



STEWARDS OF THE COAST AND REDWOODS SPECIAL EVENTS / SPECIAL USE PERMITS

Dear Applicant;

Thank you for your interest in having a special event in Austin Creek State Recreation Area. Special events are permitted on a case; by; case basis, depending upon the potential impact on the park, impact on general public use, safety and other impacts. **Special Event permits are also required for group reservations for backcountry campsites.**

Attached please find the necessary application form to obtain a permit for your special event. Carefully note the provisions on this application. It is very important that you, your agents and guests understand and comply with these rules and regulations so that your event is not impacted, interrupted or worse case terminated. Our goal is to ensure a wonderful experience for all.

A nonrefundable permit application filing fee of \$25.00 should accompany your application. Money orders or checks should be made payable to the "Stewards of the Coast and Redwoods". Please note that payment of the application fees does not guarantee that a special event permit will be granted.

If your application is approved, payment of a special event fee will be required before your permit is issued. The fee reserves the event site for your use, subject to conditions as stated on the special event permit. Refund of the special event fee cannot generally be made. We will however reschedule when ever possible with adequate notice. Please refer to our cancellation policy.

SPECIAL EVENT FEES ARE AS FOLLOWS:

\$25.00	Permit-filing fee - non refundable
\$100.00	Groups of 1-25 people – includes two vehicles
\$200.00	Groups of 26-50 people – includes 4 vehicles
\$400.00	Groups of 51-100 people – includes 6 vehicles

A staff monitor is **REQUIRED** for receptions or any event that includes alcohol or the number of people is over 30.

Monitor Fees (Includes set-up and take-down for event)

\$100.00	Per hour for up to 50 people.
\$200.00	Per hour for over 50 people.

Cleaning Fee

Deposit REQUIRED for all special events. Deposit is 1/3 of the total cost.

In addition to the above charges, payment of the standard vehicle entry fee is required for additional vehicles. The vehicle day-use fee is currently \$8.00 per passenger vehicle.

Insurance coverage is required for event(s) that include food and alcohol service, including a specific disclaimer adding Stewards of the Coast and Redwoods as additional insured. The Certificate of Insurance must be received by Stewards 20 days prior to the event.

Use Provisions:

- Special events will be conducted only at the location listed on the required permit.
- Special events will be conducted only on the date and time listed on the permit.
It is the responsibility of the permittee and event participants to know park rules, regulations, use provisions and restrictions.
- Smoking is permitted only in parking lots and roadways.
- The permittee is responsible for site cleanup. Site cleanup must be completed immediately following the event.
- The permittee agrees to be liable for any/all damage, repairs and cleanup to parklands, facilities or other resources incidental to the special event.
- Stewards of the Coast and Redwoods reserves the right to cancel any special events in case of emergency or other substantial concern.

Please take the time to review all of the attached information. If you have any questions please do not hesitate to contact us. Thank you again for your interest in having your event in Austin Creek State Recreation Area.

Completion and approval of your permit papers

Contact the special event coordinator to discuss the details of your event.

The \$25.00 filing fee is required upon turning in the application. Please make checks payable to "Stewards of the Coast and Redwoods." The event fee and proof of insurance (if required) must be paid in full 20 days prior to the event.

Mail payment to:

Stewards of the Coast and Redwoods, Attn: Special Events, P.O. Box 2, Duncans Mills, CA, 95430.

To cancel your reservation, we require at least one week (7 days) advanced notice in order to refund your payment (minus the non-refundable \$25 filing fee) in full.

A walk-through may be necessary prior to the approval of the permit. In cases where a caterer and/or party rental company will be involved a mandatory walk through is required to review all rules and regulations concerning your event. The last meeting should be held one month prior to you event. Walk-throughs are conducted Monday – Friday during business hours.

Stewards of the Coast and Redwoods must approve any changes of the approved permit.

