



### Application for Use of Designated Picnic Areas & Facilities

**NOTE TO APPLICANT:** This reservation contract is issued 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 10 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: \_\_\_\_\_

Park area of interest:

Moro Canyon Group Pavilion-6 Tables- Location # \_\_\_\_\_ 75 People Max. - \$500 per day

Reservation Date Requested: \_\_\_\_\_ Day of Week \_\_\_\_\_

Starting Time: \_\_\_\_\_ AM. /P.M. Ending Time: \_\_\_\_\_ A.M./P.M. Total Number of Hours: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Please list any planned activities: \_\_\_\_\_

**Other special considerations require advance approval: See page # 3.**

**Please Note:** *ALCOHOUIC BEVERAGES ARE NOT PERMITTED at Crystal Cove State Park unless authorized by a separate event permit.*

**Insurance Requirement; 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. See Insurance Requirements page #4 for detailed certificate requirements.**  
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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.

Signature of Person Requesting Reservation: \_\_\_\_\_ Date: \_\_\_\_\_

The above application  IS  IS NOT granted.

By: \_\_\_\_\_ Date \_\_\_\_\_

# 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, 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 business days from the requested event date will not be considered.

## 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, 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  
Picnic Reservations  
8471 North Coast Highway, Laguna Beach, CA 92651  
Phone (949) 494-3539

# Special Consideration Information & Provisions for Group Pavilion Reservations

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 the 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 licenses required. Restrictions apply)

**Amplified Sound** (restrictions apply)  No  Yes- if yes, check all that apply;

Announcements  Pre-recorded Music  DJ- (one source volume control)

**Vendors** (copies of final contracts are required for permit approval)

- Equipment Rental
- Caterer
- Event Coordinator
- Photographer  Videographer
- Acoustic Music  Stage/Sets (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 \_\_\_\_\_ #  Arch  Runner  Tables \_\_\_\_\_ #  Propane BBQ
- Tents (Over 200 sq. ft. require permit)  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 - 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 \_\_\_\_\_

**Other** \_\_\_\_\_

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# 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 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