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## SECTION I: CLASSIFICATIONS

1. **Mini Gatherings – 30 person maximum:**

   Weddings, small community meetings and activities, family picnics & gatherings, birthday parties, youth group activities, etc.

2. **Informal Gatherings – 75 person maximum:**

   Weddings, community meetings and activities, family picnics & gatherings, birthday parties, youth group activities, etc.

3. **Formal Gatherings – 200 person maximum:**

   Weddings, anniversaries, luncheons, photo shoots, community meetings and activities, family picnics & gatherings, birthday parties, youth group activities, etc.

4. **Events/One day – 1000 person maximum:**

   Weddings, community events and activities such as a variety of craft fairs, concerts, food tasting events, etc.

5. **Events/One day – 5,000 person maximum:**

   Community events and activities such as a variety of festivals, concerts, art shows, etc.

6. **Events/Multi-day:**

   Events and activities such as a variety of festivals, concerts, art shows, etc.

## SECTION II: PARKS AVAILABLE FOR RENTALS AND ALLOWABLE USES

**COMMUNITY/SPORTS PARKS:** Community/Sports parks provide the broadest range of open space and recreational opportunities serving larger numbers of residents than neighborhood parks. If located within residential areas, community parks can also provide a neighborhood park function and are therefore included in the service area analysis for neighborhood parks.

**Del Obispo Park**
34052 Del Obispo St.
Dana Point
(Restrooms Available)

Classifications 1-5
Classification 6 allowed depending upon availability of park which is heavily used by active sports organizations.

***NOTE: Ball fields and Community Center rentals are under a separate Community Center policy and fee schedule.

**Dana Hills High School Sports Park**
33333 Golden Lantern
Dana Point
(Restrooms Available)

Classifications 1-6

***NOTE: Ball fields and Community Center rentals are under a separate Community Center policy and fee schedule.

**Heritage Park**
34400 Old Golden Lantern
Dana Point

Classifications 1-4
Classifications 5 & 6 not allowed because of limited parking, proximity to residential neighborhood and size & configuration of park.
Exception: City sponsored events.

**Lantern Bay Park**
25111 Park Lantern Road
Dana Point
(Restrooms Available)

Classifications 1-6

**NEIGHBORHOOD PARKS:** Generally, neighborhood parks provide informal, general-use areas developed with small children's play areas, open turf areas, and other amenities used for smaller social gatherings. Some larger neighborhood parks may include active recreation elements, such as ball fields because of high demand.

**Creekside Park**
25743 Stonehill Drive
Dana Point
(Restrooms Available)

Classifications 1-3
Classifications 4-6 not allowed because of limited parking and proximity to residential neighborhood.

**Dana Crest Park**
24461 Josiah Drive
Dana Point

Classifications 1-3
Classifications 4-6 not allowed due to limited parking and proximity to residential neighborhood.

**Dana Woods Park**
24900 Dana Woods
Dana Point

Classifications 1-3
Classifications 4-6 are not allowed due to limited parking, proximity to residential neighborhood, and size of park.

**Harry Otsubo Community Gardens**
Corner of Stonehill and Golden Lantern
Dana Point

Classifications 1 & 2
Classifications 3-6 not allowed because of use of park as community gardens and close proximity to residential neighborhood.

**Pines Park**
34941 Camino Capistrano
Capistrano Beach

Classifications 1-3
Classifications 4 - 6 not allowed due to limited parking, proximity to residential neighborhood, and size & configuration of park.
Exception: City sponsored events.

**Sea Canyon Park**
33093 Santiago Drive
Dana Point
(Restrooms Available)

Classifications 1-3
Classifications 4-6 not allowed due to limited parking and proximity to residential neighborhood.

**Sea Terrace Park**
Pacific Coast Highway @ Niguel Road
Monarch Beach

Classifications 1-3
Classifications 4-6 are not allowed due to limited parking, proximity to residential neighborhood and size & configuration of park.

**Sunset Park**
33345 Calle Naranja
Capistrano Beach
(Restrooms Available)

Classifications 1-3
Classifications 4-6 not allowed due to limited parking and proximity to residential neighborhood.

**Thunderbird Park**
33422 Ocean Hill
Dana Point
(Restrooms Available)

Classifications 1-3
Classifications 4-6 not allowed due to limited parking, proximity to residential neighborhood and size & configuration of park.

**MINI PARKS AND OVERLOOKS:** Typically, mini parks are limited in size and in the number of recreational opportunities available. Many of the City's beautiful overlook parks are classified as mini parks.

