SPECIAL EVENT PERMIT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: *To apply for a Special Event Permit, complete this form and read the Special Event Permit Terms and Conditions attached. Submit all copiesWith original signatures, any supplemental documents (see No. 4 below), and a check or money order tor $25.00 (payable to the State of California) to cover the required filing fee to the District office of the park unit where the event will be held.*

APPLICANT/ORGANIZATION		E-MAIL ADDRESS
ADDRESS	CITY/STATE/ZIP CODE	
CONTACT PERSON	BUSINESS PHONE ( )	CELL/HOME PHONE ( )
IF APPLICABLE - LIST ALL POTENTIAL VENDORS/CATERER (USE SECOND SHEET IF NECESSARY)	DATE OF EVENT	FAX NUMBER ( )
BOLSA CHICA OR HUNTINGTON STATE BEACH:	EVENT HOURS:	SETUP BEGINS / BREAKDOWN ENDS

1. PURPOSE OF THE EVENT:

2. PARK AREA / FACILITIES TO BE USED (PLEASE BE SPECIFIC (ie: picnic area, sand at or between towers, etc.)

3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT AT ONE TIME AND METHOD FOR LIMITING ATTENDANCE (THE STATE MAY LIMIT THE MAXIMUM ATTENDANCE WITHIN ITS DISCRETION) PLEASE VERIFY HOW MANY ADULTS (21 and Over), AND HOW MANY CHILDREN:

4. PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES	NO	
☐	☐	Does the event involve the sale or use of alcoholic beverages?
☐	☐	Will additional fees be charged for participants (beyond regular facility fees)?
☐	☐	Will items or services be sold at the event?
☐	☐	Are there any other special conditions or requirements? (e.g., accessibility - see page 2

If you answered yes to any of the above questions or if liability insurance is required (see Special Event Permit Terms and Conditions), please complete and attach a DPR 246A, Special Event Permit Supplement. If none of the above conditions apply, please complete the signature block below.

I have read and accept the Special Event Terms and Conditions attached. 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 any rules or 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.

SIGNATURE DATE

▶

FOR DEPARTMENT COMPLETION ONLY

TOTAL PERMIT FEES	COMMENTS	
REVIEWED AND RECOMMENDED BY ▶		DATE
TITLE		BUSINESS PHONE ( )
ADDRESS 21601 Pacific Coast Highway	CITY/STATE/ZIP CODE Huntington Beach, CA 92646	
APPROVED BY ▶		DATE
TITLE		BUSINESS PHONE ( )
ADDRESS 21601 Pacific Coast Highway	CITY/STATE/ZIP CODE Huntington Beach, CA 92646	
DIRECTOR APPROVAL *(for alcoholic beverage sale of more than 4 days only)* ▶		DATE

Department of General Services Use Only

Additional Information Requested

Special Considerations: Activities that may be damaging to the park grounds or that interfere with the enjoyment of the park by other park guests are highly discouraged or not allowed. Listed below are examples of events that require special approvals by the Event Coordinator, all events are subject to an activity/site fee with a required monitor. If the Event Coordinator should decide that a monitor is necessary, the fees are as follows: $68 per hour, per monitor for no less than a 4-hour minimum. Check any applicable items. ***If you are planning a special activity that is not listed describe in detail under "Other."***

_____ Party _____(birthday, retirement…) _____Company Picnic

_____ Seating (chairs, tables) _____ tent (cannot be enclosed)

_____ Sporting Event _____ Stage

_____ Non-Amplified Live Music **(No amplified Bands)** _____ D.J. (see specifications)

_____ Outside Services (Clowns, dancers etc.) _____ Additional Lighting

_____ Dancing _____ Dance Floor

_____ Wedding/Reception _____ Alcohol (Must fill out Alcohol permit form)

_____ *Games* (**List below** - ***NO*** large inflatables...i.e. jump houses, eggs or balloons.)

_____

Other: _____

Catering? Yes: _____ No: _____ **(see "Specifications"**).

