OFFICE USE ONLY For PERMIT ASSIGNMENT

Amount Received$_____ **Check#**_____ **POS#**_____**Permit#**_____
Reservation(s)#_____
Park Representative Signature/Date:_____
CC: ☐ **SHORE ACRES** ☐ **SUNSET BAY**

Shore Acres State Park 2027 Activity Permit/ Application

Please reserve your date by calling 541-888-3778 x221 prior to submitting this form.

Applicant Information: *(please print)*

Name(s):_____
If a different name/address for return deposit let us know in writing.
Mailing Address:_____
City/State/Zip:_____
Phone ***(daytime)***_____ ***(evening)***_____
E-Mail: _____

Event Information: *(please print)*

Day & Date: _____
Arrive Time_____ **Departure Time:**_____
8:30 AM or later One hour before park closes
Music ***If yes describe here:*** _____
Total Funds Enclosed:_____

Site Reservation and Permit Fee Schedule, with a maximum attendance limit of 100 people for any activity

Indicate the package(s) you wish to reserve, include any additional costs that apply, and note the garden site you wish to use.

☐ Package #1 –Garden site [A, B or C] _____, garden house and pavilion area *(up to 50 people)*
$473.00 resident / $591.00 non-resident =_____

☐ Package #2 – The garden house and the pavilion area *(up to 50 people)*
$368.00 resident / $460.00 non-resident =_____

☐ Package #3 –Garden site[A, B or C]_____ and the pavilion area *(up to 50 people)*
$263.00 resident / $329.00 non-resident =_____

☐ Package #4 – The observation building **lawn area** (**not building** see note map) *(up to 50 people)*
$158.00 resident / $198.00 non-resident =_____

☐ Attendance fee: $2.00/person after first 50 (max 100) Qty: _____X $2.00 =_____

☐ 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 acknowledge that I have reviewed and understand the conditions and regulations for activities at Shore Acres State Park that are included with this application. My signature below acknowledges that I agree to comply with these conditions and regulations.**

Signature of Applicant(s) (must be 18 years or older):_____
(Information and changes from this person(s) only unless a written authorization is received by this office.)

Payment Information

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

Submit completed form by email, mail, or in person.
Fees may be mailed (personal or cashier's check), paid in person (cash, check, or card), or paid by phone (card). **PLEASE CONTACT THE OFFICE FOR PROCESSING CREDIT CARD PAYMENTS.**
Mail: Sunset Bay State Park, 89814 Cape Arago Hwy, Coos Bay, OR 97420-9647.
Checks payable to Oregon Parks & Recreation Department.

Damage deposits paid by credit card will be refunded to the same card. Deposits paid by check will be refunded to the check writer unless otherwise requested. **If refund name/address differs from applicant, note here:**

_____

Shore Acres State Park – Special Activity Regulations

Thank you for considering Shore Acres State Park for your special activity. The following regulations help ensure your event runs smoothly and that the park remains in excellent condition for all visitors.

General Requirements

- Reservations may be made up to **nine months** in advance.
- Applicants must be **18 years or older**, obtain the permit, and remain on-site for the duration of the activity.
- Only the individuals listed on the application may make changes, cancel the permit, or access permit information.
- All event activities, including cleanup, must be completed **one hour before park closing**. Contact Shore Acres State Park at 541-888-3732 to confirm closing time for your event date.
- Activity permits are **non-exclusive**. All areas normally open to the public remain accessible to park visitors, including your event site.
- All participants must comply with **State Park Rules** and these Activity Regulations.
- **Animals are not allowed** in Shore Acres State Park.
- A copy of the signed activity application/permit must be with you during your event.
- All vehicles must display a valid day-use parking permit.
- Candles, flames, oil lamps, and other combustibles are not permitted.

