

# DOHENY STATE BEACH Picnic & Special Events Reservation Form

25300 Dana Point Harbor Drive, Dana Point, CA 92629  
Information line only: (949) 496-3617 Email: [doheny.events@parks.ca.gov](mailto:doheny.events@parks.ca.gov)  
Visit our website at [www.dohenystatebeach.org](http://www.dohenystatebeach.org)

Area #: \_\_\_\_\_ Event Date: \_\_\_/\_\_\_/\_\_\_ Day: MTWTHFSS Approx. Arrival Time: (must occupy by noon)

OFFICE USE ONLY: Receipt #: _____ Registered by: _____ Calendar <input type="checkbox"/>
--

Event Name: \_\_\_\_\_ # Of People: \_\_\_\_\_

Event Leader Responsible - Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Cell # ( ) \_\_\_\_\_ Home # ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Will your event be catered Yes /No? (circle one please) Will you be using any food/beverage services?  
(All food & beverage service must go through **Doheny Food Company**) YES\_\_\_ NO\_\_\_ UNK\_\_\_  
Will Alcohol be consumed/served at this event? (Areas A, B, 1-4 only. Beer and wine only) YES\_\_\_ NO\_\_\_

\*\*\*\* PLEASE READ AND **INITIAL** THE FOLLOWING STATEMENTS: \*\*\*\*

- \_\_\_\_\_ 1. I have read the current Rules and Regulations and will abide by them.
- \_\_\_\_\_ 2. I will see that the area is left clean and undamaged.
- \_\_\_\_\_ 3. I will be responsible for the activities of the group. (reservations may be denied to any group whose prior behavior has been unacceptable.)
- \_\_\_\_\_ 4. I agree to notify those attending our event that all parking is "first-come, first-serve" and that parking/re-entry is **not** guaranteed. All vehicles are required to pay the parking fees.
- \_\_\_\_\_ 5. **Absolutely no vehicles are ever permitted to drive into the picnic areas for any reason, including loading and unloading. All violations will result in citation and/or eviction.**
- \_\_\_\_\_ 6. Food and beverage services/catering are **only** permitted through **Doheny Food Company** who holds the exclusive food and beverage concession at Doheny. [www.dohenyfoodco.com](http://www.dohenyfoodco.com)  
**No outside vendors are permitted** for food and beverage service. Groups in violation will have their events terminated under **Title 14 CCR 4331**.
- \_\_\_\_\_ 7. All outside vendors/services will **not be permitted without pre-approval from the Doheny Permit Coordinator** (i.e., services other than food & beverage such as D.J.'s, clowns, rentals, etc...)
- \_\_\_\_\_ 8. I have received and read the *Doheny Picnic & Special Event Reservation and Event Form*.
- \_\_\_\_\_ 9. I have received the *Alcohol Waiver Form*. (Areas A, B and 1-4 only) Beer and Wine only.
- \_\_\_\_\_ 10. **I understand all fees are NON-REFUNDABLE.** (A \$50.00 transfer fee is required to change the date and/or area.)
- \_\_\_\_\_ 11. Failure to adhere to the park rules and regulations, will result in **citation** and/or immediate termination of event and **eviction** from the park.

\_\_\_\_\_  
Event Leader's Signature

\_\_\_\_\_  
Date

**\*\*\* COPIES, FAXED AND EMAILED FORMS  
CANNOT BE ACCEPTED \*\*\***  
PICNIC / EVENT INFORMATION

Type of Event: \_\_\_\_\_ # of People attending \_\_\_\_\_

**IF** this is a company or corporate event, please list the information below for the person who will be responsible.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone# \_\_\_\_\_ Email: \_\_\_\_\_

**Special Considerations:** **ALL activities/games require pre-approval.** Activities that may be damaging to the park grounds or that interfere with the enjoyment of the park by other park guests are highly discouraged or not allowed. Listed below are some examples of events that require special approval by the Doheny Picnic & Special Event Coordinator. Check any applicable items. If you are planning a special activity that is not listed, then please describe in detail under "Other."

