

SPECIAL EVENT PERMIT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: To apply for a Special Event Permit, complete this form and read the Special Event Permit Terms and Conditions attached.
Submit all copies With original signatures, any supplemental documents (see No. 4 below), and
a check or money order for \$25.00 (payable to the State of California) to cover the required filing fee to the District office of the park unit where the event will be held.

APPLICANT/ORGANIZATION		E-MAIL ADDRESS
ADDRESS	CITY/STATE/ZIP CODE	
CONTACT PERSON	BUSINESS PHONE ()	CELL/HOME PHONE ()
IF APPLICABLE - LIST ALL POTENTIAL VENDORS/CATERER (USE SECOND SHEET IF NECESSARY)	DATE OF EVENT	FAX NUMBER ()
BOLSA CHICA OR HUNTINGTON STATE BEACH:	EVENT HOURS:	SETUP BEGINS / BREAKDOWN ENDS

1. PURPOSE OF THE EVENT:

2. PARK AREA / FACILITIES TO BE USED (PLEASE BE SPECIFIC (ie: picnic area, sand at or between towers, etc.)

3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT AT ONE TIME AND METHOD FOR LIMITING ATTENDANCE (THE STATE MAY LIMIT THE MAXIMUM ATTENDANCE WITHIN ITS DISCRETION) PLEASE VERIFY HOW MANY ADULTS 21 and Over, AND HOW MANY CHILDREN:

4. PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Does the event involve the sale or use of alcoholic beverages?
<input type="checkbox"/>	<input type="checkbox"/>	Will additional fees be charged for participants (beyond regular facility fees)?
<input type="checkbox"/>	<input type="checkbox"/>	Will items or services be sold at the event?
<input type="checkbox"/>	<input type="checkbox"/>	Are there any other special conditions or requirements? (e.g., accessibility - see page 2

If you answered yes to any of the above questions or if liability insurance is required (see Special Event Permit Terms and Conditions), please complete and attach a DPR 246A, Special Event Permit Supplement. If none of the above conditions apply, please complete the signature block below.

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



FOR DEPARTMENT COMPLETION ONLY		Department of General Services Use Only
TOTAL PERMIT FEES	COMMENTS	
REVIEWED AND RECOMMENDED BY	DATE	
TITLE	BUSINESS PHONE ()	
ADDRESS 21601 Pacific Coast Highway	CITY/STATE/ZIP CODE Huntington Beach, CA 92646	
APPROVED BY	DATE	
TITLE	BUSINESS PHONE ()	
ADDRESS 21601 Pacific Coast Highway	CITY/STATE/ZIP CODE Huntington Beach, CA 92646	
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only)	DATE	

Additional Information Requested

Special Considerations: Activities that may be damaging to the park grounds or that interfere with the enjoyment of the park by other park guests are highly discouraged or not allowed. Listed below are examples of events that require special approvals by the Event Coordinator, all events are subject to an activity/site fee with a required monitor. If the Event Coordinator should decide that a monitor is necessary, the fees are as follows: \$79 per hour, per monitor for no less than a 4-hour minimum. Monitors are scheduled 30min. before and after setup/teardown. Check any applicable items. **If you are planning a special activity that is not listed describe in detail under "Other."**

<input type="checkbox"/> Party _____ (birthday, retirement...)	<input type="checkbox"/> Company Picnic
<input type="checkbox"/> Seating (chairs, tables)	<input type="checkbox"/> tent (cannot be enclosed)
<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Stage
<input type="checkbox"/> Non-Amplified Music (list type below) (No amplified Bands allowed)	<input type="checkbox"/> D.J. (see specifications)
<input type="checkbox"/> Outside Services (Clowns, dancers etc.)	<input type="checkbox"/> Additional Lighting
<input type="checkbox"/> Dancing	<input type="checkbox"/> Dance Floor
<input type="checkbox"/> Wedding <input type="checkbox"/> Reception	<input type="checkbox"/> Alcohol (Must fill out Alcohol Waiver form)
<input type="checkbox"/> Games (List below) NO large inflatable's...i.e. jump houses, eggs, gum or balloons.	

Listed Items: _____

Other: _____

Catering? Yes: _____ No: _____ (see "Specifications").

Equipment and entertainment Services? Yes _____ No _____ (see "Specifications")

Bolsa Chica Only- Exclusive Caterer – Babe's Catering and Rentals:

You can call: 714-471-5015 or email catering@babescateringrentals.com or see their website www.babescateringrentals.com.

List equipment vehicles, special needs, etc., needed for event such as **generator** (size & type) , ez-up's etc.:

ON A SEPARATE SHEET OF PAPER PLEASE DESCRIBE IN DETAIL YOUR EVENT PLANS FROM SET-UP THROUGH THE EVENT ITSELF AND TEAR DOWN. IF USING CATERING, EQUIPMENT RENTAL OR ENTERTAINMENT YOU MUST SUBMIT A DETAILED DRAWING OF THE EVENT AREA WITH COMPLETE DETAILS. **IF IT ISN'T LISTED ON THE PAPERWORK, YOUR PERMIT DOESN'T ALLOW IT.**

You DO NOT have exclusive rights to any area on the State Beach even if you have an event, this is a public beach and if you have an event it is YOUR responsibility to occupy the area. We do not cone off, rope off, or save any area for you. We do put up a reserved sign on your reserved picnic area. You should have your paperwork with you on the day of your event in case that sign has been tampered with.

Additional details: _____

Trash can be bagged, then transported to our dumpsters at the end of the event. You will be charged a cleaning fee of \$35 if trash is left outside of the trash cans.

INITIAL YOU HAVE READ AND FILLED OUT ALL THAT APPLY TO YOU. _____

YOU MUST HAVE YOUR APPROVED PERMIT WITH YOU ON THE DAY OF EVENT.

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.

SPECIAL EVENT PERMIT SUPPLEMENT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: Complete the information requested below then submit this form with your DPR 246, Special Event Permit.

1. List of fees and charges to participants attending the event. (This is in addition to regular park facility fees)

2. Plan and method for collecting special fees.

3. Estimated gross receipts and net profits to the permittee.

4. Guaranteed minimum fees and/or percentage of the gross income to be paid to the State as rent.

5. Method of garbage collection and disposal.

6. List of items to be sold during the event.

7. Method of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The State reserves the right to review and approve all promotional material to protect the interest of the Department.

8. Detailed description of the program to be presented and the displays and concession booths to be installed. (Prepare attachment if additional space is required.)

9. List of all the organizations involved whether sponsors, recipients or promotional firms. Commercial sponsors must specifically be listed.

INSTRUCTIONS: Complete the information requested below then submit this form with your Event Permit package. The purpose of this page is to help us to best determine the fees for your catered or wedding event.

1. Detailed description of the activities, and the area to be utilized. (Add approx. square footage)

2. Equipment to be used and description of where items are to be placed.

3. List ALL catering company, entertainment company, party planners, equipment rental company etc. to be used.
(Please attach copies of estimates and invoices.)

CATERERS: Catering Company Parties

Name of Company you are catering for if other than permittee:

Company's Location:

WEDDINGS

Name of Bride/Groom, contact information (if other than permittee):

(If not the Bride and Groom) Permittee's relationship to Bride and Groom:

Wedding Planner: Contact #
Please attach copy of contract agreement/invoice, completed drawing of event set up, list of ALL vendors to be used.