By signing and accepting the Special Event Permit you are accepting non-exclusive use of the area chosen. Stewards will make every attempt to have the area clean for your event. However, unexpected maintenance or repairs could occur. Permittee will be notified as soon as possible if there are any situations that could impact your event site.

Thank you for your interest in Austin Creek State Recreation Area. If you have any further questions please call Michele at 707 -869 -9177 x4#. We hope that your event is a success

Mail payment and permit application to:

Attn: Special Events Staff
Stewards of the Coast and Redwoods
P.O. Box 2
Duncans Mills, CA 95430

Telephone (707) 869-9177
FAX (707) 869-8252



RULES AND REGULATIONS FOR SPECIAL EVENTS

Furniture placement (chairs, tables, tents, arches)

- The permittee must provide their own furniture and equipment as needed and shall not block wheelchair access points or routes. All furniture must be approved in advance by Stewards of the Coast and Redwoods.
- Moveable Picnic tables in the site may be relocated upon request.
- All items must be removed and the event site returned to its pre-event condition on the same day of the event.
- All plants and other features are protected in State Parks.
- Disturbing the ground, cutting or trampling of vegetation is prohibited.
- Arches must be self standing and may not be anchored into the ground at any time.
- The permittee will be held responsible for all their contractors, caterers or anyone else hired by the permittee to adhere to these rules.

Stewards of the Coast and Redwoods will **not** be held responsible for permittee's contractual obligations to suppliers and middlemen such as caterers, florist, entertainers, coordinator, photographers etc. Permittee shall be responsible for payment of necessary rental equipment.

Miscellaneous

- Event participants may not throw rice, bird seed or any other matter; party balloons or birds shall not be released.
- Decorations and Signs
 - All decorations must have prior approval of Stewards of the Coast and Redwoods. The area should be cleaned and equipment moved before leaving the event.
 - Nothing shall be attached to any posts, fixtures or historic buildings. Signs and decorations shall not be taped, nailed, screwed or pinned to any surfaces or vegetation. Permittee shall not use nails, hooks, tacks, staples or screws to secure signs or hang decorations.
 - Only those areas specified in the permit will be used to hang banners. Stewards will specify the method of attachment of any banner.
 - No nonnative vegetation or vegetative parts may be brought into the park unless previously approved

Grounds Clean up

All event locations are to be cleared of all arches, equipment and trash by the end of the event. The event space shall be returned to its original condition to the satisfaction of the Stewards.

Vehicle Access and Vehicle Parking

Vehicle access will be allowed on park roads open to the public. Vehicles will not be allowed off road or on gated roads. The posted speed limit in the park is 15 MPH and will be enforced.

All vehicles, unless specifically allowed by the permit, must be legally parked in a marked stall or in a designated parking area. All parking will be available on a first come-first served basis unless advanced arrangements are made.

Responsible On-Site Person

The event organizer will ensure that a responsible person is on site at all times during the event setup, event duration, and event clean up. This person must have a copy of the permit. This person must be identified to Stewards and shall be available at all times during the event.

Days and Times

Special Events and Weddings may not be permitted on major holidays including, but not limited to, Memorial Day Weekend, Labor Day Weekend, 4th of July, Easter, Mother's Day or Father's Day. These parks may be closed due to weather or unforeseen circumstances with short notice.

Park Rules and Regulations

All park rules and regulations as defined in the California Code of Regulations apply under a Special Event Permit unless specifically exempted in writing in the permit. Any violation of park rules by the permittee, not specifically exempted in the permit, may result in termination of the permit and legal action may be taken against the permittee. The permittee is responsible to know these rules.

Protecting All Park Features

Permittee is responsible for damages caused by permittee's guests. Permittee shall not commit, or allow any person to commit, any act resulting in destruction, defacement, damage, impairment or removal of any part of the premises. Damage may result in an additional damage / cleaning deposit and termination of event.

