



Los Encinos State Historic Park
 16756 Moorpark Street • Encino, CA 91436
 LosEncinos@parks.ca.gov • 818.784.4849
 Park Hours: Wednesday – Sunday 10 AM – 5 PM

Office use only

Picnic Reservation Permit

Name: _____ Reservation Date: _____
 Address: _____ Reservation Area: _____
 _____ Hours: _____ No. of People: _____
 Phone: _____ Email: _____
 Fax (optional): _____ Purpose of Event: _____

Fees:

- **Citrus Grove (1-100 people): \$150.00** This fee allows permittee to bring in up to 4 tables, 40 chairs, 2 canopies (anchored without stakes).
- **Olive Grove or Gaggle Grove (1-75 people): \$100.00** This fee allows permittee to bring in up to 2 tables, 20 chairs, and 2 canopies (anchored without stakes).
- Additional fees may apply for certain low-liability third-party vendors
- Checks or money orders only; payable to: *California Dept. of Parks and Recreation*
- Reservations are not booked until fees have been paid.
- If event must be cancelled you may reschedule (no refunds).

Note: More than 100 people, use of certain third party vendors (e.g., caterers), portable BBQs, amplified music, extending or holding event after hours, use of generators, setting up additional equipment, or selling alcohol, tickets, or merchandise requires a Special Event Permit. Please see park staff for more information.

Lakeside Café: *Events may be catered by the adjoining Lakeside Café without a Special Event Permit.*

Rules and Regulations:

1. Cooking is allowed on park grills only. No portable barbeques.
2. No hired caterers/servers (except Lakeside Café). Use of certain third-party vendors for entertainment is allowed with staff approval (additional fees may apply).
3. No electronically amplified music or public address systems.
4. No activities / games that can damage historic structures / grounds (e.g., bounce houses, soccer, football, baseball, volleyball, Frisbee, water guns, water balloons, piñatas, etc.).
5. Nothing attached to or hanging from trees or historic structures. No climbing trees or picking fruit. No stakes in the ground. No drawing on trees or structures. No dumping ice on grass. No driving on grass.
6. No moving park tables. No setting up of equipment other than tables, chairs, and canopies as per above.
7. Alcoholic beverages are allowed. State alcohol laws are enforced
8. No private use of State Park utilities (e.g., water, electricity) or the John Deere gator..
9. There is no exclusive use of the park.
10. All events including set-up and clean-up must take place between regular park hours of 10am and 5pm.
11. No parking upon State Park or Smart and Final property without authorization. All visitors must use street parking (except designated parking by ADA placard in the park).
12. It is the responsibility of the permittee to pick up all litter and debris from around the reservation area.

I have read the above-stated rules and regulations. (initial) _____

By signing, I, the permittee, agree that I and members of my entire group will obey all rules and regulations of State Parks. I understand that State Parks reserves the right to revoke or dismiss any agreement if compliance is not met.

Signature _____ Date: _____