



Orange Coast District Special Event Application

DEPOSIT FEE
\$500.00
 (Non-refundable)

INSTRUCTIONS: To apply for a Special Event Permit complete this form, read the Special Event Permit Terms and Conditions attached and submit with signatures, any supplemental documents, and a check or money order made payable to California State Parks to cover the required filing fee to the Special Event office. Additional forms, terms and conditions, and list of required fees will follow.

APPLICANT/ORGANIZATION		CONTACT PERSON, TITLE	
ADDRESS		E-MAIL ADDRESS	
CITY/STATE/ZIP		PRIMARY PHONE	CELL PHONE
LOCATION San Clemente State Beach – Historic Cottage			
SPECIFIC USE		DATES	
ARRIVAL/SET-UP TIME 1:00pm *optional permit extension available for \$185.00/hour from 11am-1pm	EVENT DATE & TIME	CLEAN-UP/TEAR-DOWN TIME 10:00-11:00PM *\$79.00/hour after 11pm	
2. SPECIFIC PARK AREAS AVAILABLE WITH PERMIT FOR USE <i>*some restrictions apply</i> COTTAGE MAIN PATIO, SMALLER PATIO, KITCHEN AREA, FRONT GRASS LAWN, PRIVATE RESTROOM			
3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT (The State may limit the maximum attendance at its Discretion. No more than 150 guests allowed):			
4. PARKING: 50 parking passes included in venue price.			
6. OCEAN BLUFF CEREMONY SPACE – located outside of cottage within walking distance (ADDITIONAL \$150.00) - Please check YES if you would like to include this in your permit fee. <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. PLEASE CHECK ALL THAT APPLY: <input type="checkbox"/> Alcohol will be used or sold during the event <input type="checkbox"/> Participant fees (beyond regular facility fees) will be charged for the event. <input type="checkbox"/> Merchandise / Items will be sold at the event			
SPECIAL EVENT OFFICE ONLY:			



Orange Coast District

SPECIAL EVENT APPLICATION QUESTIONNAIRE

INSTRUCTIONS: Complete the following questionnaire to the best of your ability. California State Parks reserves the right to require specific amenities and services to be provided by the Applicant regardless of the answers provided below.

Name of event as advertised: _____

Name of event contact person: _____

Yes	No		
<input type="radio"/>	<input type="radio"/>	Is the event using a third party wedding coordinator or service? If yes, please include name and contact information here:	
<input type="radio"/>	<input type="radio"/>	Will the event be invite only?	
<input type="radio"/>	<input type="radio"/>	Will items or services be sold at the event? If yes, please list items or services to be sold:	
<input type="radio"/>	<input type="radio"/>	Will alcohol be available on event premises?	
<input type="radio"/>	<input type="radio"/>	If yes, will a licensed bartender or event staff company be hired to run your bar?	Circle One Yes No
<input type="radio"/>	<input type="radio"/>	If yes, will they be supplying alcohol or will you? *please note that beer, wine and champagne are the only alcoholic drinks allowed.	Circle One They will I will
<input type="radio"/>	<input type="radio"/>	Will the event include catered/delivered food and/or preparation areas? If yes, please describe how the food will be prepared: Circle all that apply: Pre-packaged On-site Gas Charcoal Electric Other	
<input type="radio"/>	<input type="radio"/>	Will there be amplified sound associated with the event (DJ, Officiate, Guitarist)?	
<input type="radio"/>	<input type="radio"/>	Will there be live music, amplified or otherwise associated with the event?	
<input type="radio"/>	<input type="radio"/>	If yes, please describe and provide the number of bands or performers expected:	
<input type="radio"/>	<input type="radio"/>	Does the event provide an established area for dancing to either live or recorded music?	
<input type="radio"/>	<input type="radio"/>	Will the event include any type of games or athletic activities? If yes, please describe all details:	
<input type="radio"/>	<input type="radio"/>	Will the event have any temporary structures including canopies, tents, fencing, etc. erected during the event? If yes, please attach a detailed site map of your proposed event lay-out. If yes, please list all structures including sizes:	
<input type="radio"/>	<input type="radio"/>	Will the event erect any platforms, stages, or scaffolding? If yes, please list including sizes:	
<input type="radio"/>	<input type="radio"/>	Will the event include any self-contained fires; including bonfires, BBQs, or open flame cooking? If yes, please list type and amount:	

Yes	No	
<input type="radio"/>	<input type="radio"/>	Will the event include any heating devices? If yes, please list size and amount:
<input type="radio"/>	<input type="radio"/>	Will the applicant hire a licensed and professional shuttle company to drive guests to and from a location? If yes, please list their contact information here and show proof in insurance
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact any State Park owned roadways, walkways or accesses?
<input type="radio"/>	<input type="radio"/>	Will the event require signage or banners to be used? If yes please specify size and speak with the permit coordinator regarding sign locations and restrictions.
<input type="radio"/>	<input type="radio"/>	Will the event provide additional restroom facilities for event spectators, participants, and vendors? (Note: State Parks maintains the right to require additional services for any event.)
<input type="radio"/>	<input type="radio"/>	Will the event necessitate the need for additional disabled parking?

**** List ALL outside vendor services to the best of your knowledge that will be involved in your event.**

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 firefighting 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.

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 RESERVATION OFFICE ONLY (USE BLUE INK)

DEPOSIT RECIEVED	BALANCE DUE	DATE RECEIVED	CHECK #	<input type="checkbox"/> Permit Copy Distributed to Staff <input type="checkbox"/> Placed on Master Calendar
REVIEWED AND RECOMMENDED BY				DATE
TITLE				PHONE 949-366-8589
ADDRESS 3030 Avenida del Presidente				CITY, STATE, ZIP CODE San Clemente, CA 92672
APPROVED BY				DATE
TITLE (Park Supervisor or Sector Superintendent)				PHONE
SITE MAP ATTACHED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable				EMPLOYEE (S) ASSIGNED
KIOSK NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable				EMPLOYEE (S) ASSIGNED
RANGER/LAW ENFORCEMENT NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable				EMPLOYEE ASSIGNED
MAINTENANCE NOTIFIED <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable				EMPLOYEE(S) ASSIGNED