



SPECIAL EVENT POLICY

- Ahjumawi Lava Springs S.P.
- Anderson Marsh S.H.P.
- Bidwell Mansion S.H.P.
- Bidwell-Sacramento River S.P.
- Castle Crags S.P.
- Clear Lake S.P.
- Clay Pit S.V.R.A.
- Colusa-Sacramento River S.R.A.
- Lake Oroville S.R.A.
- McArthur-Burney Falls Memorial S.P.
- Shasta S.H.P.
- Sutter Buttes S.P.
- Weaverville Joss House S.H.P.
- William B. Ide Adobe S.H.P.
- Woodson Bridge S.R.A.

Special event permits allow for short-term use of Department lands or facilities for such purposes as sporting events, historical pageants, fiestas, musical concerts, weddings, receptions, banquets, or similar types of activities. Activities held in units of the State Park System should be compatible and in keeping with the classification of the specific park unit. Events that impact public use are generally not approved between Memorial Day and Labor Day due to heavy visitation. This required permit application and required fees can be delivered in person or by mail. E-mailed applications are accepted but will not be processed until the permit fee is received.

These special event permits are also used as a communication tool to notify our staff internally and coordinate with our external partners as needed.

A special event permit is required if any of the following exists:

- The activity is significantly different from general park use.
- Participants are charged additional fees beyond regular facility use fees.
- There is a greater potential hazard or liability to the State than is incurred through typical daily park activities.
- The event requires exclusive use of an area within the park.
- The event interferes significantly with the public's use of an area (this type of event should not occur during peak season, nor should it result in the entire closure of a unit to the public).
- There is a need for additional staffing.
- The activity has the potential to significantly impact the resource.
- The event involves the sale of items or services.
- Houseboat launching or de-launching.

Examples of activities requiring a special event permit, regardless of the size:

- Weddings
- Athletic events or competitions (includes bass tournaments)
- Group event (club, rally, graduations, reunions, etc.)
- Events involving the installation of equipment (party tents, chairs, platforms, staging, bleachers)
- Events involving voice or music amplification (public address systems, disc jockeys, bands).

- Use of buildings or rental halls
- Alcohol permit for any day use area
- Children's inflatable structures (bounce house, slide, etc.).
- Training for both internal and external groups (CalFire, CHP, DPR, etc.).
- Interpretation and education events.
- Internal park events that impact multiple programs and require coordination.

1. APPLICATION PROCEDURES

For all events the permittee must file a DPR 246 form. A \$25 non-refundable application fee is required at the time of application. More documents may be needed depending on the type, size, and complexity of the event. Final fees will be determined at time of application approval (see below for more information on how fees are determined). The permittee must also file a DPR 246a (Special Event Permit Supplement) for events which:

- Involve the sale or use of alcoholic beverages
- Require liability insurance
- Charge participant fees beyond regular day use fees
- Involve the sale of items or services
- Have special conditions or requirements
- When requested by the special event coordinator

Commonly requested documents that will expedite processing of applications for special events:

- Site map of your event's footprint in the park
- Description and schedule of activities
- Other required local permits (such as a food safety handling permit)
- Copy of insurance if necessary

Additional Procedures for Certain Event Types:

A. Fishing Tournaments

Permittee must file a DPR Fishing Tournament Application with a copy of their California Department of Fish and Wildlife permit, insurance, and a \$25 non-refundable application fee. More documents may be needed depending on event size and complexity. Final fees will be determined at time of application or approval based on the schedule shown on page 4 under "Permit Fees". California State Parks has the ultimate authority to deny or approve any fishing tournament even if a DFW permit has been approved. Tournament Directors are required to share all relevant information with their participants. The tournament permittee is responsible for the release of all live fish caught in the tournament. All live fish must be released at various locations in the lake and not in the vicinity of any launch ramp or marina. In an effort to improve the receipt and tracking of fishing contest reports, the Department has designed a new process which allows you to submit your completed contest reports electronically. The Fishing Contest Report (FG-776) can be found online at:

<http://www.dfg.ca.gov/fish/Administration/Permits/FishingContest/>

B. Permits Involving the Sale of Alcohol

In all cases involving the sale of alcoholic beverages, the permittee must obtain a license to sell alcoholic beverages from State Department of Alcoholic Beverage Control (ABC) before the scheduled event. The permittee must allow sufficient lead time for both the Department and ABC procedures to be completed (at least 30 days).

