



DEPARTMENT OF PARKS AND RECREATION
Crystal Cove State Park
8471 North Coast Highway
Laguna Beach, CA 92651

Ruth G. Coleman, *Director*

October 13, 2009

Dear Special Event Applicant,

Thank you for your interest in the special event program at Crystal Cove State Park. The park offers a variety of unique event venues which are available on a first come first served basis. The following information is provided to assist you with planning for your event or activity.

General Information – “Special Events” include all activities beyond the normal scope of park visitor use such as reservation of areas or facilities, conducting business (both for-profit and non-profit) on park property, activity which could impact public access or enjoyment, and requests for exemption from general park rules and regulations. Permit applications may be submitted up to one year in advance of the event date. A State Park special event permit and insurance certification is required for all special events including photography. Additional terms and conditions may apply.

APPLICANT INSTRUCTIONS

1. Review all information contained in this packet.
2. Complete the attached Special Event Permit Worksheet.
3. For information regarding catering and event services in the Crystal Cove State Park Historic District please visit www.thebeachcombercafe.com or phone (949) 644-8759.
4. Return the worksheet form and Certificate of Insurance to the park office by mail, or in person, along with all required fees (certain fees are non-refundable).
5. Reservations are not confirmed until all documents (including insurance and outside vendor contracts), are submitted and final fees are paid in full. A receipt will be issued upon completion of these transactions.
6. Permit applications will not be considered with less than two weeks notice from date of event (additional terms may apply).
7. Upon completion of the steps described above, State Parks will forward a State Park Special Event Permit for your review and signature.

Again, thank you for your interest in Crystal Cove State Park. For more information please visit www.crystalcovestatepark.com or phone our special event permit coordinator at (949) 376-1959. FAX and email requests are not accepted.

GENERAL GUIDELINES

- State Park staff may be required to monitor your event (see pg. 7).
- Special Event activities are prohibited between 10pm – 6am daily; on Memorial Day, July 4th and Labor Day weekends annually; or on state park beach areas between Memorial Day and Labor Day weekends. Historic District events may only be permitted between the hours of 8am to 9pm including set-up and break-down.
- Special Event Permit application fee \$25 and 50% site deposit fees are NON-REFUNDABLE. Other fees may be non-refundable unless cancellation guidelines are followed. Payment may be made by cash, money order, cashier's check, or personal check.
- Applicant agrees to provide a *detailed site plan* indicating event location and layout no later than two weeks prior to the event. Site plan must include location of tables, chairs, arches, tents, AV equipment, food/beverage stations, power supply, staging areas, vehicle and pedestrian routes, and a complete delivery schedule. No signs or direction markers are permitted to be placed in the park unless authorized by the permit.
- Set-up, decor and activity plans must be fully disclosed, pre-approved and included in the Special Event Permit. Décor items such as flower petals, balloons, rice, confetti, sparklers and eggs are not permitted. Staking or permanent fasteners such as staples nails, screws, etc are strictly prohibited. Inflatables or bounce houses are not permitted.
- Amplified sound, including bullhorns and live bands are prohibited. Acoustic music, limited duration public address systems and background ceremonial type music may be considered at the Cultural Center (Cottage #34), site on a case-by-case basis. State Parks reserves the right to terminate sound which is determined to be excessive or detracting from the experience of other park visitors.
- A copy of all contracts/agreements with outside vendors (includes catering, bartending, set-up, entertainment, wedding and event photography, etc.) must be provided at least two weeks prior to the event. A 16% fee of each contract/agreement will be charged in addition to other applicable fees. Failure to disclose accurate contracts/agreements or remit fees within two weeks prior to the event will result in immediate cancellation of the permit, forfeiture of all non-refundable fees, and loss of reservation date. All outside vendor deliveries or set-ups must be coordinated with the Beachcomber Café Catering Manager or Event Monitor.

GENERAL GUIDELINES

- All permit applications must include the name of the applicant, organization, or business. If the permit is coordinated by an event planner or catering service, the permit application and a copy of the contract must be provided at least thirty days prior to the event or the reservation date will be cancelled and all fees forfeited. If applicant claims services are being provided at a reduced or zero value, the State will assess a fair market value to the permit fees.
- The sale of food, beverages, and merchandise is prohibited unless specifically authorized by the permit terms and conditions.
- In general, no vehicles are permitted off-road, on beaches, paved paths, or picnic areas except by permit.
- Park rules and regulations and other applicable laws are strictly enforced. Additional permits from other governmental agencies, such as city, county, CHP, CalTrans, and the California Coastal Commission, may be required for certain events and are the sole responsibility of the applicant.

