

Pfeiffer Big Sur State Park – 2017 Special Event Permit Information



The Mission of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

Thank you for your interest in the Special Event Program at Pfeiffer Big Sur State Park. Pfeiffer Big Sur State Park is located two miles inland from the Pacific Ocean along Highway 1. This park offers a variety of unique event venues which are available for advanced reservation with a valid Special Event Permit.

All the locations in the park are outdoors and rustic. Events at this park are suitable for those wishing to have a low-key event in a natural setting without modern trappings.

Because of the rustic nature of these sites, we highly recommend visiting the park and location(s) you are interested in reserving for your event prior to applying for a Special Event Permit.

You can apply for a Special Event Permit up to one (1) year in advance, except at Group Camp (see page 6 for details).

This packet contains information on how to obtain a Special Event Permit, the permit process, and the event requirements and parameters. Please review this packet thoroughly.

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What Is a Special Event?

“Special Events” include all activities beyond the normal scope of park visitor use which could impact public access or enjoyment, and activities which create a greater potential for hazard and liability to the state than incurred through typical operations. This includes, but is not limited to:

- Weddings
- Receptions
- Rehearsal Dinners
- Corporate events (e.g. company picnics, team building events, etc)
- Events that require the reservation of areas or facilities
- Events that have vendors (e.g. - caterers, photographers, etc) providing services.
- Events conducting business (for profit and non-profit) on park property.

A Special Event Permit is required when any company, association, organization, or group of persons who wish to hold, conduct or participate in any celebration, service, picnic, exercise, or event in a state park unit a permit is required. The Special Event Permit must be in accordance with State Park rules and regulations. (California Code of Regulations, Title 14, Section 4301(j)).

What is the Special Event Coordinator?

While park's management staff permits Special Events to occur in the park, they must take into account the impact these events can have at the parks in the Big Sur Sector. The purpose of the Special Event Coordinator's office is to ascertain if an event can occur in the park with minimal impact on the park, environment, and public access and enjoyment.

The Special Event Coordinator will lead the applicant through the permit process. They will provide the applicant information regarding what is permitted at events at the park and what is required to obtain a permit for their event.

The Special Event Coordinator does not plan events, scout locations, nor provide guided tours of event locations.

Although the Special Event Coordinator does not provide guided tours of event sites, conducting a self-guided tour of the park's facilities is very easy. Day-use fees are paid upon entry to the park. You can purchase a park map at the park's entrance kiosk. All proceeds from park map sales go towards our park's interpretive programs. Please do not disrupt any park events or guests of the park by entering any locations/sites that are occupied or where an event/program is currently taking place. Do not enter any closed or roped off areas.

Special Event Permit Process

1. Review the entire Special Event Packet. Keep this packet for future reference.
2. Contact the Special Event Coordinator to check a specific date for availability and to request an application.

Events are not placed on the calendar until after the Special Event Coordinator's office receives the completed application and applicable non-refundable filing fee.

3. Complete the Special Event Application and mail (emailed/faxed applications will not be accepted) with the applicable non-refundable filing fee to:

**Special Event Coordinator
California State Parks
47555 HWY 1
Big Sur, CA 93920**

The submission of a non-refundable filing fee and/or Special Event Application should not be construed as approval or confirmation of a Special Event Permit.

4. If accepted, the Big Sur Sector office will email your Special Event Permit with an instructional coversheet. The following must be received by the Special Event Coordinator's office by the due date listed on the instructional coversheet, at least eight (8) weeks from the date of the email or at least two (2) months prior to the event date, which ever date is sooner:
 - Special Event Permit. Signed and dated.
 - Remaining permit fees.
 - Refundable damage deposit.

The following must be received by the Special Event Coordinator's office at least two (2) months prior to the event date, if applicable:

- Certificate of liability insurance
- Attendance List
- Vendor List
- Alcohol Inventory List and Plan

Large events may have additional requirements.

All checks and money orders must be made payable to **CDPR**. Do not send cash through the mail.

The event will remain on the calendar as long as all due dates are met.

