



SANTA CRUZ DISTRICT SPECIAL EVENT PERMIT APPLICATION

SANTA CRUZ MOUNTAINS

INSTRUCTIONS: To apply for a Special Event Permit, please complete this form, read the Special Events guidelines and return via email. If application is approved, permit fees should be made out to **California State Parks** and a signed copy of this form will be due to the CA State Parks, Mountain Sector Special Events Office, 303 Big Trees Park Road, Felton CA 95018 mountain.sector@parks.ca.gov

APPLICANT/ ORGANIZATION	CONTACT PERSON	TITLE OF EVENT
ADDRESS	EMAIL ADDRESS	TODAY'S DATE
CITY/STATE/ZIP	CELL PHONE	SECONDARY PHONE

LOCATION

- ☐ Portola Redwoods State Park
☐ Henry Cowell Redwoods State Park
☐ Castle Rock State Park
☒ ~~Big Basin Redwoods State Park~~
(closed to events for reconstruction)

EVENT TYPE (i.e. wedding, recreation, picnic)	EVENT DATE	TRAIL EVENT Y/N? (i.e. race, horseback riding, etc)
ARRIVAL/SET-UP TIME	CLEAN UP/TEAR-DOWN TIME	MAXIMUM NUMBER OF ATTENDEES:
1. SPECIFIC PARK AREA/FACILITY TO BE USED (List all areas of the park that may be utilized for the event and any other requests): 		
2. PLEASE CHECK ALL THAT APPLY: ☐ Alcohol will be used or sold during the event ☐ Additional fees will be charged for participants (beyond regular facility fees) ☐ Merchandise/Items will be sold at the event		

I have read and accept the Special Event Terms and Conditions. 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 rules and 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.

APPLICANT'S SIGNATURE » PLEASE E-SIGN

SPECIAL EVENT COORDINATOR TO COMPLETE	
TOTAL PERMIT FEES:	DATE:
PARKING FEES:	SPECIAL EVENTS ADMINISTRATOR:
APPROVED BY:	PERMIT STATUS:

INSTRUCTIONS: Please fill out this form to include materials, 3rd party vendors, or miscellaneous materials you intend to utilize at the special event. If you have questions regarding how to fill out this form or questions pertaining to permissible materials, please contact the Special Event Coordinator at mountain.sector@parks.ca.gov. Submit this form with the permit application.

1. **Setup Materials: (tables, chairs, easy ups, BBQs, etc.)**

2. **Celebratory Materials: (flags, fliers, ribbons, signs, etc.)**

3. **3rd Party Vendors & Location of Setup (caterer, photographer/videographer, etc.)**

4. **Miscellaneous: (anything that may be included that does not fit within the parameters above)**