Equipment and entertainment Services? Yes_____ No_____ **(see "Specifications")**

List equipment vehicles, special needs, etc., needed for event:

_____

_____

Bolsa Chica Only: ***If catered***, are you having Bolsa Chica Catering cater? Yes _____ No _____
If not, whom: _____
Did you read Specifications for catering in Bolsa Chica? Yes _____ No _____

ON A SEPARATE SHEET OF PAPER PLEASE DESCRIBE IN DETAIL YOUR EVENT PLANS FROM SET-UP THROUGH THE EVENT ITSELF AND TEAR DOWN. IF USING CATERING, EQUIPMENT RENTAL OR ENTERTAINMENT PLEASE SUBMIT A DETAILED DRAWING OF THE EVENT AREA WITH COMPLETE DETAILS. **IF IT ISN'T ON THE PAPERWORK, YOUR PERMIT DOESN'T ALLOW IT.**

Additional details:

_____

_____

_____

YOU MUST HAVE YOUR APPROVED PERMIT WITH YOU ON THE DAY OF EVENT.

SPECIAL EVENT
ACCESSIBILITY CHECKLIST

1. If the expected attendance is a thousand or more, have ASL interpreters been hired to be present during programs or activities?

2. If providing additional toilet facilities, such as portable toilets, have additional (20% plus one) accessible toilet facilities been provided?

3. Are wheelchair seating spaces, with companion seating, provided in assembly areas?

Seating Capacity	Wheelchair Seating Space
1 - 50	2
51 - 300	4
301 - 500	6
over 500	Add 1 per 100

4. Are individual wheelchair seating spaces at least 30" wide and 60" in length?

5. If the seating capacity is more than 300, are the wheelchair seating areas in more than one location?

6. If providing additional parking spaces, has the number of accessible parking spaces been increased?

Total Number Of Parking Spaces	Minimum Number Of Accessible Parking Spaces Required
1 - 25	1 Van Accessible Space
26 - 50	2 Including One Van Accessible Space
51 - 75	3 Including One Van Accessible Space
76 - 100	4 Including One Van Accessible Space
101 - 150	5 Including One Van Accessible Space
151 - 200	6 Including One Van Accessible Space
201 - 300	7 Including One Van Accessible Space
301 - 400	8 Including One Van Accessible Space
401 - 500	9 Including One Van Accessible Space
501 - 1000	2%, Including Three Van Accessible Spaces

7. For outdoor events, has an adequate number of shaded seating areas been provided?

8. Are "visiting" exhibits physically accessible?

9. Are stages and their path(s) of travel accessible?

10. Does advertising include a phone number for persons requesting special accommodation?

SPECIAL EVENT PERMIT
TERMS AND CONDITIONS

Special Event Permits, when approved, shall be issued subject to the following provisions:

1. All activities and arrangements for advance preparations within the above named unit, shall be at the direction of the District Superintendent or authorized representative.

2. Rules and regulations of the Department of Parks and Recreation unless specifically exempted or otherwise noted shall be observed by the permittee, employees, agents, or contractors.

3. The only special activities granted permittee herein are those which are listed in writing on the permit.

4. No structures or sets may be constructed unless specifically provided for and described in writing, no digging or excavation is permitted, and no shrubbery or trees are to be cut, trimmed or injured. No additions, alterations, modification, or decorations may be affixed to any Department of Parks and Recreation facility without specific written approval of the District Superintendent.

5. Fires will not be permitted except upon the specific written approval of the District Superintendent and under specific direction.

6. Vehicles under the authority of the permittee will be parked in areas designated by the District Superintendent.

7. Permittee will control all traffic and vehicles associated with the event as directed by the District Superintendent.

8. Permittee will maintain the permitted area in a clean and sanitary condition and will restore the area to the condition in which it was received to the satisfaction of the State.

9. Permittee will repair or be billed at the discretion of the State any and all damage to the park unit or any State property which was a result of permittee's activities. State will be the sole judge of the extent of damage and the extent of repairs required to remedy the damage. All repairs will be performed to the satisfaction of the State.

