SPECIAL EVENT PERMIT

INSTRUCTIONS: To apply for a Special Event Permit, complete this form and read the Special Event Permit Terms and Conditions attached. Submit all copiesWith original signatures, any supplemental documents (see No. 4 below), and a check or money order tor \$25.00 (payable to the State of California) to cover the required filing fee to the District office of the park unit where the event will be held.

APPLICANT/ORGANIZATION	N	E-MAIL ADDRESS			
ADDRESS			CITY/STATE/ZIP CODE		
CONTACT PERSON			BUSINESS PHONE	CELL/HOME PHONE	
CONTACT PERSON			()	()	
IE ADDITICABLE - LIST ALL	POTENTIAL VENDORS/CATERER (USE SECOND SHEET	IE NECESSARV)	DATE OF EVENT	FAX NUMBER	
IF AFFLICABLE - LIST ALL F	TOTENTIAL VENDORS/CATERER (USE SECOND SHEET	IF NECESSART)	DATE OF EVENT	()	
BOLSA CHICA OR HUNTINGTON STATE BEACH:			EVENT HOURS:	SETUP BEGINS / BREAKDOWN ENDS	
PURPOSE OF TH	E EVENT:				
2. PARK AREA / FAC	CILITIES TO BE USED (PLEASE BE SPEC	CIFIC (ie: picnic are	a. sand at or between towe	ers. etc.)	
	3.220 . 0 . 2 . 0 .	on to (i.e. pieriie are	a, cana at o. com con ton c	,	
				OR LIMITING ATTENDANCE (THE STATE MAY S (21 and Over), AND HOW MANY CHILDREN:	
	IOM ATTENDANCE WITHIN TO DISORE	HON) I LEAGE VE	MITHOW WANT ADOLIC	21 and Over, AND HOW WANT OFFICENCE.	
4. PLEASE ANSWER	R THE FOLLOWING QUESTIONS:				
YES NO	tine i decommo docomono.				
D	oes the event involve the sale or use of alcoholic	beverages?			
	/ill additional fees be charged for participants (beg	yond regular facility fee	es)?		
	/ill items or services be sold at the event? re there any other special conditions or requirement	ents? (e.a. accessibili	ty - see nage 2		
	to any of the above questions or if liabili			Parmit Torms and Conditions) places	
				oly, please complete the signature block below.	
I have read and acce	ent the Special Event Terms and Condition	ons attached Lun	derstand that the District	Superintendent or authorized representative	
may terminate withou	ut prior notice any special event activity	when it is necessa	ry for the safety and enjoy	ment of the public, for the protection of the	
				tions of this permit. I also understand that	
• •	ermit may be cancelled without notice in	the event of disas	ter or untoreseen emerge	•	
SIGNATURE				DATE	
•					
	FOR DEPARTMENT COMP	LETION ONLY		Department of General Services	
TOTAL PERMIT FEES	COMMENTS			Use Only	
REVIEWED AND RECOMME	ENDED BY		DATE		
>					
TITLE			BUSINESS PHONE		
1000000	lo	T.//07.475 (7ID.00D5	()		
ADDRESS 21601 Pacific Coast Highway CITY/STATE/ZIP CODE Huntington Bea			ach CA 92646		
APPROVED BY			DATE	=	
• • • • • • • • • • • • • • • • • • •			DATE.		
TITLE			BUSINESS PHONE	1	
			()		
ADDRESS		ITY/STATE/ZIP CODE	ı	1	
21601 Pacific C	oast Highway F	ach, CA 92646			
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only)			DATE		

Additional Information Requested

Special Considerations: Activities that may be damaging to the park grounds or that interfere with the enjoyment of the park by other park guests are highly discouraged or not allowed. Listed below are examples of events that require special approvals by the Event Coordinator, all events are subject to an activity/site fee with a required monitor. If the Event Coordinator should decide that a monitor is necessary, the fees are as follows: \$79 per hour, per monitor for no less than a 4-hour minimum. Monitors are scheduled 30min. before and after setup/teardown. Check any applicable items. **If you are planning a special activity that is not listed describe in detail under "Other."**