Decorations, Furniture, and Site Use

- All decorations must be **freestanding**. Nothing may be attached to park structures or plants.
- Chairs and tables are limited to specific types and designated areas. The park does not provide chairs or tables. Refer to the Garden Map for allowable placement.
- The following activities are not allowed:
  - Throwing or releasing any objects
  - Walking or standing in flower beds
  - Loud noise or loud music (see music guidelines below)

Music and Sound

- If you plan to have music, indicate this on the application and briefly describe the type and delivery method.
- Music must be appropriate for the intimate and serene garden setting.
- **Not allowed:** DJs, amplified sound, microphones, bullhorns, percussion instruments, or live amplified bands.
- State Parks may terminate any sound deemed excessive or disruptive to other visitors.
- Contact the park office in advance for additional information.

Food, Beverages, and Alcohol

- Serving food or beverages is permitted **only with Package #1 or #2**.
- BBQ grills require preapproval and may be used only in designated areas.
- If alcohol will be served, indicate this on the application. Alcohol is allowed in accordance with state laws regarding age, distribution, and behavior.
- Smoking is not permitted anywhere in the park except inside your personal vehicle.

Cancellations, Changes, and Refunds

- **Cancellations:**
  - Must be submitted in writing at least one month before the activity date.
  - A **$10 cancellation fee** applies.
  - If cancellation is received less than one month before the event, the facility deposit equal to one day's rental is forfeited.
  - The cleaning/damage deposit will be refunded.
- **Changes to the Permit:**
  - Must be submitted in writing at least one month before the event.
  - A **$10 processing fee** applies.
- **Deposit Refund:**
  - If no damage or cleanup is required, a full refund will be issued within 60 business days after the event.
  - You will be notified in writing within 60 business days if a full refund cannot be issued.
  - Refunds are mailed to the name and address of the person who paid by check or credited back to the original card.

Contact Information

For questions, call 541-888-3778 x221 or email janet.sobczak@oprd.oregon.gov.

Shore Acres State Park – Special Activity Regulations

Thank you for choosing Shore Acres State Park for your special activity. The following regulations help ensure a smooth event and protect the park for all visitors.

General Requirements

- Reservations may be made up to 9 months in advance.
- Applicant must be 18 or older, obtain the permit, and remain on-site during the event.
- Only the person(s) listed on the application may change, cancel, or access permit information.
- All activities and cleanup must finish one hour before park closing. Call 541-888-3732 for closing time.
- Permits are non-exclusive; all public areas remain open to visitors.
- All participants must follow State Park Rules and these regulations.
- No animals allowed in the park.
- Keep a copy of your signed permit with you during the event.
- All vehicles must display a valid day-use parking permit.
- No candles, flames, oil lamps, or combustibles.

Decorations, Furniture, and Site Use

- Decorations must be freestanding; nothing may be attached to structures or plants.
- Only approved chairs and tables may be used, and only in designated areas. The park does not provide them; contact the park office for information on the preferred local vendor whose equipment has been preapproved.
- The following are **not allowed**:
    - Throwing or releasing any objects
    - Walking or standing in flower beds
    - Loud noise or loud music (see below)

Music and Sound

- If you plan to have music, indicate this on the application and briefly describe the type and delivery method.
- Music must be appropriate for the intimate and serene garden setting.
- Not allowed: DJs, amplified sound, microphones, bullhorns, percussion instruments, or live amplified bands.
- State Parks may terminate any sound deemed excessive or disruptive to other visitors.
- Contact the park office in advance for additional information.

Food, Beverages, and Alcohol

- Food and beverage service is allowed only with Package #1 or #2.
- BBQ grills require preapproval and must be used only in designated areas.
- If serving alcohol, note this on the application; all state laws apply.
- Smoking is prohibited except inside personal vehicles.

Cancellations, Changes, and Refunds

- **Cancellations:** Must be in writing one month in advance; a $10 fee applies. Cancellations received later forfeit one day's facility deposit. Cleaning/damage deposits are refunded.
- **Changes:** Must be in writing one month prior; a $10 processing fee applies.
- **Deposit Refund:** If no damage or cleanup is required, refunds are issued within 60 business days to the original payer. Written notice is provided if a full refund cannot be issued.

Contact

For Questions call 541-888-3778 x221 or e-mail janet.sobczak@oprd.oregon.gov