5. Once all required fees, deposits, and documents are received by to the Special Event Coordinator office, your permit will be submitted to the sector's management staff for final approval. This process usually takes 1-2 weeks.
6. The Special Event Coordinator will contact you once they receive your permit back from the sector's management staff.

Site Descriptions and Fees

Filing Fee: Paid with your completed application.

- **\$25 Non-refundable fee** must be paid 30 days prior to the event date. **-or-**
- **\$100 Non-refundable “rush” fee** if application and payment are received *less than 30 days prior to the event*. Rush permit fees must be made in the form of a cashier’s check or money order only.

Processing Fee: Included with the site fees.

- **\$125 Non-refundable fee.** This fee is included with the site fees listed on pages 5-8.

Site Fee:

- **Four (4) hour minimum reservation is required for all sites.** Additional time is billed at the rate listed for each location. Set-up and clean-up time must be included in the permit time. See pages 5-8 for site fee schedule.

Damage Deposit:

- **\$400 to \$1500 (refundable).** Check must be submitted separately. Amount depends on type of event and activities. “Rush” permits require the deposit in the form of a cashier’s check or money order. Standard deposit refunds are issued by the State of California and may take up to 6-8 weeks to be received. See page 11 for more information regarding damage deposits.

Additional Fees (if applicable)

Day Use Parking: *Site fees do not include day-use parking, unless otherwise indicated. Unused parking permits are non-refundable.*

Vehicle Size:	Seats up to nine (9)	Seats up to twenty-four (24)	Seats twenty-five (25) or more
Fee per vehicle:	\$10	\$50	\$100

Alcohol Fee: Liability Insurance with *Host Liquor Liability* is required for all events with alcohol present. At least one (1) monitor is required for any events with alcohol present.

Number of People:	Up to 50 people	51-100 people	101-125 people
Fee:	\$50	\$100	\$150

Monitor Fees: The type of monitor is determined by the park management staff once we receive the Special Event Permit application.

	4 hours (minimum time)	Additional time – hourly rate
Park Aid (PA) or Maintenance	\$120	\$30
Ranger	\$316	\$79

Electricity: *Available at Group Picnic Areas B & C and at the Campfire Center.*

- **\$30 per outlet per day**, where available. **Power cords must be provided by guests and covered/ secured for tripping hazards.**

Site Descriptions and Fees

Group Picnic Areas

The Group Picnic Areas are located at the end of the Day-Use Road. They are surrounded by oak woodlands with some redwoods and are located near the Big Sur River and Day Use Lots 3 and 4. Restrooms and trash/recycling receptacles are within walking distance to the Group Picnic Areas. Some locations have access to electricity; additional fees, terms, and conditions apply for electrical usage. Amplified music/sound is not allowed in the Group Picnic Areas.

The Group Picnic Areas are available for a four (4), six (6), or eight (8) hour permit.

The Group Picnic Areas are for day events only. All events must occur between the hours of 9 AM to sunset (see page 14 for approximate sunset times). **Overnight camping is not permitted at these locations.**

Reservations of more than one (1) Group Picnic Area are subject to Large Event Permit parameters. Please contact the Special Event Coordinator office for details.

The permittee is responsible for extinguishing the barbeque fire using the “drown, stir, and feel” method.

Group Picnic Area – Site Information			
Group Picnic Area:	A	B	C
Maximum Group Size:	100 people	100 people	125 people
Picnic Tables:	15 standard size tables 1 ADA table	16 standard size tables 2 serving/prep tables	4 banquet size tables 4 standard size tables 1 serving/buffet table
Covered seating:	Yes	Yes	No
Barbeque grill:	4 x 2 grill	No	12 x 4 grill
Water:	1 spigot	2 spigots	2 spigots
ADA Bathroom distance:	900 feet	120 feet	300 feet
Electricity availability	N/A	120 feet away	300 feet away
4 Hour Permit			
Up to 50 people:	\$275	\$245	\$300
51-75 people:	\$425	\$365	\$425
76-100 people:	\$725	\$605	\$775
101-125 people:	N/A	N/A	\$1,000
6 Hour Permit			
Up to 50 people:	\$350	\$305	\$390
51-75 people:	\$575	\$485	\$650
76-100 people:	\$1025	\$845	\$1,101
101-125 people:	N/A	N/A	\$1,440
8 Hour Permit			
Up to 50 people:	\$425	\$365	\$475
51-75 people:	\$725	\$605	\$825
76-100 people:	\$1,325	\$1,085	\$1,425
101-125 people:	N/A	N/A	\$1,875

Site Description and Fees

Campfire Center

The newly rehabilitated Campfire Center is located alongside the River Path and is easily accessible from the campground and some of the day-use parking areas. The rustic amphitheater is surrounded by oak woodlands and redwoods provide the background for the stage.

