

Check List

Please initial each entry on this list to acknowledge that you have reviewed and agree to all guidelines for permitting an event at the San Clemente Historic Cottage.

_____ I agree to the dates listed on this page and am sending the signed Special Event form (DPR 246), this checklist and a non-refundable deposit for \$500 or \$150 for a weekday rental (A cashier's check or money order made out to the "State of California")
(Please keep guidelines packet for your own reference)

_____ I have read the "Guidelines for the Historic San Clemente Cottage."

_____ I have read the "Locations."

_____ I have read about the offered "Facilities."

_____ I have read the regulations for the "Party Rental Companies." I understand the 18% contract fee.

_____ I have read the regulations for the "Caterer." I understand the 18% contract fee.

_____ I have read the regulations for "Parking and Shuttle Vans" and understand that we must utilize carpooling to the maximum extent possible, as well as, arrange for off site pickup locations for guests arriving by shuttle van.

_____ I have read about the "Insurance Requirements."

_____ I have read all the "Miscellaneous Items."

X

Signature of Permittee

Today's Date

Date of Special Event

Guidelines for the Historic Cottage at San Clemente State Beach

Thank you for your recent inquiry regarding holding a special event at the Historic Cottage at San Clemente State Beach. California State Parks is happy to make this facility available for your private function. Our primary objective at this unit is the interpretation to the public of a unique architecture, as well as the lifestyle and time period that makes this 1930's C.C.C. constructed Cottage a prized example of it's era. Our policies reflect our concern to ensure the integrity of this valuable resource so that all who visit in years to come will enjoy the history that it represents. To avoid any incongruous activity, please read the following terms and conditions carefully.

Availability

Year Round (Except holidays): 2pm-10pm

The cottage **may be** available for events on Friday and Saturday during the peak visitation season: (Memorial Day through Labor Day). Alternative parking may be available.

The party rental company and caterer may arrive **no earlier than 1:00 pm** to drop-off supplies. Weekend day use visitation is quite heavy and the space available in the parking area is limited. You should allow a minimum of 2-3 hours to set-up your event. Outdoor setup may begin at 2:00pm. Your guests may arrive anywhere from 4pm to 9pm. This allows the caterer and rental company only one hour to clean up, from 10pm to 11pm (Quiet hours for the adjacent campground begins at 10 pm.) Final Inspection by the monitor begins at 9:30 pm and the premises must be entirely vacated by no later than 10pm. Park staff will be on premises until no later than 11:00 pm.

Public Visitors

As the permittee, you **DO NOT** have exclusive use of the State Park. However, one responsibility of the State Monitor assigned to your event is to ask the public to respect your privacy. We will allow the public on the property during the set-up of your event, while concurrently assuring that they do not interfere. (Many couples who are planning marriages on the property love to come by to see how you have chosen to set up your event.)

Fees

Saturday: \$2,300.00 site fee (Includes parking for up to 50 cars)

To reserve the site a \$500.00 non-refundable deposit is required.

Weekdays: \$250.00 per hour site fee

To reserve the site a \$150.00 non-refundable deposit is required.

Alcoholic Beverage Permit: \$150.00 each event where alcoholic beverages are being served, but not sold.

Monitor: \$79.00 per hour. It is required to have a monitor on the grounds from the time the historic cottage is unlocked (min. of 4 hours) until one hour after the event is over.

Insurance Policy: cost is dependent on insurance carrier.

Parking: Any vehicle over the 50 allotted cars will be charged \$10.

Monitor

All Historic Cottage events require the presence of a uniformed State Park Monitor. This monitor is present to ensure the integrity and to enforce all terms and conditions of the permit. The Monitor will be present when the facility is unlocked. They will be responsible for removal of all the trash put in receptacle on site. The Monitor will also coordinate with the caterers, party rentals, Shuttle Company (if any) and continually check the premises for overall cleanliness. In addition, these State Park employees are available to interpret basic facts of the Historic Cottage. Primarily, the Monitor is on site to ensure your event is a success. All requests for last minute changes to the terms and conditions of the permit must first be addressed to this employee.

Location

All events at the Historic San Clemente Cottage are exterior. The interior of the cottage will remain closed during special events unless prior arrangements have been made with the park coordinator.

