

Pfeiffer Big Sur State Park – 2019 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.

While we do permit events at the park, we must insure that events do not adversely impact the park's resources and environment, the public's enjoyment of the park, nor does it go against the Mission of California State Parks.

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 and What Do They Do For My Event?

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

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. They will also process your application and submit your permit for final approval from the sector’s management staff once all requirements are met.

The *Special Event Coordinator* does not plan events, scout locations, nor provide guided tours of event locations; however, 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, such as the Junior Ranger and Cubs 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.

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Special Event Permit Process

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

Events are not placed on the calendar until after the Special Event Permit Office for the Big Sur Sector 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, paid to the order of **CDPR**, to:

**Special Event Permit Office
California State Parks
47555 Highway 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 the application is 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, initialed, and dated original, hard copy.
 - All remaining permit fees. Paid to the order of **CDPR**.
 - Refundable damage deposit. Paid to the order of **CDPR**.

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

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

Applications received less than two (2) months prior the event date will be subject to a shorter billing/turn-around time. Due dates will be set on a case-by-case basis.

Events that are deemed "Large Events" will have additional requirements and the permittee must complete a *Large Event Application*.

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 Big Sur 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 Required Fees

Non-Refundable Application/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 the application and filing fee are received by the Big Sur Sector office *less than thirty (30) days prior to the event*. All *Rush* permit fees must be paid in the form of a cashier's check or money order.

Event Fees:

- **Site Fees: Starting Fees** are for an event that will last up to four (4) hours.
 - Additional time is billed at an hourly rate.
 - Permits may not exceed eight (8) hours.
 - Set-up and clean-up time must be included in the total permit time.
- **\$125 Non-refundable Processing Fee.** This fee is included with each site fee listed on pages 5-8.

Refundable 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:

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:

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

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

	<i>Starting Fee Permit (Up to 4 hours)</i>	Additional hourly rate
Park Aid (PA) or Maintenance	\$120	\$30/hour
Ranger	\$316	\$79/hour

Electricity, Audio/PA system, and/or Video: *Available at the Campfire Center only. See page 6 for details.*

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Site Descriptions and Fees Group Picnic Areas

The *Group Picnic Areas* are located at the end of the Day-Use Road and are surrounded by oak woodlands with some scattered redwoods. These picnic areas are near the Big Sur River and adjacent to Day Use Lots 3 and 4. Restrooms and trash/recycling receptacles are within walking distance to the Group Picnic Areas. Amplified music/sound is not allowed in the Group Picnic Areas.

The Group Picnic Areas are for day events only. All events may occur between the hours of 9 AM to sunset. Overnight camping is not permitted at the Group Picnic Areas.

Approximate Sunset Times at Pfeiffer Big Sur State Park

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

Reservations of more than one (1) Group Picnic Area are subject to *Large Event Permit* terms and conditions. Please contact the Special Event Coordinator office for details and a *Large Event Application*.

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

Group Picnic Area – Site Descriptions and Fees

Group Picnic Area:	A	B	C
Site Description:	Picnic tables covered by a wood ramada with a barbeque grill and a small open area/meadow.	Only the picnic tables covered by a wood ramada. No additional space. No barbeque.	Picnic tables, serving tables and a barbeque grill in an open area. No wood ramada. Oak tree cover only.
Maximum Group Size:	100 people	100 people	125 people
Picnic Tables:	15 standard picnic tables and 1 ADA picnic table	16 standard picnic tables	4 large picnic tables 4 standard picnic tables 1 serving/buffet table
ADA Access and Table:	Yes	No	No
Barbeque grill:	4 x 2 grill	None	12 x 4 grill
Water:	1 spigot	2 spigots	2 spigots
Bathroom distance:	900 feet	120 feet	300 feet
Starting Fee (4 Hour Maximum Event Time)			
Up to 50 people:	\$275	\$245	\$300
51-75 people:	\$400	\$365	\$425
76-100 people:	\$725	\$605	\$775
101-125 people:	N/A	N/A	\$1,000
Additional Time – Up to 4 additional hours			
Up to 50 people:	\$38/hour	\$30/hour	\$44/hour
51-75 people:	\$75/hour	\$60/hour	\$75/hour
76-100 people:	\$150/hour	\$120/hour	\$163/hour
101-125 people:	N/A	N/A	\$219/hour

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Site Description and Fees

Campfire Center

The Campfire Center is located alongside the River Path and is easily accessible from the campground and day-use parking lots 1 and 2. This site is ADA accessible. The rustic amphitheater is surrounded by oak woodlands and redwoods provide the background for the stage.

