

OC Sailing & Events Center

Phone: (949) 923-2215

Office Hours: 8:00am – 4:00pm, M-F

www.ocsail.com

Special Event Reservation Information

- ◆ Call in advance to check date availability
- ◆ Refundable deposit (\$300 - \$500) to be paid at the time of booking your event
- ◆ 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
- ◆ Additional fee after 8pm: \$75 per hour



Alcohol Event

The minimum Alcoholic Beverage Fee is \$250. The minimum fee covers up to five hours of alcoholic beverage service, inclusive of set-up and shut-down. Additional hours of alcoholic beverage service are \$50 per hour. The alcoholic Beverage Service Fee covers the cost of security personnel being present during the period of alcoholic beverage service. Security personnel shall be provided by OC Parks.

DANA COVE ROOM

\$60 per hour

KITCHEN/COURTYARD

\$25 per hour & \$15 per hour

- 200 chairs
- 18- 60" round tables
- 20- 8'x 2.5' rectangular tables

Max. 150 (seated with tables)

PILOT HOUSE

\$40 per hour

- 30 chairs
- 10 6'x 2' tables
- Room approx. 28'x 30'

Max. 30 (seated w/tables)

BOAT HOUSE & CLASSROOMS

\$60 per hour & \$25 per hour each

- Tables and chairs provided
- Room approx. 35'x 29' (not including the classrooms)

**Max. 48 (standing)
Max. 35 (seated with tables)**

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Facility Rental Information

- A. An event may be scheduled up to twelve (12) months in advance.
- B. A minimum of thirty (30) days may be required for processing.
- C. Permit Holder must be present at event.
- D. NO SMOKING inside the Center, or within 20 feet of the building
- E. NO ALCOHOL PERMITTED unless prior approval has been obtained, alcoholic beverage service fee has been paid and other county requirements are met. (see Special Provisions)
- F. 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.
- G. To receive a non-profit 501 (c) 3 rate, groups may be required to submit a mission statement, non-profit tax ID, and other documentation to support non-profit status.
- H. - **Refund Policy:** Based on written notice minus \$100.00 processing fee
 - Full Refund if cancelled four (4) months or more prior to event
 - One half (½) refund if cancelled three (3) months prior to event date
 - No refunds if cancelled less than three (3) months prior to event date

SECURITY DEPOSITS

- A. A security deposit, where applicable, shall be collected to cover the cost of damage, extraordinary clean up, storage, additional hours, or staff overtime. The deposit shall be as follows:
Events without alcoholic beverage service \$300
Events with alcoholic beverage service \$500
- B. The event holder is responsible for the clean-up of the Center to include the following:
 1. Remove all trash from containers and place in the dumpster in parking lot. Reline trash containers with new trash bags that the event holder supplies.
 2. Clean and return tables and chairs to storage area. (Do not drag tables or chairs across the floor)
 3. Sweep up debris and use dry dust mop.
 4. Damp mop for wet or sticky spills. (Please only use supplies provided to mop tile floors and stage area.)
 5. Clean off all counters, sinks, walls, microwaves, and refrigerators.
 6. Pick up trash from event including restrooms, parking lot, and courtyard.
 7. Remove all food (including ice) and equipment you brought from the facility
 8. Secure facility – close all doors and windows - in main room and the kitchen. Turn off all lights.
 9. Check out with Staff before leaving the site after clean-up.
- C. Security Deposit refunds will be processed once a final inspection is completed by Center staff following the event per the standard County procedures and processing time.

EVENT TIMES

- A. Booking times must include sufficient time for set up and clean up.
- B. All amplified sound must be turned off by 10:00 p.m.

- C. Storage of supplies or equipment is not permitted and early deliveries cannot be accommodated.

