

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

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### ***Shore Acres State Park 2015 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.

## SHORE ACRES GARDEN MAP - FACILITIES/AMENITIES

\* indicates electricity available + indicates potable water available

■ □ Areas approved chairs and tables are allowed.

■ Areas approved chairs are allowed on **tiled areas only**.

■ Tiled Areas OK for chair set up in sites A, B, C. **No chairs on lawn.**  
**We do not provide chairs or tables.**

### Activity Area

Garden House ■ \*+

Pavilion Area □ 100 people standing

Pavilion (24' across inside) ■ + 50 people standing

Site A- Rose Beds ■ 50 people standing

Site B- Pavilion Access ■ 50 people standing

Site C- Pond Entrance ■ 50 people standing

Observation Building Lawn 100 people

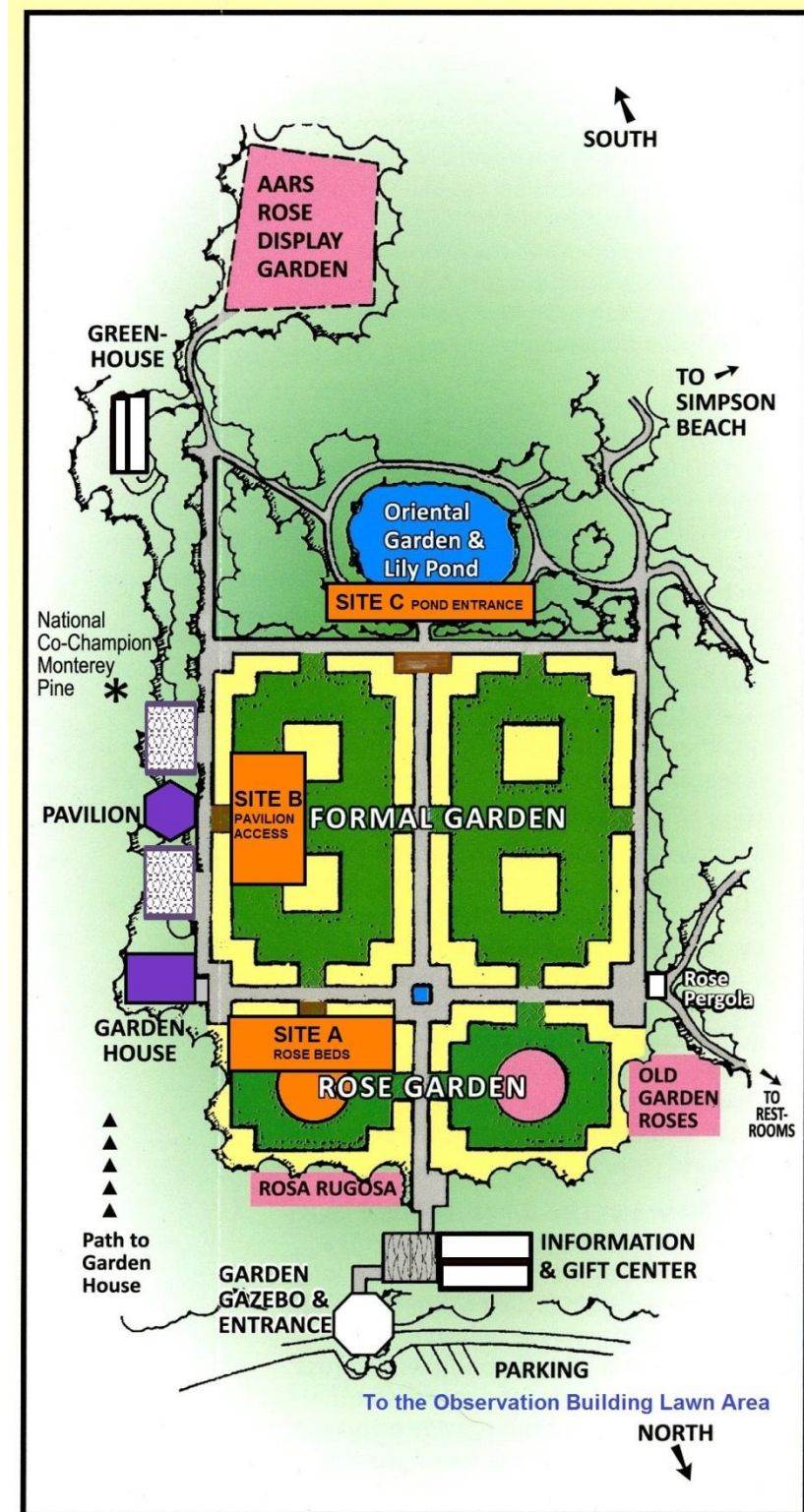
### Maximum Capacity

**The Garden House** is the only facility that is not open to the public during park hours (when your event takes place). It has display furniture, **which cannot be moved**. This limits the useable floor space available in the Garden House to approximately 500 sq. ft. on the ground floor. The upper floor has very limited capacity and floor space. Approved chairs and tables are allowed in the grass area outside the Garden House and on the south side of the Pavilion.

