

MRCA SPECIAL EVENT PERMIT APPLICATION - 2018

Date: _____

Vista Hermosa Natural Park

ORGANIZATION/GROUP/EVENT NAME: _____

FULL MAILING ADDRESS: _____

MAIN CONTACT INFORMATION

Name: _____
 Phone: _____
 Cell: _____
 Email: _____

SECOND CONTACT INFORMATION

Name: _____
 Phone: _____
 Cell: _____
 Email: _____

ORGANIZATION INFORMATION

Name: _____
 Phone: _____

Contact: _____
 Email: _____

EVENT INFORMATION (Provide detailed information)

Date of Event: _____ No. of Attendees (approx.): _____

Type of Event: Wedding Ceremony Wedding Reception Picnic Other _____

Description of Event and Planned Activities: (attach additional page to provide details, if necessary)

Additional Info (Check mark all that apply):

Entertainment Amplified Sound Tents Tables / Chairs
 Props Animals Outside Dance Floor Stage
 Alcohol Vendors Exhibits / Concessions Photo / Game Booths

EVENT SCHEDULE

Event Area	Date(s) of Use	Arrival Time (includes set-up)	Departure Time (includes break-down)
Vista Terrace			
Lover's Bench (with L.A. skyline)			
Upper or Lower Meadow			
Grotto / Amphitheater			
Toluca Picnic Site			

FOR NON-PROFIT EVENTS (answer questions if you are a non-profit requesting to hold an event)

Are you a 501(c)(3) organization? Yes No Is there a fee to attend your event? Yes No

Are you planning on selling alcohol at your event? Yes No

Continue to the back =>

The reservations are not binding until a Special Use Permit is issued. The issuance of a permit requires the submittal and acceptance of a complete application, payment of all applicable deposit(s) and other fees, and compliance with the conditions herein.

Permit Requirements, Conditions, and Event Rules

Applications may be made and permits issued up to eighteen months in advance, subject to facility schedules.

To obtain a permit for an event please submit:

- a. A completed MRCA SPECIAL EVENT PERMIT APPLICATION. Please note that the MRCA reserves the right to reject the application for any reason at its sole discretion.
- b. A security deposit of within seven calendar days after MRCA written approval of the application. A second payment is required six months after booking and final balance due thirty (30) days prior to the event.
- c. The balance of the permit fee must be received by the MRCA no less than thirty (30) days prior to the event date. The MRCA reserves the right to cancel the permit if the remainder of the permit fee is not received on time.

Cancellations:

- a. The MRCA reserves the right to cancel all reservations due to dangerous conditions including but not limited to red flag conditions, fire, and flood. The MRCA will refund the entire security deposit in this instance. The application acknowledges and agrees that the MRCA is not liable for any losses sustained by the application if the event has to be cancelled as a result of a dangerous condition.
- b. If the applicant cancels for any reason there is a cancellation fee equal to 50% of the security deposit if cancellation happens more than eight (8) months prior to your event. If a cancellation happens less with less than eight (8) months' notice, no refund shall be issued.

Please note that the permit fee for an event secures indoor and outdoor venue, as well as a designated period of time to host the event. The designated period of time may be used to decorate, receive deliveries for the event, host the event, and clean up after the event. Please see the attached Special Events Guidelines for more detailed information.

Make checks payable to: Mountains Recreation & Conservation Authority (MRCA).

I/We hereby agree that I/We have read and understand all requirements, conditions, and Special Events Guidelines listed/attached on this application and will abide by them.

Signature

Date

OFFICIAL USE ONLY

Date application received: _____

Estimated permit fee: _____

Application approved by: _____

Date of approval: _____