



Orange Coast, North Sector
Bolsa Chica / Huntington State Beaches
Huntington Beach, CA 92646
714-377-5691

Dear Special Event applicant,

Thank you for your interest in the Special Events program at the Orange Coast District, North Sector. These parks include Bolsa Chica and Huntington State Beaches.

The following information is provided to assist you in planning your event.

“Special Events” include all activities beyond the normal scope of a park visitors use such as reservation of areas or facilities, conducting business both for profit and nonprofit on park property, activities which could impact public access or enjoyment, and requests for exemption from general park rules and regulations. Permit applications may be submitted up to one year in advance of the event date; however, no later than 14 days prior to event date. A State Parks special event permit and liability of insurance certification is required for all special events.

Weddings, Wedding Receptions, Renewing Vows and Corporate Parties do fall under “Special Events”.

Photography / Film Permits are coordinated under a separate process.

GENERAL INFORMATION AND GUIDELINES

- Park hours are from 6:00 a.m. to 10:00 p.m. year-round. Entrance gate hours are 6:00 a.m. to 9:00 p.m. All events must be held within the posted hours. No exceptions.
- Multi-use trail and concession area lighting shuts off at 10:00 p.m. Plan accordingly.
- Picnic areas are available for reservations Monday through Sunday year round.
- Special Event activities may be limited between Memorial Day and Labor Day.
- Payment of fees may be made in cash, Visa, MasterCard, and Discover.
Personal checks are no longer accepted as form of payment.
- **ALL Special Event fees are non-refundable.** This policy is NOT negotiable.
- Parking fees are NOT included in the permit fees. We do not allow pre-paid parking, parking to be paid after the event, or allow anyone to stand at the entrance gates paying for anyone as they enter the park. Each vehicle must pay when they enter. State issued parking passes are good all day and will allow re-entry as long as parking is available. No exceptions.
- Approved permits do not guarantee parking will be available. All parking spaces are on a first come first serve basis for ALL park visitors. We do not allow spaces to be held or saved. During summer months, parking does reach capacity where entrance gates are closed. An approved permit does not guarantee entrance into the parks during this closure time.

- Event Permits do not give exclusive rights to a specific SAND area on the State Beach. It is YOUR responsibility to occupy the area you choose for your event. We do not rope off, cone off or save any area for any event. The permit ONLY allows you to hold your event on State property.
- Every event MUST have a detailed drawing of the event site. No exceptions. Event site must be placed EVEN with or BEHIND the Lifeguard tower as not to obstruct the Lifeguards view or path of travel.
- A Ramada reservation DOES give exclusive rights to the permittee. It is your responsibility to occupy this area on the dates and time you requested on the permit. We place a “RESERVED” sign at the Ramada site. We do not rope off or cone off the area.
- All permit applications must include the name of the applicant or organization. If the permit is coordinated by an event planner or catering service for a family, the name of the family MUST be on the permit.
- A copy of all contracts / agreements with outside vendors (to include but not limited to event planners, catering *including food trucks of any kind*, bartending, equipment rentals, entertainment, photography, etc.) must be provided 2 weeks prior to the event date. A \$75 fee for EACH contract will be charged in addition to other applicable fees. Failure to disclose accurate contracts / agreements or remit fees will result in immediate cancellation of the permit and loss of the reservation date. NOTE: Family and friends who are professionals hired or providing these services whether they are charging you or not, ARE subject to this fee and policy.
- Permittee may be required to provide a Certificate of Liability Insurance naming the State Of California as an additional insured. See Insurance information.
- All personal vehicles must stay within the parking lot areas. Personal vehicles are NOT allowed on the multi-use trail or Spencer Ramps for loading or unloading. Citations will be issued to those who do not comply.
- Live bands are only permitted with a catered event and approved on a case by case basis.
- Decorative items are approved on a case by case basis.
- Inflatables are approved on a case by case basis.
- Fires are permitted ONLY in the PARK PROVIDED fire rings.
- Gas grills and electric grills are allowed on the sand but must be at least 18” off of the ground. Charcoal grills are not permitted.
- Dutch ovens can only be placed and used in a fire ring.
- Tiki torches are permitted. They must be placed at least 20 feet away from any combustible item.
- Candles are permitted in non-glass type candle holders on picnic tables only. Liquid melted wax MUST be contained.
- Electricity is not provided by the park. Generators will be needed and must be listed on the permit. NOTE: We do not provide generators.
- Dogs are not allowed on the sand. They must remain on a leash and attended to at all times.

