



# Lake Perris State Recreation Area SPECIAL EVENT APPLICATION INSTRUCTIONS

**NOTICE:** Due to the drought, the park is required to limit water waste. Until further notice waterslides, pools, and other water-heavy activities and toys are prohibited

Dear Group Leader,

Thank you for your interest in holding a Special Event at Lake Perris SRA. "Special Events" include all activities beyond the normal scope of park use. This includes but is not limited to amplified music, PA systems, bounce houses, catering, charging fees of guests, races, competitions, weddings, etc. A full print-out of the park's Special Event policy is available on request and on the Lake Perris website.

The group leader is responsible for ensuring group members follow all State and Federal laws, and Department rules and regulations. The group leader is responsible for final clean-up of the rented area and any damages to park resources, grounds, and facilities in the reserved area during the event and may be cited or billed accordingly.

**Filing Fee:** A non-refundable administrative fee of **\$25.00** is required when you submit the application. Completed applications submitted *after* their deadline (**30 days** for regular events, **90 days** for Large Scale events) will be subject to a **\$100.00 late filing fee**. We will not approve any applications less than **14 days** prior to an event. Cash, check, or credit cards are accepted in person. Check, cashier's check, money order are accepted through the mail.

**Other Deadlines:** Unless otherwise agreed upon in writing with the State, the certificate of Liability Insurance, vendor rental agreements, and other required documents or fees shall be received by the park no less than **14 days** prior to the event.

**Insurance:** Most events require a certificate of liability insurance with a minimum of \$500,000 insurance coverage. The following language must be listed on your event insurance in the "additionally insured" section, **exactly** as shown:

*State of California, its officers, employees, and servants are included as additional insured but only 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.*

Failure to have the above endorsements on the insurance will delay approval of your permit.

### Application Submission Check List.

Completed Application Page   
Completed Supplement Pages   
Read Terms and Conditions

Signed Application Page   
Attached Maps, etc. (if applicable)   
\$ 25 Filing Fee / \$100 Late Fee

Completed applications and payment must be mailed or delivered to:

**Lake Perris SRA Attn: Special Events  
17801 Lake Perris Drive  
Perris, CA 92571**

If submitting the application in person, it is best to make an appointment to ensure the Event Coordinator is available to meet with you and answer any questions.

You may e-mail [kathy.bacha@parks.ca.gov](mailto:kathy.bacha@parks.ca.gov) for questions, or appointments.



# PERRIS SECTOR SPECIAL EVENT PERMIT APPLICATION

(Submission does not guarantee approval)

**Application Filing Fee**

(Non-Refundable)

**\$25.00**

Late Fee may apply

**Application and  
Filing Fee Due**

**INSTRUCTIONS:** Complete entire application. Read the Special Event Permit Terms and Conditions. Submit entire application and filing fee to the Special Event office at least **30 days prior** to the event (**90 days** for Large Scale Events). Late submissions will be subject to a 100.00 late fee. Additional fees and requirements for large scale events will be discussed in writing prior to event approval. **Original application must be submitted with payment, in person or by mail, in order to be considered a completed submission. Permits will not be accepted less than 14**

APPLICANT / ORGANIZATION		CONTACT PERSON, TITLE	
ADDRESS		E-MAIL ADDRESS	
CITY/STATE/ZIP CODE		PRIMARY PHONE	ALTERNATE PHONE
PARK UNIT		SPECIFIC PARK AREA / FACILITIES TO BE USED:	
CHECK-IN DATE	CHECK-OUT DATE	START TIME (includes set-up)	END TIME (includes clean-up)
DETAILED DESCRIPTION OF THE EVENT (For races, competitions, concerts, festivals, etc. please attach a detailed event proposal to the application):			
MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT AT ONE TIME (The State may limit maximum attendance at its discretion):			
<p><b>I have read and accept</b> the Special Event Terms and Conditions attached (page 3 and 4). <b>I have completed and understand</b> the Special Event Supplement. <b>I understand</b> that the State 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 the resources, or for violation of any rules or regulations of the Department of Parks and Recreation, or the conditions of this permit. <b>I understand</b> that any Special Event Permit may be cancelled by the District without notice in the event of disaster or unforeseen emergency. <b>I understand</b> that my event may be canceled without refund if I do not submit required documentation or fees by the dates stated on this permit.</p>			
SIGNATURE			DATE
<b>SPECIAL EVENT OFFICE ONLY</b>			
TOTAL PERMIT FEES	COMMENTS	NOTES	
REVIEWED AND RECOMMENDED BY	DATE		
TITLE <b>SPECIAL EVENT PERMIT COORDINATOR</b>	PHONE		
SECTOR SUPERINTENDENT / PARK SUPERVISOR	DATE		
<b>Event Approval Status :</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>			



