



Crystal Cove State Park
8471 North Coast Highway
Laguna Beach, CA 92651

July 20, 2012

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. Permit applications may be submitted up to one year in advance of the event date. A State Park special event permit and insurance certification is required for all special events including photography. Additional terms and conditions may apply.

APPLICANT INSTRUCTIONS

1. Review all information contained in this packet. Special Events categories are determined by size and scope details. Typical events are considered a **one day only** activity. Larger groups and multiple day requests would be considered under the major event policy (see page 4).
2. Call the park to check date and location availability prior to application submission.
3. To reserve a date and event site, complete the attached Special Event Application Worksheet and **submit in person or by mail** with \$25 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.
4. For information regarding catering and event services in the Crystal Cove State Park Historic District please visit www.thebeachcombercafe.com or phone (949) 644-8759.
5. 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.
6. Permit applications will *not* be considered with less than 14 business days from date of event (additional terms may apply).
7. Upon completion of the steps described above, State Parks will forward a State Park Special Event Permit for your review, signature and return.

For more information please visit www.crystalcovestatepark.com or phone our special event permit coordinator at (949) 376-1959. **FAX and E-mail requests are not accepted.**

GENERAL GUIDELINES

- State Park staff may be required to monitor your event (see pg. 7).
- Special Event activities are prohibited between 10pm – 6am daily; on 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.
- The sale of food, beverages, and merchandise is prohibited unless specifically authorized by the permit terms and conditions.
- Historic District Catering Notice- The Beachcomber Café is the exclusive provider of catering services, including food, beverage, alcohol, and equipment rentals, for all special events permitted by State Parks within the Historic District. Unless waived in writing by the concessionaire, no other catering service providers will be permitted in the Historic District.
- In general, no vehicles are permitted in the Historic District, off-road, on beaches, paved paths, or picnic areas except by permit and under the supervision of the assigned park monitor.
- 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. Historic District parking is not available for any purpose.
- 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.
- 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 unless specified by the permit terms and conditions. Carpooling and off site shuttle service is highly suggested during peak 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.

SPECIAL EVENT PROGRAM INFORMATION

RESERVATION & NON-REFUNDABLE FEE INFORMATION- Application and fees may be delivered in person or mailed to the park office.

Special event **reservations are not confirmed until payment is received** for all applicable fees including: Non-refundable processing application fee of \$25, and non-refundable deposit fee equal to one half (50%) of the total special event site 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.

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:

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.

ALCOHOL WAIVER PERMIT

Possession of alcohol is prohibited throughout the park except as authorized by Special Event Permit and Alcohol Waiver Permit. The non-refundable and non-transferable **Alcohol Waiver Fee** 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 more than 101 persons. Proof of insurance certificate is required for all Alcohol Waiver Permits.

**This fee does not apply to permitted events catered by the Crystal Cove Historic District concession operator.

MONITORING FEE

Special Event Permit activities 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 \$79 per hour with a four-hour minimum plus one hour for pre and post event preparation.**

SPECIAL EVENT PROGRAM INFORMATION

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 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.
- In addition, all 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.)
- 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 may assess a fair market value to the permit fees.

SITE DIAGRAM & DÉCOR

Applicant agrees to provide a detailed site plan indicating event location layout and complete décor plan no later than two weeks prior to the event. Site plan must include location of tables, chairs, arches, tents, music, AV equipment, food/beverage stations, power supply, staging areas, vehicle and pedestrian routes, and a complete delivery schedule.

- Signs or direction markers are not permitted to be placed in the park unless authorized by the permit.
- Set-up, decor and activity plans 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. Décor items such as flower petals, balloons, rice, confetti, sparklers and live animal releases are not permitted.
- Ground staking or permanent fasteners such as staples nails, screws, etc. are strictly prohibited. Inflatables or bounce houses are not permitted.

AMPLIFIED SOUND

Acoustic or light amplified music, limited duration public address systems and background ceremonial type music may be considered at each site on a case-by-case basis. Amplified sound including microphones, bullhorns and live bands are typically prohibited. 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.

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:

Beach Promenade

\$1,500 for full day (8am–9pm), 200 person maximum occupancy. Accessible beachfront promenade, outdoor space approximately 110' long x 30' wide, situated a stone's throw from crashing surf, warm sand, and occasional frolicking dolphins. If sunsets and salt air fill your sails, this is the place!

No more than one event per weekday and one event per weekend.