SPECIAL PROVISIONS FOR ALCOHOLIC BEVERAGE SERVICE

- A. Consumption of alcoholic beverages shall be allowed only within the designated alcoholic beverage service area.
- B. The alcoholic beverage service area must be cordoned off, or otherwise delineated, from the public areas of the OC Parks facility.
- C. OC Parks Staff must be on the premises for the duration of the alcoholic beverage service, including set-up and teardown.
- D. Authorization for alcoholic beverage service may be revoked if the event is not in compliance with the provisions of the permit or applicable law, or if the safety of the event guests, member of the public or staff is in jeopardy.

STAFFING REQUIREMENTS

- A. Event staffing provided by OC Parks is based on activity, amount of people and day of week.
- B. Activities scheduled after normal facility operating hours will require the presence of staff. Staff overtime charges are \$75 per hour per staff member.
- C. Staff is to insure the safety of County property and event holder's welfare, not to assist the event holder.
- D. Staff will enter the event occasionally or when necessary. They will also patrol parking lots and facility grounds.

DECORATIONS

- A. No open flame decorations.
- B. Only low tack tape, scotch tape or florist wire may be used to affix decorations.
- C. Remove all decorations and rentals when leaving Center, including all helium balloons, plants, tape, dance floor, etc.
- D. No throwing bird seed or rice.
- E. Do not fasten decorations to light fixtures, window cover, etc.
- F. No glitter or confetti allowed in room, on tables or in courtyard.
- G. No decoration may be hung from building rafters only from the cable on each beam

Event Information
OC Sailing and Events Center

OC Parks / South Coastal Operations
34451 Ensenada Place, Dana Point, CA 92629
DanaPointYouthandGroup.Info@ocparks.com
(949) 923-2215

Thank you for your interest in the OC Sailing and Events Center. 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: _____

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

Number of People (150 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)*

Security Deposit: \$300 for non-alcohol event \$500.00 for alcohol event *(To be paid with permit fee)*

Alcohol Service Fee: \$250.00 (5 hour minimum), \$50.00 for each additional hour *(To be paid with permit fee)*

Event Schedule

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

Fee Calculation

(site use and staff overtime fees are due in full at the time of booking)

OC Sailing and Events Center

Room	Cost/hr	# of Hours	Total
Dana Cove Room	\$ 60.00 X		\$
Kitchen	\$ 25.00 X		\$
Courtyard	\$ 15.00 X		\$
Pilot House	\$ 40.00 X		\$
Boat House	\$ 60.00 X		\$
Classroom	\$ 25.00 X		\$
Alc. Beverage fee (5hr min. fee)	\$ 50.00 X		\$
OT Staff (after 8 PM)	\$ 75.00 X		\$

*Reduced rates available for Non-Profit Organizations/Government Business (Please contact the OC Sailing and Events Center for pricing.)

*Reservations cancelled in writing minus \$100.00 processing fee

- Full refund if cancelled four (4) months or more prior to event
- One Half (1/2) refund if cancelled three (3) months prior to event
- No refunds if cancelled less than three (3) months prior to event

*Date transfers must be done in writing 90 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



APPLICATION FOR SPECIAL EVENTS OR GROUP GATHERINGS

Applicant _____
Address _____ City _____ Zip _____
Contact Person _____ Phone () _____ Email _____
Facility Name _____ Site/Shelter # _____ Park Reservation No. _____
of People _____ Event Type: (birthday party, wedding, etc.) _____ Alcohol: Yes or No
Date(s) _____ Arrival Time: _____ Departure Time: _____

You will be contacted by Permit Staff for payment information.

If person paying for permit is different than Applicant, please include the following:

Payer Name _____
Address _____ Phone _____

LIST ALL VENDORS AND CONTRACT SERVICES

Table with 4 columns: VENDOR NAME, VENDOR PHONE, CONTACT PERSON, SERVICE(S) PROVIDED

All vendors and contract services entering the park must have valid liability insurance that complies with the County's Risk Management Office and is on file with OC Parks Reservations and Permits Unit. A pre-approved vendor list is available online at ocparks.com.