C. School Group Reservations

Schools attending our educational or interpretation programs hosted at our visitor centers, museums, and state historic parks require a School Group Reservation Application (DPR 124). There is no fee generally associated with these permits. Schools organizing end of the year parties or events will still need to complete the standard Special Event Application (DPR 246). Any fees will be determined at the time of application approval.

D. Ramada Reservations

These can be reserved through the district office at 400 Glen Drive, Oroville, CA 95966. Rental rates are \$20 to \$75 per day depending on the ramada.

E. Governmental Entity Events/Training

Governmental entities must file a Special Event Application (DPR 246). Additional information or more documents may be requested as needed depending on the size and complexity of the event.

F. Professional / Commercial Filming

Filming or photography permits are issued through the California Filming Commission at www.flim.ca.gov. Photography permits are needed for any professional photography (school related, wedding related, etc.) or photos taken commercially within the parks and intended to be sold.

Filming or photography that is done as part of a project approved by the park or done in cooperation with a park's partner can be waived as deemed appropriate or beneficial to the department.

Drone use is prohibited in all parks within the Northern Buttes District. A request for drone use may be included in the permit process.

G. Hauling of Houseboats

Hauling of houseboats must be done by approved vendors. Approved haulers require a special event permit application that includes a copy of their current class A license, vehicle and trailer registration, and motor carrier insurance.

Each approved houseboat move in or out of the park will require the appropriate moving permits (CalTrans, city, county), a transportation request form that is signed by the vessel owner, transport vendor, marina representative, and by park official. These transport requests shall be submitted at least two working days in advance of request.

Emergency houseboats hauls may be allowed on a situational basis with immediate notification to park staff and marina staff, followed by submitting the appropriate paperwork after the hauling.

H. Scientific Research and Collecting on State Park System Lands / Gathering Permits

A scientific research and collecting permit is required for most scientific activities conducted within the California State Park System that pertain to natural resources, including, but not limited to, field work, specimen collections, and the collection of data. If you intend to collect specimens, data, and/or produce a written document of your findings, such as a dissertation, thesis, academic paper, report, or professional publication, then a permit is needed. Additional permits or approvals from other local, state, or federal agencies may also be required. *It is the responsibility of the researcher to know what permits are required by other local, state, and/or federal agencies and to obtain all needed permits before the California State Park scientific research and collecting permit will be approved.*

A scientific research and collecting permit can be applied for through our online system at <https://nrdresearchpermits.parks.ca.gov/> or by submitting a signed DPR 65 form. Applicants will also need to submit:

- Signed DPR 65A Optional Insurance Addendum (if requested by Permit Coordinator)
- Signed DPR 65B Optional Liability Waiver Addendum (if requested by Permit Coordinator)
- CV or resume for Principal Investigator
- CV or resume for person overseeing field work (if different from PI)
- Maps, coordinates, and/or GIS files of each distinct study location
- Full study proposal (see Study Proposal Guidelines for Research in California State Parks for essential components)
- Copies of any additional local, state, and/or federal permits required for your research
- A summary report of activities completed under your previous California State Park scientific research and collecting permit (permit renewals only)

It is recommended that applications be submitted at least 60 days in advance of the first planned field activity. Depending on the nature of the work, the review and approval time may be longer than 60 days, particularly if soil disturbance, sensitive resources, and/or areas with sensitive resources are involved.

I. Scattering of Ashes

The California Department of Parks and Recreation allows individuals to scatter cremated human remains, where appropriate, in units of the State Park System. There are numerous and multi-faceted conditions under which the scattering of cremated human remains would not be appropriate. These include locations that are archeological sites, Native American burial sites, and locations where incompatible activities occur or may be planned in the future. (These

restrictions do not apply to the reburial of Native Americans pursuant to Section 5097.94 of the Public Resources Code.) By policy, the appropriateness of scattering cremated human remains within state park units is determined by a superintendent.

There is a specific form that can be requested for internal review for approval to scatter ashes within the park.

2. PERMIT FEES

A. Filing Fee

A special event permit application filing fee of \$25 will be charged to the permittee.