INSURANCE CERTIFICATE REQUIREMENTS

Special event activities require a Certificate of Insurance following these guidelines:

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 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 the following as determined by the District Superintendent:

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

State Parks does not recommend insurance providers. General information concerning insurance providers may be obtained by visiting www.insurance.ca.gov.

SITE DESCRIPTIONS AND USE FEES

Crystal Cove Historic District: The Historic District consists of 46 rustic seaside cottages built between 1920 and 1940 which are listed on the National Register of Historic Places. The Historic District concessionaire operates public overnight lodging and food service year-round. The following sites within the Historic District are available for special events:

Beach Promenade

\$1,500 for full day (8am–9pm), 200 people maximum occupancy. Accessible beachfront promenade, approximately 110' long x 20' wide (2,200sf), situated a stone's throw from crashing surf, warm sand, and occasional frolicking dolphins. If sunsets and salt air fill your sails, this is the place! No more than one event per weekday and one event per weekend.

Cultural Center Cottage and Outdoor Deck (Cottage #34)

\$2,250 for full day (8am-9pm), 150 people maximum occupancy. Spectacular bluff top ocean view cottage with accessible restroom and an approximately 65' long x 25' wide (1,625sf) redwood deck. The perfect hideaway for romantic sunset views to Catalina and beyond. No more than two events per weekday and one event per weekend.

Visitor Center Patio Deck (Cottage #00)

\$750 for full day (8am-9pm), 30-40 people maximum occupancy. Secluded accessible redwood deck, approximately 35' long x 15' wide (525sf) with creek and peek-a-boo ocean views. No more than one event per weekday and one event per weekend.

Crystal Cove Beach: A spectacular sandy beach connects the Historic District to the Pacific Ocean. With clean sand, seashells, crashing surf, and golden sunsets, this site provides the perfect venue for the California beach-boy/girl. The Crystal Cove Beach sites are south near Cottage #13 or north of the Beach Promenade and are offered as follows:

- Small Beach Sites (10 people max) - \$250 per day
- Medium Beach Sites (100 people max, depending on tides) - \$500 per day

Please Note: Beach sites are not available Memorial Day weekend - Labor Day weekend.

Special Events sites are not available on holiday weekends.

Historic District Special Event site fees are reduced by 50% during off-season period, October through March.

SITE DESCRIPTIONS AND USE FEES

Pelican Point Group Picnic Area: The Pelican Point Group Picnic site is adjacent to the P4 Bluff Parking Lot and offers spectacular bluff terrace, ocean, and sunset views. The site is fully accessible and has 60 parking spaces, six covered picnic tables, a large courtyard, restroom and outdoor shower facility, an outdoor lecture area with wooden benches.

Memorial Day through Labor Day

- Full Day with Parking - \$3,000
- Full Day without Parking - \$2,000
- Half-Day without Parking - \$1,500 (6am –1pm or 3pm – 10pm)

Labor Day through Memorial Day

- Full Day with Parking - \$1,500
- Full Day without Parking - \$1,000
- Half-Day without Parking - \$500 (6am –1pm or 3pm – 10pm)

Coastal Bluff Overlooks: There are seven Coastal Bluff Overlooks sites located throughout the park. All have beautiful ocean views, benches, accessible pathways, and defined boundaries. Each site is accessed via a parking lot, each of which has a public restroom and outdoor shower facility. No utilities are available at any of the overlook sites. The sites are classified by size as follows:

Larger Bluff Overlook Sites - \$250 per hour (maximum occupancy 40 people)

- Reef Point
- Pelican Point #2 (Boardwalk)
- Little Treasure Cove

Smaller Bluff Overlook Sites \$125 per hour (maximum occupancy 20 people)

- Reef Point Stairs
- Pelican Point #1
- Pelican Point #3, Upper
- Pelican Point #3, Lower
- Pelican Point #4

Sandy Beach: There are spectacular sandy beaches adjacent to all parking lots which provide a perfect California coast outdoor setting complete with crashing surf and golden sunsets. The beaches lie at the foot of scenic coastal bluffs and are accessible by way of paved paths or stairs. Access may be challenging to some due to the steep nature of the coastal bluffs. Beach sites are available as follows:

- Small Beach Sites (10 people max) - \$250 per day
- Medium Beach Sites (100 people max) - \$500 per day
- Large Beach Sites (250 people max) - \$1,000 per day

Please Note: Beach sites are not available Memorial Day weekend - Labor Day weekend.