- \_\_\_\_\_ **Weddings & Receptions** (requires additional forms and fees. Only permitted in the off season months)
- \_\_\_\_\_ **Baptisms** (Restrictions & requires additional forms & fees)
- \_\_\_\_\_ Sports Event (list details)
- \_\_\_\_\_ Games/Activities (list below **NO eggs, balloons or water related**)
- \_\_\_\_\_ Outside Services/Vendors (requires additional forms and fees)
- \_\_\_\_\_ Team Building (list activity details) (req. pre-approval)
- \_\_\_\_\_ Dancing – **No Dance Floors**
- NO NO Bands, live music or amplified sound or speaking**
- \_\_\_\_\_ Seating, Tables (not permitted in peak season)
- \_\_\_\_\_ Stage (only in A or B with approval)
- \_\_\_\_\_ Special Equipment
- \_\_\_\_\_ Additional Lighting (only in A or B)
- \_\_\_\_\_ Non-Amplified/Acoustic Music (**NO Bullhorns or PA's**)
- NO Balloons, chalk, signage, horseshoes, bounce houses, inflatables, piñatas, silly string, amplification.**

Other Details: \_\_\_\_\_  
**Will an Outside Vendor (non-food/beverage) provide services? (this will require pre-approval) Yes \_\_\_ No \_\_\_** If Yes, provide information: \_\_\_\_\_

**Certificate of Insurance?** **(Always required for areas A and B)** Certificate attached? Yes \_\_\_ No \_\_\_

The State of California is to be named as 'Additional Insured' on a policy of liability insurance, which will cover the period of the permit. This policy of liability is to be in an amount not less than the following: **(Choose one option in A-D)**

- A. \_\_\_\_\_ Combined single limit (CSL) \$500,000 per occurrence;
- B. \_\_\_\_\_ Combined single limit (CSL) \$1,000,000 per occurrence;
- C. \_\_\_\_\_ Public liability \$300,000 each person; \$500,000 each occurrence'
- D. \_\_\_\_\_ Property damage, Liability and Products damage liability \$100,000

**\*The separate endorsement page specifically naming the "State of California" as "additional insured" must be included with the certificate of insurance when submitted.** **Both documents** must be submitted within three business days of the submittal of permit forms and fees or the reservation will be cancelled and the fees returned to permittee. **Both documents, the COI and Separate Endorsement** must be submitted together. One will not be accepted without the other. **No blanket policies or wording will be accepted.** These two documents can be mailed to park address or emailed to [doheny.events@parks.ca.gov](mailto:doheny.events@parks.ca.gov)

The permittee, employees, agents and contractors shall observe regulations of the State Park System. The District Superintendent or his representative may terminate any special event as necessary for safety or for the violation of any rules or regulations of the State Park System. All normal day use fees shall apply unless otherwise specified. Permit applications shall be submitted to the Doheny State Beach Picnic & Special Event Coordinator at least **two (2) weeks prior to the date of the event for review and approval.**

**My signature verifies that I have read this document and accept all of the conditions listed above on pages 1 and 2. I realize that failure to adhere to these conditions may lead to the termination of my group's visit to Doheny State Beach. Any items or activities not listed on this event form will not be permitted on the day of the event and may cause my event to be terminated.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Return this completed form to: Doheny State Beach  
 25300 Dana Point Harbor Drive  
 Dana Point, CA 92629  
 Attn: Denise Estrada, Permit Coordinator

Email: [doheny.events@parks.ca.gov](mailto:doheny.events@parks.ca.gov)  
 Website: [www.dohenystatebeach.org](http://www.dohenystatebeach.org)

		For Park Use Only		Approval: Yes ___ No ___	
<b>Area Fees:</b>		\$	_____		
<b>Alcohol Fees:</b>	Y N	\$	_____	<b>Receipt #</b>	_____
<b>Monitor Fees:</b>	Y N	\$	_____	<b>Time:</b>	_____
<b>Vendor Fees:</b>	Y N	\$	_____	<b>18% of</b>	_____
<b>VB Court Fees:</b>	Y N	\$	_____	<b>Court #'s</b>	_____
_____		<b>Special Events Permit Coordinator</b>		_____	
<b>Signature</b>		<b>Title</b>		<b>Date</b>	_____