



California Citrus State Historic Park
Chino Sector Office
1879 Jackson Street
Riverside, Ca 92504
(951)780-6222

Dear Special Permit Applicant,

Thank you for your interest in the special permits program within the Chino Sector. The Chino Sector is comprised of two (2) park units:

- 1) California Citrus State Historic Park
- 2) Chino Hills State Park

The following information is provided to assist you with planning your event.

“Special Events” include any short term use of Department lands or facilities beyond the normal scope of park visitor’s use, which impacts public access or enjoyment of facilities, conducting business (both for-profit and non-profit) on park property, and/or any request for exemption from general park rules and regulations. Any activity that meets these criteria must obtain a Special Event Permit (DPR 246, 246a) in accordance with State Park rules and Regulations (California Code of Regulations, Title 14, Section 4301j).

A Special Event Application (which is included in this packet) may be submitted up to one year in advance of the event date. A Special Event Permit is required for all special events. In addition, a permit fee and damage deposit will be required. The permit application fee is \$25. ***Photography and motion picture permits are coordinated under a separate process, and may be obtained on-line from the California Film Commission at www.film.ca.gov.***

Special Event applications may be submitted in person or mailed to the Chino Sector office at the address above. Office hours are 8:00 AM – 4:30 PM, Monday through Friday. Once the application is received, the applicant may be required to meet with State Park staff to discuss the event.

SPECIAL EVENT SELECTION PROCESS:

- **Major Special Events:** are those events/activities which impact a significant portion of the park, park visitors, and park staff. 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.
- **Selection Process:** Special events are usually approved on a first come first served basis by the Chino Sector Superintendent or his/her designee. Special events are selected based upon consideration of “the best interest of the State”, consistent with the Department of Parks and Recreation’s mission statement, and the park unit’s General Plan. Factors considered 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 and /or year, location, size and scope of the event, activities involved, liability to the State, parking, potential revenue generation or loss as a result of the event, and historical events (those events which have occurred in previous years).

FEES:

- In addition to the Special Event Permit fee, once the **Total fees** are determined and within 30 days of the event date, a 25% Deposit fee may be due. This Deposit will be applied to toward the **Total fee** for the event and is not refundable.
- All fees are due prior to the event permit being issued.
- The State will determine applicable fees.

INSURANCE REQUIREMENTS:

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

For events having greater potential hazard of liability to the State that is incurred beyond 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. This 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, servants and agents are included as additional insured but only insofar as operations under this contract or permit are concerned.

Worker's Compensation and Automotive insurance may be required.

Copies of all insurance certificates must be provided to the state at least 30 days prior to the event.

STAGING AREAS AND ROUTES:

Special Event Layout – If your event includes a staging area and/or event route, you must submit a Special Event Layout/Route map:

- **90 days prior to event if requesting a staging area or route that is not pre-approved.** Specific GPS coordinates will be required for locations of staging areas and routes. The layout map will detail; emergency response routes, the special event route, parking, camping, fencing, food services, concessions, portable restrooms, dumpsters, and any other equipment or structures used during the event. The Permittee will coordinate emergency response routes with State Park Staff.
- **30 days prior to event if using pre-approved and/or mapped staging areas or routes.** The layout map will detail; emergency response routes, the special event route, parking, camping, fencing, food services, concessions, portable restrooms, dumpsters, and any other equipment or structures used during the event. The Permittee will coordinate emergency response routes with State Park Staff.

**If it is determined, through the review process, that a route or staging area is not approved, the permittee will be notified and required to make adjustments. Park staff will not alter staging area and/or routes on behalf of the permittee*

SALES OF GOODS & SERVICES:

Selling or offering any goods, services, liquids, or edibles for human consumption is prohibited without the prior approval from the District Superintendent and identified in the permit.

