

Salt Creek North Shore Event Site

Phone: (949) 923-2280

Email: southcoastalops@ocparks.com

Event Reservation Information



- ◆ Call or email in advance to check date availability.
- ◆ Reservation fee, staff overtime fee, alcohol service fee, and security deposit are due in full at the time of reservation.
- ◆ All activities and events that require liability insurance and/or involve the use of any vendors or contract services shall be subject to an OC Parks Permit. The cost of the OC Parks permit shall be in addition to applicable reservation fees.

Up to 150 people
\$125.00/hour

151 to 250 people
\$ 225.00/hour

251 to 300 people
\$ 400.00/hour

❖ **Staff Overtime Fee: \$75/hour after 8:00 p.m.**

❖ **Alcohol Service Fee: \$250 for up to 5 hours of service.**

❖ **Security Deposit: \$300 for events not serving alcohol.
\$500 for events serving alcohol.**

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GENERAL INFORMATION

- An event may be scheduled no earlier than 8:00 a.m. PST one (1) year to the date in advance or anytime thereafter.
- The site can accommodate no more than one (1) reservation per week.
- Payment for the site use, staff overtime, alcohol service, and security deposit is due in full at the time of booking.
- All activities and events that require liability insurance and/or involve the use of any vendors or contract services shall be subject to an OC Parks Permit. The cost of the OC Parks Permit shall be in addition to the applicable reservation fees.
- The permit holder must be present at the event.
- Reservations cancelled thirty (30) days or more prior to the date of the reservation are eligible for a full refund, less a \$25 cancellation fee.
- Reservations cancelled less than thirty (30) days prior to the date of the reservation are subject to the loss of the entire reservation fee.
- The site is not available for weekend reservations from Memorial Day weekend through Labor Day weekend, or any major holidays.
- Beach conditions can change significantly due to weather, storms and tides. Please contact the South Coastal Operations office for updated information or visit the site in person.

Reservation Process

1. Contact the South Coastal Operations office for site availability.
2. Provide event information and payment for site use, staff overtime, alcohol service, and security deposit at the time of booking.
3. Contact the OC Parks Permit office 30-45 days prior to the event to apply for a permit for all event vendors and contract services.
 - ✓ OC Parks Permit office: (866) 627-2757 permits@ocparks.com
4. Contact OC Lifeguards office 30-45 days prior to the event to schedule lifeguard coverage ***only*** if alcohol is being served.
 - ✓ OC Lifeguards office: (949) 276-5050

Events

- All amplified sound must be turned off no later than 9:00 pm. Live bands are not permitted at the site.
- All guests must leave the site by 10:00 pm.
- All decorations, tables, chairs, and trash must be removed no later than 11:00 PM. Equipment is not permitted to be stored overnight.
- Site use dimensions for the sand are 150 ft. north of the stairs, 150 ft. south of the stairs, and 75 ft. west of the stairs. (see attached map)
- Tide level is important for your event and setup on the sand. For seasonal tide information, please reference surflife.com, wavecast.com, or the tide information source of your choice. A tide of 5.5 ft. or more or a lower tide with a storm swell will narrow your event area. Equipment needs to be setup above the high tide line in the sand.
- Glass is not permitted on the sand.
- Your reservation does not grant exclusive use of the restroom adjacent to the site. Restrooms must remain open to the public at all times.
- Only catering and delivery trucks are permitted on the access road to the site at a maximum speed of 5 mph and must be included in the permit. A maximum of two (2) vendor vehicles may remain at the site during the event. This includes wedding coordinator personal vehicles.

- Vehicles are not permitted on the sand and may not block emergency access areas.
- Food trucks are not permitted.
- Rice, confetti, glitter, and open flames are not permitted.
- Parking fees at the Salt Creek Beach parking lot are \$1.00 per hour.

