

**CALIFORNIA STATE PARKS  
NORTH SECTOR BEACH GUIDELINES**

Please review the following information which will assist you in completing the Special Event Permit Application and understanding the permit fees.

**I. AVAILABILITY**

- ◆ Monday through Sunday, NO major holiday weekends. (Major holiday weekends is from Friday-Monday.)
- ◆ **Times:** Park hours are from 6am to 10pm (gates are open from 6am-9pm) year round.
- ◆ Your permit does not give you exclusive rights to the property. The park will be open to the public. To ensure your space, it is your responsibility to physically occupy your area. Picnic areas will have signage stating that the area has been reserved for your party. Be sure to have your approved permit with you in case the signs have been tampered with, as they are posted the night before.
- ◆ Any event setting up/breaking down before or after regular park hours will require special approval and the presence of a monitor.

**II. FEES (Subject to change)**

- ◆ **ACTIVITY** fees are as follows: ..... \$ .25 per person per hour.
- ◆ Community Events (Where the park is a stopping point): \$125.00 to \$500.00 plus activity fee, all other rules apply.
  
- ◆ **SITE Fees** are as follows:

**BOLSA CHICA STATE BEACH**

24A & 24B.....\$200.00 each, Saturday & Sunday...\$100.00 each, Monday-Friday.  
(During **off season between November 1<sup>st</sup> and March 1<sup>st</sup>**, Sat. & Sun. will be \$100.00)

18C.....\$50.00 Everyday

17D.....\$100.00 Saturday & Sunday...\$50.00 Monday-Friday (off season, \$50.00 Sat. & Sun.)

12E.....\$100.00 Saturday & Sunday...\$50.00 Monday-Friday. This very nice remote area is a favorite spot for our local surfers and parking is extremely limited. If reserving this area you may have to walk from one of the parking lots north of that section, as that lot is nearly always full. No loading and unloading allowed at the turn around, you can be cited. No catering, equipment rentals or entertainment events will be allowed here.

ALL SAND AREAS.....\$200.00 for each 40X40 foot area.

\*\*\*\*\* If you are having a catered event and/or if your activity spreads out from the picnic area over the bike path to the SAND, this will automatically add \$200 for each 40X40 area to the site fee.

**HUNTINGTON STATE BEACH**

Brookhurst Ramadas A & B ..... \$50.00 each, everyday.

Newland Ramadas A, B, C & D.....\$50.00 each, everyday.

ALL SAND AREAS.....\$200.00 for each 40X40 foot area.

\*\*\*\*\* Catering, entertainment or equipment rentals will automatically add \$200 for every 40X40 area used to the Site Fee of any picnic area.

- ◆ **Monitor Fees:** \$68.00 / hour, with a four (4) hour minimum. Monitors are hired 30 minutes before setup time to 30 minutes after breakdown. (Officers are not already on-duty and have to come in on their day off to dress down get patrol vehicle and be on-site at specified time).

Monitors are required to be present depending on the size of your party and/or if there is a set up.

Monitors need to be present from the time set up begins and stay until the event is cleaned up.

Vendors will not be allowed to set up on the property until the Monitor is present.

**Monitors are hired for all catered, alcohol and amplified events.**

**No less than 14 days advanced notice will be accepted for a monitored event.**

- ◆ **Processing Fee:** \$25.00 per permit is non-refundable and must be paid upon submitting permit application. The Processing Fee does not guaranteed event approval. You must have a separate permit and processing fee for each event date. The processing fee will be credited toward not in addition to small family picnics reserving picnic areas only as stated below.
- ◆ **Picnics 50 people or less** -To secure your date, your processing fee & permit papers are due 15 days in advance and are to be paid in full no later than 10 days prior to your picnic, or you will be promptly removed from the calendar.
- ◆ **Small family picnics *not*** using any catering, deliveries, entertainment or special equipment, just fill out and send in the first two pages of the Permit Application with the chosen picnic area fee (as stated above) no processing fee will be required.