- All state and local regulations must be met before such sales are allowed.
- In addition to any space rate paid to the permittee, all vendors or contractors operating a booth, shop, or mobile operation during a special event will be required to pay a percentage based on gross sales (or a flat rate) to the State: to be determined in the permit. The Permittee is responsible for collecting the rent from vendors, and shall include that amount in their rent payment to the State.
- All beverage and food sales will be required to obey all Health & Safety Codes.
- All vendors will open for immediate inspection upon request by State Park Staff.
- Permittee is responsible for ensuring that all concessions, vendors and exhibitors selling or giving away products or services at the event are covered by product liability insurance in the amount of not less than \$1,000,000.

SPECIAL EVENT CAMPING:

Special Event Permits may authorize camping in designated areas. Non-designated camping can only be permitted by the District Superintendent.

- During special events with camping, 24 hour staffing may be required.
- Authorized camping in non-designated camping areas of the park may require the placement of portable restrooms which meet ADA requirements.

EMERGENCY MEDICAL RESPONSE:

Special Events may require an Emergency Services Plan subject to State Park approval. The size and proposed activities will dictate the complexity of the EMS plan.

ALCOHOLIC BEVERAGES:

If permitted, the presence, consumption, and sale of alcohol have very specific requirements.

- No alcoholic beverages shall be sold at any special event without a valid A.B.C. license on file with the District Office. The valid A.B.C. license will be presented 30 days prior to the scheduled event date. (California Code of Regulations, Title 14, Section 4328)
- All alcoholic beverage sales are limited to beer and wine sales only. No hard alcohol sales will be permitted.
- Beer kegs are not permitted.
- Sales shall normally be limited to an enclosed “beer garden” area. Sales with drinking permitted within larger event venues shall be at the discretion of the Sector Superintendent. The Sector Superintendent may have additional restrictions placed on special event and participants
- Alcoholic beverages are prohibited in any type of glass container.
- Alcohol shall not be served later than one hour prior to closing of the event or as stated in permit.
- Locations for serving alcoholic beverages will be at the discretion of the District Superintendent.
- Events involving the sale of alcohol must be submitted 75 days in advance.
- All alcoholic beverages must be in clear or readily identifiable containers.

At large events, permittee may be required to display signage related to “DUI laws will be enforced and/or “must be 21 years of age to consume or possess alcohol” at event.

SITE PREPARATIONS & SECURITY:

Event organizers can request extra time to prepare special event locations. Early site preparations and time must be coordinated with State Parks' staff.

- Restricting Public Access – During special event preparations, public access cannot be exclusively closed without prior approval from State Park staff.
- Special Event Layout – Event organizers must submit a special event layout map twenty (20) days prior to the event for State Parks approval. The layout map will detail: emergency response routes, the special event course, parking, camping, fencing, food service, concessions, portable restrooms, dumpsters, and any other equipment or structures used during the event. Permittee will coordinate emergency response routes with State Park Staff.

SPECIAL EVENT CLEAN UP:

The permittee is required to clean the event area immediately following the conclusion of the event.

- Special Events are required to bring their own plastic bags and other appropriate containers to remove garbage and debris.
- Equipment, structures, awards tents, etc. must be removed within 24 hours, unless alternate arrangements are identified in the permit.
- If cleanup is not completed to the satisfaction of the District Superintendent or his/her designee, the permittee will be charged for any additional cleanup needed.
- CA State Parks is not liable for any items, structures, etc. left in the park after a special event.

OTHER INFORMATION:

- Payment of fees may be made by cash, money order, cashier's check or personal / business account check.
- A copy of all contracts / agreements with outside vendors (including catering, bartending, set-up, entertainment, event photography, equipment rental, etc.) must be provided upon request.
- Failure to provide accurate contracts / agreements prior to the event may result in immediate cancellation of the permit, and forfeiture of all non-refundable fees.
- The sale and / or distribution of food, beverages, and merchandise are prohibited unless specifically authorized by the permit terms and conditions.
- Park rules and regulations and other applicable laws are strictly enforced.
- Additional permits from other governmental agencies such as County, California Highway Patrol, Cal-Trans, Alcohol Beverage Control, and the State Fire Marshall, may be required for certain events and are the sole responsibility of the permittee.
- Other State Park (unit) conditions and requirements will be detailed in the permit.