- Maximum of two-hundred-fifty (250) people.
- Decorations permitted at this site are limited. See page 13 for details.
- Alcohol is not permitted at this site.
- Food and drink are not permitted at this site.
- Events may occur between 9 AM to 9 PM; however, **Special Events may not interfere with regularly scheduled park programs.** These programs typically occur daily from 8 AM – 12 PM and on Friday, Saturday, and Sunday evenings from 6 – 10 PM starting in May through September. This schedule is subject to change without notice.
- **In the afternoon, the seating area is in full sun.** Plan accordingly.
- A large campfire ring is available for use by permit only and under specific guidance.
- **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.
- Additional services available, but must be preapproved on the permit:
 - Electricity and Lighting: **\$30 per day.** Electricity fee is accessed for use of the outlets not associated with the audio/video system or for the use of the lights at the Campfire Center. Electricity is available year-round, except during inclement weather.
 - PA/video (single channel, mono sound only) and projection screens: **\$100 per day.** Available Memorial Day weekend through Labor Day Weekend only. Not available during inclement weather.
 - The rear-lit projector and projection screen is available for night events only.
 - Two (2) microphones and microphone stands may be available for use, but must be preapproved on the permit. Subject to availability.
 - Additional audio/video systems may not be brought into this site if the park's equipment is on site and available for use.
 - The volume for any PA/audio system at this site may not exceed the boundary of the Campfire Center. The monitor will set the volume for the event.

	Monday – Thursday (non-holiday)		Friday - Sunday, and Holiday	
	<i>Starting Fee</i> (4 hour maximum event time)	Additional Time – Up to 4 additional hours	<i>Starting Fee</i> (4 hour maximum event time)	Additional Time – Up to 4 additional Hours
Up to 50 people:	\$645	\$130/hour	\$765	\$160/hour
51-100 people:	\$785	\$165/hour	\$945	\$205/hour
101-150 people:	\$1,060	\$234/hour	\$1,305	\$295/hour
151-200 people:	\$1,345	\$305/hour	\$1,675	\$388/hour
201-250 people:	\$1,720	\$400/hour	\$2,170	\$511/hour

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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 June 15th - September 30th. Special terms and conditions apply.

- **Only two (2) events are permitted in July, August, and September. One (1) event is permitted for June. Events are not permitted off-season.**
- **Applications for Special Event Permits at Group Camp for the following months are accepted during the date ranges below:**
 - June event (1 event): June 1 - October 31, 2018.
 - July events (2 events): July 1 - November 30, 2018.
 - August events (2 events): August 1 - December 31, 2018.
 - September events (2 events): September 1, 2018 - January 31, 2019.
- All applications for Group Camp must be submitted with the non-refundable filing fee (\$25) and the campsite fee (\$300/night).
- **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 dates must be reserved with the State of California.
- **Additional rehearsal dinners, welcome dinners, pre/post-event dinners, celebrations, etc. are considered part of the event and must be included on the permit.**
- **Maximum of seventy (70) people.** This includes wedding party, guests of all ages, officiant, any and all vendors, and any other person that will be at the event.
- One (1) Maintenance Monitor and one (1) Ranger Monitor are required and included in the permit fee. Additional Monitors may be required.
- Twenty (20) auto passes are included with the Group Camp Special Event Permit. Trailers and RVs are not allowed at Group Camp.
- **Electrical outlets in the bathroom are for bathroom medical use only.** Electricity is not permitted for use for a Special Event at this site.
- **Amplified music and sound is not permitted at this site.**
- **Events are not permitted past 9 PM.** Your event clean-up time must end at 10 PM and quiet time (10 PM to 8 AM) 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.

	Starting Fee (4 Hour Maximum Event Time) Event Fee + Campsite Fee	Additional Time Up to 4 additional hours
Mon. – Thurs. (non-holiday):	\$975 + \$300	\$213/hour
Friday - Sunday and Holidays:	\$1,175 + \$300	\$263/hour

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, vendors, 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*

