2024

Thank you for your interest in the special event program at Crystal Cove State Park. The park offers a variety of unique event venues which are available on a first come first served basis. The following information is provided to assist you with planning for your event or activity.

General Information – "Special Events" include all activities beyond the normal scope of park visitor use such as reservation of areas or facilities, conducting business (both for-profit and non-profit) on park property, activity which could impact public access or enjoyment, and requests for exemption from general park rules and regulations. A State Park special event permit and insurance certification is required for all special events including photography. Additional terms and conditions may apply.

GENERAL GUIDELINES

1. Review all information contained in this packet. Special Events categories are determine by size and scope details. Typical events are considered a **one day only** activity. Larger groups and multiple day requests would be considered on case by case basis or under the major event policy.

2. Contact the park to check date and location availability prior to application submission. 949-497-1582 or Crystal_Cove_Info@parks.ca.gov

3. Permit applications may be submitted up to one year in advance of the event date. Permit applications will *not* be considered with less than 14 business days from date of event (additional terms may apply).

4. Special Event activities are prohibited between 10 PM – 6 AM daily; on State or Federal holidays including; Memorial Day, July 4th and Labor Day weekends annually; or on state park beach areas between Memorial Day and Labor Day weekends. Historic District events may only be permitted between the hours of 8am to 9pm including set-up and break- down.

5. To reserve a date and event site, complete the attached Special Event Application Worksheet and **submit in person or by mail** with **$50 application fee and 50% deposit** (certain fees are non-refundable). Reservations are not confirmed until all documents are submitted and final fees are paid in full.

6. Submit the required **Certificate of Insurance** and copies of **vendor contracts** to the park office by e-mail, mail, or in person at least 14 days in advance of the event date.

7. **Historic District Catering Notice**- The Beachcomber Café is the exclusive provider of catering services, including food, beverage, and alcohol service, for all special events permitted by State Parks within the Historic District. For information regarding catering and event services in the Crystal Cove State Park Historic District please visit www.beachcombercatering.com or phone **(949) 644-8759**. Unless waived in writing by the concessionaire, no other catering service providers will be permitted in the Historic District.

8. **Moro Canyon/Beach Catering Notice**- The Resort at Pelican Hill **or** the Beachcomber Cafe are the exclusive providers of catering services, including food, beverage, and alcohol service, for all special events permitted by State Parks at the Moro Canyon/Beach special event venues .**For information regarding catering and event services in Moro Canyon or on the beach at Moro Cove please contact The Resort at Pelican Hill or Beachcomber Café. Please visit www.pelicanhill.com/events/off-site-venues/ (949)467-5291 or www.thebeachcombercafe.com (949) 644-8759.** Unless waived in writing by each concessionaire, no other catering service providers will be permitted.

9. **For more park information please visit www.crystalcovestatepark.org or phone our special event information line at (949) 497-1582.** FAX and E-mail requests are not accepted.

SPECIAL EVENT PROGRAM INFORMATION

RESERVATION & NON-REFUNDABLE FEE INFORMATION- Application and fees may be delivered in person or mailed to the park office. Faxed or e-mail submissions will not be accepted.

Special event applications are not confirmed until deposit is received for all applicable fees including: **Non-refundable processing application fee of $50, and non-refundable deposit fee equal to one half (50%) of the total special event site(s) fee.** Special event reservations are not guaranteed until signed permit, compliance documents and full payment of remaining fees are received. In the event that full payment and required application paperwork is not received at least two weeks prior to the event, the reservation will be cancelled and the application and deposit fee will be forfeited. Deposits may be applied to the payment of any required fees.

POSTPONMENTS & DATE CHANGES

A one-time only date change may be possible, without incurring additional fees by written request, provided the alternate date and park location are available within the same calendar year.

INSURANCE CERTIFICATE REQUIREMENTS

Special event activities require a Certificate of Insurance following these guidelines:

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 State Park 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 the following as determined by the District Superintendent:

$1,000,000 per occurrence/ $2,000,000 Aggregate.

