



MENDOCINO BAY OVERLOOK SPECIAL EVENT GUIDELINES AND FORMS

The Mendocino Land Trust manages the spectacular Mendocino Bay Overlook site for public access and occasional special event reservations.

There is a short trail to the site, a meadow overlooking the ocean, bay and village of Mendocino. A small bench on the bluff edge celebrates the work of two long-time Mendocino Land Trust supporters.



A non-refundable fee of \$500 total is required for all events. \$250 is required to hold your date and the \$250 balance is due not later than 30 days prior to the event date. Failure to pay the \$250 balance will result in forfeiture of your reservation. All fees are non-refundable once paid. Checks should be made payable to the Mendocino Land Trust.

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

As soon as you have selected your date and confirmed availability with our office, send us your reservation form and your check for \$250. Reservations are granted on a first come, first served basis.

The Mendocino Land Trust (MLT) must also be in possession of the following at least 30 days in advance of any event on the Mendocino Bay Overlook:

- 1) Hold Harmless Agreement (see following form)
- 2) A Certificate of Insurance in the amount of \$1 million in liability insurance, naming Mendocino Land Trust as an additional insured, detailing the date and time of event and listing the event site: 10000 Brewery Gulch Road, Mendocino, California. The following endorsements must appear on the Certificate of 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.

(This Certificate can be provided through your Homeowners Policy or Special Event Insurance)

- 3) The \$250 fee balance due to confirm your reservation

If you have any questions about the guidelines, forms or fees please contact the Mendocino Land Trust office at (707) 962-0470 or admin@mendocinolandtrust.org

Guests must agree to comply with the following Mendocino Bay Overlook site use guidelines:

- **Users 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 will not be mowed. Users must have the minimum impact on the area as possible with consideration for soils, flora and fauna. Any dogs attending your event must be leashed at all times.
- 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.
- Parking on Brewery Gulch Road 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.
- Guest is responsible for his/her 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. User may not pound stakes into the ground for any reason.
- User will allow no open flames, including grills or candles.
- 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 may not be released from the site.
- The site must be thoroughly cleaned after the event. All trash and other waste materials must be removed from the site.

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

Checklist

- \$250 sent as soon as your date is confirmed with our office to hold reservation
- Reservation form with contact information – sent with \$250
- Hold Harmless Agreement – must be received at least 30 days prior to event
- Certificate of Insurance – must be received at least 30 days prior to event
- \$250 balance of fees – must be received at least 30 days prior to event



All of these items may be sent at the time you reserve, but please remember that all fees are non-refundable once received by our office. **Your checks, reservation form, hold harmless agreement and certificate of insurance should be mailed to: Mendocino Land Trust PO Box 1094 Mendocino, CA 95460**



RESERVATION FORM

The Mendocino Bay Overlook is a public access easement trail opened in 1996. Mendocino Land Trust manages this site and many more along the Mendocino Coast. Your special event fees help us steward this trail and others, ensuring that these coastal treasures remain beautiful and accessible for generations to come. Providing your contact information will allow us to reach you if any issues come up with the site prior to your event and will allow us to share information about Mendocino Land Trust work with you occasionally throughout the year.

Type of Event: _____

Date: _____

Time: _____

Number of Attendees (appx): _____

Names of Couple or Event Host: _____

Phone Number: _____

Email Address: _____

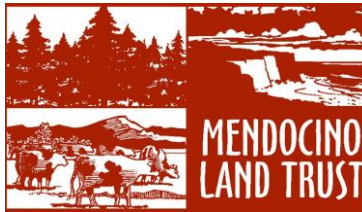
Mailing Address: _____

Event Organizer / Wedding Planner (Optional): _____

Organizer / Planner Phone Number: _____

Some of our wedding couples suggest gifts to the Mendocino Land Trust in honor of their special day.

If you or your guests would like to contribute to our land conservation and stewardship work, please visit www.MendocinoLandTrust.org, write us at PO Box 1094 Mendocino, CA 95460 or call our office at (707) 962-0470 for more information about how you can help.



HOLD HARMLESS AGREEMENT

This agreement is made between **Mendocino Land Trust** ("MLT") and _____("Guest").

1. Guest has requested to use the real property known as the **Mendocino Bay View Overlook**, managed by MLT and located at 10000 Brewery Gulch Road, Mendocino for a one day special event;
2. MLT hereby authorizes Guest's use of property for an event on _____ date;
3. Guest acknowledges that the Property is undeveloped land on a steep ocean bluff, which may involve some risk of personal injury, accident, or property damage, and knowingly assumes those risks;

Guest hereby waives, discharges and releases MLT from any and all claims for damages for personal injury, death, or property damage which may occur as a result of Guests' activities on the Property, even though the liability may arise out of negligence or carelessness on the part of MLT, its officers, employees or agents;

Guest agrees to indemnify MLT, its officers, employees or agents and hold them harmless from any loss, liability, or damage that Guest or Guest's invitees may sustain while participating in the event;

4. Guest certifies that he/she has read this Agreement, waiver and release and fully understands its contents, understands that this is a release of liability, and signs this agreement of Guest's own free will.

Mendocino Land Trust

Dated: _____

Signed By: _____

Print Name: _____

Guest

Dated: _____

Signed By: _____

Print Name: _____