If the permit is filed less than 30 days prior to the event, a late fee of \$100 may be applied. This filing fee is non-refundable.

B. Administrative Review and Approval Fees

Application Fee	\$25
Simple Review and Processing for Events	\$100
Complex Review and Processing for Events (Varies)	
- Baseline	\$250
- Allowing Alcohol	\$100
- Initial CEQA Review	\$250
- Event Walk Through	\$50 (each time)
- Posted Orders	\$100
- Park Closures – Fee determined based on lost revenue for typical visitation during peak-season or off-season.	
- Parking Passes – Fee determined on numbers from event need and/or request.	

C. Activity Fee

Special event permit activity fees (in addition to normal park fees) will be determined by the Department's special event coordinator based on costs incurred by the State and consideration of prevailing fees for comparable facilities in the locality. If there are any special requests or requirements (extra portable sanitary facilities, additional patrol, etc.) which involve use of State personnel, the permittee will be charged an amount according to the number of hours and classifications involved using the current billing rate formula. In no case shall the fee charged be less than operational costs.

For commercial events, activity fees may vary according to the circumstances. A commercial event is defined as any event where participant fees are charged in addition to regular state park facility use fees, or the sponsoring organization has paid employees on staff and is a for-profit organization, or a nonprofit group is sponsoring a fundraiser for non-park purposes.

Activity fees for special events shall be based on the following:

1. The extent of the area used,
2. The size and scope of the event,

3. The impact on resources and facilities,
4. Consideration of prevailing fees for comparable facilities in the locality,
5. The amount of permittee's equipment to be placed in the park,
6. The number of permittee's employees and vehicles using the park,
7. The loss of potential revenue generation of the park facilities to the permittee,
8. The amount of profit permittee expects to make from retail sales at the event,
9. The cost of services provided by the Department, and
10. Any other considerations as appropriate.

The District Superintendent will charge the permittee a percentage of the gross profit from 10-25% for events designed to generate revenue with a profit-making incentive. Fees may be waived for nonprofit events that are compatible with and contribute to the Department's community involvement goals.

D. Personnel Fees

These fees are the actual costs incurred by the Department for personnel assigned to your event. The fee varies with each event and could include time spent for pre-event meetings, monitoring, security, or clean-up after an event.

The special event coordinator will determine all costs, which must be paid prior to your permit receiving approval. Personnel hourly fees are determined using the current billing rate formulas which adds the employee benefit rate and overtime hourly wage.

Park Aide (used for monitors, clean-up, traffic control)	\$29 per hour
Interpretive staff	\$55 per hour
Maintenance	\$56 per hour
Environmental staff	\$95 per hour
Lifeguards (Used for EMS, aquatic safety)	\$39 per hour
Ranger (Used for law enforcement, traffic control, EMS)	\$105 per hour
Law Enforcement Sergeant	\$120 per hour
Vessel use for aquatic events	\$150 per hour
Mileage for monitors	\$0.76 per mile

*All listed fees require a 4-hour minimum and are subject to change based upon bargaining unit raises.

*Monitor rates are "portal to portal" and often require an additional one hour of drive time to and from events.

*All department employees have first right of refusal for work normally done by their classification within the park units.

E. Fishing Tournament Fees and Requirements

A DPR Special Event Permit (DPR 246 & 246a), proof of club insurance indemnifying the State of California, and an approved angling tournament permit from the California Department of Fish and Wildlife (separate permitting obtained directly from CDFW) is required for any fishing tournament held at Lake Oroville SRA. All required fees must be paid when submitting special event permit. Park entry and launch fees will be paid as part of the permit.

Tournament Event Application	\$25
Participant Fee (Parking Included)	\$10 per vehicle/trailer
Tournament Administrative Fee	
- Under 25 vessels	No additional fee
- 25 to 50 vessels	\$75
- 51 to 100 vessels	\$175
- 101 to 150 vessels	\$275
- 151 to 200 vessels	\$375
- 201 to 250 vessels	\$475
- Over 250 vessels	\$575

Club Tournament Fee \$125
 (Allows up to 12 tournament dates for local Butte County fishing clubs that do not offer any prizes or gifts and do not exceed 120 boats annually. No more than 15 boats per event date)

F. Fee Changes / Charges

All fees will be given in writing and will be stated on an invoice sheet attached to the special event permit. For revenue generation purposes, the District may adjust pricing depending on event type, season, joint effort events with DPR, non-profits events, exclusive use, and other special activities.