	Party	(birthday, retirement)	Company Picnic		
	Seating (chairs, tables) Sporting Event Non-Amplified Music (list type below) (No amplified Bands allowed)		tent (cannot be enclosed) Stage		
			D.J. (see specifications)		
		es (Clowns, dancers etc.)	Additional Lighting		
	Dancing		Dance Floor		
	Wedding	Reception	Alcohol (Must fill out Alcohol Waiver form)		
	Games (Lis	t below) <i>NO</i> large inflatabl	e'si.e. jump houses, eggs, gum or balloons <u>.</u>		
Other:	Yes: No	: (see "Specification			
You can ca www.babes	ll: 714-471-5015 ocateringrentals.co	<u>om</u> .	eringrentals.com or see their website event such as generator (size & type), ez-up's etc.:		
EVENT ITSE A DETAILED YOUR PERM You DO NO have an ever a reserved s sign has bee	ELF AND TEAR DO DRAWING OF TH MIT DOESN'T ALLO I have exclusive r nt it is YOUR respo ign on your reserve n tampered with.	WN. IF USING CATERING, EGE EVENT AREA WITH COMPLOW IT. Ights to any area on the State insibility to occupy the area.	DETAIL YOUR EVENT PLANS FROM SET-UP THROUGH THE QUIPMENT RENTAL OR ENTERTAINMENT YOU MUST SUBMIT LETE DETAILS. IF IT ISN'T LISTED ON THE PAPERWORK, as Beach even if you have an event, this is a public beach and if you do not cone off, rope off, or save any area for you. We do put up be your paperwork with you on the day of your event in case that		
	oe bagged, then to sh is left outside o		s at the end of the event. You will be charged a cleaning fee		

INITIAL YOU HAVE READ AND FILLED OUT ALL THAT APPLY TO YOU.

SPECIAL EVENT PERMIT TERMS AND CONDITIONS

Special Event Permits, when approved, shall be issued subject to the following provisions:

- 1. All activities and arrangements for advance preparations within the above named unit, shall be at the direction of the District Superintendent or authorized representative.
- 2. Rules and regulations of the Department of Parks and Recreation unless specifically exempted or otherwise noted shall be observed by the permittee, employees, agents, or contractors.
- 3. The only special activities granted permittee herein are those which are listed in writing on the permit.
- 4. No structures or sets may be constructed unless specifically provided for and described in writing, no digging or excavation is permitted, and no shrubbery or trees are to be cut, trimmed or injured. No additions, alterations, modification, or decorations may be affixed to any Department of Parks and Recreation facility without specific written approval of the District Superintendent.
- 5. Fires will not be permitted except upon the specific written approval of the District Superintendent and under specific direction.
- 6. Vehicles under the authority of the permittee will be parked in areas designated by the District Superintendent.
- 7. Permittee will control all traffic and vehicles associated with the event as directed by the District Superintendent.
- 8. Permittee will maintain the permitted area in a clean and sanitary condition and will restore the area to the condition in which it was received to the satisfaction of the State.
- 9. Permittee will repair or be billed at the discretion of the State any and all damage to the park unit or any State property which was a result of permittee's activities. State will be the sole judge of the extent of damage and the extent of repairs required to remedy the damage. All repairs will be performed to the satisfaction of the State.
- 10. The State may require at its discretion, the following special conditions:
 - a) Fire control measures and additional fire fighting equipment to be furnished by permittee as required by the District Superintendent.
 - b) First-aid service to be supplied by permittee, including ambulance service, doctors or nurses.
 - c) Additional police protection and/or traffic control personnel. Policing of the event will be provided by permittee and at own expense.
 - d) Parking arrangements required for permittee's operating personnel.
 - e) Additional sanitary facilities as required by the District Superintendent. Sanitary facilities over and above those furnished by State may be provided by permittee and at own expense.

The permittee will be charged a fee based on the number of hours and job classification of State personnel required to meet any special condition.

All special conditions and associated fees will be listed on the permit.

