

2014 Special Event Rules and Regulations

Hellman-Ehrman Mansion

Sugar Pine Point State Park

Summer Timeline (Memorial Day weekend through September 30th)

- 2:30 pm ceremony site set up and dance floor only
- 3:30 pm reception site set up
- 3:30 pm caterer, florist, cake, etc may arrive
- 2:30 or 3:30 pm Butlers Cabin open, please set up time with California State Parks Monitor.
- 5:00/5:30 pm Ceremony
- 5:30/6:00 pm Reception
- 9:00 pm Bar – Last call (typically takes 30 min to wrap up and close from that point)
- 9:30 pm Bar must be completely closed
- 9:50 pm Music stops
- 10:00 pm Guests are walking to their car. Break down begins
- 12:00 am Everything must be cleaned and cleared. A representative for the permitted should be present to conduct a walk through when everything is complete. If vendor stays beyond time on permit, then the permit holder will be charged an overtime fee of \$100.00 per hour.

Vendors/Rental Company

- Vendor vehicles may not block the road at any time, may only park/drive on paved roads and must drive out immediately after unloading.
- Vendors should be reliable and professional. We recommend hiring companies with insurance and a business license.
- Vendors should submit a copy of valid liability insurance to California State Parks.
- Employees may not consume alcohol or drugs during any special event.
- A representative from the vendor company must check in with the state park monitor before leaving the event.

Caterer

- No gray water containing food or oil may be dumped on site. Please dump at your own facility.
- Take dirty dishes to be washed off site.
- Trash must be dumped off site.
- There is no electricity on site. Please provide a generator if electricity is needed.
- No food can be left out, on the ground, overnight or in a trash can on site. This attracts wildlife.
- Wine, water and beverage liquid may be collected and dumped in the sink, there may be no food or oil in this liquid.
- Only clear clean ice may be dumped on the lawn. It must be dispersed, so it can melt by the next day.
- Food mat or tarp must be placed under work station to catch food.
- All food, trash and broken glass must be removed and disposed of offsite.
- The wheelchair ramp may not be blocked by the caterer in the catering area, must remain accessible.
- Employees may not consume alcohol or drugs during any special event.
- A representative from the catering company must check in with the state park monitor before leaving the event.

Parking

- Applicant must prepay for parking if 100 or more guests are attending special event.
- Guests can leave their car overnight with appropriate parking pass and pick up by noon the next day without getting ticketed.
- Providing shuttles for your guests is highly encouraged.
- Client has the option to pay an additional fee to staff the kiosk/check-in station for their event.
- Taxis drive to Sugar Pine Point State Park. Please call a Taxi if your guests require this service.

Ceremony

- Rice, glitter, confetti, bird seed, potpourri and other similar items may not be thrown or used at any point in the event. Glow sticks and bubbles make a great alternative.
- If any leaves or flower petals are used during the ceremony, they must be completely removed from the site before the end of the event. We recommend bringing a rake.
- Flowers and leaves may only be tossed or displayed at the specific ceremony site on the lake side of the ADA paved trail. No items may be tossed or displayed on the Mansion side of the hill during processional.
- Nothing may be staked into the ground. All arches, chuppahs, floral arrangements, etc must be free standing or counter weighted above ground.

ADA Accessibility

- Inform your state park monitor in advance if you have individuals who will need to access the ADA drop off spot, so they can coordinate an appropriate time and number of vehicles allowed in certain areas.
- There is one wheel chair for public use, please let your state park monitor know if you require this service.
- It is 586 feet along a paved trail from the drop off site ("Care Takers" Cabin) to the ceremony site.

Alcohol

- Beer, Wine and Champaign are the only alcohol permitted. Liquor is not permitted at any special event, unless approved by the superintendent.
- A designated person must be assigned to serve alcohol and monitor consumption.
- No friends or family may serve alcohol.
- Alcohol must be kept behind a table and served by the bartender.
- No bottles may be taken from the bar, unless a server is providing wine/beer on the tables during dinner. The bartender is to have control of pouring the alcohol at all other times.
- Red wine is not allowed on the mansion porch, bridal suite or in the gazebo.
- Alcohol is not permitted until the reception.

Hellman-Eherman Mansion Building

- No items may be fastened, hung, strung or touching the actual building for decoration or support.
- Mansion lights can be left on for ambiance. Please let the state park monitor know if this is something you would like.
- There is no use of electrical outlets on the house.