I. RESTRICTED ITEMS

- Rice, silly string, floating lanterns are not permitted.
- Glass containers of any kind are not permitted.
- Wooden props or structures are not permitted.
- Fire dancers are not permitted.
- Cooking under the sand, pigs or clam bakes are not permitted.
- Gum, balloons, signs are not permitted.
- Fireworks of ANY kind.

II. STATE MONITORS

- ❖ A monitor is someone assigned to your event. They must be present if you have any or a combination of the following-
 - More than 150 guests
 - Alcohol
 - Contracted Service- DJ, Caterer, Event Planner, Delivery of any kind
 - Equipment set up
- ❖ Fees apply – *See Monitor fees*

III. LIFEGUARDS

- ❖ A Lifeguard may be requested in the off season. Fees will apply.

IV. ALCOHOL

- ❖ **See Alcohol Waiver Form for fees and guidelines.** Alcohol may be served but not sold with an approved ALCOHOL WAIVER FORM. We strictly observe all California alcohol beverage laws. Bartenders will be held responsible not to serve guests under the age of 21 years. To assure all perform their jobs safely and responsibly, we do not allow any staff persons or vendors to consume alcoholic beverages while on duty. If having a caterer/vendor serving alcohol you must turn in a copy of an authorized ABC-218 form for the date of the event to the Event Coordinator no later than 10 days prior to the event. Information to the local ABC office serving the Huntington Beach area is (714) 558-5101.

There must be a designated roped off area for the bar. No one under 21 allowed in. No alcohol must leave this specified area. Area MUST be drawn on site drawing. State Park Monitor must be present. *See Monitor fees.*

V. DJ/MC's – AMPLIFIED MUSIC

- ❖ Approval of DJ/MC's will be considered on a case-by-case basis.
- ❖ DJ/MC's must be hired by a reputable company and have their own generator. Any offensive, suggestive, violent music will terminate the DJ/MC from your event immediately. Family/friends may only DJ/MC if they are a professional DJ/MC.

- ❖ Music must be kept at a reasonable level as not to disturb other park visitors. Speakers must face the ocean.
- ❖ A copy of that company's invoice must be submitted to the Event Coordinator no later than 14 days prior to the event.
- Site fee of \$300 as well as the \$75 contracted services fee will apply if having a DJ/MC without a catered event. NOTE: Family and friends who are professionals hired or providing these services whether they are charging you or not, ARE subject to this fee and policy.
- ❖ State Park Monitor must be present. *See Monitor fees.*

VI. PARTY RENTAL COMPANIES - EVENT PLANNERS – CATERERS

- ❖ All party rental companies/event planners/caterers must be off the property by 10:00 p.m. It is the permittee's responsibility to make sure the party rental company has enough staff to breakdown and clean up in the appropriate time as they and/or the permittee will be billed or cited. NOTE: Lighting on multi-use trail and concession areas shut off at 10:00 p.m.
- ❖ The catering staff and permittee is responsible for the final clean-up of the property. This includes all trash, cigarette butts, food particles, toys, candy wrappers and anything else left by anyone related to the event. The State of California is committed to keeping our beaches healthy and clean. NOTE: You and/or the catering company will be billed and /or cited for any clean-up/trash removal the Park Maintenance Staff have to handle due to your event.
- ❖ All contracted services MUST be listed on the permit
- ❖ State Park Monitor must be present for set up and break down of the event. *See Monitor fees.*
- ❖ Liability Insurance must be provided by companies. *See Insurance specification.*
- ❖ \$75 contracted service fee applies for these services. *See fee listings.*
- ❖ Dumping of any gray water and/or left over drinks/liquids are not allowed anywhere on the property. It is the permittee's responsibility to provide some type of plastic tote to haul all gray water off the property. NOTE: You can be cited for this.
- ❖ Arrival and departure times of all vendors will be defined and confirmed between the permittee and Special Event Coordinator for the scheduling of the monitor/staff. This must be listed on the permit.