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.

AMPLIFIED SOUND

Amplified sound including live amplified bands, microphones, bullhorns, and percussion instruments are prohibited. Acoustic or lightly amplified background music, limited duration public address systems and ceremonial type music may be considered on a case-by-case basis. State Parks reserves the right to terminate sound which is determined to be excessive or detracting from the experience of other park visitors at any time during an approved event.

SPECIAL EVENT PROGRAM INFORMATION

MONITORING FEE

Special Event Permit activities may require a State Park monitor to ensure public safety and protection of park resources. Monitor(s) will be assigned from the beginning of set-up through the completion of break-down of the event. **Monitor fees are $105 per hour with a four-hour minimum plus one hour** for pre and post event preparation.

ALCOHOL WAIVER PERMIT

- Possession of alcohol is prohibited throughout the park except as authorized by Special Event Permit and Alcohol Waiver Permit. The Alcohol Waiver Fee- non-refundable and non-transferable is;

  - **$100 for groups of 10 persons or less,**
  - **$250 for groups of 11-50 persons,**
  - **$500 for groups of 51-100 persons,**
  - **$1,000 for groups of 101 to 200,**
  - **$1,500 for groups more than 201**

****Proof of Insurance certificate is required for all Alcohol Waiver Permits.**
****This fee does not apply to permitted events catered by the Crystal Cove State Park concession operator in the Historic District venues.**

OUTSIDE VENDOR, BUSINESS SERVICE PROVIDER – REGULATIONS

The Public Resources Code requires any entity conducting business on State Park property to pay a reasonable fee for that business opportunity. As a result, if an event or activity involves the use of outside vendors or sub-contractors (such as event coordination, catering, bartending, entertainment, equipment rentals, event set-up, etc.), a copy of all contracts and agreements must be provided by the applicant to the special event permit coordinator no later than two weeks prior to the event. No vendors or sub-contractors will be admitted without permit approval.

- **A vendor fee of 18% of the gross total, excluding sales tax, of each contract or agreement will be added to the total permit fees charged.**

- **All permit applications must include the name of the individual client, organization, or business.** If the permit is coordinated by an event planner or catering service, a copy of the final contract must be provided at least two weeks (14 business days) prior to the event or the reservation date will be cancelled and all fees forfeited. If applicant claims services are being provided at a reduced or zero value, the State reserves the right to assess a fair market value to the permit fees.

- Outside vendors may be required to provide a Certificate of Liability Insurance, naming the State of California as an additional insured. Limits of liability coverage are listed on the Special Event Permit Application.

- All Vendors must comply with applicable regulations as required by other local, county, or state entities (such as business licenses, ABC license/permits, etc.).

- **Vendor and transportation vehicle access is limited and restricted to designated loading zones**. Vehicles are not permitted on trails, beach ramps or sand. Call for details.

SPECIAL EVENT PROGRAM INFORMATION

PARKING & VENDOR ACCESS

- Parking is on a first-come, first-served basis, and applicable day use parking fees are collected as follows:

  Regular Day Use Fee - $15.00 per vehicle
  10 - 24 Passenger Bus - $50.00 per bus
  25+ Passenger Bus - $100.00 per bus

- Special Event Permits **do not guarantee parking** space availability. Space reservation is not an available option. Carpooling and off site shuttle service is highly suggested during peak summer season.

- Pre-paid day use fees associated with an approved special event permit is optional, as a courtesy to guests but, does not guarantee parking availability.

- All vehicles shall be lawfully parked. No fire lane exemption. Do not obstruct emergency vehicle access to any area.

- All event related equipment and supplies must be hand carried to location.

- In general, no vehicles are permitted in the Historic District, off-road, on beaches, paved paths, or picnic areas unless authorized by permit.

- Historic District Loading Zone – Vehicles loading/unloading passengers and equipment at the 15 min. traffic circle, must immediately park at Los Trancos and return to begin set up. Vehicle may not be left unattended at any time. Historic District parking is not available for any purpose.