The classic adobe walls embrace a spacious, tiled courtyard. This enclosure features an excellent vantage point from which to view the ocean and frequently spectacular sunsets for which this portion of the South Orange County coastline is noted. The cottage overlooks the geologically significant San Clemente Bluffs area. Feel free to ask the attending State Parks Monitor any questions you might have about any historic or natural features found in San Clemente State Park.

The courtyard gets sunshine throughout the day and cools off around 4pm. The prevailing afternoon winds are predominantly westerly and are usually gentle, although may approach 12-14 knots at times.

- Electrical Outlets are found around the perimeter of the courtyard, 20 amps maximum.
- Flower petals tossed by the flower girl **MUST** be light in color and cleaned up immediately. We try to prevent petal stains on the tiles.
- Flower pots brought in by the permittee may be placed on the flat portions of the walls provided they are padded.
- Flowerpots and other movable objects which are a part of the permanent display around the perimeter of the cottage may not be moved.
- We do not allow any items to be tied to the trees or any other shrubbery or foliage, with the exception of floral garlands which may wind along the lower limbs of the trees. No open flame candles, lamps or lights are allowed in any of the trees or shrubbery. Candles on reception food service tables are allowed.
- Anything attached to the structure of the building, including the adobe walls and fireplace walls is prohibited. Everything brought in for decorating or lighting purposes must be free-standing.
- Tiki torches or other flammable luminaries are restricted. Please indicate on the Special Event Permit if you intend to use any such lighting device. The event Monitor will supervise the placement of these devices.
- Games with balls are not allowed in any areas of the Historic Cottage.
- Archways must be self standing.
- Use of the courtyard fireplace is allowed. Duraflame logs work best, which you must provide.

Facilities

- The grounds offer beautiful gardens, trees and lawns. The walled courtyard is the sole venue for all events at the Cottage.
- As mentioned, all parties are held OUTSIDE in the courtyard. The interior of the Cottage will remain closed during special events.
- The maximum occupancy at the Cottage is 150. (This does not include staff hired by the permittee.)
- The restroom building available to your guests is located adjacent to the parking area, approximately 50 yards distance from the front of the Cottage. Handicapped accessibility is provided. The Monitor will periodically check this facility for cleanliness and restock paper supplies. There is a small restroom connected to the Bride's room which is used mainly for the Bridal party. *It is the responsibility of the Permittee to assure that this facility is kept clean. To this end, the Permittee should designate a representative with whom the Monitor will coordinate to assure that sanitary conditions are maintained during the event.* The identity of this representative will be agreed on and confirmed at the time of the final walk through. Should this restroom facility become inoperable, please notify the Monitor.
- The grounds provide lighting along the walkways and around the perimeter of the courtyard. These are low, Malibu style lights which are situated in the planter areas. Events held after sunset hours will need to provide their own overhead lighting, if required.
- Music: We do not allow bands. DJ's may be allowed but there are noise restrictions that will be enforced by the Monitor. Amplified music *may be* allowed under the discretion of the permit coordinator and arrangements must be made prior to the event. Acoustic music is highly recommended.
- Alcohol is allowed on the property with a permit. Alcohol may be served but, not sold. We strictly enforce all California Alcoholic Beverage Laws. *Servers of alcohol* will be responsible NOT to serve guests under the age of 21 years. 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.

Brides Dressing Room

This room is located directly to the rear of the garage and kitchen and adjacent to the courtyard area. It is available when the building is unlocked.

- Maximum of 10 attendants or family members in this restricted area.
- No food or beverages, except water. (Caterer may set up a food plate on the patio.)
- Electrical outlets are available.
- Security of personal items: Once the bride leaves for her ceremony, the event monitor will lock the door. The attendants will no longer be able to access this room. The room will only be opened again for the bride or her designated representative.

Party Rental Companies

Please note: All vendors providing services on State property are required to pay the State of California 18% of the gross contract amount before taxes. The Permittee is the responsible party in making sure this money is paid to the State.

Any party rental equipment to be used shall be brought on the day of the event. The rental company provides kitchen facilities for the caterer, chairs, tables, dance floors, heaters, lights, ashtrays and almost anything requested by the permittee. Please adhere to the following regulations:

Saturdays, Sundays and weekdays-An arrival time will be established on the final walk through appointment with the state permit coordinator. The earliest any vendor or service provider can arrive is 1:00 pm. If your arrival time is scheduled for 1:00 pm and you arrive at 10:00 am, you will be asked to wait off the property and return at your scheduled time. All rentals must be off the property by no later than 10:30 pm.