SPECIAL EVENT PROGRAM INFORMATION

RESERVATION & NON-REFUNDABLE FEE INFORMATION

Special event reservations are not **confirmed** until payment is received for all applicable fees including: Non-refundable processing application fee of \$25, and non-refundable deposit fee equal to one half (50%) of the total special event site fee. Special event reservations are not **guaranteed** until required permit application paperwork and full payment of remaining fees are received. In the event that full payment and required application paperwork is not received at least two weeks prior to the event, **the reservation will be cancelled and the application and deposit fee will be forfeited.** Deposits may be applied to the payment of any required fees. Application fees and paperwork may be delivered in person or mailed to the park office.

HISTORIC DISTRICT CATERING AGREEMENT NOTICE

The Beachcomber Café is the exclusive provider of catering services, including food, beverage, alcohol, and equipment rentals, for all special events permitted by State Parks within the Historic District. Unless waived in writing by the concessionaire, no other catering service providers will be permitted in the Historic District.

YOUTH CAMPS – LIMITED USE PROGRAM

Crystal Cove State Park encourages outdoor recreation for California's youth by offering designated park venues which are available for periodic, low impact activities and events. Due to the park's sensitivity to natural resource protection and limited carrying capacity, special event permits will be limited by frequency of use, number of participants, type of activity, park location, hours of use, and day of week.

HEALTH AND FITNESS PROGRAMS

Promoting physical fitness and health is a key initiative for California State Parks. Accordingly, the park may permit appropriate organized outdoor activities, such as exercise classes and personal fitness training, which offer the public opportunities for organized recreation. Due to the park's sensitivity to natural resource protection and limited carrying capacity, special event permits will be limited by frequency of use, number of participants, type of activity, park location, hours of use, and day of week.

PARK USE PARKING FEES

Special Event Permits do not guarantee parking space availability unless specified by the permit terms and conditions. Parking is on a first-come, first-served basis, and applicable day use parking fees are collected as follows:

Regular Day Use Fee - \$15.00 per vehicle

10-24 Passenger Bus - \$50.00 per bus

25+ Passenger Bus - \$100.00 per bus

SPECIAL EVENT PROGRAM INFORMATION

ALCOHOL WAIVER PERMIT

Possession of alcohol is prohibited throughout the park except as authorized by Special Event Permit and Alcohol Waiver Permit. The non-refundable and non-transferable Alcohol Waiver Fee is \$100 for groups of 10 persons or less, \$250 for groups of 11-50 persons, \$500 for groups of 51-100 persons, \$1,000 for groups of more than 101 persons. Alcohol Waiver Applications are available at the park office. Proof of insurance certificate is required for all Alcohol Waiver Permits. This fee does not apply to permitted events catered by the Crystal Cove Historic District concession operator.

MONITORING FEE

Special Event Permit activities require a State Park monitor to ensure public safety and protection of park resources. Monitor(s) will be assigned from the beginning of set-up through the completion of break-down of the event. Monitoring Fees are \$79 per hour with a four-hour minimum plus one hour for pre and post event preparation.

OUTSIDE VENDOR, BUSINESS SERVICE PROVIDER – REGULATIONS

The Public Resources Code requires any entity conducting business on State Park property to pay a reasonable fee for that business opportunity. As a result, if an event or activity involves the use of outside vendors or sub-contractors (such as catering, bartending, entertainment, equipment rentals, event set-up, etc.), a copy of all contracts and agreements must be provided by the applicant to the special event permit coordinator no later than two weeks prior to the event. A vendor fee of 16% of the gross total, excluding sales tax, of each contract or agreement will be added to the total permit fees charged. No vendors or sub-contractors will be admitted without permit approval. In addition, all outside vendors are required to provide a Certificate of Liability Insurance, naming the State of California as an additional insured. Limits of liability coverage are listed on the Special Event Permit Application. All Vendors must comply with applicable regulations as required by other local, county, or state entities (such as business licenses, ABC license/permits, etc.).

Site Plan – Applicant agrees to provide a *detailed site plan* indicating event location, layout and a load-in and load-out schedule no later than two weeks prior to the event. Site plan must include location of tents, tables, chairs, AV equipment, food/beverage stations, power supply, staging areas, vehicle and pedestrian routes, and a complete delivery schedule. No signs or direction markers are permitted to be placed in the park unless authorized by the permit.

