



## SPECIAL EVENT GUIDELINES AND CHECKLIST

The Mendocino Land Trust (“MLT”) manages several spectacular sites available for public access and occasional special event reservations. Our most popular wedding sites are the Mendocino Bay Overlook in Mendocino and Seaside Beach north of Fort Bragg, but other sites are also available subject to MLT approval. Please contact us to inquire further.



A non-refundable site use fee of \$500 is required for all events. In addition, a \$500 security deposit will be collected to ensure compliance with MLT’s site use requirements, and will be returned after the event assuming all requirements are complied with and the site is left in the same condition in which it was found. An initial payment of \$250 is required to hold your date, and the \$250 balance, along with the \$500 security deposit, are due no later than 30 days prior to the event date. Failure to pay the \$250 balance and security deposit will result in forfeiture of your reservation.

Mendocino Land Trust is a 501(c)(3) nonprofit, and we rely on donations, grants, and event fees to maintain these sites, conserve land in Mendocino County, and provide public access to our many preserves and trails.

**As soon as you have selected your site and date and confirmed availability with our office, send us your Reservation Form (available on our website) and we will email you a credit card invoice for the initial \$250 payment. Reservations are granted on a first come, first served basis.**

MLT must also be in possession of the following at least 30 days in advance of your event:

- 1) Site Use And Hold Harmless Agreement (see forms on website)
- 2) A Certificate of Insurance in the amount of \$1 million in liability insurance, naming Mendocino Land Trust as an additional insured, detailing the location, date and time of your event. The following endorsements must appear on the Certificate of Insurance (which can be provided through your Homeowners Policy or Special Event Insurance):

*Mendocino Land Trust, its officers, employees and agents are included as additional insureds, but only insofar as the event under this agreement is concerned.*

*The insurer will not cancel the insured’s coverage without 30 days prior written notice to MLT, except in the case of cancellation for nonpayment of premiums, in which instance the insurer shall give MLT ten (10) days written notice prior to the effective date of the cancellation.*

- 3) The \$250 fee balance and \$500 security deposit.

All of these items may be sent/paid at the time you reserve, but please remember that all fees are non-refundable once received by our office (other than the security deposit). **Your Reservation Form, Site Use and Hold Harmless Agreement, and Certificate of Insurance should be emailed to [admin@mendocinolandtrust.org](mailto:admin@mendocinolandtrust.org) or mailed to Mendocino Land Trust, P.O. Box 2058, Fort Bragg, CA 95437.** If you have any questions about the guidelines, forms or fees please contact us at (707) 962-0470 or [admin@mendocinolandtrust.org](mailto:admin@mendocinolandtrust.org).

**Guests must agree to comply with the following MLT site use requirements:**

- **Guests may not prevent public access to the site at any time. Your reservation precludes others from hosting an event here on your special day, but does not allow us to close the site to the public.**
- This is a natural conservation area; the grass (if any) will not be mowed, and please do not expect that the beach (if any) will be free of natural debris. Please be respectful of the plants and animals who share the site. Users must have the minimum impact on the area as possible with consideration for soils, flora and fauna. Please keep guests, including dogs, from approaching or chasing birds, seals, and other wildlife. Any dogs attending your event must be leashed at all times.
- For beach sites, please be mindful of the tide and avoid setting up on the wet sand as sneaker waves can travel several feet up the beach with little to no warning.
- Site use is limited to a total of three hours. MLT does not allow any set-up on the site until directly before the event, and *everything* must be removed immediately following the event. The site must be thoroughly cleaned after the event. All trash and other waste materials must be removed from the site.
- Parking at most sites, including the Mendocino Bay Overlook and Seaside Beach, is limited to 10 or fewer cars. If the event attendance will exceed 40 persons, the applicant must submit to MLT a plan assuring that 10 parking slots or fewer will be used (such as a shuttle bus from a nearby parking area). Some sites may have even fewer than 10 parking slots available or other site restrictions.
- Guest(s) are responsible for his/her/their actions and the actions of all participants at the event.
- The number of guests is limited to no more than 80 people. Set up should include the minimum possible number of chairs and adornments necessary. Guests may not pound stakes into the ground for any reason.
- Guests will allow no fire or open flames, including grills or candles, at any non-beach site. Any fire or open flame at a beach site must comply with local beach fire rules and any posted signs.
- In order to assure the quiet enjoyment of the site for all users and out of respect for the site's neighbors, event sounds must be limited. All amplification of voice or music must be requested at least 30 days in advance, in writing, and must be approved in advance by MLT, in writing (email communication is sufficient to satisfy this requirement). When prior agreement and arrangements are made with MLT, amplification of voice or music may be allowed, but must last no longer than 30 minutes, and must be at a low enough sound level that the sound cannot be heard more than 30 feet from the origin of the amplification.
- Attendees may not throw glitter, flower petals, rice, birdseed or any other materials at the site. Balloons, lanterns or similar items may not be released from the site.

Following each event the site will be checked for compliance with the above requirements.

**Checklist**

- Reservation Form as soon as your date is confirmed with our office
- \$250 paid as soon as your date is confirmed to hold reservation
- Site Use and Hold Harmless Agreement – at least 30 days prior to event
- Certificate of Insurance – at least 30 days prior to event
- \$250 fee balance and \$500 security deposit – at least 30 days prior to event

