



INSTRUCTIONS: To apply for a Special Event Permit complete this form, read the Special Event Permit Terms and Conditions attached and submit with signatures, any supplemental documents with a credit card authorization form made available to the California State Parks to cover the required filing fee to the Special Event office. **We no longer accept checks of any kind.** Please include any additional forms, terms and conditions, and list of required fees will follow. **Originals must be submitted. Faxed and scanned permits are not accepted.**

APPLICANT/ORGANIZATION		CONTACT PERSON, TITLE	
ADDRESS		E-MAIL ADDRESS	
CITY/STATE/ZIP		PRIMARY PHONE	CELL PHONE
LOCATION			
<input type="checkbox"/> Pelican Point Picnic Area #4			
<input type="checkbox"/> Moro Canyon Trails <input type="checkbox"/>			
<input type="checkbox"/> Moro Beach <input type="checkbox"/>			
<input type="checkbox"/> Multi-use Trail (beachside) <input type="checkbox"/>			
SPECIFIC USE		DATES	
ARRIVAL/SET-UP TIME	EVENT DATE & TIME		CLEAN-UP/TEAR-DOWN TIME
2. SPECIFIC PARK AREA/FACILITY TO BE USED (List all areas of the park that may be utilized for the event.):			
3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT (The State may limit the maximum attendance at its discretion):			
4. PARKING: (Circle one) Guests pay at arrival : YES NO Pre-Pay for Guests : YES NO # of Vehicles Pre-Pay <u> N/A </u>			
5. PLEASE CHECK ALL THAT APPLY:			
<input type="checkbox"/> Alcohol will be used or sold during the event			
<input type="checkbox"/> Participant fees (beyond regular facility fees) will be charged for the event.			
<input type="checkbox"/> Merchandise / Items will be sold at the event			
SPECIAL EVENT OFFICE ONLY:			



Crystal Cove State Park

SPECIAL EVENT APPLICATION

QUESTIONNAIRE

INSTRUCTIONS: Complete the following questionnaire to the best of your ability. California State Parks reserves the right to require specific amenities and services to be provided by the Applicant regardless of the answers provided below.

Name of event as advertised: _____

Name of event manager: _____

Yes	No		
<input type="radio"/>	<input type="radio"/>	Is the event open to the public? If yes, the applicant must attach a list of expected total attendance number per day	
<input type="radio"/>	<input type="radio"/>	Will the event be marketed, promoted, or advertised in any manner? If yes, please provide method of advertisement, media coverage, and copies of flyers, posters, etc.	
<input type="radio"/>	<input type="radio"/>	Will the applicant be notifying local businesses or property owners of the event?	
<input type="radio"/>	<input type="radio"/>	Are patron admission, entry or participant fees required to enter or participate in the event? If yes, please provide the amount of each fee collected from spectators or participants:	
<input type="radio"/>	<input type="radio"/>	Are vendor fees or other fees required? If yes, please list other fees:	
<input type="radio"/>	<input type="radio"/>	Will items or services be sold at the event? If yes, please list items or services to be sold:	
<input type="radio"/>	<input type="radio"/>	Will alcohol be available on event premises?	
<input type="radio"/>	<input type="radio"/>	If yes, has an ABC Permit been obtained for the event?	Circle One Yes No
<input type="radio"/>	<input type="radio"/>	If yes, will the alcohol be sold or be free to those participants or spectators over the age of 21 years?	Circle One Sold Free
<input type="radio"/>	<input type="radio"/>	Will the event include food concession and/or preparation areas? If yes, please describe how the food will be prepared: Circle all that apply: Pre-packaged Propane Food Truck Other	
<input type="radio"/>	<input type="radio"/>	Will there be amplified sound associated with the event?	
<input type="radio"/>	<input type="radio"/>	Will there be live music, amplified or otherwise associated with the event?	
<input type="radio"/>	<input type="radio"/>	If yes, please provide the number of performers expected:	
<input type="radio"/>	<input type="radio"/>	If yes, the applicant must also provide/attach a list of performers scheduled to play at the event:	
<input type="radio"/>	<input type="radio"/>	Does the event provide an established area for dancing to either live or recorded music?	
<input type="radio"/>	<input type="radio"/>	Will the event include any type of games or athletic activities? If yes, please describe all details:	
<input type="radio"/>	<input type="radio"/>	Will the event have any temporary structures including canopies, tents, fencing, etc. erected during the event? If yes, please attach a detailed site map of your proposed event lay-out. If yes, please list all structures including sizes:	