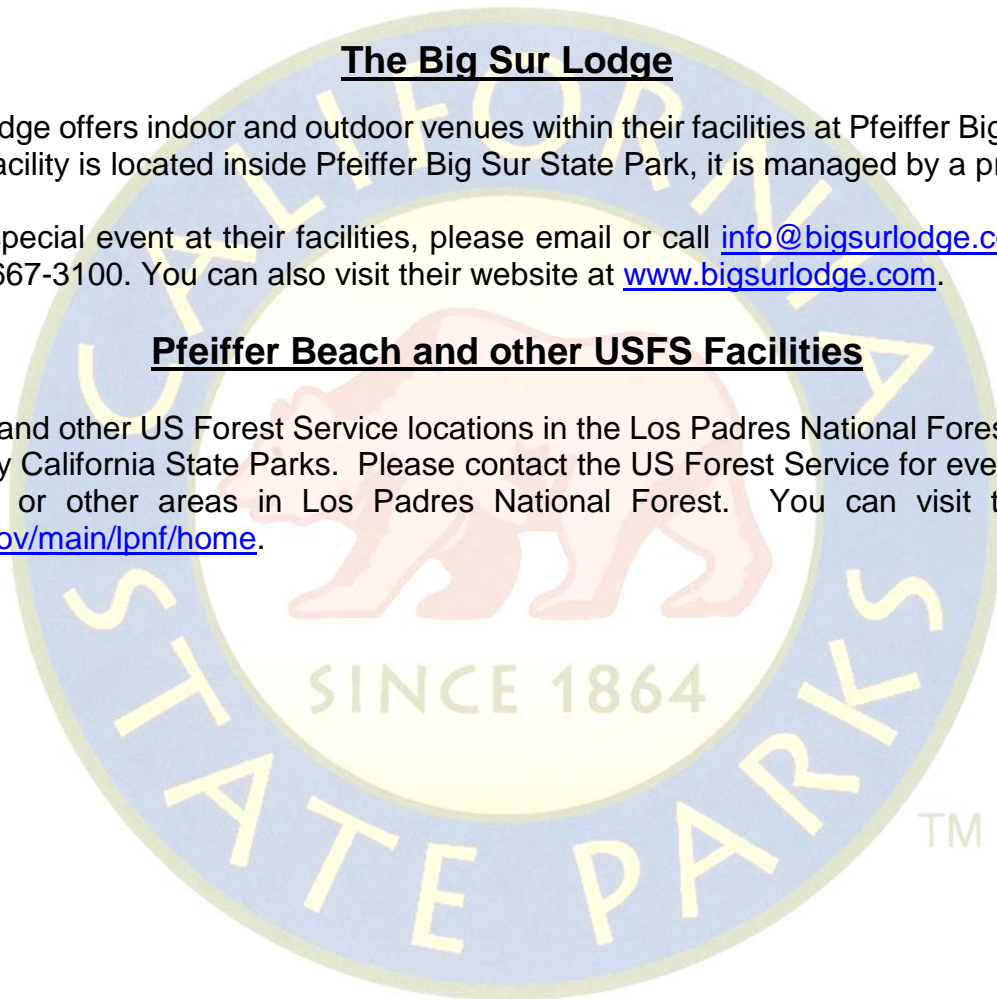
The Big Sur Lodge

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.

Pfeiffer Beach and other USFS Facilities

Pfeiffer Beach and other US Forest Service locations in the Los Padres National Forest are not owned nor operated by California State Parks. Please contact the US Forest Service for event information at Pfeiffer Beach or other areas in Los Padres National Forest. You can visit their website at www.fs.usda.gov/main/lpnf/home.



Liability Insurance Requirements

When is Liability Insurance Required? Insurance is required when a vendor (caterer, event planner, photographer, etc.), alcohol, or monitor is involved in your event, or if 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/or *Group Camp*.

How do I obtain liability insurance? If proof of insurance is required, please contact a qualified insurance company for the insurance policy; your current renters or homeowners' insurance provider is a good place to start. There are also insurance companies that specialize in event liability insurance

Do you recommend any companies or insurance providers? No, we do not recommend nor endorse any particular company or insurer.

What do you require for *Liability Insurance*?

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.

Location address is: Pfeiffer Big Sur State Park, 47231 Hwy 1, Big Sur, CA 93920. Do not list this location or park as the certificate holder.

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.

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FAQ and Special Event Permit Guidelines

All park rules and regulations must be observed in addition to the Special Event Permit parameters. 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.

How Do I Obtain A Special Event Permit?

Contact the Special Event Permit office for the Big Sur Sector to check the availability of a date(s). If a date is available for your event, request an application. An application will be emailed to you. If you require an application to be mailed to you, be sure to notify the Special Event Coordinator.

Email: bigsurevents@parks.ca.gov

Phone: 831-667-0507

Remember, events are not placed on the sector's event calendar until the Special Event Permit office receives a completed application and the applicable filing fee.

See page 3 of for more details.

What Can I Expect With A Special Event Permit?

With a regular Special Event Permit, you will have exclusive access to a specific site at Pfeiffer Big Sur State Park. This means that the public will not be permitted to access the reserved site during the times and date(s) approved and listed on your permit.

Can I have early access to the site for set-up? No, you can only access and set-up your site during the time period listed on your permit. Be sure to include the set-up and clean-up times when applying for a permit. These times should include the arrival time for your vendors, if applicable.

For example, if your actual event will last 4 hours, but you and/or your caterer will need 1 hour for set-up and 1 hour for clean-up, you would need a 6 hour permit.

Are day-use parking passes or campsites included with a Special Event Permit? No, day-use parking passes nor campsites are included for events at the Group Picnic Areas, Softball Field, or the Campfire Center unless specifically stated in the permit. See the parking section on page 18 for details.

Events at Group Camp included a limited number of camping passes. See page 7 for details.

Is the site "cleaned" before the event? When availability allows, the park's maintenance staff will leaf blow the area the day prior or morning of the event. However, natural conditions (wind, rain, animals, etc) or emergency services (helicopter landing, large emergency vehicles, etc) may negate this by kicking up dust and debris.

Remember, these are rustic, outdoor sites. Leaf litter, redwood duff, soil and dirt, etc will occur naturally on tables and benches in a short amount of time.

