refunds are issued by the State of California, typically 6-8 weeks after the Accounting Department receives the refund request.

## Decorations:

- No decorations may be used, except for free-standing directional signs or handheld decorations (such as a bouquet).
- Signs must be completely free standing, such as sandwich-board style, and may not be affixed or attached in any way to any park structures, fences, benches, plants, or trees, nor may the sign(s) be driven or staked in the ground.
- Signs may not block trails, trail heads, roads, buildings, or any public access.
- All signs and handheld decorations must be removed from the park upon completion of the event by the permittee.



## General Guidelines

### 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, wasps and bees, falling branches, gopher holes, unstable cliffs, etc. Stay on designated trails and areas open to the public to minimize exposure.
- **Littering is NOT permitted.** Littering includes leaving, depositing, or scattering flower petals, rice, seeds, ashes, confetti, or any other litter in a unit except in a receptacle designed for that purpose.
- No altering the environment in any way. No digging or cutting of any shrubs, vegetation, and/or trees.
- Wood gathering is not permitted.
- The releasing of birds, butterflies, or balloons is NOT permitted.
- Fireworks of any kind, including “sparklers”, are NOT permitted.
- Flower gathering is not permitted.

### Film Permits:

- A film permit issued by the California Film Commission (CFC) is required for any film, motion or still, that will be published, used for advertisement, used commercially, etc. Film permits are not issued retroactively.
- Most weddings do not require an additional film permit.

### Fires:

- Fires are not permitted.
- Heaters are not permitted.

### Flowers:

- Small hand-held flower arrangements (such as corsages or handheld bouquets, etc) only. These arrangements must be preapproved on the permit.
- All flowers must be removed from the park at the conclusion of the event by the permittee.

# General Guidelines

## 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.
- Refunds are not given if for “no-shows”.

## Monitors:

- State Park staff may be required to monitor your event from the permit start time to end time. Park Management Staff will decide if a monitor(s) are required on a case-by-case basis.
- The monitor(s) are there to ensure compliance to the Special Event Permit and park rules, it is the Permittee's responsibility to follow the parameters of the Special Event Permit.

## Music:

- Music, either 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. We do not recommend that any member of the wedding party as the on-site contact person.

## Parking:

- Park entrance day use fees are charged for all entrants and all parking is on a first-come first-served basis. Parking at Julia Pfeiffer Burns State Park is limited and parking spaces typically fill up by mid to late morning on a daily basis.
- A Special Event Permit does not guarantee parking inside the park.
- Pre-paid parking is not available for this park.
- Park in designated spaces only. No vehicles are permitted off road or in the picnic area.
- No vehicles over 24 feet are allowed in the park.

## Pets:

- Pets are allowed in the parking area only and must be on leash (6 foot maximum length) and under the owner's physical control at all times.
- Pets are not allowed on any park trails, at the Waterfall Overlook, or at the Redwood Picnic Area.
- Pets may not be left in vehicles unattended.

## General Guidelines

### Seating:

- A maximum of four (4) folding/camp chairs may only be brought in by those with limited mobility. The exact number of seats/chairs must be preapproved and stated on the permit.
- Chairs may not be placed where they might block access to the site, trails, trail heads, or any manner that may block the public's access to any location in the park.
- All chair(s) must be removed from the park by the permittee at the conclusion of the event.

Thank you for your interest in holding your event at Julia Pfeiffer Burns State Park. For more information please visit [www.parks.ca.gov](http://www.parks.ca.gov) for an email link to [bigsurevents@parks.ca.gov](mailto:bigsurevents@parks.ca.gov) or phone the Special Event Coordinator at (831) 667-0507.