MAJOR SPECIAL EVENT GUIDELINES

Major Special Events are those events / activities impacting a significant portion of the park and the experience of park visitors. Park policy permits no more than two major special events during a calendar year which may only be held during the off-season (after Labor Day and prior to Memorial Day weekend). Proposals are considered on a case-by-case basis and may require a competitive selection process if multiple parties are interested in the same period.

The Selection Process - Major special events are approved by the Orange Coast District Superintendent and must meet all requirements defined in the special event application form and Crystal Cove State Park Special Event Program Guidelines. Major special events are selected based upon consideration of the "best interest of the State". Factors considered by the District Superintendent include potential impacts on the following: Park resources, public safety, park accessibility, areas surrounding park property, vehicle and pedestrian traffic safety, noise levels, time of day/year, location, size and scope of event, activities involved, liability to the State, park accessibility, and revenue generated by such event.

In the event that multiple special event applications / proposals are received for the same time period, all will be considered in a competitive process by the District Superintendent, following the selection criteria described above. If no special event applications / proposals are received by the due date for a specified period, proposals will be considered on a first-come, first-served basis.

Submittal Deadlines - Due to the long-range planning requirements of major special events, applications / proposals are considered and awarded for the following year major special event period. For example, the deadline for a 2006 pre-summer special event is January 1st of 2005, and the deadline for a 2006 post-summer special event is September 1st of 2005.

Pre-Summer Major Special Event - One major special event may be permitted from January 1st to the Friday before Memorial Day each year. Special event application / proposals for the pre-summer period may be submitted to the park office no earlier than January 1st of the previous year. In the event that multiple proposals are received, selection evaluation will be made by January 15th. Otherwise, proposals will be considered on a case-by-case and first-come first-served basis.

Post-Summer Major Special Event - One major special event may be permitted from the Tuesday following Labor Day to December 31st each year. Special event application / proposals for the post-summer period may be submitted to the park office no earlier than September 1st of the previous year. In the event that multiple proposals are received, selection evaluation will be made by September 15th. Otherwise, proposals will be considered on a case-by-case and first-come first-served basis.

Crystal Cove State Park Special Event Permit Worksheet

Name of Permittee: _____ Event Coordinator: _____

Address: _____

City: _____ State _____ Zip: _____ Phone: _____

Cell Phone: _____ E-Mail: _____

Date: _____ Location: _____

From: _____ To: _____ Number of Guests _____

Type of Event: _____

Arrival/ Set up Time: _____ Clean-Up/Departure Time: _____

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Special Considerations: 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."

- | | |
|---|---|
| <input type="checkbox"/> Wedding Arch (No rice or confetti) | <input type="checkbox"/> Seating |
| <input type="checkbox"/> Equipment set-up or decor | <input type="checkbox"/> Stage/Sets |
| <input type="checkbox"/> Games (No large inflatables, eggs or balloons) | <input type="checkbox"/> Music (No Bands) |
| <input type="checkbox"/> Entertainment (Dancers, Clowns, etc.) | <input type="checkbox"/> Tenting |
| <input type="checkbox"/> Dancing/Dance Floor | <input type="checkbox"/> Lighting Equipment/Generator |
| <input type="checkbox"/> Photographer/Florist, etc. | <input type="checkbox"/> Alcohol (waiver form/fee required) |

Parking: Guests pay: Yes / No Pre-pay for guests: Yes / No If yes, total # of cars: _____

Other: _____

Catering? Yes: _____ No: _____ Catering Company Name: _____

* Note: A copy of all catering contracts/agreements must be provided with your application.

Will any other Outside Vendors provide services? Yes _____ No _____

* Note: A copy of all vendor contracts/agreements must be provided with your application.

Certificate of Insurance

A Certificate of Insurance may be required at the discretion of California State Parks if your event poses a risk beyond normal park operations.

Certificate Attached? Yes_____ No_____

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:

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.

Regulations of the State Park System shall be observed by the permittee, employees, agents, and contractors.

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.

Permit applications shall be submitted to the Crystal Cove State Park's Special Event Coordinator at least **two (2) weeks prior to the date of the event for consideration**. Permit requests submitted less than two weeks from the requested event date will not be considered.

