



**SPECIAL EVENTS POLICY**  
**(Lake Perris SRA, Wildwood Canyon State Park, and San Timoteo State Park)**

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# 1 General Policy

## 1.1 Overview

Any company, society, organization, or organized group that wishes to hold, conduct, or participate in any celebration, service, picnic, exercise, or other special event that occurs wholly or partially within any property owned, operated, or administered by the Department shall obtain a Special Event Permit in accordance with State Park rules and regulations (California Code of Regulations, Title 14, Section 4301(j) if any of the following exists:

1. When the Department determines that the event will create a greater potential hazard or liability to the State than incurred through typical operations;
2. The activity includes the exclusive use of an area within the Park;
3. The activity interferes significantly with the public's use of an area within the Park;
4. Additional staffing or staff time is required; or,
5. Where items or services are sold.

### 1.1.1 Regular Special Events

Regular Special Events, regardless of size, include but are not limited to:

1. Weddings without alcohol
2. Use of buildings or rental halls,
3. Group events (club, rally, community, etc.)
4. Events involving equipment installation (20x20+ tents, stages, bleachers, etc.)
5. Events involving voice or music amplification (PA system, bullhorn, DJs, bands, etc.)
6. Inflatable bouncers, slides, game trucks, bull rides, etc.

### 1.1.2 Large Scale Special Events

Events are considered Large Scale when the State Park will be required to provide personnel for an event, or when staff is needed to open the park outside of posted hours, or to facilitate boat inspections. Examples include, but are not limited to:

1. Any kind of race, competition, tournament, show, athletic event etc.
2. Concerts and festivals
3. Events with alcohol
4. Events that charge participant or entry fees
5. Exclusive use of any public area
6. "Regular" Special Event activities in any public area.

### 1.1.3 Photography/Film permits

Photography and film permits are coordinated under a separate process. Please contact the California Film Commission for details.

(800) 858-4749 or (323) 860-2960 x 106

<http://www.film.ca.gov/Permits.htm>

## 1.2 Insurance Requirement

Insurance is required for most events. Applicants shall obtain a certificate of general liability insurance in an amount no less than \$ 500,000 specifically naming the State of California as an additional insured. For watercraft races, regattas, etc. the permittee shall carry liability insurance for a minimum amount of \$ 1,000,000 combined single limit per occurrence.

### 1.2.1 Insurance Language

The following language shall be listed on your event insurance in the “Additionally Insured Section.” This language shall be verbatim:

*State of California, its officers, employees, and servants are included as additional insured but only 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.*

### 1.3 Application Submission and Reservations

Special Events may be scheduled up to one year in advance of the event. Complete the Special Event Application and submit the original document, with ink signatures, **in person or by mail**, with the Application Filing Fee (and late fee if applicable). The Special Event Application and Filing Fee shall be submitted to:

Lake Perris SRA  
Attn: Special Event Coordinator  
17801 Lake Perris DR  
Perris, CA 92571

If submitting the permit in person, it is best to make an appointment to ensure the Event Coordinator is available to meet with you and answer any questions.

You may e-mail [Jessica.kruppa@parks.ca.gov](mailto:Jessica.kruppa@parks.ca.gov) for availability, questions, or appointments.

### 1.4 Submission and Payment Deadlines

For Regular Special Events, the Application and Filing Fee shall be received by the park **30** days prior to the event. Insurance, vendor rental agreements, and other documents shall be received by the park **14** days prior to the event.

A minimum of **90** days is necessary for Large Scale Special Events. Exceptions may be granted with District Superintendent’s approval. Insurance, vendor rental agreements, monitor fees, etc. shall be received by the park **14** days prior to the event. Course and site maps shall be received by the park **at application submission**. Extra Large events will be negotiated in writing.

These documents may be submitted in person or through the mail.

### 1.5 Approval of Permit Application

Submission of an Application and Filing Fee should not be construed as a final approval of the event. Special Event applications are not finalized until the signed permit, compliance documents, and full payment of pre-event fees are received and the permit reviewed and approved by park supervisory staff. In the event that full payment and required documents are not received at least 2 weeks prior to the event, the event will be cancelled and fees forfeit.

All applications are subject to review even if the event has been approved in the past. Event organizers should be cautious in advertising an event prior to final approval.

### 1.6 Exclusive Use of Non-reservable Areas

Special Event Permit may not entitle the permittee to restrict public access to an area. Even with a permit, most park areas will be available to the general public unless an event is deemed

exclusive by the State. In the event that exclusive use is granted, fees will be adjusted to mitigate the park's anticipated revenue loss.

