

Elopement Permit – 2017 Special Event Permit Information Packet



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 acquiring an "Elopement" Permit at Andrew Molera State Park, Julia Pfeiffer Burns State Park, and/or Pfeiffer Big Sur State Park. These parks are located along Highway 1 on the coast and inland in the redwoods. We allow one (1) permit per day for the Big Sur Sector.

Elopement Permits are for very small, simple weddings in unconventional locations that must be hiked in to.

We highly recommend visiting the park and location(s) you are interested in using for your event prior to applying for a Special Event Permit.

This packet contains information on how to obtain an *Elopement* Special Event Permit and the permit requirements. 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:

- Elopements
- Weddings
- Receptions
- Tours
- Events that have vendors providing services (e.g. – photographers, officiate, etc)
- 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 wish to hold, conduct or participate in any celebration, wedding, religious service, picnic, exercise, or event in a state park unit. 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 at the parks, 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 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 paperwork is submitted 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.

What Parks and Park Sites Qualify for an *Elopement Permit*?

To determine if your event will qualify as an *Elopement Wedding*, please answer the following:

1. **Will your event have more than ten (10) people?** This number must include the wedding party, officiant, all guests including children, any vendors such as a photographer, and any persons that will be at the event.
2. **Will your *elopement* hinder or block any park visitor's access to a site or trail at any point during the event?**
3. **Will the *Elopement Wedding* be at or adjacent to a set Special Event site?** The following sites are set event locations:
 - Julia Pfeiffer Burns State Park: The *Waterfall Overlook & Trail* and the *Redwood Picnic Area* & the first ½ mile of the *Ewoldsen Trail* from the parking lot.
 - Pfeiffer Big Sur State Park: The *Group Picnic Areas*, the *Softball Field*, the *Campfire Center*, *Group Camp*, or any adjacent trails, paths, and/or fire road.
4. **Will the event have or require seating for any participants?**
5. **Will the event have or require any music (acoustic or amplified) or any amplified sound?**
6. **Will there be any decorations larger than a bouquet or decorations that are not handheld?**
7. **Will your event occur during non-day-use hours?** Day-use hours are sunrise – sunset. The event time must include the hike in and out.
8. **Will there be a reception or food/drink served at the site/event?**

If you have answered “YES” to any of these questions, your event will not qualify for an Elopement Permit. Your event will be required to use a set event location with a standard Special Event Permit.

Due to limited accessibility of the beaches, groves, overlooks, and headlands, we allow only small “elopement” ceremonies at the following California State Parks in the Big Sur sector:

- **Andrew Molera State Park** is a rugged and mostly undeveloped park located along the Big Sur Coast. There is trail access to beaches and headlands with ocean views. *Please note: During the off season, seasonal footbridges will not be in place. Some areas of the park, such as the beach, can only be accessed by crossing through the Big Sur River. You and your party would cross through the river at your own risk.*
- **Julia Pfeiffer Burns State Park** has backcountry trails into coast redwood groves up the Tan Bark Trail and Ewoldsen Trail. There are also ocean views from Partington Cove. *Please note: There is no access to McWay Falls or the beach at McWay Falls.*
- **Pfeiffer Big Sur State Park** has many small areas next to the Big Sur River, in campsites, and in small redwood groves that can accommodate a small, simple wedding party.

Permit Fees

Special Event Permits are issued for four (4) hours only.

The four (4) hour permit includes the hike-in and hike-out.

Permit Fees: For permits received at least thirty (30) days prior to the date of the event.

- ✓ **\$25 Non-refundable Filing Fee.** To be sent in with the applicant's initial application and received at least thirty (30) days prior event date.
- ✓ **\$275 for a four (4) hour permit.** A separate check to be sent in with the applicant Special Event Permit (DPR246) after the application has been processed. Includes Site Fee and Non-Refundable Processing Fee. If additional time is required, additional fees will be required.

Rush Events: For permits received less than thirty (30) days prior to the date of the event. Rush permits require all payments and deposits be submitted in the form of cashier's checks or money orders. Personal checks will not be accepted for Rush permits.