10. The State may require at its discretion, the following special conditions:

    a) Fire control measures and additional fire fighting equipment to be furnished by permittee as required by the District Superintendent.

    b) First-aid service to be supplied by permittee, including ambulance service, doctors or nurses.

    c) Additional police protection and/or traffic control personnel. Policing of the event will be provided by permittee and at own expense.

    d) Parking arrangements required for permittee's operating personnel.

    e) Additional sanitary facilities as required by the District Superintendent. Sanitary facilities over and above those furnished by State may be provided by permittee and at own expense.

    The permittee will be charged a fee based on the number of hours and job classification of State personnel required to meet any special condition.

    All special conditions and associated fees will be listed on the permit.

11. Unless otherwise specified on the Special Event Permit, the State agrees to provide the following services, if available or appropriate.

    a) Maintain public restrooms.
    b) Provide fresh water.
    c) Provide electricity.
    d) Provide garbage cans and remove refuse.
    e) Clean all areas prior to occupancy by permittee.

12. The interest of permittee created by this agreement may be subject to property taxation. Permittee agrees to pay any possessory interest tax or any other tax levied on such interest and to indemnify the State from any damage or loss arising, by reason of such tax or Revenue Taxation Code Section 107.6.

13. Permittee may be charged a permit fee in addition to normal park fees, based on costs incurred by the State, size and scope of the event, and prevailing fees for commercial facilities in the locality.

14. Depending on circumstances and probability of occurrence, permittee may be charged a damage deposit as determined by the District Superintendent. Costs for damage repair and any fines or penalties for noncompliance with permit conditions will be deducted from this deposit. The District Superintendent shall determine if all or only a portion of the deposit is refundable.

15. The District Superintendent 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 resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. In addition, any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

16. It is an express condition of this permit that the State, its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the State, its officers, agents and employees from all liabilities charges, expenses (including counsel fees) and costs on account of or by reason of any such deaths, injury, liabilities, claims, suits, or losses however occurring or damage growing out of same.

17. For events having greater potential hazard or liability to the State than is incurred through typical daily park activities, permittee will be required to provide the District Superintendent with a certificate of insurance with required endorsements as proof of liability insurance coverage. The policy will cover the period of the permit and will be in an amount no less than one of the following as determined by the District Superintendent:

    - Public Liability $300,000 each person, $500,000 each occurrence. Property Damage Liability and Products Damage Liability $200,000; OR

    - Combined single limit (CSL) $500,000 per occurrence; OR

    - Combined single limit (CSL) $1,000,000 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 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.

    This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the entire term of the permit.

18. Contacts relating to the insurance policy and payment of fee and in regard to the permit generally may be made through the District Superintendent.

SPECIAL EVENT PERMIT SUPPLEMENT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: Complete the information requested below then submit this form with your DPR 246, Special Event Permit.

1. List of fees and charges to participants attending the event. (This is in additional to regular park facility fees)

2. Plan and method for collecting special fees.

3. Estimated gross receipts and net profits to the permittee.

4. Guaranteed minimum fees and/or percentage of the gross income to be paid to the State as rent.

5. Method of garbage collection and disposal.

6. List of items to be sold during the event.

7. Method of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The State reserves the right to review and approve all promotional material to protect the interest of the Department.

8. Detailed description of the program to be presented and the displays and concession booths to be installed. (Prepare attachment if additional space is required.)

9. List of all the organizations involved whether sponsors, recipients or promotional firms. Commercial sponsors must specifically be listed.

EVENT PERMIT SUPPLEMENT- CATERING/WEDDINGS

State of California – The Resources Agency
Department of Parks and Recreation

INSTRUCTIONS: Complete the information requested below then submit this form with your Event Permit package. The purpose of this page is to help us to best determine the fees for your catered/wedding event.

1. Detailed description of the activities, and the area to be utilized. (Add approx. square footage)

2. Equipment to be used and description of where items are to be placed.

3. List catering, entertainment, party planners, equipment rentals to be used. **(Please attach copies of estimates and invoices.)**

COMPANY PARTIES
Name and location of Company if other than permittee:

WEDDINGS
Name of Bride/Groom, contact information if other than permittee:

Permittee's relationship to Bride and Groom:

(If Wedding Planner, please attach copy of contract agreement)