Yes	No	
<input type="radio"/>	<input type="radio"/>	Will the event erect any platforms, stages, or scaffolding? If yes, please list including sizes:
<input type="radio"/>	<input type="radio"/>	Will inflatable(s), or similar devices be used during the event? (Note: State Parks approve on a case by case basis.)
<input type="radio"/>	<input type="radio"/>	Does the event include the use of drones, lasers, or other forms of pyrotechnics? If yes, please list type and amount:
<input type="radio"/>	<input type="radio"/>	Will the event include any self-contained fires; including fire pits, BBQs, or open flame cooking? If yes, please list type and amount:
<input type="radio"/>	<input type="radio"/>	Will the event include any heating devices? If yes, please list size and amount:
<input type="radio"/>	<input type="radio"/>	Will the applicant hire a licensed and professional security company to develop and manage the security needs of the event? (Note: State Parks maintains the right to require security for any event.)
<input type="radio"/>	<input type="radio"/>	Will the applicant hire an emergency medical services provider to develop and manage the medical needs of the event? (Note: State Parks maintains the right to require medical services for any event.)
<input type="radio"/>	<input type="radio"/>	Will the event involve any type of aquatic activity? If yes, applicant will be required to hire California State Park Lifeguard services.
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact parking or normal visitor use in a manner not usually permitted?
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact any State Park owned roadways, walkways or accesses?
<input type="radio"/>	<input type="radio"/>	Will attendance or the event area impact any private, municipal, or state streets or roadways adjacent to the park utilized for the event?
<input type="radio"/>	<input type="radio"/>	If yes, it is the responsibility of the applicant to contact and secure permits from the affected agencies. A copy of each permit shall be attached to the final signed permit. **
<input type="radio"/>	<input type="radio"/>	Will the event require traffic control or traffic safety equipment? If yes, please provide traffic control plan including safety equipment.
<input type="radio"/>	<input type="radio"/>	Will the event require special parking and/or shuttle plan? If yes, please list special parking needs and/or provide shuttle plan.
<input type="radio"/>	<input type="radio"/>	Will the event require signage or banners to be used? If yes, please provide copy of signage/banner, specify size and demonstrate where signage will be placed on site map.
<input type="radio"/>	<input type="radio"/>	Will the event provide additional restroom facilities for event spectators, participants, and vendors? (Note: State Parks maintains the right to require additional services for any event.)
<input type="radio"/>	<input type="radio"/>	Will the event provide additional dumpsters or refuse collections containers during the event? (Note: State Parks maintains the right to require additional services for any event.)
<input type="radio"/>	<input type="radio"/>	Will the event necessitate the need for additional disabled parking?
<input type="radio"/>	<input type="radio"/>	If all areas of the event venue cannot be made accessible, will maps or programs be made available to show the location of accessible restrooms, parking, access routes and the like?
<input type="radio"/>	<input type="radio"/>	Will the event require exclusive use of an area?

*** Depending on event location some of the options mentioned in this permit may be prohibited.**

**** List ALL outside agencies that will be involved in your permit process.**

Please list guaranteed fees to be paid to the California State Parks. (Permit fee, facility-use fee, etc.)

Method of garbage collection and disposal:

List all organizations/third parties involved. (ex: sponsors, party rentals, caterers, promotional firms, etc.) Please attach copies of estimates and invoices.

Detailed description of event:

Vehicle/Site Plan

of vehicles parked at site: _____

Will you have a trailer in the site? YES NO

Will you need electricity? YES NO (If yes, additional fees may apply.)

Will you need water? YES NO (If yes, additional fees may apply.)

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative 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 conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE

DATE



1. If the expected attendance is a thousand or more, have ASL interpreters been hired to be present during programs or activities?
2. If providing additional toilet facilities, such as portable toilets, have additional (20% plus one) accessible toilet facilities been provided?
3. Are wheelchair seating spaces, with companion seating, provided in assembly areas?

Seating Capacity

1 - 50
51 - 300
301 - 500
over 500

Wheelchair Seating Space

2
4
6
Add 1 per 100

4. Are individual wheelchairs seating spaces at least 30" wide and 60" in length?
5. If the seating capacity is more than 300, are the wheelchairs seating areas in more than one location?
6. If providing additional parking spaces, has the number of accessible parking spaces been increased?