Does my permit allow for rehearsal time? No, rehearsal time is not usually included with your permit; however, you can request a rehearsal time on your application. Additional fees will apply.

FAQ and Special Event Permit Guidelines

Alcohol

Can I have alcohol at my event? Alcohol may be permitted in select areas; however, it must be preapproved on the permit. Alcohol is not permitted at the Campfire Center.

If alcohol is at my event, are there any specific rules about its distribution and use?

- Only persons over twenty-one (21) years of age may possess or consume alcohol.
- The permittee is responsible for compliance with *CA Alcohol Beverage Control* (ABC) regulations.
- An ABC permit is required for all events where alcohol will be served by a caterer or bartender.
- All 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.
- 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.

Can I have liquor or spirits (such as rum, bourbon, tequila, etc) at my event? No. Only beer, cider, and/or wine is allowed at events where alcohol is permitted. Liquor is not permitted, whether “straight-up” or in mixed drinks.

Can I have wine as part of my wedding ceremony at the Campfire Center? Normally, food and drink are not permitted at the Campfire Center; however, wine as part of the wedding ceremony (e.g. *Seven Blessings*) may be allowed, but it must be preapproved on the permit. You can submit a request with a brief description how wine will be used in the ceremony on a separate page with your event application.

Camping

Can I, Other Event Attendees, Or Vendors Camp At The Event Site? Camping is not permitted at the Group Picnic Areas, Softball Field, or the Campfire Center. Camping is permitted at Group Camp. You and members of your party can camp in the regular campground. Reservations are highly recommended and can be made up to six (6) months in advance with Reserve California at www.reservecalifornia.com or 1-800-444-7275 (8 am – 6 pm PST).

Can I hold my event in the regular campground? No, events such as receptions, welcome dinners, or other events that exceed the campsite occupancy maximum of eight (8) people are not permitted; however, elopements of ten (10) people or less can be permitted in a campsite with an *Elopement Special Event Permit*; however, some restrictions will apply. For more information, contact the Special Event Permit office for an *Elopement Permit* information packet.

Can I hold my event in the regular campground if I reserve multiple campsites? No, we do not permit weddings, receptions, welcome dinners, etc in the regular campground, even with the reservation on multiple sites. Events like these impact other campers and increase the strain on the area’s limited resources.

Cancellations

How close to the event can I cancel and still get a refund on my permit fees? Events cancelled less than fifteen (15) days in advance or event no-shows will not be refunded any permit fees. The refundable damage deposit will be refunded.

If you cancel your event more than fifteen (15) days in advance of the event date, you will be refunded all refundable permit fees. The filing and processing fees are not refundable.

See *Damage Deposit and Refunds* section on page 12 for details on refunds.

What if my event is cancelled by the sector or district office due to park or area closure? In the event of a park or area closure, we will attempt to reschedule your event for an open calendar date at the same or comparable site. If the fees for a comparable site are less than the fees paid, you will be refunded the difference. If rescheduling your event is not possible, you will be refunded the permit fees, except for the non-refundable filing and processing fees, and your refundable damage deposit.

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FAQ and Special Event Permit Guidelines

Changing My Event and Permit

Can I make changes to my event or permit after I send in my application? Yes, it is possible to make changes to the event or permit after we receive your applications. If we receive the changes before your remit due date, you will not be charged an additional processing fee.

What if I want to make a change to my permit after I remit the permit and fees? You may still request the change; however, you may be charged an additional processing fee of \$125 to change the permit. The additional processing fee is assessed for any change that change the permit fees or require the permit to be resigned by the permittee or reapproved by the sector's management staff.

Will I be charged an additional processing fee (when assessed) for each change to the permit?

An additional processing fee is charged each time you make a change to the permit.

For instance: 3 months prior to the event, the permittee requests to change the event location and number of people at the event. The permittee will be charged a \$125 processing fee in addition to the other fee changes. Then 2 months prior to the event date, the permittee requests to add alcohol use to the permit, they will be charged an additional \$125 in addition to the other fee changes.

Is there a deadline for making changes to my event or permit? Yes, we do not accept any changes to the event or permit less than thirty (30) days from the event date.

Damage Deposit and Refunds

Do all events require a damage deposit? Yes. The refundable damage deposit is required for all events to prevent damage to the site and to ensure permit compliance.

What events may occur to cause me to lose my damage deposit? The sector's management staff will determine if a damage deposit will be held, fully or in part. A damage deposit may be held due to:

- Damage to the site or park property due to the event.
- The permittee, attendees, or event vendors do not comply to the permit parameters or violate any park rules.
- A Park Ranger(s) or other peace officer(s) must contact your event for law enforcement reasons.

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.

How are refunds issued? The sector office processes refund requests to the accounting office at the beginning of each month for the previous month's events.

How long does it take for a refund to be issued? Refunds usually take 4-8 weeks to be processed and issued by the accounting office. Checks are issued by the *State of California*.