Special Events may not interfere with regularly scheduled park programs.

- Maximum of two-hundred-fifty (250) people.
- No overnight camping at this location.
- Lighting is available for evening/night events. Additional fees required.
- Decorations permitted at this site are limited. See page 12 for details.
- Alcohol is not permitted at this site.
- Food and drink are not permitted at this site, except for water.
- All events must end at 9pm. Clean-up must be complete and site vacated by 10pm.
- Special Events may not interfere with regularly scheduled park programs. These programs typically occur daily from 8 am – 12pm and on Wednesday, Friday, and Saturday evenings from 6 – 10 pm. This schedule is subject to change without notice.
- A large fire ring is available for evening/night events only. Use of the campfire ring must be included in the permit.
- Monitor(s) are required for all events at the Campfire Center. The fee for one (1) park aide monitor is included in the sites fees listed below. The number and type of monitors required for the event is determined on a case-by-case basis after we receive the completed application.
- A *Certificate of Liability Insurance* is required for all events held at the Campfire Center.
- Campfire Center may be available for nighttime events, however quiet hours (10 PM – 8 AM) are strictly enforced.
- Additional services available:
 - Electricity: **\$30 per day**. Electricity fee is accessed for use of the outlets not associated with the audio/video system or the lights at the Campfire Center. Available year-round. Not available during inclement weather.
 - Audio/video (mono sound only) and projection screens: **\$100 per day**. Available seasonally. Not available during inclement weather.
 - The rear-lit projector and projection screen is available for night events only. Use must be preapproved on the permit.
 - The volume for audio at this site may not exceed the boundary of the Campfire Center. The monitor will set the volume for the event. Audio use must be preapproved on the permit.
 - Additional audio/video systems may not be brought into this site if the park's equipment is on site and available for use.

	Monday – Thursday (non-holiday)		Friday - Sunday, and Holiday	
	4 hour (minimum permit)	Additional Time (Hourly)	4 hour (minimum permit)	Additional Time (Hourly)
Up to 50 people:	\$645	\$130	\$765	\$160
51-100 people:	\$785	\$165	\$945	\$205
101-150 people:	\$1,060	\$234	\$1,305	\$295
151-200 people:	\$1,345	\$305	\$1,675	\$388
201-250 people:	\$1,720	\$400	\$2,170	\$511

Site Description and Fees

Group Camp

This area is located on the west side of Highway 1, about ¼ mile north of the main park entrance. Group Camp has a small, historic amphitheater that is located amongst the redwoods. This location also includes a picnic area and its own restroom facilities with running water. There are no showers at this location. This site is hike-in only. RVs and Trailers are not permitted. **This area is only available seasonally, typically summer months.** Special terms and conditions apply.