VII. TENTS

- ❖ The permittee has the option to set up a tent for their event. This must be listed on the Event Permit. The size of the tent may require a permit to be filled out with the State Fire Marshall's office as well as a site inspection by the State Fire Marshall.
- ❖ No enclosed tents are allowed with the exception of clear see through siding. Tents are to be taken down at the conclusion of the event. Rental staff will need to be doubled so there is adequate help to break down within the scheduled time. **Any broken tents to be discarded MUST be taken OFF the property and disposed of elsewhere as we are NOT a dump site.**
NOTE: Lighting shuts off at 10 p.m. Plan tear down accordingly.

VIII. INSURANCE Certification Requirements

- ❖ For events having greater potential hazard of liability to the State that is incurred through typical daily park activities, permittee will be required to provide the State Park with a Certificate of Insurance with required enforcements as proof of liability insurance coverage. This policy will cover the period of the permit that will be in an amount no less than the following as determined by the District Superintendent:

Combined single limit (CSL) \$10,000,000 per occurrence 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 by 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 the State. This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during entire term of the permit.*

Additional insured should read: *State of California, Department of Parks & Recreation, 21601 Pacific Coast Hwy, Huntington Beach, CA 92646. General formation providers may be obtained by visiting www.insurance.ca.gov*

IX. SMALL FAMILY PICNICS – 50 people or less

- ❖ All permits where bringing in catering, entertainment or special equipment or not, MUST fill out and submit the full Event Permit. If the question is not applicable, please put N/A, do not leave blank. Fees and permit must be submitted and be paid in full no later than 14 days prior to reservation date. NO exceptions.

X. GROUP / COMPANY PICNICS / WEDDINGS / GENERAL PUBLIC EVENT – 50 + people

- ❖ To secure your date, processing fee of \$40 and permit papers are due 30 days in advance. All other fees to be paid in full no later than 14 days prior to reserved date.
- ❖ Some events subject to a deposit.
- ❖ All pages of permit need submitted at the same time. Additions can be made up to 14 days prior to the reservation date.
- ❖ A site plan with dimensions MUST be submitted with the permit.
- ❖ A list of all vendors, sponsors, volunteers MUST be submitted with the permit.
- ❖ Some events will be required to provide additional trash dumpsters and or port-a-potties.
- ❖ The permittee is responsible for the final clean-up of the property. This includes all trash, cigarette butts, food particles, toys, candy wrappers and anything else left by anyone related to the event. The State of California is committed to keeping our beaches healthy and clean. NOTE: You and/or the catering company will be billed and /or cited for any clean-up/trash removal the Park Maintenance Staff have to handle due to your event.
- ❖ Some events will be subject to State Fire Marshall approval.

XI. YOUTH CAMPS / SCHOOL GROUPS - Limited use program:

- ❖ California State Parks encourages outdoor recreation and education for California's youth by offering designated park venues which are available for periodic, low impact activities and events. Due to the park's sensitivity to natural resource protection and limited carrying capacity, approval of this type of group will be limited by frequency of use, number of participants, type of activity, park location, hours of use and day of week. Fees may or may not apply. *Contact our parks Interpretive Specialist for more information. - 714-377-5691.*

XII. CAMPING

- Bolsa Chica Camp Ground is available by reservation through RESERVE AMERICA only. www.reserveamerica.com. 800-444-PARK. We do not take reservations at the park.

XIII. FISHING EVENTS

- ❖ To secure your date, processing fee of \$40 and permit papers are due 30 days in advance. All other fees to be paid in full no later than 14 days prior to reserved date. Monitor or lifeguard services will be determined by the Lifeguard Supervisor on a case by case basis.
- ❖ FEES -
 - Processing fee - \$40
 - Site fee – \$300 up to 100 people
 - \$400 for 101 – 300 people
 - \$500 for 301 – 500 people
 - Registration fee – 18% of all registration fees.