Flower Bed/Garden

- No one may walk in or through the flower bed or garden.
- No set up may be done in or through the flower bed or garden (if you would like to utilize circular flower bed for lighting, please speak with your state park monitor in advance).
- No cords or equipment may be put in or on the flower bed or garden.

Reception

- Alcohol is not permitted until the reception.
- 5:30/6:00 pm Reception
- Conduct whatever activities you have planned
- 9:00 pm Bar – Last call (typically takes 30 min to wrap up and close from that point)
- 9:30 pm Bar must be completely closed
- 9:50 pm Music stops
- 10:00 pm Break down begins
- 12:00 am Everything must be cleaned and cleared. A representative for the permitted should be present to conduct a walk through when everything is complete. If vendor stays beyond time on permit, then permittee will be charged an overtime fee of \$100.00 per hour.

Gazebo

- Ask if you would like to string simple low voltage lights from the gazebo using zip ties.
- Outlets on gazebo may only be used for low voltage lighting.

-If food will be served or displayed in the gazebo a food mat or carpet must be placed to protect the concrete from staining. Food attracts wildlife and pests, so please dispose of food in trash, not on the lawn.

Decorating/Lighting

- No items may be taped, nailed, staked, tied or chained to any buildings, structures or trees.
- All decorations and lighting must be free standing.
- No set up may be done in or through the flower bed or garden (if you would like to utilize circular flower bed for lighting, please speak with your state park monitor in advance).
- No cords or equipment may be put in or on the flower bed or garden.

Smoking

- Smoking is confined to designated smoking areas on pavement with smoking receptacles.
- No one may smoke on the porch or in gazebo of the Hellman-Eherman Mansion.
- No one may smoke within 20 feet of any door or window of a public building.

Power Source

- There is one basic outlet for simple low voltage lights at the gazebo. Ask your state park monitor IN ADVANCE if you would like to utilize the outlet for simple lighting.
- There is no main power source for lights, music or cooking, in the ceremony or reception site.
- You and your vendors must provide your own generators.
- The bridal suite has 4 basic electric outlets on one side of the building. The power source is from 1903.

Porch

- Do not push tables against building.
- Do not block mansion front door.
- No red wine may be brought onto the porch.
- Water, soda, beer and white wine are OK to be served and consumed on the porch.
- Flowers with staining pollens cannot be displayed on the porch, such as calla lilies.
- Exceptionally greasy foods may not be served on the porch.
- Soda fountains may not be used on the porch.
- California State Parks may place carpets under food tables if deemed necessary.

Fire/Flames

- No fireworks are permitted. This includes sparklers.
- Candles must be in a contained unit. We recommend using battery powered candles.
- You may not bring your own fire pit.

Restrooms

- There are three stalls and two sinks in the men and women's restroom.
- The restroom is open to the public during park operating hours (sunrise to sunset)
- Please provide your own hand soap; we do not have hand soap receptacles.

Bridal Suite

- The bridal Suite must be completely cleaned and empty of personal items by the end of the night.

Break Down

- A representative from the wedding must conduct a final walk through to inspect the integrity of the site with a state park monitor. This will aid in the determination of how much of the security deposit will be refunded after the event.
- Two hours is permitted for breakdown. Any breakdown longer than two hours or past midnight will be charged an overtime fee of \$100.00 per fifteen minutes.

Trash

- Permit holder or vendor of permit holder must provide trash receptacles.

- Trash cans in the butler's cabin must be emptied.
- Trash must be disposed of offsite.
- No gray water containing food or oil may be dumped on site. Please dump at your own facility.

Notes

- Please assign an individual to be the point of contact during your special event, so the state park monitor does not have to discuss logistics with you on your wedding day.
- Wedding coordinator is highly recommended. This individual cannot be in the wedding party.
- Bring your own bee sting kit and first aid kit.
- Bring soap for the restrooms.
- Bring a rake and flashlight for clean-up.
- Lighting is limited from the mansion to the parking lot, if you wish to have lighting, please provide your own.
- No staking or nailing any signs or banners. Please use an easel, a-frame, or free standing signage.
- It is helpful to provide lighting for your guests to have when walking back to their cars. You can put lights on the path or provide guests with flashlights.
- If you plan to store any items overnight, please contact you state park monitor as soon as possible. Space is not guaranteed.
- Taxis provide service to and from Sugar Pine Point State Park.