How are refunds initiated? The Special Event Coordinator will email you within 2 weeks after your event or cancellation to verify the name, address, and phone number of the refund recipient to process the refund. The refund for the damage deposit and permit fees (for cancellations, if applicable) will be sent as separate checks. It is not unusual for the refunds to arrive a few days/weeks apart.

Can I receive a refund of any permit fees if there is inclement weather during my event? No.

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FAQ and Special Event Permit Guidelines

Decorations

Can I have decorations at my event? Yes; however, the size and type of decorations are limited and must be preapproved on the permit. You must list a description of all decorations on your event application.

Can I have small, hand-held or table decorations? Most small decorations, without any fire/flame, can be approved. A brief description on your event application is required. For example: *table centerpieces, no flames or hand-held flower bouquet and corsages.*

Can I have larger decorations, such as an arbor or a chuppah? It depends on the size of the decoration, where it will be located, and how it is supported. All large decorations must be completely free-standing. This means they cannot be attached, affixed, or tied to any park structures (buildings, benches, tables, etc) or any trees or other park flora nor may they be staked or driven into the ground. A detailed description of the large decorations is required on your application.

What about banners, garlands, or other hanging decorations? Some hanging decorations may be allowed at the Group Picnic Areas or at Group Camp, but they must be preapproved on the permit. Hanging decorations may only be tied to existing park structures (e.g. buildings, benches, picnic tables, etc) any may not be attached in any way to park trees or other flora. Additionally, the decorations cannot be nailed, tacked, taped, glued, stapled, or affixed in any manner other than being tied to existing structures.

Hanging decorations of any kind are not permitted at the Campfire Center.

What about rugs or runners? Most can be permitted as long as they are not staked into the ground; however, they must be preapproved on the permit.

Does the park provide step-stools or ladders? No.

Can the event's monitor help with the set-up or removal of decorations? No.

Can I have any glass or porcelain at my event? It may be allowed at events at the Group Picnic Areas, but must be preapproved on the permit. Glass, porcelain, or any materials that can shatter are not permitted at the Campfire Center or Group Camp.

What if my wedding will have the *Breaking of the Glass* as part of the ceremony? This may be allowed, but with specific instructions on the permit. If you would like this as part of your ceremony, include your request on a separate page with your application for your event.

Can I have decorations with flames (e.g. candles, lanterns, etc) at my event? Approval of decorations with flames are determined on a case-by-case basis. If they are preapproved on the permit, you will be required to bring a specific number of ABC fire extinguishers to the event. Fire extinguishers must be within a set distance from the fire/flames and must be in plain sight. The sector's management staff will determine the number of fire extinguishers required on a case-by-case basis. Decorations with fire/flame will not be permitted during periods of high fire danger.

Can I scatter rice, birdseed, flowers, flower petals, or confetti at my event? No.

Can I have bubbles at my event? Yes, but it must be preapproved on the permit and under specific direction. Additionally, the bubble solution must be in sealable containers to prevent spills of bubble solution.

Can I dispose of my decorations in the trashcans and/or dumpsters at the park after my event? No, all decorations must be removed from the park at the conclusion of your event.

FAQ and Special Event Permit Guidelines

Electricity

Is there electricity at any of the event sites and can it be used for an event? The Campfire Center is the only location with electricity available for event. This location has aisle and overhead lighting (evening and night events only) as well as other outlets for an additional fee (see page 6). An additional fee is not required if the permittee is also using the Campfire Center PA system. Electricity is not available for events at the Group Picnic Area or Group Camp.

Does the park provide extension cords or power strips? No, the permittee must provide their own extension cords and power strips and must secure or cover the cords to prevent a trip hazard.

Can I bring in a generator for events at the Group Picnic Areas or Group Camp? Any generators must be preapproved on the permit and under specific direction. Additional restrictions may apply (must be whisper/quiet generator operated during park's generator hours (10 AM to 8 PM), permittee must give a reason their event requires a generator, etc).

Environment and Natural Hazards

The Big Sur Sector of California State Parks is committed to maintaining and protecting the delicate ecosystem of the Big Sur area. Some "hazards" do exist. Remaining in event areas and on designated trails will help minimize your exposure.

What kind of "natural hazards" can I expect? Gopher and ground squirrel holes, rattlesnakes, wasps, and bees can be in the event site. Poison oak will likely be around the perimeter of the site. Branches and other debris may fall from any sites that have tree cover. Much of these "hazards" can be avoided by being aware of your surroundings and not "bush-whacking" through the areas around the event site.

Can I trim any tree branches/shrubs or cut any of the grasses in the site or at the park for my event? No, you may not alter the environment in any way. Any persons associated with the event that is found altering the environment in any way will be cited, the permit will be immediately cancelled, and a refund will not be issued.

Will any of the local wildlife visit my event? It is unlikely that large predators (e.g. mountain lions, bobcats, coyotes) will venture near an area with a large amount of humans, but smaller animals (e.g. Stellar's Jays and ground squirrels) may attempt to "steal" food. **DO NOT FEED THE WILDLIFE OR LEAVE FOOD UNATTENDED.**

IF A RATTLESNAKE IS AT YOUR SITE, CONTACT THE PARK'S STAFF IMMEDIATELY. DO NOT ATTEMPT TO REMOVE OR ENGAGE THE SNAKE. DO NOT KILL THE SNAKE.