- ✓ **\$100 Non-refundable Filing Fee and Processing Fee (cashier's check or money order only).** To be sent in with the applicant's initial application.
- ✓ **\$275 for a four (4) hour permit (cashier's check or money order only).** Includes Non-refundable Processing Fee and Site Fee.

Damage Deposit:

- ✓ **\$400 to \$1500 (refundable).** Must be submitted separately. Amount depends on type of event and activities. The event deposit may be partially or completely forfeited due to damage inflicted upon the venue, failure to adhere to the terms, conditions, and time parameters of the permit, or failure to clean sufficiently upon departure. Rush permits will require the deposit in the form of a cashier's check or money order. Deposit refunds are issued by the State of California and may take up to 6-8 weeks to be received.

Additional Fees, if applicable

Monitor Fees:

- **\$120 for up to four (4) hours:** Park Aid and/or Maintenance monitor as determined by Special Event Coordinator based on the event location and specific details.
- **\$316 for up to four (4) hours:** Peace Officer monitor as determined by Special Event Coordinator based on the event location and specific details.

Campsite Fees:

- **\$25-\$50 per site per night (check-in at 2pm, check-out at 12pm):** Campsite fees are required in addition to the permit fees for campsite weddings.

Liability Insurance Requirements

When is Insurance Required?

Insurance is required when a vendor, event planner, photographer, monitor, 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.

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. A **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. Location addresses for the parks are as follows:
 - Andrew Molera State Park, 45500 Hwy 1, Big Sur, CA 93920
 - Pfeiffer Big Sur State Park, 47231 Hwy 1, Big Sur, CA 93920
 - Julia Pfeiffer Burns State Park, 52801 Hwy 1, Big Sur, CA 93920

Please note: If any of the above information from lines 1-5 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.

Park Rules for Special Events:

- Special Events are permitted during day use hours only, from sunrise to a half hour after sunset.
- Special Events are prohibited on Memorial Day, Independence Day, and Labor Day weekends and may be limited between Memorial Day and Labor Day weekends.
- The Special Event Permit filing/processing fee is non-refundable.
- State Park staff may be required to monitor your event from set up to clean up. Some locations/events may require additional monitors and fees.
- 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 filing fee.
- **There is no beach access at Julia Pfeiffer Burns State Park by District Superintendent's Order No. 720-97-003(G) (CCR 4326(a)). Any person(s) attempting to access the beach are subject to citation and will be responsible for all rescue costs incurred. The Special Event Permit will be cancelled and all fees and deposits will be in forfeit.**
- **There are no fires allowed on any beaches at Andrew Molera State Park (California Code of Regulations, Title 14, section 4311 (a)). Any person(s) attempting to light a fire on a beach will be subject to citation, ejection from the park, any/all firefighting costs incurred. The Special Event Permit will be cancelled and all fees and deposits will be in forfeit.**
- **Should any person involved in the Special Event be detained, cited, and/or arrested by State Park law enforcement personnel for violation of any of these conditions or any 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.**

Access:

- **There is no exclusive access for elopement permits.** The permittee and any attendees may not block the public's access to any trail, trail head, or location that the public can access during a regular park visit.
- Permittee and their party may not enter any closed or roped off areas.

Special Event Permit Parameters

Campground Weddings:

- Weddings may have up to ten (10) people in the campsite for the event only, but campsite group limits still apply for those camping overnight.
- Parking rules and limits for campsites still apply. Additional vehicles may have to park in day-use parking.
- Special Event Permit must include the site number, the name on the site reservation, and the number of overnight campers.
- Campsite Reservations are only available for Pfeiffer Big Sur State Park and Julia Pfeiffer Burns State Park.
- You must reserve both campsites for a campground wedding at Julia Pfeiffer Burns State Park.
- Applications received twelve (12) to eight (8) months in advance must include the applicable campsite fees.
- Applications received less than eight (8) months in advance must reserve the campsite 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 by the permittee at least fifteen (15) business days prior to the date of the event, minus the non-refundable application and processing fees. If an event is cancelled by the permittee less than fifteen (15) days prior to the date of the event, all fees and deposits will be forfeited.
- If the permit holder, their designees, and/or representatives do not show up at least one (1) hour 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.**

Decorations:

- Only hand-held decorations (such as a bouquet) may be used at elopement ceremonies and use must be preapproved on the permit.
- Decorations must be removed from the park by the permittee at the conclusion of the event.
- Signs, including directional signs, are not permitted.

