Shore Acres State Park - Event Information & Permit Guidelines

Important Information to Read Before Booking an Event at Shore Acres State Park

Thank you for considering **Shore Acres State Park** as the venue for your event or wedding. This guide introduces the key information, requirements, and next steps for holding an activity in the Shore Acres gardens. Our goal is to make the process clear and welcoming while helping you understand how the park's permit system works.

Parking Entry & Parking Requirements: Please remember this is a Day-Use Fee Park. Every vehicle attending your event must display either a Day-Use Parking Permit or a valid Annual Pass accepted at Oregon State Parks day-use fee parks. You may pre-purchase passes for your guests, or they may purchase a daily permit at the park entry.

Understanding the Activity Permit: All events at Shore Acres require an Activity Permit/Application. Before submitting your application, please read the Activity Regulations included with the Application form. Applicants and guests are responsible for following all park rules. Capacity limits and approved event areas are listed on the Garden Map, so we encourage you to review this when selecting your desired space. Your signature on page 1 confirms you have read and agree to comply with all regulations.

How to Hold and Secure an Event Site: You may place a 14-day temporary hold on an event site by calling the Sunset Bay State Park office at 541-888-3778 ext. 221. To finalize the reservation, the park must receive your completed application, proof of liability insurance, and full payment before the 14-day hold expires. Submit materials to: Sunset Bay State Park, 89814 Cape Arago Hwy, Coos Bay, OR 97420. Please refer to the Event Insurance Requirements for coverage details.

If the park office does not receive these documents and payment within 14 days, the hold will be released and the site made available to others.

When Reservations Are Available: Reservations may be made up to nine months in advance. Permits are not issued from the last weekend of September through mid-April due to the annual Holiday Lights event and seasonal conditions in the garden.

Rehearsals & Site Use: Requests for rehearsal times depend on existing park events and availability. Summer weekends often fill up quickly, so rehearsal access is not guaranteed.

The park does not provide chairs, tables, or equipment. All items must be brought in by you or your vendors. For safety and preservation of the gardens, chairs and décor must follow the approved placement shown on the Garden Map. Chairs may not be placed on the pavilion stairs.

Clean-Up & Damage Deposit: A refundable clean-up/damage deposit is required with your application. The refund amount depends on the condition of the event areas after your activity. If staff must clean or repair any part of the site, the corresponding cost will be deducted from the deposit.

Cancellations & Permit Changes: Cancellations made at least one month before the event date are refunded minus a $10 cancellation fee. Cancellations made within one month of the event are not refundable. Changes to an already-issued permit require written notification at least one month in advance and include a $10 change fee.

Have Questions or Ready to Start a Hold? The park office is happy to help you determine availability, understand requirements, and begin the reservation process.

Sunset Bay State Park Office — 541-888-3778 ext. 221
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