- **Only two (2) wedding and/or reception permits are issued July, August, and September. One (1) wedding/reception permit is issued for June. Events are not permitted in October.**
- **Applications for Special Event Permits at Group Camp for the following months are accepted during the date ranges below:**
 - ~~June event (1 event): No longer available for permit.~~
 - ~~July events (2 events): No longer available for permit.~~
 - ~~August events (2 events): No longer available for permit.~~
 - ~~September events (2 events): No longer available for permit.~~
- All applications for Group Camp must be submitted with the non-refundable filing fee (\$25) and the campsite fee.
- **The permit is in effect from check-in time at 2 pm to check-out time at 12 pm the following day.** Your entire event must fall between your check-in and check-out times. If your event overlaps these times, you must reserve the campsites for the additional night(s).
- A special event must occur on the date(s) you have requested for reservation. Any additional camping sites must be reserved with Reserve America.
- **Additional rehearsal dinners, welcome dinners, pre/post-event dinner celebrations, etc. are considered part of the event and must be included on the permit.** They will be billed at the 4-hour or 8-hour rates only.
- **Maximum of seventy (70) people.** This includes wedding party, guests of all ages, any and all vendors, etc.
- One (1) Maintenance Monitor and one (1) Ranger Monitor are required and included in the permit. Additional Monitors may be required.
- Twenty (20) auto passes are included with the Group Camp Special Event Permit.
- **Electrical outlets in the bathroom are for bathroom or medical use only.** You may not use the electrical outlets to string lights, power an audio/video player (such as an iPod or iPad), video/film player, etc. unless specifically stated and pre-approved on the permit.
- **Amplified music/sound is not permitted at this site.**
- **Events are not permitted past 9PM.** Your event clean-up time must end at 10 pm and quiet time (10pm to 8am) must be strictly observed.
- **Access is via ¼ mile walking trail crossing a 2-foot-wide wooden footbridge. There is no ADA access to this location. ABSOLUTELY NO VEHICLE ACCESS.**
- A certificate of *liability insurance* is required for all Special Events at Group Camp.

Not Available For 2017

	Wedding Only (4 hours max) Event Fee + Campsite Fee	Wedding and Reception (8 hours max) Event Fee + Campsite Fee
Mon. – Thurs. (non-holiday):	\$975 + \$300	\$1,725 + \$300
Friday - Sunday and Holidays:	\$1,175 + \$300	\$1,925 + \$300

If your entire event does not fall within the check-in and check-out times of one (1) night, you must reserve the campsites for the additional night(s) at a rate of \$300 per night.

Site Description and Fees

Softball Field/Meadow

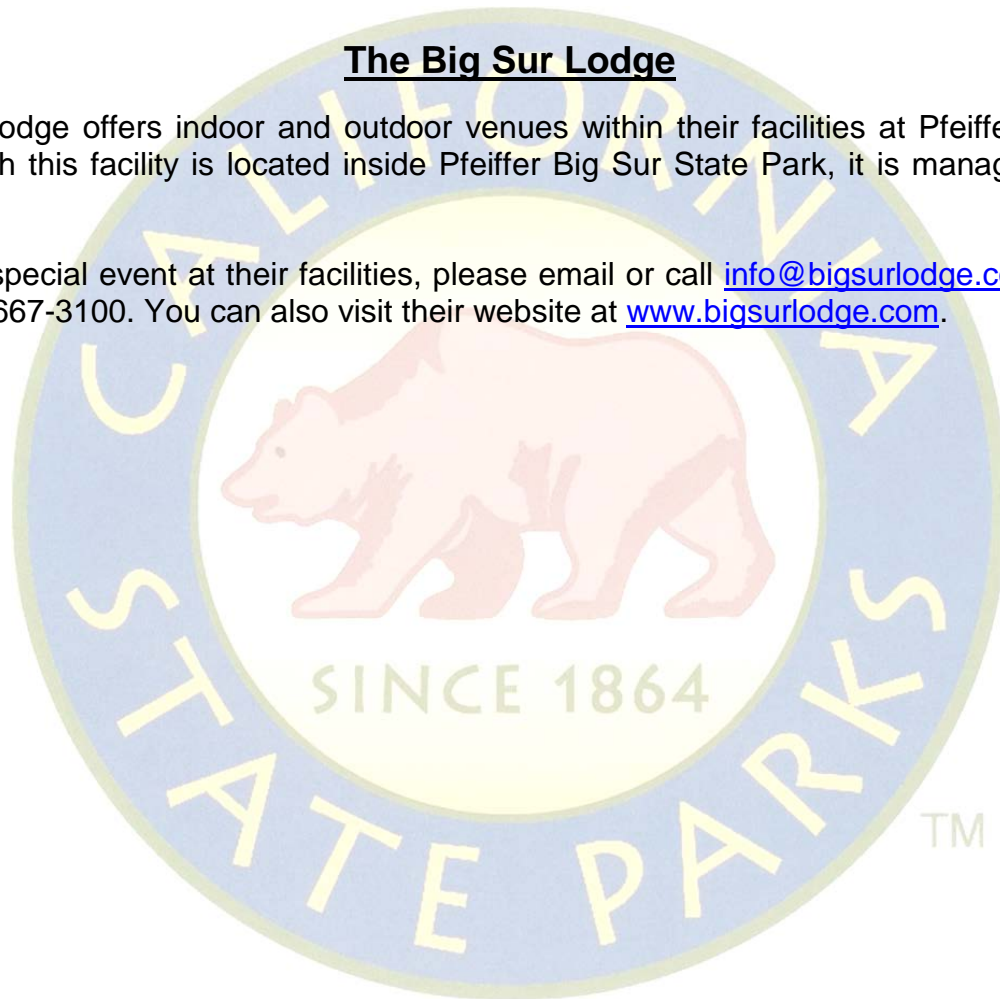
The rustic softball field has a stunning backdrop of the Santa Lucia Mountains. It has a backstop and spectator benches and is located across from the Group Picnic Areas and near Parking Lot 4. When not used for a game, the softball field is a large, flat, open area suitable for special events, tents, etc. The restrooms are approximately 900 feet away. **Day-Use only, no overnight camping.**