Cultural Center Cottage and Outdoor Deck (Cottage #34)

\$2,750 for full day (8am-10pm), 150 person maximum occupancy. Spectacular bluff top ocean view deck and small cottage room with accessible restroom at the north end of the redwood deck with spectacular sunsets.

No more than two events per week (Monday through Friday) and one event per weekend.

NEW! Outdoor Education Commons (near Los Trancos Creek)

\$1,450 for full day (8am-9pm) 100 people maximum occupancy. 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.

No more than one event per week (Monday through Friday) and one event per weekend.

NEW! Beaches Cottage Museum (Cottage #13)

\$1,800 for full day (8am-9 pm), 80 person maximum occupancy. 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.

No more than one event per week (Monday through Friday) and one event per weekend.

Historic District-Crystal Cove Beach: A spectacular sandy beach connects the Historic District to the Pacific Ocean. With clean sand, tide pools, crashing surf, and golden sunsets, this site provides the perfect venue for the California beach party or wedding ceremony. The Crystal Cove Beach sites are South Beach,(near Cottage #13) or North Beach, (north of the Beach Promenade) and are offered as follows:

- Small Beach Sites (10 people max) - \$250 per day
- Medium Beach Sites (100 people max, depending on tides) - \$500 per day

- Please Note: **Beach sites are *not* available during peak summer season**, Memorial Day weekend through Labor Day weekend.
- Special Events sites are not available on holiday weekends.
- *Select* Historic District event site fees are reduced by 50% during off-season period, October through March.
- Discount does not include Historic District Sandy Beach sites.

SITE DESCRIPTIONS AND USE FEES

Pelican Point Group Picnic Area: (maximum occupancy 250 people)

The Pelican Point Group Picnic site offers spectacular bluff terrace, ocean, and sunset views. The site is fully accessible with six covered picnic tables, a large courtyard and an outdoor amphitheatre 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 (6am –1pm or 3pm – 10pm)

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 30 people)

- 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 people)

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

Sandy Beach: 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 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: Beach sites are not available 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 (250 people max) - \$1,000 per day

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 250 people, multi-day events, 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 2013 pre-summer special event is January 1st of 2012, and the deadline for a 2013 post-summer special event is September 1st of 2012.

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.



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: _____

Name of Representative/Organization: _____ Phone: _____

E-mail: _____ Mobile Phone: _____

Address: _____ City: _____ Zip Code: _____

Name of Alternative 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 Beach Promenade- Historic District Education Commons- Historic District
- Beaches Museum Cottage #13 Pelican Point Picnic & Amphitheatre #4 Pelican Point Overlook # _____
- Reef Point Overlook# _____ Sandy Beach – (not available peak season) - Specific Location _____

Set-Up Time: _____ A.M. /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.

- Regulations of the State Park System shall be observed by the permittee, employees, agents, and contractors. 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.
- All paid fees are forfeited on all cancellations initiated by the user. A one time date change may be requested, based on calendar availability, for a \$50 fee.
- Reservations are not confirmed until all documents (including insurance and outside vendor contracts), are submitted and final fees are paid in full.
- My signature verifies that I have read **Rules & Regulations for Facility Reservations**, this document and accept the terms and conditions described above. I acknowledge that deposit and application fees are **NON REFUNDABLE** and that failure to adhere to these terms and conditions may result in the termination of my group's visit to Crystal Cove State Park.

Applicant's Signature: _____ Date: _____

Amount Enclosed \$ _____ Receipt # _____



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 \$79 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 Pre-recorded background 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 (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, 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, temporary facilities, refuse containers, pathways, and other event components not covered.

Optional Prepaid Parking No Yes - number of vehicles @ \$15 per _____ Total \$ _____

Other _____

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. Electric-amplifying equipment or other sound-amplifying equipment.
3. Live music-bands.
4. Use of staples, tacks, nails, tape, ground staking, etc.
5. Signs, flower petals, confetti, balloons, etc.
6. Inflatable games, piñatas, eggs.
7. Dogs off leashes (CCR 4312).
8. Fireworks.
9. 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 _____ Observe all Department rules and regulations in addition to those listed on this permit. Failure to adhere may result in a citation and/or immediate termination of event.
- 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

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

*******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 more than 101 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 \$79 per hour with a four 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.**

<u>Signature</u> _____	<u>Title</u> _____	<u>Date</u> _____
Printed Name: _____	Cell Phone # _____	Date of Event: _____
Time alcohol will be served: _____ to _____ Provided By: _____ Location _____		

<i>State Park Use</i>		
Fees- \$ _____	Receipt # _____	
Approved by: _____		
Signature	Title	Date