

Thank you for your interest in holding your special event at the Russian River Sector of CA State Parks. Please read the following information before proceeding to the next page.

Special Events Coordinator Contact Info:  
(707) 865-2394, Email: [russianriver.specialevents@parks.ca.gov](mailto:russianriver.specialevents@parks.ca.gov)

Before completing the DPR246, review our Special Events Guide. For weddings venues, select one of the approved locations within the guide.

Fill out DPR246, 246a [if you answer yes to any questions in part 4] & Wedding Questionnaire [if applying for a wedding]. Provide specific a time when your event will occur, for instance 2:00 to 4:00 pm or 9:00 am to 3:00 pm. If your event lasts more than one day, under dates section enter “See Attached” and provide an attachment in the email with a list of dates, no more than 15.

Provide a copy of the documents to the email address above. Then pay the filing fee (\$35) [Non-Refundable] via check or money order made out to California State Parks. Mail the check to CA State Parks ATTN: Special Events PO Box 123 Duncans Mills, CA 95430. After receiving the fee, your requested date will be reserved on the Sector’s Calendar.

To successfully receive an approved permit, additional requirements and documentation may be necessary at the discretion of California State Parks. This can include, but not limited to an Event Fee and proof of liability insurance.

Please apply at minimum 30 days before your first event. Applications less than 30 days may still be processed at the discretion of California State Parks.

# SPECIAL EVENT PERMIT

**INSTRUCTIONS:** To apply for a Special Event Permit, complete this form and read the Special Event Permit Terms and Conditions attached. Submit an original and 2 copies of completed forms (an original and 3 copies for hazardous events), all with original signatures, any supplemental documents (see No. 4 below), and a check or money order to cover the required filing fee to the District office of the park unit where the event will be held.

APPLICANT/ORGANIZATION

ADDRESS	CITY/STATE/ZIP CODE	
CONTACT PERSON	MAIN PHONE (     )	SECONDARY PHONE (     )
PARK UNIT	EMAIL:	
SPECIFIC USE	DATE(S)	HOURS

1. PURPOSE OF THE EVENT:

2. PARK AREA/FACILITIES TO BE USED:

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):

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		<i>Department of General Services Use Only</i>
TOTAL PERMIT FEES	COMMENTS	
REVIEWED AND RECOMMENDED BY	DATE	
TITLE	BUSINESS PHONE (     )	
ADDRESS	CITY/STATE/ZIP CODE	
APPROVED BY	DATE	
TITLE	BUSINESS PHONE (     )	
ADDRESS	CITY/STATE/ZIP CODE	
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only)	DATE	

## SPECIAL EVENT ACCESSIBILITY CHECKLIST

1. If the expected attendance is a thousand or more, have ASL interpreters been hired to be present during programs or activities?
2. If providing additional toilet facilities, such as portable toilets, have additional (20% plus one) accessible toilet facilities been provided?
3. Are wheelchair seating spaces, with companion seating, provided in assembly areas?

**Seating Capacity**

1 - 50  
51 - 300  
301 - 500  
over 500

**Wheelchair Seating Space**

2  
4  
6  
Add 1 per 100

4. Are individual wheelchair seating spaces at least 30" wide and 60" in length?
5. If the seating capacity is more than 300, are the wheelchair seating areas in more than one location?
6. If providing additional parking spaces, has the number of accessible parking spaces been increased?

**Total Number Of  
Parking Spaces**

1 - 25  
26 - 50  
51 - 75  
76 - 100  
101 - 150  
151 - 200  
201 - 300  
301 - 400  
401 - 500  
501 - 1000

**Minimum Number Of Accessible  
Parking Spaces Required**

1 Van Accessible Space  
2 Including One Van Accessible Space  
3 Including One Van Accessible Space  
4 Including One Van Accessible Space  
5 Including One Van Accessible Space  
6 Including One Van Accessible Space  
7 Including One Van Accessible Space  
8 Including One Van Accessible Space  
9 Including One Van Accessible Space  
2%, Including Three Van Accessible Spaces

7. For outdoor events, has an adequate number of shaded seating areas been provided?
8. Are "visiting" exhibits physically accessible?
9. Are stages and their path(s) of travel accessible?
10. Does advertising include a phone number for persons requesting special accommodation?

## **SPECIAL EVENT 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.