**Blufftop Trail**
Violet Lantern & Amber Lantern
Dana Point

Classifications 1 & 2
Classifications 3-6 not allowed due to size of park.

**Crystal Cove Park**
25044 Via Elevado
Dana Point

Classifications 1 & 2
Classifications 3-6 not allowed because of size of park.

**La Plaza Park**
Pacific Coast Highway and La Plaza
Dana Point

Classifications 1-6

**Lantern Village Community Park**
Dana Point

Classifications 1 & 2
Classifications 3-6 not allowed due to size of park.

**Louise Leyden Park**
25922 W. Dana Bluffs
Capistrano Beach

Classifications 1 & 2
Classifications 3-6 not allowed due to limited parking, proximity to residential neighborhood, and size of park.

**Sea View Park**
25262 Manzanita
Dana Point

Classifications 1 & 2
Classifications 3-6 not allowed due to size of park.

**Shipwreck Park**
33972 Golden Lantern
Dana Point

Classifications 1 & 2
Classifications 3-6 not allowed due to size of park.

**Sycamore Creek Trail**
Dana Point

Classifications 1 & 2
Classifications 3-6 not allowed due to size of park.

**OVERLOOKS:**

**Chloe Luke Overlook**
End of Camino de Estrella
Capistrano Beach

Classification 1
Classifications 2-6 not allowed due to limited parking, proximity to residential neighborhood, and size of park.

**Ken Sampson Overlook Park**
End of Blue Lantern
Dana Point

Classification 1
Classifications 2-6 not allowed due to limited parking, proximity to residential neighborhood, and size of park.

**Palisades Gazebo**
26401 Palisades Drive
Capistrano Beach

Classification 1
Classifications 2-6 not allowed due to limited parking, proximity to residential neighborhood, and size of park.

## SECTION III: PARK USE REGULATIONS

### A. GENERAL INFORMATION

1. Reservations can be requested up to twelve (12) months in advance, but Park Use Application must be filed no less than sixty (60) days prior to the event.
    a. Completed Park Use Application will be mailed to permittee upon completion of application processing.
    b. Permittee must have permit available on-site at all times during event.
    c. Permits are issued exclusively for site use only. Any amenities or services desired to enhance site use are provided by the permittee under the conditions listed in this policy and/or as imposed by the City of Dana Point.
2. Procedure for obtaining a reservation/permit is:
    a. Submit via mail, or in person, completed, signed and dated Park Use Application.
    b. Include signed and dated Park Use Regulations Signature page.
    c. Remit required security deposit at the time application is filed.
    d. Payment in full for all reservation fees must be received at least two (2) weeks prior to the event.
    e. Additional fees may be required.
3. One application must be submitted for each reservation requested.
4. Park Use Application must reflect maximum attendance number (see Fee Schedule)
5. Permittee must be present at event and must be at least twenty-one (21) years of age.
6. An adult chaperone will be required for every ten (10) minors at youth event.
7. Liability insurance with necessary endorsements as specified below on file at the City.
    a. Certificate must be for not less than $1,000,000 (one million dollars) combined single limit per occurrence.
    b. Certificate must name the City of Dana Point and other applicable agencies.
    c. An Additional Insured Primary Coverage Endorsement must name the City of Dana Point and other applicable agencies as an additional insured and must state that the insurance is primary and non-contributing with any insurance maintained by the City. *This must be an endorsement separate from the certificate of insurance.* It is understood that liability insurance as required will cover vendor for their liability as it pertains to the event that they are providing service to.
    d. To ensure proper correlation to your site rental, all associated paperwork received by the City must contain reference to date, specific site, and applicant's name.
    e. Additional requirements regarding insurance or licenses may be required.
8. The City of Dana Point has the right to revoke a permit if policies are not followed or are misrepresented.
9. The information provided on the Park Use Application is subject to the Public Records Act and may be disclosed upon request.
10. Due to the volume of reservations, the City of Dana Point must limit their interaction to one contact per application. Be sure the name listed in the first field on the Park Use Application is the individual who will be the **sole** contact.

### B. RESERVATION FEES

1. All Park Use security deposit fees must be paid when submitting the completed Park Use Application along with the Park Use Regulations Signature Page.

2. Hourly rates are based on expected attendance numbers during actual event times (see Fee Schedule). There are **no refunds** granted for reduced number of hours and/or people.
3. 2-hour minimum reservation.
4. Refunds for reservation fees are based on the date written notice is received minus a processing fee. Requests for refunds must be submitted in writing. Verbal requests will not be honored.