- ◆ **Fishing Events:** Will be charged a site fee of \$200 for up to 100 people, \$350 for 101- 300, 301-500+ people \$500+ per day plus activity fee of 16% of all registration fees. Monitor or lifeguard services will be determined by the Lifeguard Supervisor on a case by case basis.
- ◆ **Fundraisers:** Will be charged an Activity/Site fee (site fee will be based on area of usage). An additional charge of 16% of all registration fees, if you are using catering, entertainment or equipment services see specifications below. You will need to submit copies of all contracts, invoices or receipts with the payment 30 days prior to your scheduled event. We will need a complete list of vendors you are using and what they are supplying.
- ◆ **Surfing Events:** Will be charged a site fee of \$250 per day for Amateur and \$500 per day for Pro/Am and Professional, 16% of all registration fees and on a case by case basis Monitor and Lifeguard service fees.
- ◆ **Water activities** may require additional lifeguard monitoring. (Lifeguards are \$20 an hour with a 4 hour min.)
- ◆ **WEDDINGS:** Will be permitted on the SAND for a Site Fee of \$100.00 for up to 25 guests and \$200.00 for 26+ with no set up. 26+ guests with set up of any equipment, rentals \$500.00 If using a wedding planner, a wedding planner is a vendor - activity fees will apply. *(Not divulging the fact that you have a wedding planner is FRAUD and punishable by law.)* All other fees such as equipment rentals, etc. see "specifications" below. Please choose your wedding venue **north** of our Headquarters Buildings in peak season, as our south end parking lots fills up the earliest. ***Weddings will not be allowed on weekends during peak season (between Memorial Day and Labor Day) due to our busy summer season and parking is limited.*** All fees payable 30 days prior to wedding. We do not allow rose petals in the sand or rice to be thrown. Other alternatives may be bubbles, birdseed or butterflies. Weddings with equipment rentals MUST CHOOSE A SITE NEAR A SPENCER RAMP SO THAT DOLLIES MAY BE USED FOR UNLOADING TO SET UP AND LOADING AT TEAR DOWN, NO EXCEPTIONS. All weddings with equipment rentals or wedding planners have to have a monitor present. Only marked company vehicles can load or unload from the Spencer Ramp with the monitor present. NO personal vehicles will be allowed. No vehicles will be allowed to drop off Brides or wedding party members at the end of the Spencer Ramp. All weddings of over 100 people have to provide a certificate of insurance. All vendors must provide a certificate of insurance. All weddings with a set up must provide a separate deposit (money order only) of \$200.00 that will be returned after the wedding if the area is left clean and no rules have been broken.
- ◆ **Larger events** - To secure your date, your processing fee & permit papers are due 30-60 days in advance and ***ALL remaining fees to be received no later than 30 days*** prior to your event, no exceptions or your event will be promptly removed from the calendar.

◆ **All FEES ARE TO BE PAID BY CHECK OR CASH ONLY, MAKE CHECKS OUT TO THE "STATE OF CALIFORNIA".**

### III. SPECIFICATIONS

- ◆ Food, Alcohol and Entertainment Regulations for BOLSA CHICA STATE BEACH
- ◆ All catered food, beverage, entertainment and equipment rentals shall be provided ***exclusively*** by *Wheel Fun Rentals & Catering*. If this company cannot provide the services you require, or does not contact you within 7 calendar days; please contact the State Special Event Coordinator for further assistance. If *Wheel Fun Rentals & Catering* is available and able to provide services for your event please **attach a copy of their invoice to you**, to your permit application when you turn it in. **You may contact Wheel Fun Rentals Catering by email: [huntingtonbeachwfr@gmail.com](mailto:huntingtonbeachwfr@gmail.com), call (714) 471-5015 or see [www.wheelfunrentals.com](http://www.wheelfunrentals.com)** If wanting to serve Alcohol please see the Alcohol Waiver Form.
- ◆ Food, Alcohol and Entertainment Regulations for HUNTINGTON STATE BEACH
- ◆ If you are using catering, entertainment or equipment services there will be a fee of 18% of your total bill before tax for each company used. You will need to submit copies of all contracts, invoices or receipts with 18% payment in full before your scheduled event can take place. All event areas are subject to site/activity fee. If wanting to serve Alcohol please see the Alcohol Waiver Form.
- DJ's/MC's  
No DJ's on weekends between Memorial Day and Labor Day without a catered event.  
DJ/MC must be hired by reputable company and have their own generator. Any offensive, suggestive, violent music will terminate the DJ/MC from your event immediately. Submit a copy of that company's invoice to the Event Coordinator 14 days prior to your event. Having a DJ will be an additional \$200 activity/site fee without a catered event, plus monitor. See **Generator** specifications.