- *Softball Game of up to 35 people (with no tent(s), tables or chairs, decorations, etc): \$250/4 hours (\$31 for each additional hour).*
- *36 people or more or for events with tents, tables or chairs, decorations, etc, will require a Large Event Permit. Please inquire at (831) 667-0507 or email: bigsurevents@parks.ca.gov*

The Big Sur Lodge

The Big Sur Lodge offers indoor and outdoor venues within their facilities at Pfeiffer Big Sur State Park. Although this facility is located inside Pfeiffer Big Sur State Park, it is managed by a private company.

To arrange a special event at their facilities, please email or call info@bigsurelodge.com , 1-800-424-4787 or (831) 667-3100. You can also visit their website at www.bigsurelodge.com.



Insurance Requirements

When is Insurance Required?

Insurance is required when a vendor, caterer, event planner, photographer, monitor, alcohol, etc. is involved in your event, or the event and its specific details pose a greater risk to the environment or persons involved in the event.

Insurance is required for all events at the *Campfire Center* and at *Group Camp*.

If proof of insurance is required, please contact a qualified insurance company for the insurance policy; your current renters or home-owner's insurance provider is a good place to start.

The Certificate of Insurance must be received at least sixty (60) days in advance of the event.

The State Of California requires the following regarding liability insurance:

1. Must be on an **ACORD25** form.
2. The name of the permittee must be the same of the insured.
3. The **Certificate Holder** must be listed as:

**The State of California
P.O. Box 942896
Sacramento, CA 94296-0001**

4. The **Special Endorsement** **MUST** Read:

The State of California, its officers, employees, and servants are included as additional insured, but only with respect to work performed for the State of California under this contract.

OR

The certificate holder is added as an additional insured, but only with respect to the liability arising out of the operations of the insured named above.

5. The **Insurance Requirement Amount** must be a combined single limit (CSL) **\$1,000,000 per occurrence.**
6. **Host Liquor Liability** is required for any events where alcohol is present.
7. Location address is: Pfeiffer Big Sur State Park, 47231 Hwy 1, Big Sur, CA 93920

Please note: If any of the above information from lines 1-6 is missing or if any additional names and/or verbiage is added to the Certificate Holder or Special Endorsement, the certificate will not be accepted and will be returned to the applicant for correction.

Special Event Permit Parameters

All park rules and regulations must be observed. Information on some of the park rules and regulations are listed below. Complete rules and regulations can be obtained on the California State Park website at www.parks.ca.gov under publications.