Electricity and potable water are available There is a restroom located off the Garden House back porch with a sink and toilet. This is only opened for events that reserve the Garden House. The Garden House also has a 60 ft<sup>2</sup> kitchen equipped with a residential size stove, refrigerator, microwave, sink and a serving counter.

**Observation Building Lawn** refers **only** to the area adjacent to the observation building and the sea wall. The building itself **is not part of the permit area and may not be used for the set-up of any articles (chairs, tables, etc.) inside the structure at any time during your event**. The building may not be used for your event or any ceremony. Attendees of the event are welcome to go inside the building and for viewing the scenery and the interpretive exhibits inside.

We require that the chairs used in the garden house and pavilion site areas minimize compaction of the lawn. This will help keep the grass from being damaged at the root area. We do not provide chairs or tables. For your event, there are local rental companies that have these items available.



**Office Use Only For PERMIT ASSIGNMENT**

Amount Received\$ \_\_\_\_\_ Check# \_\_\_\_\_ Reservation# \_\_\_\_\_ Permit# \_\_\_\_\_

Credit Card payments will have damage deposit refunded 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 the same as applicant: \_\_\_\_\_

Park Representative Signature/Date: \_\_\_\_\_

CC:  SHORE ACRES  SUNSET BAY

**Shore Acres State Park 2015 Activity Permit/Application**

**You Must Have Reserved Your Date by calling 541-888-3778 x221 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) (1-Hour BEFORE DUSK)

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 **lawn area** (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 = \$100.00**

**Total funds enclosed for Activity Permit/Application: \$ \_\_\_\_\_**

**Alcohol will be present:**  **yes**  **no**

**By checking this box, I have reviewed and understand the conditions and regulations 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. MAKE 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:** \_\_\_\_\_

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.
  - ✳️ Only persons named on the application may change, cancel or access information associated with this permit.
  - ✳️ 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.
  - ✳️ **All event activities must be completed and cleaned up one hour before the park closes.** Please contact Shore Acres State Park at 541-888-3732 to verify the closing time for 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, to include your activity site.
  - ✳️ You and your guests must comply with all State Park Rules and the Activity Regulations.
- Animals are NOT 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 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 structures or plants by any method.
  - ✳️ Chairs and tables are restricted to specific areas. We do not provide chairs or tables. Refer to the allowable chair and table placement on the Garden Map.
- ✳️ **The following is not allowed:**
- Throwing or releasing **anything**
  - Walking or standing in flower beds
  - 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. **DJ's are not allowed at garden events without prior approval.** Contact the office in advance for additional information.
  - ✳️ **Serving food or beverages** is only permitted when reserving Package #1 or #2. **BBQ grills** must be preapproved and used only in designated areas. Contact the office for additional information.
  - ✳️ **If you plan to have alcohol** at your event, please indicate so on the front of this application. Alcohol is allowed per the usual state laws on age, distribution, and behavior.
  - ✳️ **Smoking is not permitted** at Shore Acres outside of your personal vehicle.
  - ✳️ **Cancellations:** Must be received in writing **one month** in advance of your activity date and you will be charged an \$8 cancellation 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 amend the permit.
  - ✳️ **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 card used to make the payment.

Questions Contact 541-888-3778 x221 or e-mail [janet.sobczak@oregon.gov](mailto:janet.sobczak@oregon.gov)



*Nature*  
**HISTORY**  
*Discovery*

## Obtaining Required Insurance Coverage for Shore Acres State Park Events

Thank you for considering the use of Shore Acres State Park and Botanical Gardens for your special event. The State of Oregon Parks and Recreation Department requires minimum insurance limits for permit activities in state parks.

**These standards are subject to change if the event activities are determined to be a higher risk based on probability and severity of potential losses. These standards are based on compliance with the Rules and Regulations stated on the Shore Acres Permit/Activity Application.**

- Certificates or Policies of Insurance will name "Oregon Parks and Recreation Department" as an additional insured for the event coverage you obtain.
- Check with your existing homeowners or renter policy as that coverage may be sufficient, as long as we are listed as "additional insured." There are also several online event insurance companies.
- Certificates or Policies of Insurance for your event must be sent in with your payment and application or your event will not be approved and confirmed.
- All events with up to a maximum of 100 people will require the minimum coverage of:

Property Coverage Single Occurrence	Property Coverage Aggregate	Liability Coverage Single Occurrence	Liability Coverage Aggregate
\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00

***Upon the conclusion of your event please contact your insurance provider and remove the State of Oregon Park and Recreation Department as an additional insured from your coverage.***

**Send insurance certificate to:**

Sunset Bay State Park  
89814 Cape Arago Hwy  
Coos Bay, OR 97420

or

FAX to 541-888-5650

or

Email to [janet.sobczak@state.or.us](mailto:janet.sobczak@state.or.us)