## C. SITE AVAILABILITY

1. Reservations will not be accepted for days that fall on 4th of July and/or for days that conflict with City sponsored events at designated locations.
2. Minimum reservation time is two (2) hours @ the event time rate.
3. Availability is limited to the hours of 6:00am – 10:00pm. Additionally:
    a. No amplified music before 9:00am or after 9:00pm.
    b. All events must conclude by 10:00pm. "Teardown" must be concluded by 10:00pm.
4. Reservation times beyond the two (2) hour minimum must include "set-up" and "teardown" times.
    a. "Set-up" allows the caterers or those decorating or preparing the area, to be on-site. This is the earliest time that any deliveries can be made or anyone can arrive.
    b. "Teardown" refers to the time for the commercial vendors and Permittees to clean up after the event. All deliveries must be removed by this time.
5. Reserving additional hours after the original application has been submitted will be permitted based on availability and only by special permission.
6. Any/all changes must be made in writing no later than thirty (30) days prior to event. Verbal requests will not be accepted.

## D. REGULATIONS CONCERNING THE USE OF ALCOHOL IN CITY PARKS

1. The possession, service, and consumption of alcohol by private parties, is restricted to Lantern Bay Park by City permit only.
2. Commercial/private/non-profit organizations may sell, serve, and dispense alcohol in conjunction with City sponsored events by City permit and subject to this policy.
3. Applicant must file Alcohol Usage Application no later than sixty (60) days prior to the event.
4. The Alcohol Usage Application must be approved by the City of Dana Point Recreation Division, the City Manager, Police Chief, and Risk Manager. Parks Manager is to be provided a copy of the final approved application.
5. Applicant must provide security and a security/site plan approved by the Police Chief.
6. Alcohol sales, consumption, and distribution shall be restricted to beer and wine only.
7. Alcohol sales will be limited to one (1) approved vendor per event, at the discretion of the City.
8. Alcohol can only be served by an insured "licensed to serve" server.
9. When alcoholic beverages will be sold, applicants must apply for and receive an Alcoholic Beverage Control Conditional License. This license is issued through the State of California.
10. Proof of Liquor Liability Insurance for not less than $1,000,000 (one million dollars) with an additional insured primary coverage endorsement which names the City of Dana Point and other applicable agencies as an additional insured and must state that the insurance is primary and non-contributing with any insurance maintained by the City of Dana Point.
11. The ABC License and Liquor Liability Insurance must be on file with the City of Dana Point prior to the event date.
12. Alcoholic beverages can not be served or consumed outside the area of the Permittee's

reserved site.

13. No glass containers allowed - Plastic and paper cups required.
14. No alcohol is to be served to or consumed by minors.
15. Authorization for service of alcohol may be denied or halted for inappropriate behavior or if activities are in violation of the permit or are not consistent with the preservation of the property or its surrounding environment.
16. Alcohol sales or consumption will be terminated prior to the closure of the event each day. For events less than five (5) hours' duration, the event organizers will determine when sales and consumption will terminate. For events of five (5) hours' duration, sales and consumption will terminate one (1) hour prior to the closure of the event. For events of six (6) hours or more duration, sales and consumption of alcoholic beverages will terminate two (2) hours prior to the close of the event or activity. The time of termination of sales and consumption of alcoholic beverages will be noted on the Alcoholic Beverage Permit issued by the City.
17. Applicant/Permittee must provide time when sale and/or consumption of alcohol will be halted.

## E. SECURITY GUARD OR SUPERVISION REQUIREMENTS

1. Events with alcohol service require the presence of private security and Recreation staff.
2. Events which require private security guards and Recreation staff, are based on activity, amount of people, and the day of the event. The number of security guards and Recreation staff will be determined by the City of Dana Point.
3. The staff is to ensure the safety of City property, not to assist the Permittee at the event.
4. The staff will enter the event occasionally or when necessary. They will also patrol parking lots and grounds.
5. Applicants will provide security at points of sale or consumption to ensure compliance of all restrictions.
6. A security plan must be submitted to and approved by the Chief of Police Services prior to the event date.

7. **Youth Events:** One (1) adult chaperone will be required for every ten (10) minors at youth events. NO ALCOHOL is allowed at youth events.