Staff- The permittee has agreed in contract with the State that they will adhere to the event times. The State requires the rental company to provide the permittee with enough staff to set-up and clean up within the appropriate time frame. A minimum of 5-6 rental staff persons will be required to set-up and take down the rentals. The party rental company will be charged for State Park personnel that are kept on the property beyond the event time limits. As mentioned above, **all rentals must be off the property no later than 10:30pm.** State personnel (monitors) bill out at \$79.00 per hour. Any company with rentals still on the property 1 hour after the state departure time will be required to leave any items remaining and return in the morning by 8:00 am. An additional 4 hours staff time will be charged. State Parks will not be liable for any equipment left on the property.

Parking- Parking of all vehicles is in the main parking lot. Only drop off is allowed behind the facility. Parking along the red curb is prohibited.

Equipment- The caterer's area is usually the first to be set up. If the caterer opts to set up plastic or astro turf covering for the food service area of the tiled patio, please remember that no tape is permitted. During set up, it is required by State Fire Marshal's regulations that a fire access lane must be maintained at all times. Please ask the State Park Monitor for any direction you may require to that end. Please arrange all rentals so as to assure that they do not fall into garden areas.

Party Rental Companies (Pg. 2)

Lights- The State has provided walkway and planter lighting only. It will be necessary to light your reception area. Pole lights are popular on the property because each pole usually offers three lights. Electrical outlets are located around the perimeter of the patio. Each outlet provides a maximum of 20 amps. In general, 7-10 pole lights can be hooked into the same 20 amp system. Any extension cords crossing walkways need to be secured with a *mat* to prevent a tripping hazard. We do not allow twinkle lights or lanterns in any of the trees. All lighting needs to be self-standing and placed in a safe area to prevent damage to the building and gardens.

Generators- These may be used for any purpose other than for the amplification of sound and music. If a generator is deemed necessary for the event, please ensure that it is placed on plywood and that it is situated outside of the patio area, (preferably outside the south wall of the patio, nearest ocean.) Please also ensure that this generator is properly muffled as to produce the least amount of noise pollution. Fire extinguishers are required next to the generator.

Heaters- Propane heaters are allowed on the patio. The propane tank must be placed on a piece of plywood and situated so as to minimize the possibility of tipping over.

Dance Floors- are not required for patio dancing. However, if the permittee so desires, one may be brought in by the party rental company. Please follow the time constraint guidelines to ensure that the flooring is set up and removed within the designated time frame.

Bars- When breaking down the bar at the end of the event, it is important not to dump any ice, beverage or grey water in any of the planter areas.

Tents and Canopies- Canopies are popular accoutrements for events. A practical size for these is 10 X 10. These are often set up over the caterer's area and occasionally over the buffet area, as well. All canopies must be self-standing and must comply with the State Fire Marshal's guidelines. All canopies must be constructed during the normal time frame of the event. Self standing umbrellas which serve to ward off the sun's rays and provide shade on warm summer days are also permitted. Unfortunately, the San Clemente Cottage can not permit a large tent with walls for inclement weather. The area is too small for the Fire Marshal's approval. We will address inclement weather issues as they arise.

Party Rental Companies (pg. 3)

Sharing rentals with another permittee- There are times when two permittees, on the same weekend, are using the same caterer and rental company. In such instances, please bear in mind that the State does not permit overnight storage of equipment *of any sort* on the grounds. Therefore, successive events on weekends need to be set up *individually* even though the same caterer or rental company may be involved.

Liability- California State Parks assumes neither liability nor responsibility for any rental equipment or supplies incidental to the event. It is the responsibility of the Permittee to ensure that compliance is agreed to and met by any catering or rental company that may be used.

Caterers

Please note: All vendors providing services on State property are required to pay the State of California 18% of the gross contract amount before taxes. The Permittee is the responsible party in making sure this money is paid to the State.

The caterer has one of the most important roles on the property. The caterer often becomes the site coordinator during the set-up of the day's events. In general, the caterer is the last vendor to leave the property and is, therefore, the one who is responsible for the final cleanup inspection which is directed by the State Park Monitor. These "roles" among vendors are verified and agreed on during the final walk through with the State Permit Coordinator.