My signature verifies that I have read 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	Title	Date
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Return this completed form to: Crystal Cove State Park
Special Event Program Coordinator
8471 Pacific Coast Highway
Laguna Beach, CA 92651

Phone Numbers: (949) 494-3539
Fax: (949) 494-6911
Website: www.crystalcovestatepark.com

**CERTIFICATE OF INSURANCE
FOR CONCESSION CONTRACTS/SPECIAL EVENTS**

ISSUE DATE

INSURER	CO. NO.	COMPANIES AFFORDING COVERAGE
	1	
INSURED	2	
	3	

SPECIAL ENDORSEMENTS AND CONDITIONS:

1. State of California, its officers, agents, employees, and servants are included as additional insured but only as operations under this contract or permit are concerned;
2. The insurer will not cancel or reduce the insured's coverage without 30 days prior written notice to State;
3. Property damage or fire damage payments made under this/these policies shall be used to repair or rebuild the insured premises, and if not so used, such payments shall be made to the State. The proceeds of any such insurance payable to the State shall, at the discretion of the State, be used for rebuilding or repairs necessary to restore the premises.
4. Upon request, insurer shall furnish State a certified copy of the policy within fifteen days.

CO. NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY				GENERAL AGGREGATE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY	\$
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE	\$
	_____				FIRE DAMAGE (Any one fire)	\$
	_____				MED. EXPENSE (Any one person)	\$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASE-POLICY LIMIT	\$
					DISEASE-EACH EMPLOYEE	\$
	OTHER					

This certificate or verification of insurance is not an insurance policy and does not amend or alter the existing policies.

This is to certify that the insurance and endorsements described above, are in force with named insurer for period and limits shown on behalf of the named concessionaire or permittee.

CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE	DATE
	▶	

Alcohol Waiver Request

Crystal Cove State Park

An Alcohol Waiver permit is required for all special events involving alcohol at Crystal Cove State Park (see Crystal Cove State Park Special Event Program Guidelines). The waiver may be granted at the discretion of California State Parks to applicants who have been permitted for Special Event reservation sites including beach areas, bluff overlooks, and picnic areas.

An Alcohol Waiver fee is required as follows:

- \$100 for groups of 10 persons or less.
- \$250 for groups of 11-50 persons.
- \$500 for groups of 51-100 persons.
- \$1,000 for groups of more than 101 persons.

• **Caterers/Outside Services:**

To serve alcohol you must have an active Alcoholic Beverage Control (ABC) license #58 and it must include insurance with Host Liquor Liability. The applicant will be required to submit **a copy of an authorized ABC-218 form for the event date no later than 2 weeks prior to the event.**

The following conditions apply to ALL Alcohol Waiver Permits:

1. The sale of alcohol is not permitted.
2. Only persons over the age of twenty-one (21) may possess or consume alcohol.
3. The possession and/or consumption of alcohol is prohibited outside of the designated reservation site area as described on the special event permit.
4. The special event boundary area must be clearly marked, by the applicant, and appropriate **"No Alcohol Beyond This Point"** signage in place as defined by the special event permit.
5. In order to protect natural resources, and to maintain an appropriate public park appearance, ALL alcohol must be contained in plastic or paper cups. **No glass containers, bottles, or cups will be permitted.**
6. Should any person involved in the special event be detained, cited, or arrested by State Park law enforcement personnel for violation of any of these conditions or other unlawful behavior, the applicant shall be liable for the cost of staff time at a rate of time and one half under the authority of the California Code of Regulations, Title 14, section 4301(j) and California Government Code section 53156.
7. **Applicant acknowledges that a State Park monitor(s) will be assigned to the event and advanced payment in full is required for staff costs of \$79 per hour with a four hour minimum charge. Monitor(s) will be assigned from set-up through break-down of the event plus one hour for pre and post event preparation.**
8. Alcohol may not be served before 6AM and no later than 9PM.
9. Applicant is responsible for compliance with California Alcoholic Beverage Control regulations.

My signature confirms that I have read and agree to the above described Crystal Cove State Park - Alcohol Waiver Permit terms and conditions. **I understand that failure to adhere to these conditions may lead to the immediate termination of my event and appropriate law enforcement action.**

Signature Title Date

Name: _____

Date of Event: _____ Event Location: _____

Time alcohol will be served: _____ to _____ Provided By: _____

YOU MUST HAVE AN APPROVED PERMIT WITH YOU ON THE DAY OF YOUR EVENT!

For Park Use Only		
Approved by: _____	_____	_____
Signature	Title	Date