SITE DIAGRAM & DÉCOR - Equipment set-up, decor and activities plan must be fully disclosed, pre-approved and included in the Special Event Permit. All décor must be temporary in nature and completely removed at the conclusion of an event

- Applicant agrees to provide a **detailed site plan** indicating event site layout, a complete set up and breakdown **schedule** and a complete **décor plan** no later than two weeks prior to the event. Site plan must include location of tables, chairs, arches, tents, music, food/beverage stations, power supply, lighting and kitchen staging areas.

- Ground staking or permanent fasteners such as staples nails, screws, etc. are strictly prohibited.

- Signs or direction markers are not permitted to be placed in the park unless authorized by the permit.

- Open flame –candles, wishing lanterns, fireworks, sparklers are prohibited. Propane grills, elevated propane fire pits and tiki torches are considered on a case by case basis.

- Glass is not permitted on the sand.

- Décor items such as flower petals, balloons, rice, confetti, and live animal releases are not permitted.

- Inflatables or bounce houses are not permitted.

MISCELLANEOUS

- Park rules and regulations and other applicable laws are strictly enforced. Additional permits from other governmental agencies, such as city, county, State Fire Marshal, CHP, Caltrans, and the California Coastal Commission may be required for certain events and are the sole responsibility of the applicant.

SITE DESCRIPTIONS AND USE FEES

Crystal Cove Historic District: The Historic District consists of 46 rustic seaside cottages built between 1920 and 1940 which are listed on the National Register of Historic Places. The Historic District concessionaire operates public overnight lodging and food service year-round. The following sites within the Historic District are available for special events:

Cultural Center Cottage and Outdoor Deck (Cottage #34) - (8am-10pm),

$2,750 - full day. Maximum occupancy: 140 (standing) or 130 (seated w/dance). Spectacular bluff top ocean view deck and small cottage room with accessible restroom at the north end of the redwood deck with spectacular sunsets.

Outdoor Education Commons (near Los Trancos Creek) - (8am-9pm)

$1,450 - full day. Maximum occupancy: 100 (standing) or 80 (seated w/dance). Outdoor park-like setting, located adjacent to the creek all in the heart of the Historic District complete with ocean views, shade and an accessible restroom with small dressing room.

Beaches Cottage Museum (*Cottage #13) -* (8am-9 pm),

$1,800 - full day. Maximum occupancy: 55 (seated). Beautiful ocean views and an unparalleled view of Catalina Island make this an ideal setting for intimate gatherings. Features outdoor beachfront space, relative privacy, an accessible restroom, and availability of a small interior space.

- Base site fee does not include monitor or vendor fees.
- *Select* Historic District event site fees are reduced by 50% during the off-season period of November through March.
- Special Events sites are not available on holiday weekends.

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SITE DESCRIPTIONS AND USE FEES

***Pelican Point Group Picnic Area*: AVAILABLE**

(maximum occupancy 200 people)

The Pelican Point Group Picnic site (6AM-10PM) offers spectacular bluff terrace, ocean, and sunset views. The site is fully accessible with six covered picnic tables, a large courtyard and an outdoor amphitheater with wooden benches. The event site shares a public restroom with an outdoor shower facility, and is adjacent to the P4 bluff top parking lot with 60 parking spaces.

Memorial Day through Labor Day

- Full Day with Parking - **$3,000**
- Full Day without Parking - **$2,000**
- Half-Day without Parking - **$1,500** (6am –1pm or 3pm – 10pm)

Labor Day through Memorial Day

- Full Day with Parking - **$1,500**
- Full Day without Parking - **$1,000**
- Half-Day without Parking - **$500** (7 hour max.)