### **1.7 Permit Required at Site**

The permittee shall have a copy of their approved permit on site and available for review, upon request, by park and/or law enforcement personnel on the day of the event. If the permit is not present and available, the group may be asked to leave the park and may be issued a citation. The permittee will be the party held responsible for violations of the terms of the permit and the party likely to be cited in most instances of noncompliance.

### **1.8 Alcohol Use**

**See the Alcohol Waiver Form for fees and guidelines.** Alcohol may be served, but not sold, with an approved *Special Event Permit* and *Alcohol Waiver*. We strictly observe all California alcohol beverage laws. If you are having a caterer/vendor serving alcohol, you shall turn in a copy of an authorized ABC-218 form for the date of the event to the Event Coordinator no later than 14 days prior to the event. Information to the local ABC office serving the Perris/Moreno Valley Area is **(951) 782-4400**. A State Park Monitor will be required for events serving alcohol.

### **1.9 Amplified Music or Sound**

Amplified sound such as microphones, bullhorns, karaoke machines, DJ's, PA systems, live amplified bands, etc. are prohibited without a permit. Music shall be kept at a reasonable level and not disturb other park visitors. Speakers shall face the lake. State Parks reserves the right to terminate sound which is determined to be excessive or detracting from the experience of other park visitors at any time during an approved event.

### **1.10 Party Rental Companies, Event Planners, Caterers, DJ's, MC's, Vendors, etc.**

If companies have been contracted to provide equipment or services at your event, a copy of each company's invoice and liability insurance (*See Insurance Requirement*) shall be submitted to the Event Coordinator no later than 14 days prior to the event. All contracted services shall be listed on the permit and vendors will not be admitted to the park without permit approval.

It is the permittee's responsibility to ensure all companies are off of the property by check-out time or they and/or the permittee will be billed and/or cited. A State Park Monitor may be required to be present for set-up and break-down of some events (*see Personnel Fees*).

### **1.11 Equipment Setup and Décor**

All décor shall be temporary in nature and completely removed at the conclusion of an event. Set-up and break-down shall be completed between posted check-in and check-out hours. Equipment set-up, décor, and activities plan shall be fully disclosed, pre-approved, and included in the Special Event Application. Applicant shall also provide a detailed site plan indicating event site layout, a complete set-up and breakdown schedule, and complete décor plan no later than 14 days prior to the event.

### **1.12 Walkthroughs and Site Clean-up.**

The permittee shall complete a site walkthrough with State personnel at check-in and check-out to ensure the site and related grounds and structures are in the same condition at check-out as they were at check-in. The permittee is responsible for any damage sustained as a result of the event and will be billed and/or cited.

The permittee is also responsible for final clean-up of the property. This includes 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 parks healthy and clean. **NOTE: You and/or the vendors will be billed and/or cited for any clean-up/trash removal.**

### **1.13 Specific Holidays**

Holidays and Holiday weekends between Memorial Day and Labor Day will generally not be used for large scale special events because it would displace public use of the park.

### **1.14 Cancellation and Date Changes**

Unless otherwise stated in the Special Event Permit, cancellations shall occur 30 days prior to the event in order to receive a refund on personnel and facility use fees. The non-refundable Filing Fee and Late Fee will not be reimbursed. A one-time only date change within the same calendar year may be possible, without incurring additional fees provided the alternate date and location are available.

### **1.15 Noncompliance**

All persons using departmental facilities shall comply with Title XIV of the California Code of Regulations, Section 4300 et seq., as well as applicable local, state and federal laws and regulations. Failure to comply with any requirements may result in cancellation of your requested activity and denial of future permit applications.

### **1.16 Resource Impacts**

If an event seems to have an impact on the environment outside of what is considered normally approved recreation the event may be subject to California Environmental Quality Act (CEQA) review. Additional fees shall be charged if such review is deemed necessary by park officials.

## **2 Special Event Fees**

### **2.1 Filing Fees**

All payments shall be made by means of cash, credit card, cashier's check, or money order. *Checks are not accepted.* Cashier's checks and money orders shall be made payable to: **California Department of Parks and Recreation.**

#### **2.1.1 Application Filing Fee**

The non-refundable Application Filing Fee for all special events is \$ 25.00. The Application Filing Fee shall be submitted with the original Special Event Application.

#### **2.1.2 Late Application Fee**

Applications submitted after 30 days for Regular events or 90 days for Large Scale events will be subject to a \$ 100.00 late fee.

