

Office Use Only For PERMIT ASSIGNMENT

Amount Received\$ _____ **Check#** _____ **Reservation#** _____ **Permit#** _____

Credit Card payments will have damage deposit refunds applied back to the card. Checks will have damage deposit refunded to the person writing the check unless a request is made otherwise. Note name/address if not same as applicant: _____

Shore Acres State Park 2010 Activity Permit/Application

You Must Have Reserved Your Date by calling 541-888-3778 X231 BEFORE turning this in!

Applicant Information: *(please print)*

Event Information: *(please print)*

Name(s): _____

Day & Date: _____

If a different name/address for return deposit let us know in writing.

Mailing Address: _____

Arrive Time _____ **Departure Time:** _____

(8:30 AM OR LATER)

City/State/Zip: _____

Music *If yes describe here:* _____

Phone *(daytime)* _____ *(evening)* _____

Total Funds Enclosed: _____

Site Reservation and Permit Fee Schedule

(See Attached Garden Map for Site Plan)

Note: The maximum number attending any activity is limited to 100 people.

Circle the package(s) you wish to reserve and add with additional costs that apply. Note the garden site you wish to use.

Package #1 –Garden site _____, garden house and pavilion area *(up to 50 people)* \$400.00= _____
A, B or C

Package #2 – The garden house and the pavilion area *(up to 50 people)* \$300.00= _____

Package #3 –Garden site _____ [A, B or C] and the pavilion area *(up to 50 people)* \$200.00= _____

Package #4 – The observation building **area lawn** **(not** building see note map)*(up to 50 people)* \$100.00= _____

Fee of \$1.00 for each person attending over the first 50. Limited to a total of 100 max. _____ # people X \$1.00= _____

Clean up and damage deposit of \$100.00 required *[see information on back]* \$100.00=\$100.

Total funds enclosed for Activity Permit/Application: \$ _____

I have read the conditions for activities at Shore Acres State Park as shown on the reverse side of this application. My signature below acknowledges that I agree to comply with them.

Signature of Applicant(s) *(must be 18 years or older):* _____

(Information and changes from this person(s) only unless a written authorization is receive by this office.)

Mail the completed and signed application along with fees to: **Sunset Bay State Park, 89814 Cape Arago Hwy, Coos Bay, OR 97420-9647. CHECKS PAYABLE TO OREGON PARKS & RECREATION DEPARTMENT.**

Payment Information

Check for \$ _____ VISA card information for \$ _____ Master Card Information for \$ _____

Print Name of Card Holder *(VISA/MC only):* _____

Credit Card Number _____ - _____ - _____ - _____ **Expiration Date of Card** _____ / _____
Month Year

Signature of Card Holder: _____

Park Representative Signature/Date: _____

Thank you for considering Shore Acres State Park for your special activity. Please read and observe the following activity regulations listed below to ensure that your event goes as smoothly as possible and that the park remains in good condition for all of our visitors to enjoy.

Activity Regulations

- ✿ Reservations for park activities may be made up to 9 months in advance.
- ✿ Applicant(s) must be 18 years old to obtain a permit **and** be present at all times during the activity.
- ✿ Your activity site(s) will be available **no earlier than 8:30 a.m.** the day of the event. You may note on the application if you wish to arrive at a later time.
- ✿ Only persons named on the application may change, cancel or access information associated with this permit.
- ✿ All event activities must be completed and cleaned up no later than one hour before the park closes. Contact Shore Acres State Park at 541-888-3732 to verify the actual closing time the day of your event.
- ✿ The activity permit is non-exclusive. This means that park visitors have access to all areas of the park that are normally open to the public, including some, or all of your activity site.
- ✿ You and your guests must comply with all State Park rules and the Activity Regulations. Note that **no animals** are allowed in Shore Acres State Park
- ✿ You need to have a copy of the signed activity application/permit with you during your activity.
- ✿ Please inform any parties involved with your event that **all** vehicles parking at Shore Acres State Park must display a valid day use parking permit.
- ✿ No candles, flames or combustibles are allowed in the Garden House or pavilion.
- ✿ All decorations you bring to the park must be freestanding. You may not attach anything to any park structure(s) or plants by any method.
- ✿ Chairs and tables are restricted to specific areas. We do not provide chairs or tables. Please note the allowable chair and table placement on the Garden Map attached to this packet.
- ✿ Help us continue to maintain Shore Acres as a special place. The following is not allowed:
 - Throwing or releasing **anything**
 - Walking or standing in flower beds
 - Serving food or beverages in the garden areas outside the Garden House and Pavilion
 - Loud noise or loud music [see note below]
- ✿ **If you plan to have music** at your event, please indicate so on the front of this application. Give a brief description of type and how it will be delivered. The type and volume of music must be consistent with the intimate setting and serenity of the gardens. Contact us in advance if you need more information.
- ✿ **Cancellations:** Must be received in writing by the Sunset Bay State Park office (541-888-3778 X 231) **one month** in advance of your activity date with an \$8 fee. If not received one month or more in advance of the arrival date, an amount of facility deposit fee equal to one day rental for the facility will be forfeited. The cleaning/damage deposit will be refunded.
- ✿ **Changes** to your Activity Application/Permit after it has been issued must be received **in writing at least one month** prior to your event date. An \$8.00 processing fee will be collected to cancel and reissue the permit. If changes are made after one month from the event date it will be treated as a cancellation and cancellation rules will apply. A person may request a new permit once the existing permit has been cancelled. The cleaning/damage deposit will be refunded.
- ✿ **Deposit Refund:** If there is no damage or clean up required after your event you will receive a full refund within 60 business days after the event. You will be notified in writing within 60 business days after the event if you will not be receiving a full refund. Any refund amount is mailed to the name and address of the person who wrote the check or credited back to the credit cards used to make the payment.

Questions Contact 541-888-3778 X 231 or e-mail pat.hennessy@state.or.us