Staffing Requirements

- Event staffing provided by OC Parks is based on activity, amount of people and day of the week.
- Events scheduled after normal facility operating hours will require the presence of staff. Staff overtime charges are \$75 per hour per staff member.
- Staff is on site to insure the safety of County property and event holder's welfare, not to assist the event holder.

Special Provisions for Alcoholic Beverage Service

- Consumption of alcoholic beverages shall be allowed only within the designated alcoholic beverage service area.
- The alcoholic beverage service area must be cordoned off, or otherwise delineated, from the public.
- Alcoholic beverages must be served only by a licensed bartender.
- OC Parks staff or security designee must be on the premises for the duration of the alcoholic beverage service.
- Lifeguards are required for events with alcoholic beverage service and it is the responsibility of the event holder to schedule the service. Contact OC Lifeguards at (949) 276-5050 or <oclg.org>.
- Authorization for alcoholic beverage service may be revoked at the park ranger's discretion if the event is not in compliance with the provisions of the permit, applicable laws, or if the safety of the event guests, members of the public or staff is determined to be in jeopardy.

Security Deposits

- A security deposit, where applicable, shall be collected to cover the cost of damage, extraordinary clean up, storage, additional use hours, or staff overtime. The deposit shall be as follows:
 - Events without alcoholic beverage service \$300
 - Events with alcoholic beverage service \$500
- Security deposit refunds will be processed once a final inspection is completed by park staff following the event per the standard County procedures and processing time.

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Event Information

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OC Parks / South Coastal Operations
34451 Ensenada Place, Dana Point, CA 92629
southcoastalops@ocparks.com
(949) 923-2280

Thank you for your interest in the Salt Creek North Shore Event site. Please contact our office directly for site availability and reservations. The purpose of this form is to give and gather specific information about your event so we may provide you the best customer service possible. Our staff will review your information and contact you back to assist in the reservation process. We look forward to working with you!

Event Date(s) Requested: _____

Setup Arrival Time: _____ Departure Time: _____ Event Time: _____

Number of People (300 max): _____ Type of Event: _____

Would you like to serve alcohol? : Yes No

Applicant Contact Information

Name: _____ Cell Phone: _____

Email Address: _____

Mailing Address: _____

Alternate Contact: _____ Cell phone: _____

Permit Information – YOU MUST PURCHASE A PERMIT FROM THE OC PARKS PERMIT OFFICE NO LESS THAN THIRTY (30) DAYS PRIOR TO YOUR EVENT. NO VENDOR MAY OPERATE AT THE SITE WITHOUT A PERMIT.

CONTACT: (866) 627-2757 or via email at permits@ocparks.com

The following information will be needed on the permit.

All vendors being paid for service at the site: (catering, music, flowers, photographer, coordinator, shuttle service, tables/chairs, etc.)

Equipment to be brought to the site: (Tents, Canopies, stages, generators, lighting, etc.)

Bartender (if applicable)

Lifeguards (required without exception if alcohol is being served): O.C. Lifeguards can be contacted at (949) 276-5050

Event Schedule

Please provide a timed outline including: Set-up, group arrival, program schedule, group departure, breakdown, site cleanup, etc.

Fee Calculation

(All fees are due in full at the time of booking)

1-150 people	\$125.00/hr	hrs: _____	\$ _____
151-250 people	\$225.00/hr	hrs: _____	\$ _____
251-300 people	\$400.00/hr	hrs: _____	\$ _____
Staff overtime (after 8:00pm)	\$75.00/hr	hrs: _____	\$ _____
Alcohol Service Fee	\$250.00		\$ _____
Security Deposit	\$300.00 w/o alcohol \$500.00 w/alcohol		\$ _____

*Reservations cancelled in writing 30 days prior to the event will be subject to a \$25 fee.

*Date transfers must be done in writing no less than 90 days prior to the event.

Limit 1 transfer per event within the calendar year and is subject to availability.

*Payment by Visa, MC, or Discover *Checks payable to the County of Orange

TOTAL \$ _____