- Special Events are permitted during day-use hours only, from 9 AM to a half hour after sunset, unless otherwise noted.
- Special Events are limited on holidays, holiday weeks, and holiday weekends. Special conditions and additional fees may apply.
- The Special Event Permit Application Fee and Processing Fee are non-refundable.
- The permittee is responsible to know the specific times for their event and to adhere to said times.
- Only one (1) Special Event Permit is issued per day in the Big Sur Sector.
- An event is not placed on the calendar nor is a date held until after the Special Event Coordinator receives the completed application and applicable non-refundable filing fee.
- **Should any person involved in the special event be detained, cited, or arrested by State Park law enforcement personnel for violation of any of these conditions or other unlawful behavior, the applicant shall be liable for the cost of staff time at a rate of time and one half under the authority of the California Code of Regulations, Title 14, section 4301 (j) and California Government Code section 53156 and may result in the cancellation of the event and forfeit of all fees and/or deposits.**

Alcohol:

- Beer or wine only. Spirits or hard liquor is not permitted.
- Only persons over twenty-one (21) years of age may possess or consume alcohol.
- The permittee is responsible for compliance with California Alcohol Beverage Control (ABC) regulations.
- Alcohol service/consumption must end one (1) hour prior to the end of the event.
- All events where alcohol will be provided and/or consumed require at least one (1) monitor.
- Alcohol is not allowed at the Campfire Center.
- Permittees may be required to submit a written proposal of the exact quantity of alcoholic beverages that will be at the event with a plan to limit over consumption.

Special Event Permit Parameters

Camping:

- **Special Events that occur in the campground are limited to *Elopement Permit* parameters.** See the *2017 Elopement Permit Information Packet* for details.
- Overnight Camping is prohibited in the Group Picnic Areas, Softball Field, or the Campfire Center.
- Camp site reservations in the regular campground must be made through Reserve California at www.reservecalifornia.com or 1-800-444-7275 (8 am – 6 pm PST).

Cancellation Policy:

- Fees are refundable if the event is cancelled at least fifteen (15) days prior to the date of the event, minus the non-refundable filing fee and non-refundable processing fees. If an event is cancelled less than 15 days prior to the date of the event, all fees and deposits will be forfeited by the permittee.
- If the permittee, their designees, and/or representatives do not show up at least two (2) hours past the scheduled event, the event will be assumed cancelled and no refunds will be given. It is the Permit Holder's responsibility to contact the Park and/or the Special Event Coordinator if there will be a delay in arrival.
- **Refunds will not be given for inclement weather.**

Damage Deposits:

- A refundable deposit is required for all events to ensure permit compliance and to prevent damage to the site.
- The deposit may be held due to, but not limited to:
 - Non-compliance to the permit parameters.
 - If a Park Ranger or other peace officer(s) must contact your event for law enforcement reasons.
 - If the permittee or permittee's guests violate park rules.
 - If there is damage to the site or park property.
- The Special Event Coordinator office will send a notification two (2) weeks after your event to confirm the address for the damage deposit refund or notification if the damage deposit refund will be held. If a refund will be issued, the refund request will not be sent to the accounting department until after the Special Event Coordinator office receives confirmation for the refund mailing address.
- Refunds are issued by the State of California and may take up to eight (8) weeks to process after the Accounting Department receives the refund request.

Special Event Permit Parameters

Decorations:

- All decorations must be stated and preapproved on the permit.
- The park does not provide ladders, step stool, or any other equipment for setting up decorations.
- Decorations are to be of a temporary nature and are not permitted to be taped, glued, stapled, tacked, nailed, or affixed in any way to any park benches, structure, trees, plants, or any park structures.
- All decorations with flames (candles, lanterns, etc.) must be preapproved by the park management staff and will require the permit holder to provide ABC fire extinguisher(s). The ABC fire extinguisher(s) must be fully visible and no more than 20 feet from each flame.
- All decorations must be removed from the park at the conclusion of the event by the permittee.
- Scattering of flower petals, bird seed, rice, etc is considered littering and is not permitted.

Decorations – Campfire Center Specific:

- All decorations must be free standing.
- Decorations are not permitted to be attached, draped, etc to the projection screen frame or any other structures.
- Brought-in lighting (such as string lights, etc) is not permitted at this location.
- Glass, porcelain, or other decorations or objects that can shatter are not permitted at this location.

