

## ***PLEASE READ THIS BEFORE BOOKING AN EVENT AT SHORE ACRES STATE PARK***

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### ***Shore Acres State Park 2014 Activity Permit/Application***

Thank you for your interest in holding your event at Shore Acres State Park. Please remember that you are interested in holding your event in a Day Use Fee park. This means that each vehicle coming to your event must have a Day Use Permit or an Annual Pass accepted at State of Oregon Day Use Fee Parks. You may arrange to purchase passes in advance of your event, or your guests will be required to purchase the daily pass for \$5.00 when they enter the park on the day of your event.

It is very important that the Activity Regulations on the back of the application be read prior to submitting the form with the required fees. The applicant and guests will be held responsible for these regulations. Please note the **capacity and requirements** for the package you wish to reserve by referring to the Garden Map.

***Your signature on page 1 of the application certifies that the conditions for activities have been read and that you agree to comply with them.***

A telephone request to the Sunset Bay State Park at 541-888-3778 x221 will temporarily hold the activity site package of your choice for up to 14 days from the date of the call. **To finalize your reservation**, you must return the completed application, liability insurance proof, and full payment so it is received by the Sunset Bay State Park office before the hold expires. The office address is 89814 Cape Arago Hwy, Coos Bay, OR 97420. Please review the EVENT INSURANCE REQUIREMENTS.

If the **completed application, proof of liability insurance and funds** are not received within the 14 day hold period, the hold will be removed and the activity site will be made available for others to reserve. Reservations can be made for up to 9 months in advance. No permits are issued after the last weekend of September through the middle of the following April due to the holiday lights event and damp conditions in the event areas.

A **refund** of all or part of the clean-up/damage deposit is contingent on the condition of the facilities after your activity. If it is necessary for staff to clean up and/or perform repairs to any facility or site used by your activity, the appropriate amount will be deducted from the deposit and you will be notified accordingly.

**Cancellations** must be made at least **one month** prior to the event and you will be charged an \$8 cancellation fee. Cancellations made less than a month prior to event date, will be charged a fee equal to one day rental.

**Changes** to your Activity Application/Permit after it has been issued must be received in writing at least **one month** prior to your event with an \$8 fee.

Requests to hold **rehearsals** for your event will be dependent on park activities already in place on the day/time you wish to do this. Be aware that weekends during the summer usually have events every day. Contact the office in advance to review available dates.

**Approved chair and table** placement are indicated on the Garden Map. We do not provide tables, chairs or other objects for your event.

Again, thank you for considering Shore Acres State Park for your activity. Please call the Sunset Bay State Park office at 541-888-3778 x221 if you have any questions.