Portable Services & Rental Equipment

Occasionally additional facilities are recommended or required. Chemical toilets may be delivered 1 day prior to an event and removed the Monday after an event, provided

arrangements are made in advance. All other equipment must be delivered and removed on the day of the event. All contractor and company names must be included on the permit questionnaire.

Permit Termination

The Executive Director of Stewards of the Coast and Redwoods or authorized representative may terminate any permittee's activity when it is necessary for the safety and enjoyment of the public, for the protection of the park resources, or for violations of the permit or of any rules and regulations of the Department. In the event of an emergency or unforeseen disaster, the Special Event permit may be cancelled without prior notice; a refund of some fees may be permitted.

**Stewards of the Coast and Redwoods
SPECIAL EVENT PERMIT APPLICATION**

<u>Name(s)</u>	
<u>Address</u>	
<u>City, State, Zip</u>	
<u>Daytime Phone</u>	
<u>Alternate Phone</u>	
<u>Park Unit</u>	Austin Creek State Recreation Area
<u>Event Location</u>	
<u>Purpose of the Event</u>	
<u>Date</u>	
<u>Hours</u>	
<u>Park Facilities to be used</u>	
<u>Number of People</u>	
<u>Will alcohol be served?</u>	
<u>Will food be served?</u> <u>Provide details</u>	
<u>Name of Caterer</u>	
<u>Will you be ordering party supplies? (Tables, Chairs, Canopies, etc.)</u> <u>From who?</u>	
<u>Do you need portable restrooms/wash station?</u>	
<u>How many vehicles are you expecting?</u>	
<u>Do you have any guests who required special accomodations?</u>	

Austin Creek State Recreation Area

Event Locations

Stewards of the Coast and Redwoods is proud to host event in one of our beautiful locations.

Schoolhouse Flats

A unique and serene location with an amazing view of mountain ranges, valleys, trees and the beautiful California skyline. (Up to 80 Guests)



Vista Point

A gorgeous backdrop of the coastal range and watershed with the optional use of an overlook trail for a wonderful photo opportunity. (Up to 20 Guests)



Bullfrog Pond Campground

Two fantastic settings under the majestic Coastal Redwoods that will provide nice shade during the warm summer months. Stunning place for a portrait to capture the memories from your special day.

Campfire Center - (Up to 50 Guests)



Campground Site under the Redwoods (Up to 80 Guests)



Bullfrog Pond

Beautiful, historic and unique are just a few of the many wonderful attributes of this spectacular intimate location. The pond and surrounding natural landscape provide you with an amazing photo opportunity and a feeling of being one with nature. (Up to 15 Guests)



All locations are subject to availability and during certain times of the year they can be subject to closure. You are required to fill out a Special Event Form with at least 30 days notice, some exceptions can be made by contacting:

Stewards of the Coast and Redwoods

(707) 869-9177

stewards@mcn.org

Additional Information

RESTROOMS

Some locations require renting portable bathrooms and wash stations for your event. They can only be dropped-off at the location 1 day prior to your event or the day of. Stewards is not responsible for providing facilities for these locations. Applicant must pay the additional fees and make the arrangements on their own.

For events that last longer than 2 hours:

Schoolhouse Flats- Requires rental of portable restrooms and wash stations.

Vista Point- Requires rental of portable restrooms and wash stations.

Campfire Center & Campsite Under the Redwoods & Bullfrog Pond - Restroom facilities are in close proximity to this location, use of these facilities is permitted however you are responsible for making sure the restrooms are returned to their original condition at the end of your event. You will also be sharing the facilities with our campers.

PARKING

You are responsible for making sure that your guests pay the \$8.00 day use fee for each additional vehicle that is not included in your permit.

Schoolhouse Flats and Vista Point have parking for up to 25 cars. Additional parking is available on a first come, first served basis or you are welcome to carpool from the parking lot next to the Stewards office. Stewards is not responsible for transporting guests to/from your event.

Campfire Center, Campsite Under the Redwoods and Bullfrog Pond locations have parking for up to 15 vehicles. You may have to share parking spaces with our campers.