Special Event Permit Parameters

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, peace officer(s) involvement for law enforcement reasons, violation of park rules by the permittee or any attendees, etc.
- The Special Event Coordinator office will send a notification 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, typically 4-8 weeks after the Accounting Department receives the refund request.

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, wildlife, wasps and bees, falling branches, gopher holes, unstable cliffs, etc. Stay on designated trails and public areas to minimize exposure.
- **Footbridges are only in place seasonally.** During the offseason, some locations in Andrew Molera State Park can only be accessed by crossing through the Big Sur River. If you attempt to cross through the river, you do so at your own risk.
- **Littering is NOT permitted.** Littering includes leaving, depositing, or scattering flower petals, seeds, rice, ashes, confetti, or any other litter in a unit except in a receptacle designated for that purpose.
- **All trash and food waste must be packed out by the permittee.** This includes, but not limited to: apple cores, bread, bottles, food wrappers, paper bags, etc
- No altering the environment in any way. No digging or cutting of any shrubs or trees.
- The releasing of birds, butterflies, or balloons is NOT allowed.
- 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.

Special Event Permit Parameters

Fires:

- Fires are permitted in park provided fire rings and must be preapproved on the permit.
- Wood gathering is not permitted at any California State Park.
- Fires are not permitted on trails or in the backcountry.
- Fires are not permitted on the beach at Andrew Molera State Park.

Locations:

- The location for the elopement permit must be at a site/location that can accommodate your entire group without blocking trails, trail heads, or any public access to any sites/locations in the park that a park visitor can access during a regular park visit.
- Use of set Special Event locations or adjacent areas does not qualify for an *Elopement Special Event Permit*. A standard Special Event Permit is required for those locations.

Maximum Number of People:

- The maximum number of people on the permit must include all persons at the event. This number includes the permittee, all guests including children, all vendors, the officiant, and any persons present at the event.
- A 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.

Monitors:

- The park's management staff will assess if an event requires a monitor(s) after receipt of the completed application and filing fee.

Music:

- Music (acoustic or amplified) is not permitted.

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) or park staff during the event.

Special Event Permit Parameters

Parking:

- **Park entrance day-use fees are charged for all entrants and all parking is on a first-come first-served basis.** Pre-paid parking is not available.
- No vehicles are permitted off-road or in any picnic areas.
- Unauthorized vehicles are not permitted on the fire roads.
- **There is absolutely no parking at the fire road gate or on the fire road at Andrew Molera State Park or the fire road at Pfeiffer Big Sur State Park.** If any vehicle from your party is parked on the fire road or at the fire road gate, even to “unload”, the party will be cited and your Special Event Permit will be cancelled and the permittee will forfeit all fees and deposits.

Pets:

- **Andrew Molera State Park:**
 - Pets are not permitted, even if left in vehicles.
- **Julia Pfeiffer Burns State Park:**
 - Pets are permitted only in the parking lots and must be on leash at all times.
 - Six (6) foot maximum leash length.
 - Pets must be under the owners physical control at all times.
 - Pets may not be left unattended in vehicles.
 - Pets are not permitted on any trails in the park.
- **Pfeiffer Big Sur State Park:**
 - Pets are permitted only in the campground, parking lots, and park roads and must be on leash at all times. Six (6) foot maximum leash length.
 - Pets must be under the owners physical control at all times.
 - Pets may not be left unattended in vehicles.
 - Pets are not permitted on any trails in the park.

Receptions:

- Receptions are not permitted at Elopement weddings.
- Receptions are not permitted at Julia Pfeiffer Burns State Park or Andrew Molera State Park.
- Receptions are permitted at the Group Picnic Areas at Pfeiffer Big Sur State Park and require a separate Special Event Permit.

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 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 event 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.

For more information regarding California State Parks, 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.