XIV. HEALTH & FITNESS / SPORTS EXHIBITIONS – Limited use program:

- ❖ California State Parks encourages outdoor recreation and education for California's youth by offering designated park venues which are available for periodic, low impact activities and events. Due to the park's sensitivity to natural resource protection and limited carrying capacity, approval of this type of group will be limited by frequency of use, number of participants, type of activity, park location, hours of use and day of week.
- ❖ Triathlons, Marathons, 5K, 10K, Walks, Yoga Classes, Exercise Classes, Meditation Classes, etc. are all subject to these fees whether they are on the sand, go through our park on the multi – use trail, down our parkway, in our parking lots or on Pacific Coast Hwy.
- ❖ A Certificate of Liability Insurance will be required. See specifications above.
- ❖ Event Permit is due 30 days in advance. Fees must be paid in full at least 14 days prior to reservation date.
- ❖ FEES-
 - Processing fee - \$40
 - Registration fee – 18% of all registration fees.
 - Site fee – determined on a case by case basis.
 - Monitor fee – determined on a case by case basis.

XV. FUNDRAISERS

- ❖ Event Permit and processing fee is due 30 days in advance.
- ❖ Depending on the site of the activity a site fee and an activity fee may apply. Fees must be paid in full at least 14 days prior to reservation date.
- ❖ Triathlons, Marathons, 5K, 10K, Walks, etc. are all subject to these fees whether they go through our park on the multi-use trail, down our parkway, in our parking lots or on Pacific Coast Hwy.
- ❖ If using a contracted service, you will need to submit copies of all contracts, invoices or receipts with the fees 30 prior to the reservation date. Fees will apply whether services / products are donated or charged for. An invoice for donations will need to be submitted with estimated fees.
- ❖ FEES-
 - Processing fee - \$40
 - Registration fee – 18% of all registration fees.
 - Contracted Services fee – \$75 per contracted service.
 - Site fee – determined on a case by case basis.
 - Beach Usage fee – determined on a case by case basis.

XVI. GENERAL NON – REFUNDABLE FEES:

- ❖ Permit Fee - \$40
- ❖ Site Fee - \$300
- ❖ Beach Usage Fee - \$300 for up to 25 guests
\$400 for 26 – 149 guests
\$1000 for 150 + guests
- Site Fee and Beach Usage Fee both apply when having contracted services.
- Beach Usage Fee only, will apply if not having a contracted service.
- Monitor Fee - \$79 per hour with a 4 hour minimum. They are paid from 30 minutes prior to set up to 30 minutes after breakdown.
- Seasonal Lifeguard (off season) - \$35 per hour with a 4 hour minimum.
- \$75 Contracted Service Fee – No vender or subcontractors will be admitted without prior approval.
- Alcohol Waiver Fee- \$500 for up to 100 people PLUS 1 monitor required
\$750 for 101 – 200 people PLUS 1 monitor required
\$1200 for 201 or more people PLUS 2 monitors required

XVII. PICNIC AREA AND RAMADA FEES AND SITE SPECIFICS

BOLSA CHICA STATE BEACH

178541 Pacific Coast Hwy, Huntington Beach, CA 92649

- **18A** \$50.00 per day
- **17A** \$100.00 per day
- **12A** \$200.00 per day
- **12B** \$100.00 per day
- **12C** \$100.00 per day

Site Specifics-

- **18A** – Located on the concrete area across from Lifeguard Tower 21. Near parking lot 19. There are 5 wooden picnic tables. Each table accommodates approximately 12 people. This site is NOT covered, does NOT have bbq grills or a fire ring. This area is adjacent to a full size basketball court which is not reservable and must remain for first come first serve.
- **17A** – Located on the concrete area across from Lifeguard Tower 20. Near parking lot 17. There are 5 picnic tables. Each picnic table accommodates approximately 12 people. This site is NOT covered and does NOT come with bbq grills or a fire ring.
- **12A** – Located on the concrete area across from Lifeguard Tower 16. Near parking lot 14, the far south end of Bolsa Chica State Beach. There are 6 picnic tables. This site is NOT covered and does NOT come with bbq grills or a fire ring. Seating for approximately 15 people. No contracted services allowed in this area.
- **12B** – Located on the concrete area across from Lifeguard Tower 16. In the same area as 12A and 12C. Near parking lot 14, the far south end of Bolsa Chica State Beach. This site is a shaded Ramada with 1 concrete table and 1 fire ring. Seating for approximately 6 people. No contracted services allowed in this area.
- **12C** - – Located on the concrete area across from Lifeguard Tower 16. In the same area as 12A and 12B. Near parking lot 14, the far south end of Bolsa Chica State Beach. This site is a shaded Ramada with 1 concrete table and 1 fire ring. Seating for approximately 6 people. No contracted services allowed in this area.

