

# SPECIAL EVENT PERMIT

State of California - The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

**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		Email Address:	
ADDRESS	CITY/STATE/ZIP CODE		
CONTACT PERSON	BUSINESS PHONE ( )	HOME PHONE and CELL PHONE ( )	
PARK UNIT San Clemente State Park	LOCATION 225 Avenida Calafia, San Clemente, CA 92672		
SPECIFIC USE Day and Evening Use	DATE(S)	HOURS	

1. PURPOSE OF THE EVENT:

2. PARK AREA/FACILITIES TO BE USED:

**Historic Cottage-Outdoor Patio Facility**

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

<b>FOR DEPARTMENT COMPLETION ONLY</b>		<i>Department of General Services Use Only</i>
TOTAL PERMIT FEES	COMMENTS	
REVIEWED AND RECOMMENDED BY	DATE	
TITLE Special Event Coordinator-Orange Coast District	BUSINESS PHONE (949) 366-8589	
ADDRESS 3030 Avenida Del Presidente	CITY/STATE/ZIP CODE San Clemente, CA 92672	
APPROVED BY	DATE	
TITLE Superintendent	BUSINESS PHONE (949) 492-0802	
ADDRESS 3030 Avenida Del Presidente	CITY/STATE/ZIP CODE San Clemente, CA 92672	
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only)	DATE	