**Total Number
Of
Parking
Spaces**

1 - 25
26 - 50
51 - 75
76 - 100
101 - 150
151 - 200
201 - 300
301 - 400
401 - 500
501 - 1000

**Minimum Number Of
Accessible**

Parking Spaces Required

1 Van Accessible Space
2 Including One Van Accessible Space
3 Including One Van Accessible Space
4 Including One Van Accessible Space
5 Including One Van Accessible Space
6 Including One Van Accessible Space
7 Including One Van Accessible Space
8 Including One Van Accessible Space
9 Including One Van Accessible Space
2%, Including Three Van Accessible Spaces

7. For outdoor events, have an adequate number of shaded seating areas been provided?
8. Are "visiting" exhibits physically accessible?
9. Are stages and their path(s) of travel accessible?
10. Does advertising include a phone number for persons requesting special accommodation?

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 firefighting 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 garbage cans and remove refuse.
 - d) 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) \$2,000,000 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.

FOR RESERVATION OFFICE ONLY (USE BLUE INK)			
TOTAL PERMIT FEES	DATE RECEIVED	CHECK #	<input type="checkbox"/> Permit Copy Distributed to Staff <input type="checkbox"/> Placed on Master Calendar
REVIEWED AND RECOMMENDED BY			DATE
TITLE Special Event Permit Coordinator			PHONE
ADDRESS			CITY, STATE, ZIP CODE
APPROVED BY			DATE
TITLE (Park Supervisor or Sector Superintendent)			PHONE
SITE MAP ATTACHED			EMPLOYEE (S) ASSIGNED
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
NECESSARY PERMITS ATTACHED			EMPLOYEE (S) ASSIGNED
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
KIOSK NOTIFIED			EMPLOYEE (S) ASSIGNED
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
SAMPLE OF PARKING PERMIT ATTACHED			EMPLOYEE(S) ASSIGNED
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
RANGER/LAW ENFORCEMENT NOTIFIED			EMPLOYEE ASSIGNED
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
LIFEGUARD STAFF NOTIFIED			EMPLOYEE(S) ASSIGNED
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
MAINTENANCE NOTIFIED			EMPLOYEE(S) ASSIGNED
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
CHEMICAL TOILET ARRIVAL DATE / RETRIEVAL DATE			COMPANY & CONTACT INFO
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
DUMPSTER ARRIVAL DATE / RETRIEVAL DATE			COMPANY & CONTACT INFO
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
TABLE AND CHAIR ARRIVAL DATE / RETRIEVAL DATE			COMPANY & CONTACT INFO
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			
FIREWOOD DELIVERY			EMPLOYEE ASSIGNED
<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable			



Orange Coast District Special Events

CREDIT CARD AUTHORIZATION

Company Credit Card: Yes No
(Circle One)

Name of Company: _____

Contact Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Credit Card:
(Circle One)



Name as it appears on Card: _____

Credit Card Number: _____ Exp Date: _____

CVV2 Authorization # (3 digit number on back of Card): _____

I acknowledge and hereby authorize the use of the above credit card for payment of fees and costs as prescribed and explained by CA State Parks.

Amount Authorized: \$ _____

Payee Signature: _____ Date: _____

Your completion of this authorization form helps us protect you, our valued customer, from credit card fraud. California State Parks will keep all information entered on this form strictly confidential. For information concerning our credit card security policy and PCI compliance, please speak with your assigned events coordinator.

South Sector

Lori Coble

South Sector Coordinator
3030 Avenida del Presidente
San Clemente, CA 92672
(949) 366-8530
FAX (949) 492-9437

San Clemente Historic Cottage

Jody Kummer

Cottage Coordinator
3030 Avenida del Presidente
San Clemente, CA 92672
(949) 366-8589
FAX (949) 492-9437

Doheny Picnic & Events

Denise Estrada

Picnic/Events Coordinator
25300 Dana Point Harbor Dr.
Dana Point, CA 92629
(949) 496-3617
FAX (949) 496-9469

Central Sector / Crystal Cove Historic District

Lynn Fails

Central Sector Coordinator
8471 Pacific Coast Highway
Laguna Beach, CA 92657
(949) 376-1959
FAX (949) 497-5080

North Sector

Monika Lopez

Bolsa Chica / Huntington
Events Coordinator
17851 Pacific Coast Highway
Huntington Beach, CA 92646
(714) 377-9422
FAX (714) 846-1327

CA State Parks Use Only

Permit #:	PCA#	Date(s) of Event:
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