### IV. INSURANCE

- ◆ One (1) million dollar liability insurance is due 30 days before your event, for all events to include but not limited to catering, entertainment, equipment rentals or water sports and for any picnic or event of over 75 people.
- ◆ The certificate must include our endorsements, as listed on the DPR 169a.
- ◆ If alcohol is served by a vendor/caterer it must include host liquor liability, and an approved ABC 218 form.

## V. SITE SPECIFICS

- ◆ Depending on the complexity of your event an initial walk through maybe necessary. Public safety, access and resource protection will be discussed.
- ◆ **You DO NOT have exclusive rights to any area** on the State Beach even if you have an event, this is a public beach and if you have an event it is YOUR responsibility to occupy the area. We do not cone off, rope off, or save any area for any event. Again, it is your responsibility to occupy the area for your event.
- ◆ If you want to do/have something that isn't regularly permitted on a regular day visit by a park visitor and / or if it is not specifically specified on your permit, **IT IS NOT PERMITTED**.
- ◆ **SET UP** - Please remember, no set up will be allowed without previous permission as specifically designated on your permit. You will be given an exclusive set up time. If vendors show up before that time they will be asked to leave and return at their specified time.
- ◆ No set up of any equipment will be allowed on site without the presence of a monitor.
- ◆ **You must supply a detailed drawing of your event set-up.**
- ◆ **Arrival and departure times of all vendors will be defined and confirmed between the permit tee and Special Event Coordinator for the scheduling of the monitor/staff 30 days prior to the event.**
- ◆ The Permit tee is responsible for site clean-up and trash disposal, the beach is to be left clean and free of any debris from your event. If maintenance finds that extra cleaning had to be done after your event you will be charged a cleaning fee.
- ◆ The permit tee or an assigned contact (listed on the permit) **MUST** stay on site until all items and equipment is off the beach, and the area has been left cleaner than found.

## VI. FACILITIES

- Reservations must be paid in advance to be valid.
- **For catering, entertainment, and equipment rentals - See SPECIFICATIONS.**
- Gas or charcoal barbecues are allowed (must be 18" off the ground). Dispose of coals at a concrete fire ring.
- Bon fires are permitted in the concrete fire rings only. No portable fire pits are allowed.
- **Fire rings, volleyball courts and basketball courts are not reservable (first come, first served only).**
- A \$25 non-refundable processing fee can be sent to hold a date. The processing fee will be credited toward not in addition to reserving a picnic area. You may send the picnic area fee in lieu of the processing fee if you wish.
- **No Electrical hookups.** You are not allowed to plug into the restroom buildings. A generator can be used for all electrical needs as long as a monitor is present.
- **Generators** - You **MUST** have a permit to have a generator. Generators should be small and quiet such as Honda 1000, 2000, or 3000. (There are electrical plug in receptacles for generator use only at each of the Huntington Beach Ramadas.)
- **Trash** can be bagged, then transported to our dumpsters at the end of the event. For events of 200 people or more, the Permit tee will need to supply an extra dumpster.
- **Lighting** will be the responsibility of the Permit tee. Pole lights will need a generator. Tiki Torches are allowed, they must be placed at least 20 feet away from any combustible item. Candles are permitted on dinner tables only. If the event goes on after dark you will need to have some type of lighting in or near the restrooms. A battery-operated lantern should work fine.
- **Grounds:** The department makes every attempt to have the grounds in immaculate condition for every event however occasionally things happen that are out of our control. The permit tee hereby accepts the grounds in the condition provided, if there is a severe problem that needs to be addressed you can call the reception office and ask for immediate assistance.  
**Reception offices:** Bolsa Chica (714) 377-5691, Huntington (714) 536-1454. Open 7 days a week 9am – 4pm. If there is a problem outside of those hours you are given a emergency contact # on your approved permit to the event coordinator.

