

# **FORT ROSS STATE HISTORIC PARK SPECIAL EVENT GUIDELINES**

## **2025 Fort Ross Conservancy**

Thank you for your interest in having your special event at Fort Ross State Historic Park. This historic and picturesque site offers a unique venue for events that celebrate the cultural and natural beauty of the area.

Please note that all locations within the park are outdoors and rustic. Events at Fort Ross State Historic Park are suitable for those wishing to have a low-key event in a natural and historic setting without many modern accoutrements. Due to the historical significance of the park, all events must be planned with respect to the site's preservation and ecological integrity.

Because of the rustic nature of these sites, we highly recommend visiting the park and specific locations you are interested in reserving prior to applying for a Special Event Permit.

**SPECIAL EVENTS:** Special events include all activities beyond the normal scope of park visitor use which could impact public access or enjoyment, and activities that create a greater potential for hazard and liability to the park than incurred through typical operations. The Special Event Permit must be in accordance with Fort Ross Conservancy rules and regulations. Permits are required for any activity within Fort Ross State Historic Park that meets any of the following criteria:

1. Fees are charged by the event sponsor beyond the regular park facility use fees.
2. When the Fort Ross Conservancy has determined the event will create a greater potential hazard or liability to the park than incurred through typical operations.
3. When the activity includes the exclusive use of an area within the park.
4. When the activity interferes significantly with the public's use of an area.
5. When additional staffing or staff time is required.
6. Where items or services are sold.

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## INSURANCE INFORMATION:

### Liability Insurance Requirements

Insurance is required when a commercial vendor, caterer, event planner, etc., is involved in your event, or if the event and its specific details pose a greater risk to the environment or persons involved. Generally, weddings should not require insurance, except when “out of the ordinary” park activities are planned, such as a live band or tent setup.

If proof of insurance is required, please contact a qualified insurance company for the insurance policy; your current renters or homeowners’ insurance provider is a good place to start.

The Certificate of Insurance must be received at least sixty (60) days in advance of the event.

The Fort Ross Conservancy requires the following regarding liability insurance:

1. Must be on an ACORD25 form.
2. The name of the permittee must be the same as the insured.
3. The Certificate Holder must be listed as:  
**Fort Ross Conservancy**  
19005 Hwy 1  
Jenner, CA 95450
4. The Special Endorsement **MUST** Read:  
**Fort Ross Conservancy, its officers, employees, and volunteers are included as additional insured, but only with respect to work performed for the Fort Ross Conservancy under this contract.**  
OR  
**The certificate holder is added as an additional insured, but only with respect to the liability arising out of the operations of the insured named above.**
5. The Insurance Requirement Amount must be a combined single limit (CSL) of \$1,000,000 per occurrence.
6. Host Liquor Liability (and an ABC permit) is required for any events where alcohol is being sold.
7. Location address is: **19005 Coast Highway 1, Jenner, CA 95450**. Do not list this location or park as the certificate holder.

Please note: If any of the above information from lines 1-6 is missing or if any additional names and/or verbiage are added to the Certificate Holder or Special Endorsement, the certificate will not be accepted and will be returned to the applicant for correction.

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## Special Event Permit Process – Fort Ross State Historic Park

1. **Review the entire Special Event Guidelines.** Keep this for future reference.
2. **Contact the Fort Ross Conservancy** to check a specific date for availability and to request an application. (Events are not placed on the calendar until after the conservancy receives the completed application and applicable non-refundable filing fee.)
3. **Complete the Special Event Application** and email or mail it with the applicable non-refundable filing fee to:

### **Fort Ross Conservancy Special Events**

19005 Coast Highway 1  
Jenner, CA 95450  
Email: info@fortross.org

4. **If approved**, the conservancy will email your approved Special Event Permit back to you.

The following must be received by the conservancy at least thirty (30) days prior to the date of the event:

- Special Event Permit (signed and dated)
  - All permit fees
  - Refundable security deposit
5. **For large events, the following may also be required:**
    - Certificate of liability insurance
    - Vendor list
    - Transportation plan
    - Site safety plan
    - Additional chemical toilets
    - Garbage removal plan
    - ABC license (alcohol permits)
  6. All checks and money orders must be made payable to **Fort Ross Conservancy**. Do not send cash through the mail.
  7. **Once all required fees, deposits, and documents are received** by the Special Event office, your permit will be approved, and you will receive a final copy of your permit. Please remember to bring this permit on the day of your event.

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## **FEES AND DEPOSITS**

**Non-Refundable Filing Fee:** Paid with your completed application.

- \$35 Non-refundable fee must be paid 30 days prior to the event date –or–
- \$100 Non-refundable rush fee if the filing fee is received by the special events office less than thirty (30) days prior to the event. All rush permit fees must be paid in the form of a cashier's check or money order.
- Payment of required filing fee does not guarantee permit approval.

**Special Event Fees:** *(Special Event fees will be determined by Fort Ross Conservancy staff based on type of event and/or number of attendees.)*

<b><u>Event Type</u></b>	<b><u>Fee</u></b>
Filing Fee	\$35
Late Filing Fee (if less than 30 days to event date)	\$100
Regular Permit (up to 50 people)	\$300
Regular Permit (51 to 100 people)	\$400
Regular Permit (101 to 150 people)	\$500
Regular Permit (151 to 200 people)	\$625
Major Event Permit (up to 100 people)	\$575

Major Event Permit (101 to 150 people)	\$825
Major Event Permit (151 to 200 people)	\$1,000
Major Event Permit (201+ people)	TBD
Security Deposit	\$250
Security Deposit w/ alcohol	\$350
Alcohol waiver (up to 50 people)	\$50
Alcohol waiver (51 to 150 people)	\$100
Alcohol waiver (151 to 250 people)	\$250
Alcohol waiver (over 251 people)	\$300
Additional Area Fee	\$50
Ranger Monitor Fee	\$700
Facilities Maintenance Fee	TBD
Trails/Roads Maintenance Fee	TBD

*(Fort Ross Conservancy staff will make final determination of event classification as a regular or major event.)*

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## **FORT ROSS SPECIAL EVENT PRIME LOCATIONS**

<b><u>Location</u></b>	<b><u>Fee</u></b>
Fort Compound	\$1,200
Historic Orchard	\$250
Reef Campground Day Use Area	\$300
Call House Picnic Area	\$250

For more information or to begin the application process, please contact the Fort Ross Conservancy at [info@fortross.org](mailto:info@fortross.org) or visit [www.fortross.org](http://www.fortross.org).

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**PERMIT PARAMETERS** Special Event Permit Parameters and all park rules and regulations must be observed. Information on some of the park rules and regulations is listed below. Complete rules and regulations can be obtained from the Fort Ross Conservancy (FRC) website or the CA State Parks (CSP) website.

- Special Events are permitted during day-use hours only, from 8 AM to 5 PM, unless otherwise noted.
- Special Events are **NOT** permitted on **holidays or holiday weekends**.
- The Special Event Filing Fee is non-refundable.
- Cashier's checks, company checks, and personal checks, cash and credit cards are accepted as payment.
- The permittee is responsible for knowing the specific times for their event and adhering to said times.
- The number of Special Events in any given area will vary and is determined by Fort Ross Conservancy staff.
- An event is not placed on the calendar nor is a date held until after the conservancy has received approval from the CA State Park District.

- Should any person involved in the special event be detained, cited, or arrested by park law enforcement personnel for violation of any of these conditions or other unlawful behavior, the applicant shall be liable for the cost of staff time at a rate of time and one-half and may result in the cancellation of the event and forfeit of all fees and/or deposits.

**CANCELLATION POLICY** If the applicant cancels the event at least 15 days prior to the scheduled event date, all fees except the filing fee will be refunded. If cancellation occurs within 15 days of the event, all fees will be refunded except the filing fee and half of the special event fee.

- Refunds are not available for events canceled due to inclement weather.

### **SECURITY DEPOSITS**

- A refundable deposit is required for all events to ensure permit compliance and to prevent damage to the site.
- The deposit may be withheld due to:
  - Non-compliance with permit parameters.
  - Law enforcement intervention at the event.
  - Violation of park rules by the permittee or guests.
  - Any garbage left at the site and/or damage to park property.
- Refund requests are processed at the beginning of each month and may take up to eight (8) weeks to be issued.

**ALCOHOL** Alcohol waivers may be available for certain areas of Fort Ross State Historic Park. Approval is not guaranteed, and additional fees apply.

- Beer or wine only. Spirits or hard liquor are not permitted.
- Only persons over twenty-one (21) years of age may possess or consume alcohol.
- The permittee is responsible for compliance with California Alcohol Beverage Control (ABC) regulations.
- Alcohol service/consumption must end one (1) hour prior to the end of the event.
- Alcohol may only be consumed for a four (4) hour period during the event.
- An ABC permit is required if alcohol is served by an outside vendor, caterer, or bartender.

**ENVIRONMENT** Fort Ross Conservancy is committed to maintaining the delicate and natural ecosystem of the park.

- Stay on designated trails and areas open to the public.
- Littering is strictly prohibited, including scattering flower petals, rice, seeds, confetti, or any other debris.
- All events must follow the Leave No Trace principles, including packing out all trash.
- The intentional or unintentional feeding of wildlife is prohibited.
- No digging, cutting, or alteration of the environment.
- The release of birds, butterflies, balloons, or other live animals is NOT permitted.
- Fireworks of any kind, including sparklers, are NOT permitted.
- Use of drones or model aircraft is not permitted.



## **DECORATIONS**

- Ground staking, fasteners such as staples, nails, and screws are strictly prohibited. Signage must be A-frame/Sandwich board style.
- No spray paint or chalk on roads or trails.
- Glass is NEVER permitted on beaches.
- Tiki torches and candles may be allowed in certain areas, as long as wax is contained.
- Large decorations such as arches must be approved prior to the event.
- Balloons, rice, flower petals, confetti, fireworks, bounce houses, hot tubs, and cooking in the sand are all strictly prohibited.

## **SIGNAGE**

- Signage must be pre-approved and completely free-standing.
- No signs may be affixed to park structures, fences, benches, trees, or plants.
- Signs must not obstruct trails, roads, or buildings.
- All signs must be removed by the permittee upon completion of the event.

## **ELECTRICITY**

- Electricity is generally not available, but some areas may have limited electrical access for an additional fee.
- The fort compound does not currently have public electrical availability.
- If generators are required, they must be pre-approved and provided by the permittee.
- Gas and electric grills are allowed unless fire danger restrictions are in place.

## **FIRES**

- No fireworks or sparklers are allowed.
- Gas and electric grills are allowed unless a high fire warning has been issued.
- Portable fire pits and heaters are NOT allowed.
- Fires are permitted only in designated fire rings unless fire danger restrictions are in place.
- The oven in the Officer's Barracks is not currently eligible for use.

## **PETS**

- All pets must remain on a leash no longer than 6 feet.
- Pets must not be left unattended in vehicles, tents, or enclosures.
- Visitors with disruptive animals may be asked to leave the park.
- Pets are allowed in all buildings and trails EXCEPT the Sandy Cove Beach, Historic Orchard and Historic Cemetery.

## **PARKING**

- Park entrance fees apply to all guests, including caterers and vendors.
- Parking is available on a first-come, first-served basis. No spaces may be reserved for private events.

- No event may occupy more than 50% of the total parking spaces.

## **VEHICLES**

- No vehicles are allowed off-road, on beaches, paved paths, or in picnic areas unless explicitly authorized.
- Segways, scooters, mopeds, motorcycles, ATVs, and boats are prohibited unless specifically authorized.

## **MUSIC/SOUND**

- Amplified sound, including DJs and live bands, is generally prohibited.
- Acoustic music or limited-duration announcements may be considered on a case-by-case basis.
- Fort Ross Conservancy reserves the right to terminate sound that disrupts other park visitors.

## **OUTSIDE VENDORS/CATERERS**

- The sale or distribution of food, beverages, and merchandise is prohibited unless explicitly authorized.
- Vendors must not arrive before the permitted time.
- Permit applications must include the names of vendors, and a copy of contracts must be submitted at least 30 days prior to the event.
- A vendor event fee may apply to each contracted service.
- For events with more than 50 attendees, the permittee or vendor must remove all garbage and recycling.

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## **MAJOR EVENTS (trail runs, bike races, large gatherings, etc.)**

- Major events must be planned at least six (6) months in advance, and event planners should coordinate all aspects of these events with Fort Ross Conservancy staff.
- No trail races of any kind will be allowed between **October 1st and May 1st** due to environmental sensitivity and potential trail damage.
- Limited events and absolutely no events involving amplified sound will be allowed in sensitive areas due to wildlife protection and historical preservation.
- Park rules, regulations, and other applicable laws are strictly enforced. Additional permits from other governmental agencies such as the County of Sonoma, California Highway Patrol (CHP), CalTrans, the California Department of Alcoholic Beverage Control (ABC), and the California Coastal Commission may be required for certain events and are the sole responsibility of the applicant.
- A detailed map of the event layout (i.e., trails, facilities, parking) must be submitted prior to event approval.
- A traffic plan and map must be submitted for review.
- Traffic control personnel and/or extra security may be required at the expense of the permittee.

- Depending on the event, an Emergency Medical Services (EMS) unit may be required at the expense of the permittee.
- All large-scale events must comply with Fort Ross Conservancy's waste management policies. A **Pack Your Trash** policy, along with recycling and composting procedures, may need to be arranged with park staff.
- ADA compliance for large-scale events, including a sign language interpreter for performance events, may be required.
- Depending on the size and scale of the event, additional portable restrooms may be required. Fort Ross Conservancy requires one (1) portable toilet for every **50 to 100 patrons**.

For further information or to begin the event planning process, please contact Fort Ross Conservancy staff at [info@fortross.org](mailto:info@fortross.org) or call (707) 847-3437.

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## **FILM PERMITS**

- A film permit issued by the California Film Commission (CFC) ([www.film.ca.gov](http://www.film.ca.gov)) is required for any film, motion, or still photography that will be published, used for advertisement, or used commercially. Film permits are not issued retroactively.
  - Any event utilizing a professional photographer will need to obtain a film permit through the California Film Commission at [www.film.ca.gov](http://www.film.ca.gov).
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## **WEDDINGS**

All weddings at Fort Ross State Historic Park must be permitted and must take place in designated wedding venue locations approved by the Fort Ross Conservancy.

- Permittee must provide their own wedding planner, catering, and coordination. No bridal or groom's suite available.

## **DESIGNATED WEDDING VENUE LOCATIONS:**

- Fort Ross Historic Compound
- The Call House Garden
- Coastal Bluff Overlook
- Picnic Area near the Visitor Center

Capacity limits and additional restrictions may apply depending on the site. Please contact the Fort Ross Conservancy for further details and to confirm availability.