HUNTINGTON STATE BEACH

21601 Pacific Coast Hwy, Huntington State Beach, CA 92646

- **Brookhurst Ramada’s A, B**.....\$100.00 each per day.
- **Brookhurst Berm Ramada’s A, B, C, D** \$100.00 each per day.
- **Newland Ramada’s A, B, C, D** \$100.00 each per day.

Site Specifics-

These areas may be reserved together or separate.

- **Brookhurst Ramada's A, B** – Located on the sand near the Brookhurst entrance near Lifeguard Tower 3. Near parking lot 1. This area has 2 shaded Ramada's with 1 picnic tables and 1 fire ring in each. Each Ramada seats approximately 6 people however will provide shelter for up to 15 people. Of these 2 Ramada's, A is wheelchair accessible. Each Ramada is equipped with *a central generator hookup with will activate all of the receptacles on the Ramada*. Receptacles are not pre-wired with live electricity. (You must provide your own generator and must list it on your permit application for approval). There are 4 volleyball courts at this location which are first come, first serve when not in use by permitted tournaments and camps.

- **Brookhurst Berm Ramada's A, B, C, D** – Located on the sand at the end of the Spencer Ramp (concrete walkway leading to the Ocean) INFRONT and to the LEFT of Brookhurst A, B. This area has 4 shaded Ramada's. Each has 1 picnic table and 1 fire ring. Each Ramada seats approximately 6 people however will provide shelter for up to 15 people. Of these, Ramada's #C and #D are accessible from the Spencer Ramp for *LIMITED* wheelchair accessibility. There is no central generator hookup for electrical at these locations. All evening lighting must be packed in and out of the park.

- **Newland Ramada's A, B, C, D** — Located on the sand near the Newland Street entrance near Lifeguard Tower 11. Near parking lot 7. This area has 4 shaded Ramada's with 1 picnic tables and 1 fire ring in each. Each Ramada seats approximately 6 people however will provide shelter for up to 15 people. Of these 4 Ramada's, A is wheelchair accessible. Each Ramada is equipped with *a central generator hookup with will activate all of the receptacles on the Ramada*. Receptacles are not pre-wired with live electricity. (You must provide your own generator and must list it on your permit application for approval). There are 6 or more volleyball courts at this location at any given time, which are first come, first serve when not in use by permitted tournaments and camps.

XVIII. CANCELLATIONS

ALL RESERVATION FEES ARE NON-REFUNDALBE. Date changes will be considered as long as date is in the same calendar year. Cancellations due to natural disasters, fires, floods, earthquakes where reserved area is affected **MAY** be refunded with Park Superintendent approval **ONLY**. Normal rain, wind or if beach is cleared off by State Park staff due to rain or wind, does not qualify as natural disaster and does not warrant a refund.

XIX. RESERVATIONS

Event Reservation number is 714-377-9422.

Events office hours are 9 - 4 Monday thru Friday.

Events office is located in the Bolsa Chica State Beach Visitor Center.

FAX and EMAIL permits will not be accepted. Original copies of permits must be mailed or submitted in person with the \$40 processing fee.

If submitting permit in person, it is best to make an appointment to insure the coordinator is available to meet with and answer any questions.

You may email for availability / questions / appointments to northsectorevents@parks.ca.gov. Please specify which beach you are inquiring about.

Permits are only approved within the same calendar year. We do not take reservations any further in advance. The permit is not approved until all fees are received by the Event Coordinator and has signed off on the permit.

Permits may be mailed to:

Bolsa Chica / Huntington State Beach
21601 Pacific Coast Hwy
Huntington Beach, CA 92646
Attn: Special Events

Fed Ex / UPS only:

Bolsa Chica State Beach
17851 Pacific Coast Hwy
Huntington Beach, CA 92649
Attn: Special Events

We also have a website for viewing pictures of our beaches and downloading your own Permit Applications and Guidelines. Go to www.parks.ca.gov. Select "Visit A Park", choose your park alphabetically or by typing it in the "Select A Specific Park". Once on Bolsa Chica State Beach or Huntington State Beach web pages, see the EVENT information on the right.

Thank you for your interest in Bolsa Chica and Huntington State Beaches.