



**SANTA CRUZ DISTRICT
SPECIAL EVENT PERMIT APPLICATION**

2024

SAN MATEO COAST

INSTRUCTIONS: To apply for a Special Event Permit, please complete this form and questionnaire, read the Special Events guidelines and Submit. 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 **San Mateo Coast Sector Office, 95 Kelly Ave, Half Moon Bay, CA 94019**. All applications must be submitted at least 30 days prior to the date of the event.

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

LOCATION

<input type="checkbox"/> MONTARA STATE BEACH <input type="checkbox"/> <i>MCNEE RANCH</i> <input type="checkbox"/> HALF MOON BAY STATE BEACH <input type="checkbox"/> <i>HMB: DUNES BEACH</i> <input type="checkbox"/> <i>HMB: FRANCIS BEACH</i> <i>(no events on weekends)</i> <input type="checkbox"/> <i>HMB: VENICE BEACH</i> <input type="checkbox"/> <i>HMB: ROOSEVELT BEACH</i>	<input type="checkbox"/> SAN GREGORIO STATE BEACH <input type="checkbox"/> POMPONIO STATE BEACH <input type="checkbox"/> PESCADERO STATE BEACH <input type="checkbox"/> <i>NORTH PESCADERO STATE BEACH</i> <input type="checkbox"/> <i>CENTRAL PESCADERO STATE BEACH</i> <input type="checkbox"/> <i>SOUTH PESCADERO STATE BEACH</i>	<input type="checkbox"/> BEAN HOLLOW STATE BEACH <input type="checkbox"/> <i>PEBBLE STATE BEACH</i> <input type="checkbox"/> PIGEON POINT LIGHT STATION <i>(closed to events for reconstruction)</i> <input type="checkbox"/> AÑO NUEVO STATE PARK <input type="checkbox"/> <i>GAZOS BEACH</i> <input type="checkbox"/> WADDELL CREEK BEACH <input type="checkbox"/> RANCHO DEL OSO
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EVENT TYPE (i.e. wedding, recreation, picnic)	EVENT DATE	LIFEGUARD REQUESTED Y/N? (see guidelines) List how many & what hours.
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: <input type="checkbox"/> Additional fees will be charged for participants (beyond regular facility fees) <input type="checkbox"/> Merchandise/Items will be sold at the event <input type="checkbox"/> Alcohol will be used or sold during 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: NOT INCLUDED	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 SMPermits@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)**