## F. RESTRICTIONS BY SITE

1. Lantern Bay
    a. The Lantern Bay site is split into two (2) distinct areas. The Amphitheater and the Park. The reserveable Park is the grassy bluff to the west (to the right when facing the ocean) of the Amphitheater, on the ocean view side (farthest from the Laguna Cliffs Marriott Resort Hotel).
    b. Other events (receptions, company picnics, special events, etc.) may have use of both the Amphitheater and the Park.
    c. No amplified music, except by permit. Recorded music only.
    d. Parking is free, but limited (street parking only). Carpooling is recommended.
    e. Permit does not authorize you, your guests, or your vendors for use of the Laguna Cliffs Marriott Resort Hotel parking lot, parking structure, or valets.
    f. Use only the public restroom located by the playground. The Laguna Cliffs Marriott Resort Hotels restroom facilities are not included as part of the Permittees Park usage.

g. Applicant may bring in portable toilets by permission. Applicant must use vendor from City-approved list. Restrooms must be delivered and picked up the same day as the event. Applicant will incur the cost of the restrooms.
h. It is the permittee's responsibility to treat the neighboring Laguna Cliffs Marriott Resort Hotel with considerations. Your event can be terminated without refund of either reservation fees or security deposit, if the behavior displayed by you or your guest(s) is not consistent with neighborly relations.
i. Maximum of one (1) tent 100 square feet or less is allowed.
j. Platforms over 30 inches high are prohibited.
k. Maximum of two (2) canopies 20'x20' (400 sq. ft.) each or less separated by 10ft.
l. Scaffolding over 30 inches high is prohibited.

## G. DECORATIONS

1. Items which may cause personal physical hazards, e.g., roll-up bridal paths, extension cords, etc. must be taped down
2. Remove all decorations when leaving site, including all balloons, plants, etc.
3. No throwing birdseed or rice.
4. No glitter, confetti, or other very small decorations.
5. No nails or staples in trees or structures.

## H. BOUNCE HOUSES AND SIMILAR ITEMS

1. Bounce houses and similar items are prohibited in any City park per the Municipal Code.

## I. AMPLIFIED SOUND

1. Amplified sound (i.e., microphone, music, etc.) will only be allowed through permitted use at Lantern Bay Park.
2. Recorded music is the only amplified music allowed at Lantern Bay Park. No live music/bands allowed.
3. No amplified music or sound before 9:00am or after 9:00pm.
4. Permit for amplified sound subject to revocation if permit conditions are violated.

# City of Dana Point
# PARK USE APPLICATION

This application must be submitted a minimum of 60 days prior to the event.

PLEASE PRINT

Applicant_____

Address_____

City_____State_____Zip Code_____

E-mail_____

Park Name_____ Specific Location_____

Number of People Expected at Event_____ Date(s) of Event_____

Type of Event (i.e. wedding, reception, birthday party, etc)_____

Set-up Time:_____ Event Time:_____ Clean-up/Teardown Completed By (time):_____

Request to Serve Alcohol: □ No □ Yes (If "Yes", you must also submit additional Alcohol Usage Application)

I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the City of Dana Point, its officers, employees, and agents from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the City of Dana Point, its officers, employees, and agents. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold harmless the City of Dana Point, its officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

Please make checks payable to CITY OF DANA POINT. The deposit fees must accompany the application as the City will not allow processing of application if fees are not received. Upon receipt of application and deposit(s), the City will coordinate review of your application package and advise you of additional fees and other items required for application approval.

Signature of Applicant_____Date:_____Phone Number:_____

MAIL OR DELIVER TO:
City of Dana Point Recreation Division
34052 Del Obispo St.
Dana Point, CA 92629
(949) 248-3530

**FOR OFFICE USE ONLY**

Date Application & Deposit Received_____ Rec'd By_____
Amount Rec'd_____ □ Cash □ Check_____

Date Final Payment Rec'd_____ Rec'd By_____
Amount Rec'd_____ □ Cash □ Check_____

Date Insurance Rec'd_____ Rec'd By_____
Endorsement Rec'd_____

Date Alcohol Usage App. Rec'd_____ Rec'd By_____
Date ABC License Rec'd_____ Rec'd By_____

□ Approved_____ _____
Signature Date

□ Denied _____ _____
Signature Date

OVER

## J. SIGNATURE PAGE

I hereby certify that I have read the rules, regulations, conditions, and terms of site usage as documented in Park Use Regulation. By signing this I acknowledge my comprehension of the stipulations of site use and of the application/permitting process. I further certify that I/or the Applicant, whom I represent, will abide by these terms and to all other directives of the City of Dana Point and its authorized agents, which may be communicated.