Parking- The caterer may park their van or working vehicle in the driveway to the garage, located on the north side of the cottage. Staff parking arrangements must be coordinated with the permittee. It is wise to have the caterer's staff carpool and park in the designated Day Use area, in the immediate area in front of the cottage. Unless other arrangements have been made in advance by the permittee, all catering vehicles will pay the \$10.00 Day Use fee at the entry kiosk.

Arrival times are not flexible. As explained in the "Guidelines", the first commitment of the State is the role the Historic Cottage plays in the interpretive mission of the Orange Coast District. To this end, the cottage will occasionally host interpretive events and guided tours. Check with Ranger staff if any programs conflict with your setup. If staff arrives early, they must find legal parking. As mentioned, event times will be established on the final walk through

with the permit coordinator. On weekdays, the property is available as early as 1pm.

Food Service rules and regulations must be explained to all catering staff, cooks and bartenders. The State Monitor will insist on a 10 minute briefing of the rules and regulations prior to any food leaving the preparation area. Please adhere to the following guidelines:

1. If astro-turf is utilized below the food service preparation tables on the tile patio, please remember that no tape is permitted. Tape leaves a sticky residue which becomes black. Instead, use heavy boxes or other heavy items as anchors.
2. Please do not set any cooking tools, food or beverages on top of the adobe walls.
3. **Dumping** is not allowed on the property. All grey water left from washing the dishes **MUST** be **TAKEN OFF THE PROPERTY**. Caterers have found that large plastic totes come in handy. As all caterers must be aware, dumping of ice on lawns will “burn” them. Dumping of grey water or beverages in the planter areas brings ants and unpleasant odors.
4. **Trash cans** are provided by the State Park and the State Monitor will dispose of the trash put into these receptacles. Do not place leaky garbage bags on the tiled patio. Waste bags can be stored in the dirt area adjacent to the north wall of the patio until the end of the event, when the State Monitor will discard all trash in the provided dumpster.
5. **Alcohol** is allowed to be served, not sold. The State of California alcoholic beverage laws are strictly enforced. We do not allow any staff members to drink on the grounds while employed. It is necessary for all vendors to remain sober so they can do their jobs.
6. **Electrical Outlets** are located around the perimeter of the patio and in the Brides Dressing Room, inside the garage. Caterers will need to provide their own extension cords, if required.
7. **Lights** (overhead) are provided by the State for cleanup and will automatically come on at 9:00pm. “Mood” lighting may be necessary for a night time event. Please remember to bring flashlights to be used for the final inspection.
8. **The Cottage Kitchen/Food Preparation Facility**, located in the garage building, features modern fixtures and commodities. Virtually every convenience required for a professional food service operation is contained in this facility, including an industrial class garbage disposal unit. Also featured in the kitchen facility is an oven, microwave, food warming bins and a commercial grade freezer/refrigerator. The twin stainless steel sinks may be used for some pot and pan cleanup. Hot water is available. All other dishwashing and utensil clean up is left to the discretion of the caterer. If you bring in your own containers for this purpose, remember that the dumping of grey water is prohibited. All such water must be transported off site and disposed of elsewhere. Cleanliness is the rule of thumb in any kitchen and all

hygienic practices normally observed in the food service industry must be rigidly adhered to. The event Monitor will periodically inspect the food preparation facility from set-up until break down. Please ensure that you leave the kitchen in a clean, sanitary condition. To this end, the event Monitor will also oversee the cleanup activity. The State is happy to provide this service in order to further the success of your event. Please leave the kitchen in a cleaner state than in which you found it.

Please don't hesitate to ask the State Monitor about the Rules and Regulations. Your agreement to work together can only promise a terrific event!

Parking and Shuttle Vans

It is your responsibility as the permittee to make parking arrangements for your guests and vendors with the Permit Coordinator at the time of the initial walk through. You may opt to locate an off property lot where your guests may park and be shuttled in. Limited Day Use parking is available in the lot immediately in front of the cottage. During peak visitation season, this lot becomes less occupied, generally, around 3:00pm. On weekdays, the lot is less utilized by park visitors and some parking is available. There is a fee to include parking at your event. In this case, we will provide 50 parking spaces with parking passes for the first 50 cars (not including vendors) that come into the park for your event. We encourage you to arrange for your guests to carpool to the maximum extent possible.