### ◆ Bolsa Chica State Beach:

#### Group Picnic Area 24A and 24B

Located at Lot 24, there are 6 picnic tables (accommodates up to 50 people) and 4 BBQ's in *each* of these two areas. Both have a large grass area in front for playing games...etc. '24A' is completely covered, and '24B' is half covered. **"If"** you need catering, Bolsa Chica has an exclusive caterer. They have their facilities located in the middle of the two areas that can provide catering, entertainment, and equipment rentals to any events here in Bolsa Chica. **See Specifications.**

#### Other Group Picnic Areas:

'18C', Located in lot 19, this area is not covered. This area has 5 picnic tables and a full size basketball court (court is not reservable, but first come first serve).

'17D', located in lot 17, this area is not covered. Area has 5 picnic tables and 4 BBQ's.

'12E', located in lot 14, this area is not covered. Area has 6 picnic tables and 4 BBQ's and is located to the far south end of our park.

- **Camping**

Bolsa Chica has an RV campground that you can call for reservations to Reserve America 1-(800) 444-7275 ONLY or go to the Website [www.parks.ca.gov](http://www.parks.ca.gov) put your park of choice into the search bar. (Do NOT call the Event Coordinator for camping.)

- ◆ **Huntington State Beach:**

- ◆ **Brookhurst Street Group Area (Ramada's A & B)**

- ◆ Located on the sand near the Brookhurst entrance gate at Huntington State Beach. This area consists of 2 shade shelters (Ramadas); the shelters can be reserved individually or together. #A of the two shelters is wheelchair accessible. We provide two picnic tables with each Ramada. Each shelter accommodates up to 25 people. There are 4 volleyball courts at this location (not reservable, first come, first served only). Each Ramada is equipped with a central generator hook-up, which will activate all the receptacles on the shelter. (You must provide your own generator and must have the generator listed on your permit application for approval.)

- ◆ **Newland Street Group area (Ramada's A, B, C, & D)**

- ◆ Located on the sand near the Newland entrance gate at Huntington State Beach. (*This Newland entrance gate is never open, so you would have to plan to enter at the Beach or Magnolia entrance.*) This area consists of 4 shade shelters (Ramadas). The shelters can be reserved individually or any combination up to the total of four. #A & B of the 4 shelters are wheelchair accessible. We provide two picnic tables with each Ramada. Each shelter accommodates up to 25 people. There are 6 volleyball courts at this location (not reservable, first come, first served only). Each Ramada is equipped with a central generator hook-up, which will activate all the receptacles on the shelter. (You must provide your own generator and must have the generator listed on your permit application for approval.)

## **VII. PARTY RENTAL COMPANIES**

- ◆ All party rentals must be off the property by 10pm. If the Party Rental Company fails to remove their property by this time, they will be asked to leave their equipment until the following morning. The State assumes no liability for the items left behind. A State Park Monitor will need to be present the following day for removal of the equipment. A minimum fee of \$200.00 will be charged.
- ◆ **If your break-down time exceeds the time allotted you will be billed TIME AND A HALF for each 30 minutes of additional monitor time needed, providing the monitor is willing to stay.**
- ◆ It is the Permit tee's responsibility to be sure the party rental company provides enough staff to break down in the appropriate time, as they are the party that will be billed when tear down is not completed in the scheduled time frame. (See Specifications).