Can I release birds or butterflies at my event? No. **What if it is not an invasive species?** No.

Can I scatter or throw rice, birdseed, ashes, confetti, flowers, or flower petals at my event? No. This is littering.

What is considered litter? Litter includes leaving, depositing, or scattering of flowers, flower petals, ashes, rice, confetti, seeds, or any other litter at the park except in a receptacle designed for that purpose. In other words, if you are not throwing these items into a trash can or dumpster, it would be considered littering.

Are there alternate or indoor locations if there is wind, rain, or otherwise inclement weather? No. All locations are outdoors and only two (2) locations, Group Picnic Areas A and B, have coverings. See page 5 for more information about those locations.

FAQ and Special Event Permit Guidelines

Event Times and Dates

What dates are available for events? The park is open 365 days a year; however, not all areas are open year-round. See pages 5-7 for details.

Can I have my event on the same date as another event? No, the Big Sur Sector permits one (1) event per day for the sector.

Can I have my event on a holiday or a holiday weekend? Special Events may occur on holidays and holiday weekends; however, the size and scope may be limited (e.g. limited attendance, no alcohol, etc) at the sector's discretion.

Can I have my event in a location that is closed or closed for the season? No. We do not permit any events in closed areas or areas closed for the season.

Can I have a night event at a Group Picnic Area? No. Events at the Group Picnic Areas and the Softball Field may only occur between 9 AM and sunset.

What Locations Can I Have An Evening Or Night Event? Events are permitted from 9 AM until 9 PM at the *Campfire Center* and *Group Camp*. Quiet hours (10 PM – 8 AM) are strictly enforced.

Do my event's set-up and clean-up times need to be included in the permit? Yes, see page 10.

How long does set-up and clean-up usually last? It depends on the size and scope of the event; however, the more decorations, food prep, etc at the event, the longer the set-up and clean-up times.

Can I arrive early or set up early for my event? No, see page 10 for details.

What happens if I do not leave the event site by the time listed on the permit? This is a violation of your permit. You will be cited and your deposit will be held to cover any additional time (site fees, monitor fees, etc). If your deposit will not cover the additional fees, you may also be billed for the additional fees.

Is there a minimum time for events? No, there is no minimum time for events; however, *Starting Fees* allows an event to last up to four (4) hours.

Can my event last more than four (4) hours? Yes, we permit events to last up to eight (8) hours; however, additional site fees will apply. The additional site fees are charged at an hourly rate. See pages 4-8 for rates.

Film Permits

Do I need a film permit for my event? Most Special Events do not require an additional film permit issued by the California Film Commission (CFC). An additional film permit would be required for any film, motion or still, that will be published, used for advertisement, used commercially, etc.

Do I need a film permit if I want to have a film or photo shoot on a different date and/or at a different location than the site that is listed on my Special Event Permit? Yes, it is likely you will need an additional film permit. Any photo shoots and/or filming that will occur outside of exclusive access sites and/or Special Event Permit times require a film permit issued by the CFC.

Can my photographer or I apply for a film permit after my event occurs? No, film permits are not issued retroactively.

How does my photographer or I acquire a film permit? You can apply on the CFC website at www.film.ca.gov. Film permits take a minimum of two (2) weeks to complete from the date the sector office receives the pending application from the CFC.

FAQ and Special Event Permit Guidelines

Fires

Can I have a fire at my event? Campfires and barbeque/cooking fires must be preapproved on the permit and must be in the designated park fire rings or park barbeques.

Can I have a bonfire in one of the large barbeque grills at Group Picnic Area A or C? No, only cooking fires are permitted at these sites. Large fires can damage the cooking grates.

Can my caterer or I bring in an outside grill (such as a propane grill or kettle grill) or a tow-in barbeque for my event? This is assessed on a case-by-case basis and you must provide an adequate description of the grill. Additional permit parameters may apply (e.g. fireproof mat, fire extinguishers, etc). It is important to note that the park does not have hot ash or hot-coal disposal.

Can I bring in propane heaters or have sterno at my event? These may be permitted at the Group Picnic Areas, but they must be preapproved on the permit. 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).

Can I use chemical fire starters, such as lighter fluid, for a fire at the Campfire Center's fire ring? No, accelerants (e.g. lighter fluid, camp fuel, gasoline, etc) are not permitted.

Can I gather firewood at the park for my event? No, wood gathering is not permitted. Firewood is sold at the park's entrance kiosk. You may bring in outside wood; however, it must be from a trusted source (e.g. *Hot Wood*) to prevent the spread of disease, such as *sudden oak death*.

Can I have decorations, such as candles and lanterns, at my event? See page 12.