***Coastal Bluff Overlooks*:** There are nine Coastal Bluff Overlooks sites located throughout the park. All have beautiful ocean views, benches, accessible pathways, and defined boundaries. Each site is accessed by a walking trail via a parking lot, each of which has a public restroom and outdoor shower facility. No utilities are available at any of the overlook sites. The sites are classified by size as follows:

Larger Bluff Overlook Sites - **$250 per hour** (maximum occupancy 25 -standing)

- Reef Point (North Reef lot)
- Pelican Point #2 (Boardwalk)
- Little Treasure Cove
- Moro Cove (South Reef lot)

Smaller Bluff Overlook Sites- **$125 per hour** (maximum occupancy 10 -standing)

- Reef Point Stairs
- Pelican Point #1
- Pelican Point #3, Upper
- Pelican Point #3, Lower
- Pelican Point #4

***Sandy Beach Sites*:** There are spectacular sandy beaches adjacent to all parking lots which provide a perfect California coast outdoor setting. The beaches lie at the foot of scenic coastal bluffs and are accessible by way of paved paths, tunnel or stairs. Access may be challenging to some due to the steep nature of the coastal bluffs. Beach sites are available as follows:

Please Note: Historic District, Moro Beach, Reef Point and Pelican Point beach sites are not available on holidays or during the peak summer season, Memorial Day weekend through Labor Day weekend.

- Small Beach Sites (10 people max) - **$250** per day
- Medium Beach Sites (100 people max) - **$500** per day
- Large Beach Sites –available at Moro Beach- ONLY- call for details.

SITE DESCRIPTIONS AND USE FEES

Moro Canyon-Berns Amphitheater

Moro Canyon Picnic Sites

The Moro Canyon day use area offers spectacular canyon shade ramadas with ocean views. The site is fully accessible with 16 covered picnic tables, 2 Group Pavilions, an outdoor amphitheater with a presentation stage, fire pit and a shaded seating area. All with access to the Moro Canyon backcountry trails, Moro beach and public restrooms. The day use area is available on a first come, first served basis unless reserved by an approved special event permit.

Day Use- 6 AM to Sunset	**Special Events – After Hours to 10 PM**
	Monitor required at sunset.

Single Shade Ramada -10 people - **$40**

Group Pavilion- 50-75 people- **$250** -Day use only
$500- Special Events

Moro Amphitheater- 75 capacity **- $750**

MAJOR SPECIAL EVENT GUIDELINES

Major Special Events are those events / activities impacting a significant portion of the park and the experience of park visitors. An event may fall under major special event guidelines when it involves more than 400 people, multi-day events, and use of non-designated special event areas, extensive setup, size, and event scope. Park policy permits no more than four major special events are permitted during a calendar year which may only be held during the off-season (after Labor Day and prior to Memorial Day weekend). Proposals are considered on a case-by-case basis and may require a competitive selection process if multiple parties are interested in the same period. ALL major special events require a monitor for the full duration of the event and expanded insurance coverage commensurate with its size and complexity.

The Selection Process - Major special events are approved by the Orange Coast District Superintendent and must meet all requirements defined in the special event application form and Crystal Cove State Park Special Event Program Guidelines. Major special events are selected based upon consideration of the "best interest of the State". Factors considered by the District Superintendent include potential impacts on the following: Park resources, public safety, park accessibility, areas surrounding park property, vehicle and pedestrian traffic safety, noise levels, time of day/year, location, size and scope of event, activities involved, liability to the State, public inconvenience, and revenue generated by such an event.

In the event that multiple special event applications / proposals are received for the same time period, all will be considered in a competitive process by the District Superintendent, following the selection criteria described above. If no special event applications / proposals are received by the due date for a specified period, proposals will be considered on a first-come, first-served basis.

Fee structure – There is no set fee structure for major special events, as each is unique. State Parks is required to charge fees sufficient to offset our direct costs, as well as an amount commensurate with the scale of the event and the extent to which it affects the park and the visiting public. Special event fees are re-invested in park programs and infrastructure.

Submittal Deadlines - Due to the long-range planning requirements of major special events, applications / proposals are considered and awarded for the following year major special event period. For example, the deadline for a 2017 pre-summer special event is January 1st of 2016, and the deadline for a 2017 post-summer special event is September 1st of 2016.