## **VIII. TENTS**

The permit tee has the option to set up a tent for their event. A permit is required; depending on the size of the tent a permit must be filed with the State Fire Marshall's office and is the responsibility of the permit tee. Please call the State Fire Marshall at (626) 305-1908. **Tents cannot be enclosed. Exception: 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 frame.

## **IX. CATERERS**

- ◆ Dumping of any gray water and/or left over drinks/liquids are not allowed any where on the property. It is the caterers and/or permit tees responsibility to provide some type of plastic tote to carry all gray water off the property. The State of California is committed to keeping our beaches healthy and clean. **Note: YOU CAN BE CITED FOR THIS!**
- ◆ The catering staff and permit tee is responsible for the final clean up of the property. This includes all trash, cigarette butts and food particles, toys, candy wrappers and anything else left by anyone related to the event.
- ◆ **The permit tee/caterer MUST stay until all items/equipment has been vacated off the premises and inspection completed with the State Park Monitor before they are allowed to leave.**
- ◆ **If your break-down time exceeds the time allotted you will be billed TIME AND A HALF for each 30 minutes of additional monitor time needed, providing the monitor is willing to stay.**
- ◆ After sunset please bring a flashlight as the Rental Company usually has taken down the lighting.
- ◆ Trash can be bagged in the catering zone, then transported to our dumpsters at the end of the event. Please be careful of leaky bags and re-bag if necessary. Special arrangements may need to be made if your guest count is over 200.
- ◆ Alcohol may be served but not sold with an approved ALCOHOL WAIVER FORM and a State Park Monitor present (see monitor fees). 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 and or vendors to consume alcoholic beverages while on duty.

**Note:** To ensure the safety of the guests, the State reserves the right to shut down the bar in the event of excessive intoxication if the bartender has not already done so.

All caterers must be registered with the Health Department. **If serving alcohol you must turn in a copy of an authorized ABC-218 form for the event date 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) 558-4101.

- ◆ **It is the Caterer's responsibility to be sure ALL their employees, vendors, etc. are made aware of the rules and regulations of the State Beach.**

#### X. ALCOHOL

You must ask for and complete the **Alcohol Waiver Permit form**. It must be approved and paid for in full 30 days prior to the event. A monitor will be required. See the Alcohol Waiver Permit for permit fees and guidelines.

#### XI. MISCELLANEOUS

- ◆ Each individual must abide by all State Park rules and regulations.
- ◆ A fire lane must be maintained throughout the duration of the event.
- ◆ No digging or cutting of shrubbery or trees. No removing Volleyball Court Liners for event purposes. (If volleyball liners have been removed, you will be billed \$600.00 to replace them).
- ◆ **For reasons of safety and resource protection, please be aware that it is the State Park Monitor's job to direct the vendors with they're set up. Please don't hesitate to ask the Monitor about the rules and regulations.**
- ◆ **No unmarked, private vehicles are allowed on the Spencer Ramps for loading and unloading. No marked company vehicles will be allowed without the direction of an assigned State Parks Monitor.**
- ◆ **Beach Games/Beach Equipment:** Volleyball nets, canopies, easy-ups or other beach equipment should be placed out of the way of our Lifeguards view and/or path of travel. Please review with the Lifeguard before setting up.
- ◆ **Amplified music:** (DJ ok, **no bands**) **requires a State Park Monitor.** Music needs to be kept at a reasonable level so as not to disturb the other park visitors. Nature of the music must respect common decency, so as not to offend the general public and families that attend the park. All music must be turned off by 10pm posted quiet hours. **All speakers must be faced toward the ocean front.**

#### XII. RESTRICTED ITEMS:

- Please do not bring any items that contain confetti or tinsel of any type.
- Decorative and/or water balloons, eggs, gum, flower petals, rice are NOT allowed. (Wildlife will eat these things, it wraps up in their intestines and they die a slow painful death.)
- Dogs must remain leashed at all times and are not allowed on the sand.
- No glass containers.
- No LIVE BANDS.
- No large inflatable or jump houses.