- Unless otherwise specified on the Special Event Permit, the State agrees to provide the following services, if available or appropriate.
 - a) Maintain public restrooms.
 - b) Provide fresh water.
 - c) Provide electricity.
 - d) Provide garbage cans and remove refuse.
 - e) Clean all areas prior to occupancy by permittee.

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- 12. The interest of permittee created by this agreement may be subject to property taxation. Permittee agrees to pay any possessory interest tax or any other tax levied on such interest and to indemnify the State from any damage or loss arising, by reason of such tax or Revenue Taxation Code Section 107.6.
- 13. Permittee may be charged a permit fee in addition to normal park fees, based on costs incurred by the State, size and scope of the event, and prevailing fees for commercial facilities in the locality.
- 14. Depending on circumstances and probability of occurrence, permittee may be charged a damage deposit as determined by the District Superintendent. Costs for damage repair and any fines or penalties for noncompliance with permit conditions will be deducted from this deposit. The District Superintendent shall determine if all or only a portion of the deposit is refundable.
- 15. The District Superintendent may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public for the protection of resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. In addition, any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.
- 16. It is an express condition of this permit that the State, its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the State, its officers, agents and employees from all liabilities charges, expenses (including counsel fees) and costs on account of or by reason of any such deaths, injury, liabilities, claims, suits, or losses however occurring or damage growing out of same.
- 17. For events having greater potential hazard or liability to the State than is incurred through typical daily park activities, permittee will be required to provide the District Superintendent with a certificate of insurance with required endorsements as proof of liability insurance coverage. The policy will cover the period of the permit and will be in an amount no less than one of the following as determined by the District Superintendent:
 - Public Liability \$300,000 each person, \$500,000 each occurrence. Property Damage Liability and Products Damage Liability \$200,000; OR
 - Combined single limit (CSL) \$500,000 per occurrence; OR
 - Combined single limit (CSL) \$1,000,000 per occurrence.

Insurance policies shall be underwritten to the satisfaction of the State and shall contain the following special endorsement:

State of California, its officers, employees, and servants are included as additional insured but only insofar as operations under this contract or permit are concerned;

The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to State.

This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the entire term of the permit.

18. Contacts relating to the insurance policy and payment of fee and in regard to the permit generally may be made through the District Superintendent.

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SPECIAL EVENT PERMIT SUPPLEMENT

State of California - The Resources Agency DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: Complete the information requested below then submit this form with your DPR 246, Special Event Permit.

1.	List of fees and charges to participants attending the event. (This is in additional to regular park facility fees)
2.	Plan and method for collecting special fees.
3.	Estimated gross receipts and net profits to the permittee.
4.	Guaranteed minimum fees and/or percentage of the gross income to be paid to the State as rent.
_	Method of garbage collection and disposal.
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6.	List of items to be sold during the event.
7.	Method of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The State reserves the right to review and approve all promotional material to protect the interest of the Department.
	Detailed description of the program to be presented and the displays and concession booths to be installed. (Prepare attachment if additional space is quired.)
9.	List of all the organizations involved whether sponsors, recipients or promotional firms. Commercial sponsors must specifically be listed.

EVENT PERMIT SUPPLEMENT- CATERING / WEDDINGS

State of California – The Resources Agency Department of Parks and Recreation

INSTRUCTIONS: Complete the information requested below then submit this form with your Event Permit package. The purpose of this page is to help us to best determine the fees for your catered or wedding event.

1. Detailed description of the	activities, and the area to be utilized.	(Add approx. square footage)	
2. Equipment to be used and	description of where items are to be	placed.	
List ALL catering compan (Please attach copies o	ny, entertainment company, party plar of estimates and invoices.)	nners, equipment rental company etc. to be used.	
CATERERS: Catering Comp	oany Parties		
Name of Company you are ca	atering for if other than permittee:		
Company's Location:			
WEDDINGS			
Name of Bride/Groom, contac	ct information (if other than permittee):	:	
(If not the Bride and Groom) F	Permittee's relationship to Bride and G	Groom:	
Wedding Planner: Please attach copy of contra	act agreement/invoice. completed	Contact #drawing of event set up, list of ALL vendors to be used.	
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