Pre-Summer Major Special Event - Two major special events may be permitted from January 1st to the Friday before Memorial Day each year. Special event application / proposals for the pre-summer period may be submitted to the park office no earlier than January 1st of the previous year. In the event that multiple proposals are received, selection evaluation will be made by January 15th. Otherwise, proposals will be considered on a case-by-case and first-come first-served basis.

Post-Summer Major Special Event - Two major special events may be permitted from the Tuesday following Labor Day to December 31st each year. Special event application / proposals for the post-summer period may be submitted to the park office no earlier than September 1st of the previous year. In the event that multiple proposals are received, selection evaluation will be made by September 15th. Otherwise, proposals will be considered on a case-by-case and first-come first-served basis.

California State Parks - Crystal Cove State Park

Application for Use of Designated Special Event Sites & Facilities

NOTE TO APPLICANT: This reservation application is pending and will be considered in accordance with the policies outlined in the following regulations pages as established by the California Dept. of Parks and Rec. and the Crystal Cove State Park Superintendent. Full payment of fees and deposits must be made at the time of reservation and must be made at least 14 working days in advance of desired date. **SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL.**

Date of Application: _____

Applicant Name/Organization: _____ **Phone**: _____

E-mail:_____ **Mobile Phone**:_____

Address: _____ **City**:_____**Zip Code**:_____

Name of Applicant's On Site Representative:_____**Phone**: _____

Reservation Date Requested:_____ Day of Week _____

Description of Event: _____

Park area of interest: **check all that apply.**

☐ **Cultural Center Cottage #34- Historic District**	☐ **Education Commons- Historic District**	☐ **Little Treasure Cove Overlook**
☐ **Beaches Museum Cottage #13**	☐ **Pelican Point Picnic & Amphitheatre #4**	☐ **Pelican Point Overlook #**_____
☐ **Reef Point Overlook#**_____	☐ **Sandy Beach – (check for availability) - Specific Location**_____	

Approximate Set-Up Time:_____AM. /P.M Breakdown Time:_____A.M./P.M. Total Number of Hours: _____

Estimated Attendance:_____ **Guests Arrive**_____**Guests Depart**_____

Please list any planned activities: _____

Please Note: *ALCOHOLIC BEVERAGES ARE NOT PERMITTED at Crystal Cove State Park unless authorized by a separate event permit.*

A Certificate of Insurance may be required at the discretion of California State Parks for all groups of 20 or more and/or if your event poses a risk beyond normal park operations.

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California State Parks - Crystal Cove State Park

Rules & Regulations for Facility Reservations

GENERAL POLICY

Facility use agreements are issued in accordance with the policies established by the Department of Parks and Recreation- Crystal Cove State Park. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval. **SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL.** Permit requests submitted less than 14 days from the requested event date will not be considered. Additional terms and conditions may apply.

GENERAL INFORMATION

Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such a conflict. Permits may be revoked and/or denied in the future if there is any abuse to park property, facilities, or equipment. Park staff is entitled to enter any facility at any time. State Parks may terminate any special event as necessary for safety or for the violation of any rule or regulation of the State Park System. If it is necessary for the applicant to cancel a reservation, notify the Event Coordinator a minimum of 48 business hours prior to the reservation date.
All paid fees will be forfeited on all cancellations initiated by the user.

PROHIBITED IN OR ON PARK FACILITIES ARE:

1. Consumption of alcoholic beverages .(CCR 4326 #925-10-009)
2. Live music-bands.
3. Use of staples, tacks, nails, tape, ground staking, etc.
4. Signs, glass on sand, flower petals, confetti, balloons, etc.
5. Inflatable games, piñatas, eggs.
6. Dogs off leashes (CCR 4312).
7. Fireworks.
8. Tables shall not be moved from original locations.

PROHIBITED UNLESS APPROVED BY PERMIT:

1. Initial_____Consumption of alcoholic beverages (CCR 4326 #925-10-009)
2. Initial_____ Catering or other outside vendors.
3. Initial_____Other equipment, i.e. seating, tables, lighting, etc.
4. Initial_____Parking and driving of cars on park grounds other than parking lots.