#### XIII. FIRES:

Fires are permitted in appropriate pits only. No fires are allowed in the sand. Barbeques are allowed as long as they are at least 18" off the ground and preferably stationed near a fire pit. Coals are to be dumped in fire pits after use.

- **Dutch ovens can only be placed within a fire pit. No charcoal in sand.**
- **No cooking under sand, pig, and clam bakes, etc. allowed.**

#### XIV. FIRST AID/INJURY:

The California State Parks System is a law enforcement agency. Our State Park Monitor on site has direct contact by phone to an emergency dispatch. Some monitors may have first aid experience and will respond to an injury as necessary. The closest medical facility is either Hoag Hospital in Newport Beach or Huntington Beach Hospital in Huntington Beach.

#### XV. LOST AND FOUND:

Any items discovered to be missing after you leave the grounds should be reported to the Lifeguard Headquarters Office of that beach. To recover any found items you will need to call the Headquarters Office of the beach the item was lost on. **Bolsa Chica State Beach Headquarters (714) 377-5691, Huntington State Beach Headquarters (714) 536-1454.**

#### XVI. CANCELLATIONS: The following is our cancellation policy:

- The processing fee is non-refundable at anytime. NO REFUNDS FOR site/picnic area fees, but all other fees can be refunded prior to the last 10 days before your event. If you cancel within the last 10 days, no refunds will be given. Please

allow four to six weeks of processing time to receive your refund. Cancellations due to natural disasters or Acts of God, (i.e. fire, floods or earthquakes) will be reimbursed. You will not be refunded if you choose to cancel due to rain/wind.

#### XVII. PARKING INFORMATION AND FEES

**No vehicles permitted on Multi-use trail, Spencer ramp** or in picnic areas for loading or unloading of food and supplies without approval of the Event Coordinator and a State Parks Monitor present.

**Group reservations do not guarantee parking.** All parking is on a first-come, first-served basis. These parks do fill-up quickly and the parking lots may close as early as 10 a.m. on peak summer weekends.

**There are no pre-paid/preferred parking privileges allowed.** You may have your group turn in their parking tickets to you at the end of your event and reimburse them their parking fees that way.

**Parking fees:** \$ 10.00 per vehicle (normal day-use fee)  
\$ 50.00 per bus (10 - 24 passengers)  
\$100.00 per bus (25 or more passengers)

#### XVIII. RESERVATIONS:

**The Picnic and Event Reservation phone number is (714) 377-9422.**

Reservations may be made up to one year in advance. **An area is not reserved until the reservation paperwork and the full reservation fee is received and approved by the Event Coordinator.**

Reservations may be made in person at the Bolsa Chica State Beach Visitor Center (Between Seapoint and Warner on PCH in Huntington Beach), or mailed to:

Special Event Coordinator  
21601 Pacific Coast Highway  
Huntington Beach, CA 92646

For Fed Ex / UPS use the following address **only**:

17851 Pacific Coast Hwy  
Huntington Beach, CA 92649  
(If using Fed Ex please tell them we are located ON the State Beach between Seapoint and Warner.)

**You can email any availability/questions to northsectorevents@parks.ca.gov**

Office hours are 9:00 a.m. - 4:00 p.m., Monday thru Thursday.

***We also have a website for viewing pictures of the picnic areas and downloading your own Permit Application and Guidelines by ~going to www.parks.ca.gov, put beach of choice into small search bar click on that beach of choice. ~Once on the State Beach Website see "Event Information" (on the top of the left column).***

All fees are non-refundable and non-transferable. A \$25 processing fee will be charged to all groups requesting a change in date or site, once the reservation has been booked.

**No reservations are accepted for Memorial Day, July 4<sup>th</sup> or Labor Day weekends. No Exceptions.** All areas are on a first come, first served basis at these times.

**FAX requests will not be accepted. We accept cash or checks only. Checks should be made payable to: State of California.**

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