

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	BUSINESS PHONE ()	HOME PHONE ()
PARK UNIT Humboldt Redwoods SP 119	LOCATION	
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		Department of General Services Use Only
TOTAL PERMIT FEES	COMMENTS	
REVIEWED AND RECOMMENDED BY ▶	DATE	
TITLE	BUSINESS PHONE ()	
ADDRESS	CITY/STATE/ZIP CODE	
APPROVED BY ▶	DATE	
TITLE Supervising Ranger	BUSINESS PHONE (707) 946-1801	
ADDRESS PO Box 100	CITY/STATE/ZIP CODE Weott, CA 95571	
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only) ▶	DATE	

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.

1. List of fees and charges to participants attending the event. (This is in addition to regular park facility fees)

2. Plan and method for collecting special fees.

3. Estimated gross receipts and net profits to the permittee.

4. Guaranteed minimum fees and/or percentage of the gross income to be paid to the State as rent.

5. Method of garbage collection and disposal.

6. List of items to be sold during the event.

7. Method of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The State reserves the right to review and approve all promotional material to protect the interest of the Department.

8. Detailed description of the program to be presented and the displays and concession booths to be installed. (Prepare attachment if additional space is required.)

9. List of all the organizations involved whether sponsors, recipients or promotional firms. Commercial sponsors must specifically be listed.

COMMERCIAL USE PERMIT APPLICATION

Return by US mail to: Humboldt Redwoods State Park, Attn: Commercial Use PO Box 100 Weott, CA 95571

A nonrefundable processing fee of \$50 must accompany this application. **Make checks payable to "Department of Parks and Recreation."**

Guide, Recreation and tour providers are required to register and possess an approved special event permit in order to engage in commercial use of State Parks. Registration for a special event permit requires completion of application forms, providing proof of insurance and paying the appropriate fees. The fee for a permit varies, and is considered on a case by case basis depending on the size and scope details of the proposed activity. Please supply the information requested below. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. *Attach additional sheets, if necessary, to provide required information*

Type of Commercial Use <input type="checkbox"/> Tour/Bus <input type="checkbox"/> Cycling <input type="checkbox"/> Equestrian <input type="checkbox"/> Educational/Class <input type="checkbox"/> Camp/overnight <input type="checkbox"/> Other_____						
How many times per week/year will this activity be conducted in a state park?						
Detailed Description of Onsite Activities (attach additional pages, if necessary)						
LOCATION SCHEDULE						
<i>* number in this column should include all individuals present at the location</i>						
Date	Location (Trail or Grove name)	Start Time	End time	Number of cars	Number of staff	Number of customers/clients
COVID-19 PROTOCOLS						
Is your commercial venture consistent with Humboldt County allowable services list? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", provide a description allowable activity under the state's current four-stage roadmap to reopening (e.g. allowable outdoors 6 feet apart etc.) Do you have a COVID 19 plan? <input type="checkbox"/> Yes <input type="checkbox"/> No						
EQUIPMENT						
Description of equipment used for commercial activity that will be brought to the park.					<input type="checkbox"/> Not applicable	

ROAD USE

Will you require the use of roads? Yes If "Yes", please explain: No

OPERATIONAL INFORMATION

BASE CAMP LOCATION (attach maps if needed) Not applicable

SPECIAL ACTIVITIES (attach additional pages, if necessary) Not applicable

INVOLVEMENT OF MINORS

Will children be involved? Yes No If "Yes", provide number of children and age range.

Quantity	Age Range

LIVESTOCK

No

Will livestock be used? Yes If "Yes", provide the following:

Type	Quantity	Manner of Transportation	Staging/Coral Requirements

OPERATIONAL INFORMATION

Have you physically visited the requested area? Yes No

When answering "Yes" to any of the following questions, provide additional information using additional pages, as necessary

- Do you have, or are you applying for, a permit with another Federal, State or local agency for this activity? Yes No
- Have you had previous permits from California State Parks? Yes No
- Have you ever been denied a permit or had a permit revoked by any State of California agency? Yes No

SPECIAL EVENT PERMIT APPLICATION ADDITIONAL TERMS AND CONDITIONS

Permittee hereby agrees to comply with the following terms and conditions:

- 1. Business Transactions.** The Permitted shall not transact business on property managed or owned by the California Dept. of Parks and Recreation (State Parks). Transacting business shall include, but not be limited to: receiving or changing money or compensation by barter, cash, credit card or other financial instrument; entering into any contracts or rental agreements; or soliciting any signatures, waivers, or hold harmless agreements from business customers.
- 2. Advertising.** The Permittee shall display no signs, banners, or other advertisements for the purpose of soliciting business on property owned or managed by State Parks. Logos and signs painted on or attached to vehicles bodies are permissible, provided that they are permanently affixed to said vehicle and when in place do not prevent legal operation of said vehicle in compliance with applicable laws, rules, regulations and codes. The Permittee shall not distribute any brochures, flyers, or other promotional literature on property owned or managed by State Parks.
- 3. Representation.** The Permittee shall make no representation to the public that said Permittee is authorized to transact business on State Parks property by virtue of this Permit. This Permit authorizes use on property owned or managed by State Parks for commercial recreational, tour, or guide purposes only, and does not convey any rights or privileges to engage in business transactions on said property.
- 4. Exclusivity.** The Permittee shall have no exclusive rights or privileges to use State Parks owned or managed property, including any parking spaces, staging areas, trail areas, picnic shelters, campsites, group Ramada's, or water areas. Furthermore, the Permittee shall have no exclusive rights or privileges to conduct given commercial recreational, tour, or guide activities on State Parks owned or managed areas by virtue of this Permit.

- 5. Termination.** This Permit shall terminate at the end of the permit period for which it is issued, or at any time on written notice from State Parks to the Permittee in the event the Permittee violates any of the provisions hereof. In the event of termination for violation of the Permit, the Permittee shall forfeit any Permit fees, and may be denied issuance of future Permits are at the discretion of State Parks. Granting and/ or termination of this Permit by State Parks is a proprietary decision of State Parks in its management of public lands and real property interests.
- 6. Proof of Liability Insurance.** Certificate required, naming **State of California** as additional insured for \$1,000,000. Send proof of insurance to: Humboldt Redwoods State Park Attn: Commercial Use Permits PO Box 100 Weott CA 95571.
- 7. Other Permits.** The Permittee may be required to obtain additional permits, depending on the commercial recreational, tour, or guide activity.
- 8. Permit and Contact.** The permit shall be displayed while conducting commercial Guide, Recreation and tour providers activity on State Parks property. Permittee is to make contact with entrance station Park Aide upon park entry and prior to commercial/ recreational activity.
- 9. Camping and Day use fees** will be collected as normal at all entrance stations.

INSURANCE CERTIFICATE REQUIREMENTS

For all Commercial (Special event) permittees 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 **\$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.

CONTACTS

<i>Person on Location Responsible for Adherence to All Terms and Conditions of Permit:</i>		
Name		Title
Telephone Number	Cell Phone Number	Email Address
<i>Person on Location Responsible for Coordinating Activities With California State Parks</i>		<input type="checkbox"/> SAME AS ABOVE
Name		Title
Telephone Number	Cell Phone Number	Email Address
<i>Company Point-of-contact for Follow-up Information and Billing:</i>		<input type="checkbox"/> SAME AS ABOVE
Name		Title
Telephone Number	Cell Phone Number	Email Address
<i>The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.</i>		
Printed Name	Title	Company Name
Signature		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.