### **2.2 Personnel and Resource Fees**

Upon review of the special event, the State reserves the right to assign monitors to ensure the safety and security of the event. The fee varies with each event and could include time spent for pre-event meetings, monitoring, security or clean-up after an event. The Special Event Coordinator will determine all costs, which shall be paid 30 days in advance of your event. Fees for each staff member are as follows:

Park Aid (Monitors, clean-up, traffic control)	\$ 29 per hour
Maintenance	\$ 55 per hour
Lifeguards (EMS, Aquatic safety)	\$ 39 per hour
Ranger (Law Enforcement, traffic control, EMS)	\$ 79 per hour
Ranger Supervisor (Law Enforcement, traffic control, EMS)	\$ 100 per hour
Vessel use	\$ 100 per hour
Chemical Toilets	\$ 75.00 each

\*All listed fees require a 4 hour minimum\*

## 2.3 Facility Fees

### 2.3.1 Family Camping, Group Picnic, Group Camp

Fees are determined by current California State Park Fee Schedule.

### 2.3.2 Group Picnic (3 units total)

\$ 305.00 per unit. 200 people, 38 vehicles maximum. Day use only.

### 2.3.3 Group Camp (6 units total)

\$ 275.00 per unit. 100 people, 20 vehicles maximum. Overnight Camping.

### 2.3.4 RV Rally and Youth Organization Discounts

Discounts are applicable between Oct 1st and April 30th. Reservations shall be made through the park, not the reservation company. Site specific reservations are not guaranteed less than 7 months in advance. *Special Event Permit is required.*

#### 2.3.4.1 RV Rallies

RV Sites only. Minimum of 5 RVs. \$ 15.00 per night, extra vehicles included.

#### 2.3.4.2 Youth Organization Discount:

Non-profit youth organizations and K-12 institutions may receive a 50% discount. Full fees may be waived with completion of a substantial service project within the park.

### 2.3.5 Beach Picnics

#### 2.3.5.1 Perris Beach Picnic (2 units total)

\$ 50.00 per unit. 50 people maximum. Vehicles pay day use at the gate.

#### 2.3.5.2 Moreno Beach Picnic (1 unit total)

\$ 100.00 per unit. 75 people maximum. Vehicles pay day use at the gate.

### 2.3.6 Lake View Pavilion

130 people max. 50% off of park entrance fee.

No food usage: \$ 50.00 per hour

Food usage: \$ 75.00 per hour

Alcohol: \$79.00 additional per hour for Ranger monitor, 4 hour minimum.

Special Event Permit and Alcohol Waiver required.

### 2.3.7 Weddings

Price includes Special Event Permit, Alcohol Waiver, and a ranger monitor.

**2.3.7.1 Group Picnic Wedding**

Outdoors. 1 unit, 200 people max. Includes 38 vehicle passes  
4 hours: \$ 646.00  
8 hours: \$ 962.00

**2.3.7.2 Lakeview Pavilion Wedding**

Indoors, full kitchen. 130 people max. 50% off of parking  
4 hours: \$ 641.00  
8 hours: \$ 1257.00

**2.4 Fishing Tournaments**

Tournament fees *include* the 25.00 Special Event Application filing fee, and staff fees.  
Add \$29.00 for each set of 25 additional boats.

**2.4.1 Day Tournament** (4 hours park aide time)

1-25 boats: \$ 141.00  
Quagga inspections start at 5:15 am. Launch time at 6:00 am.

**2.4.2 Night Tournament (2:00 pm launch or later)**

Each trailer shall have a red flag tied to the trailer, near the license plate, to help staff identify which vessels are still authorized to be on the lake after lake closure.

**2.4.2.1 April-October** (7 hours park aide, 1 hour ranger time)

1-25 boats: \$336.00  
Boats must be trailered by 11:00 pm and all group members must be out of the park by 12:00 am.

**2.4.2.2 November-March** (6 hours park aide, 1 hour ranger time)

1-25 boats: \$278.00  
Boats must be trailered by 9:00 pm, and all group members must be out of the park by 10:00 pm.

**2.5 Other Fees**

All fees will be given in writing. The State reserves the right to charge between 10% and 25% of gross receipts for any event that charges: Participant, admission, entry fees etc., or sells merchandise, items, food, or services. Such fees vary based upon the scope of event and factors such as event attendance, ticket price, areas and facilities used, exclusive use, time of year, interference with public access, setup and break down, environmental assessment, and other factors to ensure the State is compensated reasonably. The State reserves the right to waive or reduce fees for K-12 school groups, charities, and other non-profit entities that are using the park for educational or interpretive use.

**2.5.1 Interpretive Use**

Communication activities designed to improve understanding of an area's cultural and natural heritage at parks, zoos, museums, nature centers, historic sites, etc.

**2.5.2 Educational Use**

Activities that enable students to investigate, research, and participate in interactive learning about our State's natural and cultural resources.