Electricity:

- Electricity is available at the following locations:
 - Campfire Center - Per event fee applies.
 - Group Picnic Area B – Per outlet fee applies. Outlet is approximately 100 feet away.
 - Group Picnic Area C – Per outlet fee applies. Outlet is approximately 300 feet away.
- Electricity use must be preapproved on the Special Event Permit. Additional fees apply.
- Power/extension cords and/or power strips must be provided by the permittee and covered and/or secured by the permittee to prevent tripping hazards.

Special Event Permit Parameters

Environment:

- California State Parks is committed to maintaining the delicate and natural ecosystem of the rugged Big Sur Coast and Valley. Be aware that some natural “hazards” exist in the park, such as poison oak, wasps and bees, falling branches, gopher holes, etc. Stay on designated trails, recreation areas, and campsites to minimize chances of exposure.
- **Littering is NOT permitted.** Litter includes leaving, depositing, or scattering of flower petals, ashes, rice, confetti, seeds, or any other litter at the park except in a receptacle designed for that purpose.
- Wood gathering is not permitted.
- No altering the environment in any way. No digging or cutting of any shrubs or trees.
- All vegetation/flowers brought in to the park must be removed from the park at the conclusion of the event by the permittee.
- The releasing of birds, butterflies, or balloons is NOT permitted.
- Fireworks of any kind are NOT permitted, including sparklers.

Film Permits:

- A film permit issued by the California Film Commission (CFC) is required for any film, motion or still, that will be published, used for advertisement, used commercially, etc. Film permits are not issued retroactively.
- It is uncommon for a Special Event to require a separate film permit.

Fires:

- Campfires are permitted in provided campfire rings only.
- Barbeque fires in provided barbeque pits only. Barbeque pits are for cooking only. Bonfires in barbeque pits are prohibited.
- Use of outside grills (such as propane barbeques, Weber grills, etc) may not be allowed. Their use must be preapproved and stated on the permit and special conditions may apply.
- All fires must be completely extinguished by the permittee prior to vacating the site using the *drown, stir, and feel* method. The permittee must provide their own bucket or water conveyance device and stirrer to extinguish the fire.
- Accelerants (such as lighter fluid, liquid camp fuel, gasoline, etc) are not permitted in the fire ring at the **Campfire Center**.
- Camp fires, barbeque fires, candles, lanterns, or other devices with flame will not be permitted if a fire ban is in effect. Fire bans are rare and are usually only enacted during extreme fire danger conditions.

Special Event Permit Parameters

Heaters:

- All heaters (electric, propane, liquid fuel, etc.) must be preapproved and stated on the permit.
- Portable heaters are not permitted at the Campfire Center.
- If approved, the permittee must provide one (1) ABC fire extinguisher for each heater. The ABC fire extinguisher(s) must be fully visible and no more than 10 feet from each heater(s).

Hours:

- Special Events in the Group Picnic Areas are permitted from 9am to day-use closing times. The entire event, including clean-up time, must occur within these hours.

Typical Day-Use Closing Times											
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
5 PM	5 PM	6 PM	7 PM	7 PM	8 PM	8 PM	8 PM	7 PM	6 PM	5 PM	5 PM

- Nighttime events are permitted at Group Camp and the Campfire Center until 9 pm. Clean-up time may extend one (1) hour longer. The Campfire Center must be vacated by 10 pm.

Maximum Number of People:

- The maximum number of people on the permit must include all people at the event. This number includes the permittee, all guests including children, all vendors, etc.
- An attendance list of all persons (guests, vendors, etc) that will be at the event must be received at least two (2) months in advance of the event.
- Refunds are not given if for “no-show” guests.

Music

- Amplified music/sound is not allowed at any location in the park except at the Campfire Center. This includes, but is not limited to, acoustic instruments connected to an amplifier or amplified with a microphone, a digital media device connected to portable speakers, a “boombox” or portable stereo system, megaphones, etc.
- The park staff monitor will set the maximum volume at the Campfire Center for the event.
- Acoustic music may be permitted in select cases, but must be pre-approved and stated in the permit.
- The volume of any acoustic set may not exceed the boundaries of the event area.

