



Special Events Columbia State Historic Park

Thank you for considering Columbia State Historic Park for your special event. In order to meet our mission of protecting the natural and cultural resources and to balance the needs of park visitors, we require that a special event permit be obtained prior to any events that are outside the “normal” scope of visitor use. This includes weddings, large parties, reservation of picnic areas, alcohol consumption outside of the permitted areas, amplified music, special use of buildings, any activity that restricts the access of park visitors, any activity that incurs and increased liability to the State of California, after-hours use, any activity that generates increased maintenance service, etc.

Permit Process

1. Complete a special event permit application at least 8 weeks prior to the event. Events are considered on a case-by-case basis. Due to park planning issues and staffing, it is generally not possible to approve a permit in less than 4 weeks time. Applications and instructions are available online Please visit [Columbia SHP \(ca.gov\)](http://ColumbiaSHP.ca.gov) and click on Venue Rentals or you can email columbiaspecialevents@parks.ca.gov and ask for the permit and instructions. It is generally a good idea to speak with visitor services staff during the early planning stages of your event. Call (209)-588-9128 to speak to the special event coordinator or visit the Ranger Station at 11259 Jackson Street in Columbia.

2. Submit application

Applications should be completed digitally and submitted by email to columbiaspecialevents@parks.ca.gov . Handwritten applications are not preferred and may be delayed in approval. The filing fee is due at the time of submission and is \$25. A check can be mailed to the Ranger Station at 11259 Jackson St., Columbia CA 95310 or dropped off in person. Late applications (Under 4 weeks) will require a \$100 fee and permit may not be approved. This fee is to cover the staff time needed to process the permit and is not refundable.

3. Park Staff review

Special event permits are considered on a case-by-case basis, depending upon the impact to park visitors, public cost incurred to support the event, and the potential liability to the state. You may be asked to submit proof of liability insurance or pay an activity fee to cover additional staffing or mitigate other impacts. You may be asked to participate in a walk-through prior to your event, to ensure a smooth event. If the event will occur beyond normal staff hours, you may need to pay for additional staffing. Special event permits will not be approved for dates when park events are planned. Required staffing and fees will be determined by staff during the review process and will be included in the

approved permit. Guidelines and rules for the event will be listed in the approved permit. Fees for staff and venues will be required to be paid in full 30 days prior to the event. You will receive a copy of the approved or denied permit in email.

In addition to an approved Special Event Permit from California State Parks, your event may also require other permits. Proof of appropriate permits will be required prior to your event.

If food will be offered to the public

You may need a food Service Permit. Contact the Tuolumne County Health Department for more information. (209)-533-5990

If alcohol will be sold

You will need to present an ABC License, and secure insurance. Contact the Alcoholic Beverage Control, at 31 E. Channel St., Room 168 Stockton, CA 95202 (209) 948-7739 STK.Direct@abc.ca.gov

If your event will involve the use of the streets in Columbia

You will need a special permit from the county of Tuolumne. Contact Department of Public Works, (209)-533-5601, 48 West Yaney Avenue, Sonora, CA 95370.

Submit your Permit Application:

For venues at Columbia State Historic Park, submit completed applications to:

columbiaspecialevents@parks.ca.gov