AS A CONDITION OF THIS RESERVATION, ALL INDIVIDUALS AND GROUPS AGREE TO:

- Initial_____Be responsible for care and protection of equipment and property, leaving them in a clean, undamaged condition. The applicant agrees to reimburse the Department for any equipment or supplies damaged or lost.
- Initial_____ Be responsible for the behavior of all group members.
- Initial_____Acknowledge that parking is on a first come, first served basis and that parking and re-entry is not guaranteed. All vehicles are subject to a day use fee of $15 upon entering the park, in addition to permit fees.

  Initial_____ Use the facilities at their own risk and not hold the State of California, its officers, employees, and servants responsible in the event of loss, damage or injury.
- Initial_____Acknowledge that State Park's does not offer transportation service of equipment or people.
- Initial_____Vacate the facility at the close of the reservation period or upon park closure at sunset.

PLEASE COMPLETE AND RETURN TO:
Crystal Cove State Park
Special Event Coordinator
8471 North Coast Highway, Laguna Beach, CA 92651
Phone (949) 494-3539

California State Parks - Crystal Cove State Park

Special Consideration Information & Provisions

Activities that may adversely impact park resources or facilities, or that may potentially interfere with the enjoyment of the park by other visitors are prohibited. **Listed below are examples of activities that require Special Event Permit approval by the California State Parks**. Please check all applicable items. If you are planning a special activity that is not listed, describe it in detail under "Other" using an additional sheet of paper if necessary. Please list all organized games under "Other."

Note: Depending on size and scope details of the event proposal, a monitor may be required at $105 per hour- 4 hour minimum.

Alcohol ☐ No ☐ Yes- Provided by ;_____(Additional fees, forms and restrictions may apply)

Amplified Sound (restrictions apply in Historic District) ☐ No ☐ Yes- if yes, check all that apply;

☐ Announcements ☐ Music_____ ☐ DJ - (P-4 & Cottage #34 only)-*one source volume control*.

Vendors (copies of final contracts are required for permit approval)

- ☐ Equipment Rental
- ☐ Caterer
- ☐ Event Coordinator
- ☐ Photographer ☐ Videographer
- ☐ Acoustic Music Type_____ (Restrictions apply-Live amplified bands are prohibited)
- ☐ Florist ☐ Baker
- ☐ Other Entertainment_____
- ☐ Transportation ☐ Shuttle ☐ Town Car
- ☐ Games or Team Building Activities (no lg. inflatable's, eggs or balloons)_____

Equipment

☐ Chairs_____# ☐ Tables_____# ☐ Propane BBQ

☐ Canopies #_____ ☐ Other –list below

☐ **Décor Plan**- All décor must be low impact, temporary in nature and must be completely removed at the conclusion of the event.
Signs, glass on sand, flower petals, rice, confetti, balloons, live animal releases - staples, tapes, ground staking, nails, etc., are strictly prohibited.

☐ **Site Diagram**- Must provide a detailed, legible site plan showing specific locations of all equipment, vendors, generators/cables, temporary facilities, refuse containers, pedestrian pathways, and other event components not covered.

Optional Prepaid Parking ☐ No ☐ Yes – number of vehicles @ $15 per_____Total $_____

Other_____

California State Parks - Crystal Cove State Park

Insurance Requirements

To obtain a Special Event/Park Use Permit

A Certificate of Insurance may be required at the discretion of California State Parks for All groups of 20 or more and/or if your event poses a risk beyond normal park operations.

Please refer to the insurance requirements listed below. We suggest that you provide your insurance broker/agent with a copy of these requirements and request that they provide Certificates of Insurance (ACCORD 25) complete with copies of all required endorsements. **Issuance of your permit cannot proceed without these documents.**

The State of California must be named as 'Additional Insured' on a policy of liability insurance that will cover the period of the permit in an amount not less than the following:

1. Certificate of Insurance for Commercial General Liability Insurance with coverage as indicated:

$1,000,000 per occurrence / **$2,000,000** aggregate limits for bodily injury and property damage.

