

# 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.*

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Basic Considerations:

Time of Day: Attempt to schedule your ceremony before 1 P.M. or after 3 P.M., to minimize conflicts with the visiting public.

Time of Year: Summertime and holiday weekends are the busiest times for State Parks, please be aware of this when planning your wedding.

Weather Conditions: Coastal fog and wind create variable weather patterns that should be taken into consideration when planning a wedding. In the summer, fog is often thick in the morning and burns off mid-day, sometimes returning in the late afternoon. Wind is usually heavier in the late afternoon. The weather has very little predictability.

Smoking is permitted only in parking lots and roadways. Cigarette butts are not to be discarded on park property.

The site must be restored to its original condition. As the permit holder, you are financially and legally responsible for any litter or damage to park property.

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How many people are you expecting:

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How many vehicles are you expecting:

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Provide the name and contact of the Bride, Groom and the wedding planner if applicable:

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What is the actual main event start time:

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Will seating or any other equipment or furnishing be set up, if so specify:

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List any offsite vendors, suppliers, and/or caterers that will be hired by you for your event:

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List any flowers or plants (please note pampas grass and gorse are not permitted):

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Do you plan on holding any additional activities on State Park Property outside of the reserved event area:

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Please provide the name and contact of event planner if applicable:

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## FOR DEPARTMENT COMPLETION ONLY

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SPECIAL CONDITIONS REQUIRED OF THE PERMITTEE BY THE DEPARTMENT OF PARKS AND RECREATION:

Have accessibility issues been addressed?     YES     NO

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EXCEPTIONS TO SERVICES PROVIDED BY THE STATE AS LISTED IN SPECIAL EVENT PERMIT AND CONDITIONS:

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THE ITEMS CHECKED BELOW MUST BE RECEIVED AT THE DISTRICT PRIOR TO THE EVENT UNLESS OTHERWISE STATED.

- \$ \_\_\_\_\_ Permit
- \$ \_\_\_\_\_ Damage Deposit
- Proof of liability insurance coverage (Certificate of Insurance) in an amount not less than the following:
  - Combined single limit (CSL) \$500,000 per occurrence (must be received at least 60 days in advance of event)
  - Combined single limit (CSL) \$1,000,000 per occurrence (must be received at least 60 days in advance of event)
  - Public liability \$300,000 each person; \$500,000 each occurrence. Property damage, liability and products damage liability \$200,000.
- Copy of license to sell alcoholic beverages from the California Department of Alcohol and Beverage Control (must be received at least 10 days in advance of event)

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YES     NO    WALK THROUGH CONDUCTED WITH PERMITTEE.

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COMMENTS: