

Please Read This Before Booking An Event At Shore Acres State Park!

Enclosed is the requested Shore Acres State Park **2010** Activity Permit/Application. 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. Please let us know if you wish to purchase passes in advance of your event. Guests can purchase the daily pass for \$5.00 when they enter the park.

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 read the capacity and requirements for any of the packages/sites you wish to use by referring to the enclosed Garden Map.

Please note that the signature on page 1 of the application certifies that the conditions for activities have been read and that the applicant agrees to comply with them.

A telephone request to the Sunset Bay State Park at 541-888-3778 ext. 231 will hold the activity site package of your choice for up to 14 days from the date of the call. **To firmly reserve the area requested**, 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. Please review the enclosed 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 removal of holiday lights 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 with an \$8 fee. If made less than a month prior to event date a fee equal to one day rental will be forfeited. **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. If made less than a month prior to event date it will be treated as a cancellation and cancellation rules apply.

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. Please note the approved chair and table placement on the Garden Map and note that we do not provide tables, chairs or other objects for your event.

Thank you for your interest in using Shore Acres State Park for your activity. Please call the Sunset Bay State Park office at 541-888-3778 X231 if you have any questions or concerns.

Sincerely,

CoCo Sutton
SW Oregon Region 3 Administrative Assistant

Enclosure: Application packet