1. A non-refundable \$75.00 permit fee will be charged for the first two vendors and \$25.00 for each additional vendor. Depending on the size and type of event, OC Parks Reservations and Permits Unit may apply additional fees. Make checks payable to COUNTY OF ORANGE.

Upon receipt of the above, OC Parks Reservations and Permits Unit will coordinate review of your submittal. Revisions, additional fees, security deposit, insurance requirements, supplementary information and other items may be required prior to permit issuance.

My signature acknowledges, I agree to abide by all Laws, Rules, and Regulations set forth in the Permit and Special Provisions for which I hereby apply.

Signature of Applicant: _____ Date: _____

OC Parks Reservations and Permits Unit

13042 Old Myford Road
Irvine, CA 92602
Phone: (866) 627-2757
Fax: (714) 973-3336

A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING. PLEASE BE ADVISED THAT SOME REQUESTS MAY TAKE LONGER

The County of Orange will charge \$25.00 for 1st check returned for insufficient funds and \$35.00 for each subsequent check, per Board Resolution 00-445.

Event Information
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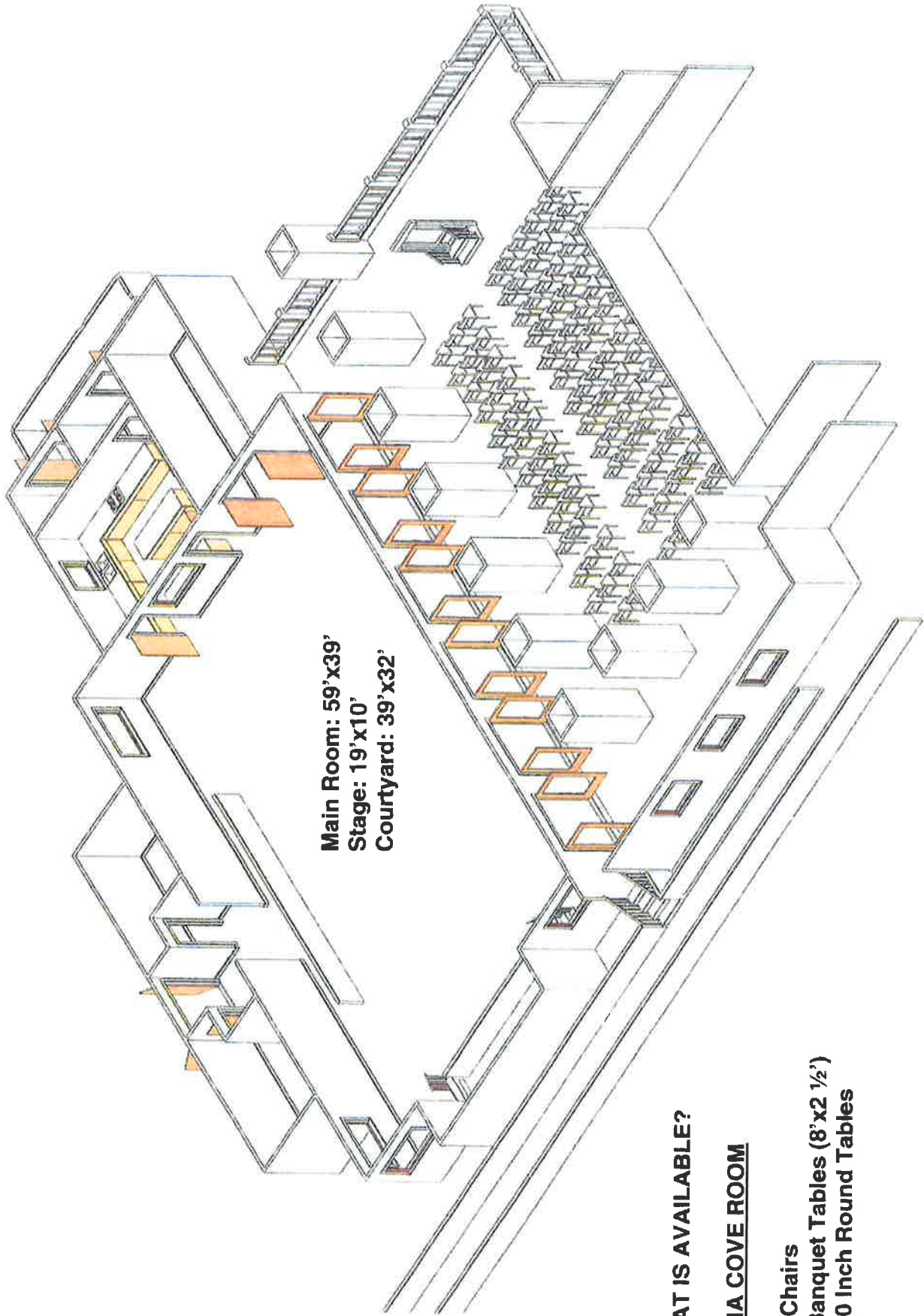
OC Parks / South Coastal Operations
34451 Ensenada Place, Dana Point, CA 92629
DanaPointYouthandGroup.Info@ocparks.com
(949) 923-2215