2. Additional Insured Endorsement;

- ☐ **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate.
- ☐ **Additional Covered Party:** *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.*
- ☐ **Primary Insurance:** The endorsement must state that coverage afforded by this endorsement shall apply as Primary. Other insurance maintained by the State shall be excess only and not contributing with the insurance provided under this policy.

3. Cancellation Language

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.

4. Please reference activity/event date and title/type of event on insurance certificate if applicable.

CERTIFICATE HOLDER MAY BE LISTED ON CERTIFICATE AS:

State Of California
Dept. of Parks and Recreation
Crystal Cove State Park
8471 North Coast Highway, Laguna Beach, Ca. 92651

California State Parks - Crystal Cove State Park

******Alcohol Waiver Request******

An Alcohol Waiver permit is required for all special events involving alcohol at Crystal Cove State Park- forms and fees apply. (See Crystal Cove State Park Special Event Program Guidelines). The waiver may be granted at the discretion of California State Parks to applicants who have been permitted for Special Event reservation sites including beach areas, bluff overlooks, and selected picnic areas. *A copy of the approved waiver must be on site and available on the day of your event.* **An Alcohol Waiver fee is required as follows:**

$100 for groups of 10 persons or less.
$250 for groups of 11-50 persons.
$500 for groups of 51-100 persons.
$1,000 for groups of 101-200 persons.
$1,500 for groups of 201-400 persons.
$2,000 for groups of more than 400 persons.

- **Caterers/Outside Services:**

To serve alcohol you must submit an *active* Alcoholic Beverage Control license (**ABC #58)** and an **insurance certificate** with Host Liquor Liability. Additionally, the applicant will be required to submit ***a copy of an authorized ABC-218 Permit for the full term of the event no later than 2 weeks prior to the event.***

The following conditions apply to ALL Alcohol Waiver Permits:

1. Initial_____The sale of alcohol is not permitted.
2. Initial_____Only persons over the age of twenty-one (21) may possess or consume alcohol.
3. Initial_____The possession and/or consumption of alcohol is prohibited outside of the designated reservation site area as described on the special event permit.
4. Initial_____The special event boundary area must be clearly marked, by the applicant, and appropriate **"No Alcohol Beyond This Point" signage** in place as defined by the special event permit.
5. Initial_____In order to protect natural resources, and to maintain an appropriate public park appearance, ALL alcohol must be contained in plastic or paper cups. **No glass containers, bottles, or cups will be permitted.**
6. Initial_____Should any person involved in the special event be detained, cited, or arrested by State Park law enforcement personnel for violation of any of these conditions or other unlawful behavior, the applicant shall be liable for the cost of staff time at a rate of time and one half under the authority of the California Code of Regulations, Title 14, section 4301(j) and California Government Code section 53156.
7. Initial_____**Applicant acknowledges that a State Park monitor(s) will be assigned to the event and advanced payment in full is required for staff costs of $105 per hour with a five hour minimum charge. Monitor(s) will be assigned from set-up through break-down of the event plus one hour for pre and post event preparation.**
8. Initial_____Alcohol may not be served before 6AM and no later than 9PM.
9. Initial_____Applicant is responsible for compliance with California Alcohol Beverage Control regulations.

My signature confirms that I have read and agree to the above described Crystal Cove State Park - Alcohol Waiver Permit terms and conditions. **I understand that failure to adhere to these conditions may lead to the immediate termination of my event and appropriate law enforcement action.**

Signature **Title** **Date**

Printed Name: _____ Cell Phone #_____ Date of Event: _____

Time alcohol will be served:_____ to _____ Provided By:_____ Location_____

State Park Use

*Fees- $*_____ *Receipt #*_____

Approved by:_____
Signature Title Date

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) 542-5910

San Clemente Historic Cottage
Ceilia Duggan
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:** _____