What if my fire is still active or coals are still glowing at the end of my event? You must completely extinguish the fire prior to vacating the site using the *drown, stir, and feel* method.

Does the park provide a shovel and bucket to extinguish the fire? No, you must provide your own.

Can I dispose the ash and/or coals at the park? Only completely extinguished and cold ash/coals can be disposed in the park's dumpsters. The park does not have hot ash/coal disposal.

What happens with my event if there is a fire ban? The Special Event Permit office will notify you as soon as possible if your event has been permitted to use fire. Remember, fire bans usually occur with little to no warning.

How common is a fire ban? Fire bans at Pfeiffer Big Sur State Park are rare and are usually only enacted during extreme fire danger conditions. Dry, hot years have a higher chance of a fire ban.

Maximum Number Of People

What is the maximum number of people I can have at my event? It depends on the event location. See pages 5-7 for details on group size maximum per site.

Do vendors (e.g. caterers, photographers, etc) count towards my maximum? Yes.

Do children count towards my maximum? Yes.

What if I plan to have more people at the event than the site and permit will allow? You must either pare down your group size to meet the maximum or apply for use of a site that can accommodate the size of your group.

Will I get a refund if my event has no-shows? No, refunds are not issued for no-shows.

FAQ and Special Event Permit Guidelines

Monitors

What is an event monitor? An event monitor is a member of the sector or district staff that is assigned by said sector or district to be at your event.

What does the event monitor do? It depends on the type of monitor.

- *Park Aide* monitors are there to observe the event and report any permit violations to the sector's ranger staff.
- *Maintenance* monitors are there for site upkeep, usually before or after the event occurs.
- *Ranger* monitors observe the event and enforce the permit parameters, park rules, and regulations. They can also terminate a permit due to permit violations or unsafe conditions.

Park Aide and Maintenance monitors cannot change the parameters of your permit.

How will I know if my event will require a monitor? This is determined after we receive the completed application and non-refundable filing fee; however, the following always require a monitor:

- Events with alcohol present.
- Events at the Campfire Center or Group Camp (see page 6 & 7 for details).
- Large Events.

When will the monitor be at my event? The monitor will be at your event during the permit time.

Does the State Park monitor(s) count towards my maximum number of people? No.

Music and Sound

Can I have music at my event? Yes; however, it must be preapproved on the permit and the type of music is limited by event location. For instance, amplified sound is only permitted at the Campfire Center.

What is amplified sound? Amplified sound is any sound that is increased (or amplified) by any means. This includes any sound/music coming through speakers, amplifiers, bullhorns, PA systems, phone speakers, portable stereo systems, etc.

Can I have acoustic music at my event? Yes, we permit acoustic music at all event locations; however, it must be preapproved on the permit.

Can I have a large acoustic group or band at my event? That is unlikely to be permitted. While we permit acoustic music, it cannot be so loud where it would create a nuisance or impact other park visitors.

On-Site Contact Person

What/Who is the on-site contact person and what will they do? This is a person affiliated with your event that can be contacted at any time during the event by the sector's staff. They will also be the person that will conduct the pre-event and post-event walk-throughs, if applicable, with the event monitor.

Who should I pick as my on-site contact person? It is best to pick a responsible person that will be at the site for the entire event time and can maintain their full faculties throughout the entire event.

Can the bride or groom be the on-site contact person for the event? Yes, but we do not recommend this. Remember, if the park's staff must speak with the contact person during the wedding, it will interrupt the event if the contact person is the bride or groom.

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FAQ and Special Event Permit Guidelines

Parking

Is day-use parking included with my event permit? No, except at Group Camp (See page 7 and 10 for details).

Can I prepay for day-use passes for my event? Yes, but this must be done on the application.

Can I prepay for day-use passes at the park's entrance kiosk? Yes, but the passes are only valid the date of purchase and you must distribute the passes to your guests.

Can a parking lot or spaces be reserved for my event? No, parking is first-come-first-serve, even with prepaid day-use passes.

What passes can be used to enter the day-use areas of the park?

- California State Parks day-use pass that is issued the same day.
- California State Parks annual passes. See www.parks.ca.gov for more information.
- California State Parks campground pass valid on the date of the event.
- Big Sur Lodge guest parking pass valid on the date of the event.

Can I receive a refund for any unused day-use passes? No, day-use passes are non-refundable.

Payments

When are the fees and deposits due? See page 3 for details.

What happens if I apply for an event date that is less than two (2) months away? All payments must be received at least thirty (30) days from the event date, but it would depend on when the sector office receives your application and non-refundable filing fee.

What happens if I apply for an event date that is less than thirty (30) days away? You would be subject to *RUSH* permit parameters. All payments must be received at least two (2) weeks from the event date and must be in the form of a cashier's check or money order.

What form of payments are accepted? We accept personally checks, company/business checks, cashier's checks, and/or money orders made out to **CDPR**. However, any payments received less than thirty (30) days from the event date must be the form of cashier's checks and/or money orders only.

Do you accept credit card payments? No, not at this time.