G. Payment

All payments may be made using either cash, check or credit. If paying by check, please make it out to CA State Parks and list the name of the event or person under check description. Payments can be made over the phone by calling the district office at (530) 538-2200.

Special event applications are available at the district office between the hours of 8:30 AM and 4:00 PM and are also available for download online. Completed applications should be delivered or sent to the following:

Oroville.SpecialEvents@parks.ca.gov

Or

Northern Buttes District Office
 Attn: Special Events Coordinator
 400 Glen Drive, Oroville, CA 95966

If you have any questions, please contact our Special Events Coordinator. They can be reached at Oroville.SpecialEvents@parks.ca.gov or at 530-990-4670.

H. Fee Waivers

Fee waivers and special arrangements for waiver reductions can be requested by our park partners based on their events. Approval will be based on current legally allowed

justifications such as supporting K-12 educational programs, training and education programs, and other programs which benefit the park and local community for a fee waiver.

The Department will entertain proposals for services provided in lieu of fees. One common example would be for local boy scout troops that do a community service project in the park to cover the camping or day use fees associated with their event. This project or service agreement will be agreed to and listed in the permit prior to approval.

3. TERMS AND CONDITIONS

A. Approval of Permit Application

Submittal of a special event application and permit fee is required to preliminarily hold the date and time of your event. However, such submittal of the special event application and permit fee should not be construed as a final approval or confirmation of the request. Even if the event has been held in the past, the event organizers should be cautious in advertising based on the assumption that a special event permit will be issued. All requests are subject to review and approval by a superintendent. The unit specific internal guide will identify resource issues of each park and the appropriate uses. The final authorization and approval will come from the District Superintendent or Public Safety Superintendent.

B. Cancellation

There are no refunds on special event payments within 30 days of the event. Reschedules will be considered on a case-by-case basis depending on availability and how much advance notice is given.

C. Permit Termination

The District Superintendent or authorized representative may terminate any permittee's activity when it is necessary for the safety and enjoyment of the public, for the protection of the park resources, or for violations of the permit or of any rules and regulation of the Department. In the event of an emergency or unforeseen disaster, the special event permit may be cancelled without prior notice.

D. Insurance Requirement

All special event applicants must obtain a certificate of insurance in an amount no less than \$500,000 specifically naming the State of California as an additional insured. Use of the DPR 169A "Certificate of Insurance" form is strongly encouraged for ease of permit approval. For boat races, jet skis, regattas, etc., the permittee must carry liability insurance for a minimum amount of \$500,000 combined single limit or \$1,000,000 combined single limit per occurrence depending on type of activity. Once an event is approved, we will need evidence of your insurance 30 days prior to the event. For larger events, the Department may require a higher insured dollar value. A DPR 169A "Certificate of Insurance" form shall be used and endorsed from the insurance company

to document the event coverage.

E. Insurance Language

The following language must be listed on your event insurance in the “Additional Insured” or “Operations/Locations/Vehicles” section. This language must be verbatim.

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; The insurer will not cancel or reduce the insured’s coverage without 30 days prior written notice to State.

F. Time Frames/Deadlines

An event is not booked unless the permit is signed and complete, and all funds are paid prior to the event. For larger events, a payment schedule may be used. We recommend submitting special event applications at least 90 days in advance. If your application is sent in within 30 days, a late fee may be applied (application fee of \$100) and/or your event may not be considered due to time constraints. For larger events (races, festivals, concerts) or events that require exclusive use, we need at least 6 months to a year advance notice to consider your proposal and work with local stakeholders.

I. Nonexclusive Use of Areas

A special event permit may not entitle the permittee to rope off or otherwise restrict public access to an area. Even with a permit, most park areas will be available to the general public on a first-come, first served basis. If your event needs exclusive use, the park will determine if there are other areas that will satisfy the public use. Displacing public use impacts our visitors and we only consider this practice during non-peak visitation times of the year.