# Lake Perris State Recreation Area SPECIAL EVENT APPLICATION SUPPLEMENT

(Submission of an application does not guarantee permit approval)

**INSTRUCTIONS:** Complete the following questionnaire to the best of your ability. **PLEASE NOTE:** California State Parks reserves the right to require specific amenities and services to be provided by the Applicant regardless of the answers provided below, including but not limited to: additional restroom facilities, dumpsters, personnel for traffic control, security, emergency services, boat inspections, etc. Details will be arranged prior to event approval. **Extra Large Events may have different due dates, to be determined in writing with the State.**

Name of event as advertised: \_\_\_\_\_

Name of event manager: \_\_\_\_\_ Event Start Date \_\_\_\_\_

**CHECK ALL THAT APPLY.** Use additional paper for explanations as necessary.

	<p><b>Alcohol will be served during the event.</b> <i>Special Event Application and Filing Fee must be submitted at least <b>90 days prior</b> to event. Additional fees for Ranger Monitor will be <b>required</b>. Contact the Park for an Alcohol Waiver Application.</i></p>
	<p><b>Inflatables, game trucks, carnival rides, or similar devices will be used during the event.</b> <i>A copy of the vendor rental agreement/invoice, and vendor insurance is required <b>14 days prior</b> to event. Please describe activity:</i></p> <p>.....</p>
	<p><b>There will be amplified sound associated with the event.</b> <i>Insurance is required. A list of vendors (DJs, Bands, etc.), copies of insurance, and vendor agreements required <b>14 days prior</b> to the event. Please describe activity:</i></p> <p>.....</p>
	<p><b>The event will include races, obstacles, walk-a-thons, or other similar activities.</b> <i>Permit must be submitted <b>90 days prior</b> to event. A detailed description of activities and detailed <b>map</b> will be required <b>30 days prior</b> to the event. Extra fees will apply.</i></p>
	<p><b>Participants and/or spectators will be charged admission or entry fees to participate in or observe the event.</b> <i>If yes, please provide the following information:</i></p> <p><i>Describe method of fee collection:</i></p> <p>.....</p> <p><i>Entry Fees:</i> _____</p> <p><i>Estimated Gross Receipts:</i> _____</p> <p><i>Estimated Net Profit:</i> _____</p>

	<p><b>Merchandise/Items/Food/Services will be sold at the event.</b> A list of all items, services, etc. to be sold is required <b><u>30 days prior</u></b> to the event. Vendor names will be required. If yes, please explain:</p>
	<p><b>The event will require erecting temporary platforms, stages, dance floors, non-sleeping tents, scaffolding, etc.</b> Set-up and Tear Down within normal reservation hours. A detailed map showing structure placement will be required <b><u>30 days prior</u></b> to the event.. Please describe activity:</p>
	<p><b>The event will require exclusive use of a Public Use area, or impact parking or normal visitor use in a manner not usually allowed.</b> A detailed map will be required <b><u>30 days prior</u></b> to the event. Extra fees will apply. Please describe activity:</p>
	<p><b>Attendance or the event area will impact State Park owned roadways, walkways, or accesses.</b> Permit must be submitted <b><u>90 days prior</u></b> to event. A <b>map</b> showing points of impact will be required. <b><u>30 days prior</u></b> to the event. Extra fees may apply.</p>
	<p><b>Event is a charitable fundraiser.</b> Proof of 501(c)3, and documentation for organization all proceeds will be presented to must be submitted <b><u>14 days prior</u></b> to the event.</p>
	<p><b>The permittee will distribute parking passes to event staff or participants:</b> A color sample and description of each pass type, and number distributed, is required <b><u>30 days prior</u></b> to the event. (Passes or name lists that waive park Day Use fees must be approved by the Superintendent).</p>
	<p><b>The event will be marketed, promoted, or advertised in any manner, and/or local businesses and property owners will be notified.</b> The State reserves the right to review all promotional material to protect the interests of the Department. Copies of flyers, posters, web advertisements, etc shall be submitted to and pre-approved by the department <b>PRIOR TO USE</b> .</p>

**Applicant shall provide a list of all organizations / third parties involved (sponsors, party rentals, caterers, promotional firms, etc.) (Vendors, etc. not provided on the list will not be allowed in the park)**

### **Submission and Payment Deadlines**

<p>Original application, filing fee, and late fee (if applicable); course structure placement and traffic impact maps; parking pass samples (if applicable) are due:</p>	
<p>Insurance Certificate(s), Personnel and Facility Fees (to be determined, if applicable), merchandise and vendor lists are due:</p>	

## **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.
11. 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.

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.