Pets

Can my pet be at my event? It depends on the location of the event and the pet and must be preapproved on the permit. Here are some basic guidelines:

- Pets are not permitted on any park trails nor at Group Camp
- Dogs and cats must be on a leash (6 foot max. length) or crated and under the handler's physical control at all times, where pets are permitted.
- Pets are not permitted to run loose, even in reserved event areas.
- The handler must clean up after the dog or cat and provide his or her own "poop bags". Waste can be disposed of in the park's trash receptacles.
- Pets may not be left unattended in vehicles.

Can I bring a bird, snake, or an exotic animal to my event? This would be determined on a case-by-case basis.

How can I have my pet considered for approval on the permit? Include a separate page that details the type of pet, number of pets, photo of the animal, and how the pet will be secured with your application.

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FAQ and Special Event Permit Guidelines

Signs

Will the park post a sign at my event location to denote my event? Yes, the park will provide at least one (1) sign to notify park visitors that the event area is closed for the time and date of your event.

Can I bring in a sign or signs to help my guest find my event location? Yes, you can have a maximum of two (2) signs for your event, but they must be preapproved on the permit. Additionally, the verbiage on the signs must be preapproved. Profane language or images are not permitted.

What kind of signs am I permitted to bring and use? Only freestanding signs, such as easels or sandwich board style, may be used.

Can I attach my sign to a tree, park bulletin board, or any park structure? No. All signs must be completely free-standing.

Can I use “wire signs”, such as the ones that you drive or stake into the ground? No, these styles of signs are not permitted.

Where can I set up my sign(s)? They must be set up inside the park and close to the event area in a way that does not block any trails or roads. The location(s) must be preapproved on the permit. *For example, if your event is at Group Picnic Area B, you can place a sign, off road, at the road leading from parking lot 3 to parking lot 4.*

Can I set up my sign(s) by the park’s entrance, the park’s entrance kiosk, on any park trails, or in the campground? No.

Can I post a sign on Highway 1? The sector does not authorize permission to post any signs along Highway 1 nor on any property that is not in Pfeiffer Big Sur State Park.

Vendors

What is a Vendor? A vendor is any persons or company that will provide a service at your event for a fee (paid by your or your guests/participants), for trade, or as a complementary service. Vendors include caterers, bartenders, florists, event rental companies, photographers, etc.

Do all vendors at my event have to be listed on my permit? Yes, any vendors not listed on your permit will not be admitted to the park.

Does my vendor need a day-use pass to enter the park? Yes, even for drop-offs. It is important to note that California State Park annual passes may not be used by vendors to enter the park.

Can my vendor arrive early to set-up or drop-off event items prior to my permit time? No, all set-up, including dropped off items, must be during the time listed on your permit.

What happens if my vendor violates the park rules or the terms of my permit? You and/or your vendor could be cited, the permit cancelled, and you could also lose your deposit. Remember, you are responsible for the conduct of your vendor(s) and their staff.

Can the sector staff send a copy of my permit to my vendors? No, your permit contains information that we consider private (addresses, phone number, etc); however, you may send a copy of the permit to your vendor.

FAQ and Special Event Permit Guidelines

Vendors – Food Trucks

Are Food Trucks permitted at events? Food trucks can be permitted at events in the park, but like with all other vendors, they must be preapproved on the permit and under specific direction.

- They must provide at least one (1) sign stating either “**Private Event**” or “**Not For Public Use**” next to the truck.
- They cannot dump any cooking grease or oil in the park.
- They cannot dump any hot coals in the park.
- Additional terms and conditions will apply.

Do the same fire restrictions apply for Food Trucks? This would be determined on a case-by-case basis and would depend on if they are a *self-contained trucks* (meaning they do all prep, cooking, and clean-up inside the truck) has a *tow-in* cooking device (such as a pizza oven, barbeque, etc).

Can the Food Truck park in my event site? No, they trucks must park in a parking lot on pavement.

Can the Food Truck dump their food/cooking waste (other than grease, hot coals, etc) in the park? Yes, paper plates, utensils, cups, and food scraps may be disposed of in the park’s waste and recycling receptacles.

Does the Food Truck need a day-use pass to enter the park? Yes.

WiFi and Cell Service

Wi-Fi and cell phone service are spotty on the Big Sur Coast. Trees and mountains hinder cell phone signals. We highly recommend downloading any files to your device prior to coming to Big Sur.

Are there any cell service providers in Big Sur? Both Verizon and AT&T have limited coverage in the area and spotty coverage in the park. There are no other cell service providers in the area.

Is there high-speed internet in Big Sur? Some businesses offer Wi-Fi access; however, it will not be close to the speed that is available in urban or suburban areas.

Is there public WiFi access in the park? No.

Thank you for your interest in holding your event at Pfeiffer Big Sur State Park. For more information please visit www.parks.ca.gov/pbssp for an email link to bigsurevents@parks.ca.gov or phone the Big Sur Sector Special Event Permit Office at (831) 667-0507.