_____ Date_____

Signature of Applicant or Authorized Representative (I am at least 21 years of age)

_____

Print Name

Supplemental Information
(Please submit with completed application)

Applicant's Name (please print)_____

PLEASE CHECK ALL THAT APPLY AND LIST ALL VENDORS YOU HAVE HIRED: (Please update w/ Recreation Office as needed)

| TYPE OF VENDOR | VENDOR NAME | VENDOR PHONE | CONTACT PERSON |
|---|---|---|---|
| □ Wedding Coordinator | | | |
| □ Alcohol Provider (ABC Lic. Req.) | | | |
| □ Caterer | | | |
| □ Pastry Provider (Cake) | | | |
| □ Florist | | | |
| □ Photographer | | | |
| □ Videographer | | | |
| □ Entertainment (D.J.) | | | |
| □ Transportation (Limo) | | | |
| □ Tables/Chairs | | | |
| □ Tents/Canopies | | | |
| □ Other | | | |
| □ NO ALCOHOL (acknowledgement must be checked) | | | |

## Applicant's Checklist

□ Completed, signed Park Use Application

□ Alcohol Usage Application (if requesting alcohol usage)

□ ABC License (if requesting to sell alcohol)

□ Park Policies Signature Page

□ Liability Insurance

□ Liability Insurance Endorsement

□ Liquor Liability Insurance (if requesting alcohol usage)

□ Deposit

□ Supplemental Information Page

City of Dana Point

# ALCOHOL USAGE APPLICATION

## APPLICATION TO SELL, SERVE AND CONSUME ALCOHOLIC BEVERAGES IN CITY PARKS

Name of Applicant:_____
(Alcoholic Beverage Permit will list this person's name, unless otherwise requested)

Name of Organization:_____

Mailing Address:_____

Type of Event:_____

Location of Event:_____

What time will set-up start?_____
What time will event start? (note item #4 below) _____
What time will event end? (note item #4 below)_____
What time will clean-up end?_____

□ I will be selling alcohol □ I will be serving alcohol

STAFF USE ONLY: Alcohol Service Hours_____

Please note the following requirements must be met:

1. When alcoholic beverages are to be sold, the "Alcohol Usage Application: Application to Sell, Serve, and Consume Alcoholic Beverages in City Parks" must be completed and signed.

2. No more than two (2) drinks will be served to a customer at a time.

3. Alcohol to be sold, served and consumed is restricted to beer and wine only.

4. No glass containers allowed.

5. Alcohol serving/consumption will be terminated prior to the closure of the event each day.
   - For events less than five (5) hours' duration, the event organizers will determine when sales and consumption will terminate.
   - For events of five (5) hours' duration, sales and consumption will terminate one (1) hour prior to the closure of the event.
   - For events of six (6) hours or more duration, sales and consumption of alcoholic beverages will terminate two (2) hours prior to the close of the event or activity.

   The time of termination of sales and consumption of alcoholic beverages will be noted on the Alcoholic Beverage Permit issued by the City.

6. Applicant will provide security guard(s) for the event, at applicant's expense, to ensure compliance of all restrictions. Applicant to ensure that security guard(s) monitor entry and exit points; restricts alcoholic beverages from being taken out of the secured area, checks identification of patrons served alcoholic beverages to ensure they are at least 21 years of age.

7. A security plan must be submitted to and approved by the City.

8. Applicant must submit certificate of insurance, naming the City of Dana Point as additional insured, and a liability endorsement form, per City regulations.

9. The written consent to sell and consume alcoholic beverages received from the City and the *ABC issued license* shall be kept on-site at all times during the event.
   Alcoholic Beverage Control (ABC): (714) 558-4101. (Please call ABC for information)
   ABC is located at: 28 Civic Center Plaza, Santa Ana, CA 90701

Please submit the following along with this application:

1. A copy of the written security plan you intend to use for your event. This will be reviewed and approved by the Chief of Police Services. This security plan must include:
   a. a site plan showing the area where alcoholic beverages will be served and consumed.
   b. the entry and exit points to the secured area.
   c. a confirmation letter from the selected security company

2. Certificate of liability insurance and endorsement, in form acceptable to the City.

I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the City of Dana Point, its officers, employees, and agents from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the City of Dana Point, its officers, employees, and agents. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold harmless the City of Dana Point, its officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

_____-
Signature of Applicant Date

Please submit application to:
City of Dana Point Recreation Division
34052 Del Obispo St.
Dana Point, CA 92629
(949) 248-3530

**FOR OFFICE USE ONLY**

Date Application Received_____ Rec'd By_____

Recreation Division Approval _____
Signature Date

Police Chief Approval_____
Signature Date

City Manager Approval_____
Signature Date

☐ Selling ☐ Serving