California State Parks
Special Events Policy

For California Citrus State Historic Park
and Chino Hills State Park
1879 Jackson Street
Riverside, CA 92571
Phone 951-780-6222 fax 951-780-6073
Rev. 6/2013

1. General Policy

1.1 Overview

Any company, society, organization, or group of persons greater than 25 individuals that wishes to hold, conduct, or participate in any celebration, service, picnic, exercise, or other special event in any park or beach must obtain a Special Event Permit in accordance with State Park rules and regulations (California Code of Regulations, Title 14, Section 4301(j).

Special Event Permits are required for the following:

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

A Special Event Permit is required when any of the above occurs wholly or partially within any property owned, operated, or administered by the Department. Groups exceeding 25 persons are required to have a Special Event Permit.

A Special Event Permit is required, regardless of the size, for:

1. Weddings
2. Athletic events or competitions,
3. Group event (Club, rally, community etc.)
4. Events involving the installation of equipment (e.g., party tents, chairs, platforms, staging, bleachers),
5. Events involving voice or music amplification (e.g. public address systems, disc jockeys, bands).
6. Alcohol permits
7. Children's inflatable bounce house /jumper in the park.

All applicants will be issued a Special Event Checklist along with the Special Event Permit. This checklist will help us determine the extent of each event. Each checklist will be routed to the specific park Supervisor for his or her comments.

1.2 Insurance Requirement

All special event applicants must obtain a certificate of insurance in an amount no less than $500,000 specifically naming the State of California as an additional insured. See the Special Event Permit for more information. Use of the department form DPR 169A is strongly encouraged for ease of permit approval. Once an event is approved we will need evidence of your insurance 30 days prior to the event.

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.

1.3 Time Frames/Deadlines

Insurance, full payment and other necessary documentation shall be submitted 10 (ten) days prior to the event. If documents or fees are submitted late, a $25.00 surcharge is added for each late day. A minimum of 30 (thirty) calendar days is necessary for events having special requirements. Events involving the use of alcohol, must be submitted 75 (seventy five) days in advance. Exceptions may be granted with our District Superintendent's approval. Special Events may be scheduled up to one year in advance of the event.

1.4 Approval of Permit Application

Submittal of a Special Event Application and Permit fee is required to preliminarily hold the date and time of your event. However, such submittal of the Special Event Application and permit fee should not be construed as a final approval or confirmation of the request. Even if the event has been held in the past, the event organizers should be cautious in advertising based on the assumption that a Special Event Permit will be issued. All requests are subject to review and approval of the District Superintendent. The unit specific internal guide will identify resource issues of each park and the appropriate uses. The final authorization / approval will come from the District Superintendent.

1.5 Nonexclusive Use of Areas

A Special Event Permit may not entitle the permitee to rope off or otherwise restrict public access to an area. Even with a permit, most park areas will be available to the general public on a first-come, first serve basis.

1.6 Permit Required at Site

A Special Event Permit must be on site on the day of your event and available for review, upon request, by park and/or law enforcement personnel. If the permit is not present and available, the group may be asked to leave the park and may be issued a citation. The permitee will be the party

held responsible for violations of the terms of the permit and the party likely to be cited in most instances of noncompliance.

1.7 Noncompliance

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

1.8 Cancellation

If cancellation is requested less than ten business days prior to the event, the application processing fee and 25% of the event fee will be forfeited.

1.9 Special Event Fees / Method and Time of Payment

All payments must be made by means of cash, check, or money order. It is preferred that payment be made by cashier's check or money order. Checks must be made payable to: California Department of Parks and Recreation. All fees must be paid in full at least ten days prior to the event.

2.0 Application Processing Fee

The application processing fee for all special events is **$25.00**. This is a non-refundable fee charged in addition to the facility use and personnel fees. The application / permit processing fee must be submitted along with the Special Event Permit to:

California State Parks
Attn: Special Event Coordinator
1879 Jackson Street
Riverside, CA 92504

2.1 Personnel Fees

These fees are the actual costs incurred by the department for personnel assigned to your event. The fee varies with each event and could include time spent for pre-event meetings, monitoring, security or clean-up after an event. The Special Event Coordinator will determine all costs, which must be paid in advance by check with your Special Event permit fee.

Park Aid	$29 per hour
Lifeguards (Used for EMS, Aquatic safety)	$39 per hour
State Park Peace Officer (Ranger)	$79 per hour
Maintenance Personnel	$56 per hour
Environmental review	$74 per hour

All listed fee require a 4 hour minimum

Other Personnel fees may be determined by Special Event Coordinator on a per event basis. These fees are per hour and there is 4 hours minimum.

2.2 FACILITIES USE

Sporting events, concerts, and competitions = 10% of gross income plus any personnel fees and park rentals. Parking fees are included with the rental facilities and wedding fees.

Outdoor Grass Weddings (does not include the Sunkist Center, Courtyard and Gazebo)

Basic Wedding Permit (up to 150 guests) $250.00
For 151-200 guests add $100
For 200+ guests add $200 (maximum 300 guests total)
Alcoholic Beverage Permit $75.00 (insurance required)

Rental Facilities

Group Picnic Area
Reservation Fee $100
Can accommodate up to100 people

Amphitheater
Reservation Fee $75
Can accommodate up to 75 people

Jumpers

Jumper Fee $100

Jumpers are allowed for special events. Jumpers must run by **generator only**. Extension cords and use of electricity from buildings are not permitted. The jumper fee is in addition to the reservation fees for specific areas.

Alcoholic Beverages

Alcoholic Beverage permit fee $75.00 (Certificate of insurance required)

A permit may be obtained for alcoholic beverages in the park. A Special Event Permit application must be completed and approved prior to the event. *Sale of alcoholic beverages is not permitted without Alcoholic Beverage Control approval.*

2.3 Resource Impacts

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

2.4 Fee Changes / Charges

All fees will be given in writing and will be written on the Special Event Permit and or supplemental. For revenue generation purposes the District may adjust pricing depending on event type, season, joint effort with DPR, non-profits, and other organizations as long as no State services are being offered without ample compensation.