EVENT CLEAN-UP RESPONSIBILITIES

The event holder is responsible for the clean-up of the room to include the following:

1. Remove all trash from containers and place in the parking lot dumpster located in the lot to the right of the facility (if facing the road).
2. Reline all trash containers with new trash bags that the event holder supplies.
3. Clean and return tables and chairs to the storage closet. (Please do not drag tables and chairs across the floor)
4. Sweep up debris and use dry dust mop the floors and stage area.
5. Damp mop for wet and/or sticky spills. (please only use supplies provided to mop)
6. Clean off all counters, sinks, walls, microwaves and refrigerators.
7. Pick up trash from event including in the restrooms, parking lot and courtyard.
8. Remove all food from the facility - (including ice) and equipment.
9. Secure facility – close all doors and windows – in the main room and kitchen. Turn off all lights.
10. After you have cleaned the facility, please check out with Staff prior to leaving the facility.

You will need to provide light cleaning supplies and trash bags (35 gallon size) approximately 20 bags. Floor cleaning solution, broom & mop are located in the facility).



Main Room: 59'x39'
Stage: 19'x10'
Courtyard: 39'x32'

WHAT IS AVAILABLE?

DANA COVE ROOM

- 200 Chairs
- 20 Banquet Tables (8'x2 1/2')
- 18 60 Inch Round Tables

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34451 Ensenada Place, Dana Point, CA 92629

DanaPointYouthandGroup.Info@ocparks.com



Directions from North & Central Orange County:

1. South on the San Diego Freeway(405) or Interstate (5) to Pacific Coast Highway (1)-El Camino Las Ramblas exit, Bear right as you exit and get into the left lane.
2. Go to Dana Point Harbor Drive (second traffic light) Turn Left
3. Continue on Dana Point Harbor Drive for 1/2 mile until you see the sign "Youth & Group Facility" followed by a street sign "Ensenada Place. The facility is in the three blue buildings on the left.
4. Make a U-turn and turn right into the parking lot in front of the first building in the Baby Beach parking lot.

Directions from San Diego Area & South County:

1. North on Interstate (5) to the Beach Cities (1) - Camino Las Ramblas exit. Bear left when you exit and get into the left lane
2. Continue from direction 2 above.

Directions from the North on Pacific Coast Highway:

1. South on Pacific Coast Highway, past Crown Valley Parkway
2. Continue until you reach Golden Lantern
3. Go right on Golden Lantern to the next traffic light which will be Dana Point Harbor Drive.
4. Turn right onto Dana Point Harbor Drive
5. Continue from direction 4 above.