J. Noncompliance

All persons using departmental facilities shall comply with Title XIV of the California Code of Regulations, Section 4300 et seq., as well as applicable local, state, and federal laws and regulations. Failure to comply with any laws and regulations may result in cancellation of your event and denial of future permit applications.

K. Specific Holidays

Holidays and holiday weekends between Memorial Day and Labor Day are high visitation dates and the park is typically sold out by public use. Events during this time that disrupt normal park use will not be considered.

L. Resource Impacts

If an event seems to have an impact on the park’s environment outside of what is

deemed normally approved recreation, the event may be subject to California Environmental Quality Act (CEQA) review. Additional fees will be charged if such a review by park officials is necessary.

M. Guiding Authority for Special Events

California Code of Regulations
Title 14. Division 3
Department of Parks and Recreation

N. Relevant Code Sections

§ 4301. Definitions.

(j) Special Events. Special Events are activities which are beyond the normal scope of activities and operations conducted in units under control of the Department of Parks and Recreation. Consistent with existing state policies and laws. District Superintendents may approve by permit a Special Event when it is found to be in the best interest of the Department of Parks and Recreation and is conducted by an appropriate sponsor at no net expense to the state. Special Event permits are required when fees are charged by the event sponsor beyond the regular State Park Facility Use Fees, when the Department has determined the event will create a greater potential hazard or liability to the State than incurred through typical operations, when the activity includes the exclusive use of an area within the park, when the activity interferes significantly with the public's use of an area, when additional staffing or staff time is required, or where items or services are sold. Special Event permits are required for any activity within the State Park System which meet any of these criteria, and which occur wholly or partially within or on any property owned, operated, or administered by the Department. Upon a finding by the District Superintendent that a special event is consistent with the unit's use, he/she may issue a Special Event Permit for such use. The terms and conditions of such permit shall prevail where inconsistent with the rules herein when approved by the Division Chief, Chief of Off Highway Motor Vehicle Recreation Division or the District Superintendent.

§ 4316. Commercial Filming.

Except where authorized by the Department, no person shall photograph, videotape or film for commercial (profit and sale) purposes in any unit, or portion thereof, owned, operated or administered by the Department without a permit from the California Film Commission, pursuant to Government Code section 14998.8.

§ 4319. Games and Recreational Activities.

No person shall engage in games or recreational activities that endanger the safety of persons, property, resources, or interfere with visitor activities except as permitted by the Department. No person shall hold, sponsor, lead, or otherwise have control over a game or recreational activity, occurring wholly or partially within or on any property owned, operated or administered by the Department without an approved Special Event permit if any of the criteria set forth in section 4301(j) apply.

§ 4320. Peace and Quiet.

To ensure peace and adequate rest for visitors:

- (a) No person shall disturb others in sleeping quarters or in campgrounds between the hours of 10 p.m. and 6 a.m. daily.
- (b) No person shall, at any time, use outside machinery or electronic equipment including electrical speakers, radios, phonographs, televisions, or other devices, at a volume which is likely to be, disturbing to others without specific permission of the Department.
- (c) No person shall operate an engine driven electric generator which emits sound which is, or is likely to be, disturbing to others between the hours of 8 p.m. and 10 a.m. without permission of the Department.

§ 4321. Assembly.

No person shall conduct or attend an assembly or public demonstration except by permission of the Department upon a finding that such activity would not substantially interfere with park use.

§ 4326. Violation of Posted Orders or Special Use, Special Event, Film or Collection Permit.

No Person shall

- (a) violate any provision of an order posted pursuant to the provisions of section 4301(i) hereof including, but not limited to, prohibited areas, use periods, no alcoholic beverage areas, no smoking areas and no parking areas, where posted in accordance with 4301(q), or,
- (b) violate any provision or restriction of a Special Use, Special Event, Film or Collection permit issued pursuant to these regulations.

§ 4331. Soliciting.

No person shall solicit, sell, hawk, or peddle any goods, wares, merchandise, services, liquids, or edibles for human consumption or distribute circulars in any unit, except as permitted by the Department. Such prohibition shall include sales activities that utilize park property or facilities to complete the terms of sale or provide a service as a result of the sale or that affect park operations, facility use or visitor safety. Also included are sales activities which encroach on the sales rights of a vendor authorized to sell such products, or services pursuant to a concession contract with the Department.