Handicapped guests may pull up to the side entrance, near the garage or near the south patio wall, to be dropped off. Then they **MUST** park in the day use lot, after discharging passengers. Some designated handicapped parking is available in this lot. All distinguishing placards identifying driver or occupant as handicapped must be appropriately displayed on vehicles parking in these spaces.

Off Site Parking- The State currently has no special arrangements with neighboring businesses or government agencies to provide group parking. Some limited, metered parking is available on Calafia street and at the beach parking lot at it's terminus. Please read all parking restrictions on these meters.

Miscellaneous

Pets are not allowed

Lost and Found- All lost items should be reported to the State Monitor, on site. Please provide a brief description of the item, your name and phone number. Any items discovered to be missing *after you leave the grounds* should be reported to the San Clemente State Park District Office at: (949) 492-0802. Any found items will be kept in a secure area at the District Headquarters. The permit coordinator will advise the bride/groom of any items left behind. To pick up any items, you need to call for an appointment. We cannot guarantee that a staff person will always be on scene.

Restricted items: We do not allow rice to be thrown after the wedding or reception. Also, Please do not bring any item that contains confetti.

Cancellations

We understand that planned events may be cancelled for many different reasons. The following is our cancellation policy:

- The \$500.00 (\$150.00 weekdays) deposit is **non-refundable**.
- If you cancel within 20 days of your event date and have sent in your final payment of facility fee, we will refund that payment. Please allow at least two weeks for that refund.
- We do not allow confirmed dates or deposits to be transferred to another person's name. Once *your* permit and deposit have been received, and you decide you must cancel, the only option is to do so and thus lose the \$500.00 (weekend) deposit or \$150.00 (weekday) deposit.
- For cancellations due to natural disasters or acts of God, (fire, floods, earthquakes), we will gladly reimburse your entire fee. This reimbursement can take up to eight weeks to receive.
- We will not refund your money if you choose to cancel your event due to rain. **(Please read: Tent Regulations)**

Insurance

Insurance-Every special event within California State Parks requires that Permittee acquire a liability insurance policy, applicable to the day of the event. Proof of this required insurance must be provided to the state by the permittee. Insurance must be executed by an insurance agent and on a form consistent with state form **DPR 169A Certificate of Insurance**. A copy of this form is included in this packet. This form contains the required, detailed information that must be on your policy. It is the responsibility of the permittee to inform the insurance carrier of this requirement. Many agencies routinely issue their own form of this certificate as evidence of coverage. This will only be acceptable if it is consistent with the DPR 169A Certificate of Insurance. The policy will be in an amount no less than Combined Single Limit (CSL) of \$1,000,000 per occurrence. (See enclosed Insurance Requirement information sheet.) **Proof of insurance must be provided no later than 60 days prior to the event.**

Insurance Requirements

The permittee will be required to provide a Certificate of Insurance, (DPR 169a) with specified endorsements as proof of liability insurance coverage. Special Event/Wedding insurance can be obtained by dialing 1-800-ENGAGED. This company is familiar with our required coverage and also covers events where alcohol is being served. The State requires an insurance agent to execute this certificate.

Requirements:

This insurance certificate/policy will cover the period of the permit. It will be in an amount no less than Combined Single Limit (CSL) \$1,000,000 per occurrence and shall contain the following special endorsements and conditions:

- 1) State of California, its officers, agents, employees and servants are included as additional insured buy only as operations under this contract or permit are concerned.
- 2) The insurer will not cancel or reduce the insurer's coverage without thirty days prior written notice to the State.
- 3) Property damage or fire damage payments made under this/these policies shall be used to repair or rebuild the insured premises, and if not so used, such payments shall be made to the State. The proceed of any such insurance payable to the State shall, at the discretion of the State, be used for rebuilding or repairs necessary to restore the premises.
- 4) Upon request, insurer shall furnish the State a certified copy of the policy within fifteen days.

Special Events that include the use of alcohol will require Liquor liability insurance. If motor vehicles are operated on State Park property as part of the event, Automobile liability insurance is required.

Required Limits of Coverage

General Liability:

General Aggregate	\$2,000,000
Products	\$ 500,000
Personal Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 50,000
Medical	\$ 5,000

Automobile Liability:

Bodily Injury (per person)	\$ 100,000
Bodily Injury (per accident)	\$ 300,000
Property Damage	\$ 100,000

Host Liquor Liability: \$1,000,000

(If liquor is not served, no liquor liability insurance is required)