On-Site Contact Person:

- The On-Site Contact Person must be at the event in its entirety. This person will be the go-to for monitor(s) and/or other park staff during the event. For these reasons, we do not recommend having the bride, groom, MC, etc. be the On-Site Contact Person.
- The On-Site Contact Person will conduct the pre-event and post-event walkthrough with the Park Aide or Ranger Monitor.

Special Event Permit Parameters

Park Aide and Ranger Monitors:

- Park Management Staff will determine what type and the number of monitors each event will require on a case-by-case basis. The Park Management Staff will assign a monitor(s) from the park's ranger or park aide staff.
- A member(s) of the park's staff will be assigned by the park's management staff to monitor the event.
- The monitor(s) will be at the entire event, from set-up to departure.
- Any park aide monitor(s) is at the event to observe and report to the ranger staff any permit non-compliance or violation of park rules or regulations. **It is the permittee's responsibility to follow the parameters of the Special Event Permit.**

Parking:

- Day-use fees are not included with a Special Event Permit unless otherwise noted.
- **Park entrance day-use fees are charged for all park entrants, including caterers and rental companies, unless otherwise noted on the permit.**
- *Day-Use Passes* can be pre-paid in advance with the Special Event Permit, if the request is submitted with the application. The exact number of passes must be entered when the request is submitted. **Unused pre-paid parking passes are not refundable.**
- All parking is on a first-come first-served basis and parking spaces are not guaranteed for an event. Prepayment does not guarantee parking in the park.
- Park in designated lots only. No vehicles are permitted off road or in the picnic areas unless specified in the permit.
- Vehicles with a valid campground or day-use pass for Pfeiffer Big Sur State Park, Andrew Molera State Park, Julia Pfeiffer Burns State Park, or with a valid Big Sur Lodge parking pass may enter the day-use areas of the park.

Pets:

- All pets must be on leash (maximum length – 6 feet) and under the owner's physical control at all times.
- Pets are not permitted on any trails in Pfeiffer Big Sur State Park or at Group Camp.
- Pets may not be left unattended inside a vehicle.

Signs:

- Two (2) signs may be used for the event, but their use must be preapproved on the permit.
- All signs must be free standing (such as sandwich board style signs) and may not be affixed or attached in any way to any park structure, fences, bench, plants or trees. Signs may not block any roads, trails or paths.
- All signs must be removed from the park by the permittee upon completion of the event.

Special Event Permit Parameters

Vendors:

- The permittee must list all vendors providing services for their event in the Special Event Application. Failure to do so can result in the cancellation of said event and forfeiture of all payments and/or forfeiture of deposit. Vendors include caterers, bartenders, photographers, videographers, equipment rental companies, etc, or any other entity that is providing a paid and/or contracted service.
- The permittee is responsible for the conduct of their vendors during their Special Event.
- The permittee is responsible for providing their vendor(s) with permit/event information.
- Any vendors arriving prior the set-up time on the permit will not be admitted to the park.
- A *Vehicle Day Use Annual Pass* may not be used for vendors.
- The sale and/or distribution of food, beverages, or merchandise are not allowed unless specifically authorized in the permit terms and conditions.
- **Food Trucks:**
 - Subject to the same fire/barbeque restrictions, if applicable.
 - The food truck must be self-contained and remove all of their own waste from the park.
 - The food truck must remain in the parking lot on the pavement. The food truck will not be allowed to park inside the Picnic Areas or off-road.
 - Parking Lot 3 is adjacent to Group Picnic Area A.
 - Parking Lot 4 is adjacent to Group Picnic Area B.
 - Parking Lot 4 is the closest parking lot to Group Picnic Area C.
 - The permittee must provide at least one (1) free standing sign indicating that the food truck is for a “Private Event, not for public use”.
 - The food truck is subject to the \$10 day-use fee, this pass includes the food truck and a single towed cooking equipment trailer (such as a pizza oven, barbeque grill, etc). Additional vehicles require additional day-use passes.
 - The food truck must be pre-approved on the permit. An additional vendor information sheet will be required.

Again, thank you for your interest in Pfeiffer Big Sur State Park. For more information please visit www.parks.ca.gov for an email link to bigsurevents@parks.ca.gov or phone the Special Event Coordinator at (831) 667-0507.