Crystal Cove State Park

Special Event Application

Filing Fee
$ 50.00
(Non-refundable)

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 to 8471 N. Coast Highway, Laguna Beach, CA 92651****. Faxed and scanned permits are not accepted.*

APPLICANT/ORGANIZATION	CONTACT PERSON, TITLE	
ADDRESS	E-MAIL ADDRESS	
CITY/STATE/ZIP	PRIMARY PHONE ( )	CELL PHONE ( )

LOCATION

- ☐ Pelican Point Picnic Area #4
- ☐ Moro Canyon Trails
- ☐ Moro Beach
- ☐ Multi-use Trail (beachside)
- ☐ Reef Point
- ☐ Historic District
- ☐ Other

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: (Select one)
Guests pay at arrival : YES ☐ NO ☐ Pre-Pay for Guests : YES ☐ NO ☐ # of Vehicles Pre-Pay ☐ N/A ☐

5. PLEASE CHECK ALL THAT APPLY:

- ☐ Alcohol will be used or sold during the event
- ☐ Participant fees (beyond regular facility fees) will be charged for the event.
- ☐ Merchandise / Items will be sold at the event

SPECIAL EVENT OFFICE ONLY:

Rev 02/2014

Crystal Cove State Park
Special Event 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		
○	○	Is the event open to the public? **If yes, the applicant must attach a list of expected total attendance number per day**	
○	○	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.**	
○	○	Will the applicant be notifying local businesses or property owners of the event?	
○	○	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:**	
○	○	Are vendor fees or other fees required? **If yes, please list other fees:**	
○	○	will items or services be sold at the event? **If yes, please list items or services to be sold:**	
○	○	Will alcohol be available on event premises?	
○	○	**If yes, has an ABC Permit been obtained for the event?**	**YES** ○ **NO** ○
○	○	**If yes, will the alcohol be sold or be free to those participants or spectators over the age of 21 years?**	**Sold** ○ **Free** ○
○	○	Will the event include food concession and/or preparation areas? **If yes, please describe how the food will be prepared:** **Pre-packaged** ☐ **Propane** ☐ **Food Truck** ☐ **Other**	
○	○	Will there be amplified soung associated with the event?	
○	○	Will there be live music, amplified or otherwise associated with the event?	
○	○	**If yes, please provide the number of performers expected:**	
○	○	**If yes, the applicant must also provide/attach a list of performers scheduled to play at the event:**	
○	○	Does the event provide an established area for dancing to either live or recorded music?	
○	○	Will the event include any type of games or athletic activities? **If yes, please describe all details:**	
○	○	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	
○	○	Will the event erect any platforms, stages, or scaffolding? **If yes, please list including sizes:**
○	○	Will inflatable(s), or similar devices be us ed during the event? **(Note: State Parks approve on a case by case basis.)**
○	○	Does the event include the use of drones, lasers, or other forms of pyrotechnics? **If yes, please list type and amount:**
○	○	Will the event include any self-contained fires; including fire pits, BBQs, or open flame cooking? **If yes, please list type and amount:**
○	○	Will the event include any heating devices? **If yes, please list size and amount:**
○	○	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.)**
○	○	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.)**
○	○	Will the event involve any type of aquatic activity? **If yes, applicant will be required to hire California State Park Lifeguard services.**
○	○	Will attendance or the event area impact parking or normal visitor use in a manner not usually permitted?
○	○	Will attendance or the event area impact any State Park owned roadways, walkways or accesses?
○	○	Will attendance or the event area impact any private, municipal, or state streets or roadways adjacent to the park utilized for the event?
○	○	**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. ****
○	○	Will the event require traffic control or traffic safety equipment? **If yes, please provide traffic control plan including safety equipment.**
○	○	Will the event require special parking and/or shuttle plan? **If yes, please list special parking needs and/or provide shuttle plan.**
○	○	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.**
○	○	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.)**
○	○	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.)**
○	○	Will the event necessitate the need for additional disabled parking?
○	○	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?
○	○	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 <u>ALL outside agencies</u> 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	Wheelchair Seating Space
1 - 50	2
51 - 300	4
301 - 500	6
over 500	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	Minimum Number Of Accessible Parking Spaces Required
1 - 25	1 Van Accessible Space
26 - 50	2 Including One Van Accessible Space
51 - 75	3 Including One Van Accessible Space
76 - 100	4 Including One Van Accessible Space
101 - 150	5 Including One Van Accessible Space
151 - 200	6 Including One Van Accessible Space
201 - 300	7 Including One Van Accessible Space
301 - 400	8 Including One Van Accessible Space
401 - 500	9 Including One Van Accessible Space
501 - 1000	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		☐ Permit Copy Distributed to Staff ☐ 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 ☐ Yes ☐ Not Applicable	EMPLOYEE (S) ASSIGNED
NECESSARY PERMITS ATTACHED ☐ Yes ☐ Not Applicable	EMPLOYEE (S) ASSIGNED
KIOSK NOTIFIED ☐ Yes ☐ Not Applicable	EMPLOYEE (S) ASSIGNED
SAMPLE OF PARKING PERMIT ATTACHED ☐ Yes ☐ Not Applicable	EMPLOYEE(S) ASSIGNED
RANGER/LAW ENFORCEMENT NOTIFIED ☐ Yes ☐ Not Applicable	EMPLOYEE ASSIGNED
LIFEGUARD STAFF NOTIFIED ☐ Yes ☐ Not Applicable	EMPLOYEE(S) ASSIGNED
MAINTENANCE NOTIFIED ☐ Yes ☐ Not Applicable	EMPLOYEE(S) ASSIGNED
CHEMICAL TOILET ARRIVAL DATE / RETRIEVAL DATE ☐ Yes ☐ Not Applicable	COMPANY & CONTACT INFO
DUMPSTER ARRIVAL DATE / RETRIEVAL DATE ☐ Yes ☐ Not Applicable	COMPANY & CONTACT INFO
TABLE AND CHAIR ARRIVAL DATE / RETRIEVAL DATE ☐ Yes ☐ Not Applicable	COMPANY & CONTACT INFO
FIREWOOD DELIVERY ☐ Yes ☐ Not Applicable	EMPLOYEE ASSIGNED

Orange Coast District
Special Events

PERMIT FEE AUTHORIZATION

Company Credit Card: Yes ◯ No ◯
(Circle One)

Name of Company: _____

Contact Name: _____

Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email Address: _____

Please call the Special Event office to complete the payment process for all associated fees for your permitted event.

South Sector
Shauna Hull
South Sector Coordinator
3030 Avenida del Presidente
San Clemente, CA 92672
(949) 366-8530

San Clemente Historic Cottage
Shauna Hull
Cottage Coordinator
3030 Avenida del Presidente
San Clemente, CA 92672
(949) 366-8530

Doheny Picnic & Events
Denise Estrada
Picnic/Events Coordinator
25300 Dana Point Harbor Dr.
Dana Point, CA 92629
(949) 496-3617

Crystal Cove State Park
Rebekah Duncan
Central Sector Coordinator
8471 North Coast Highway
Laguna Beach, CA 92651
(949) 497-1582

North Sector
Megan Gierhart
Bolsa Chica / Huntington
Events Coordinator
21601 Pacific Coast Highway
Huntington Beach, CA 92646
(714) 377-9422

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

Amount Authorized: $ _____

Payee Signature: _____ **Date:** _____

Payee Printed Name:

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.

CA State Parks Use Only

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