



Oak Canyon Nature Center  
"Opening Doors to Nature"

## FACILITY RENTAL INFORMATION AND REGULATIONS

### A. Reservations

1. Advanced reservations are required a minimum of two weeks in advance to use the facility.
2. Wedding ceremonies are permitted. Wedding receptions of any kind are prohibited.
3. Only the amphitheater area is available for reservation. The Interpretive Center, picnic area, trails, or other park areas are not included, nor available, for reservation.
4. Wedding ceremonies are booked at two times each day: 8:00 am - 12:00 pm and 2:00 pm- 6:00 pm.
5. To hold any date, a contract must be signed in person and applicable fees paid in full. Money Orders, Check, Visa, MasterCard, and Discover Card are accepted. Please note that cash is *not* accepted.
6. To receive the Anaheim resident rate, the applicant must show proof of residency. Acceptable proof of residency includes California driver's license or utility bill with an Anaheim address.
7. The applicant must be on-site during the event and will be expected to sign a damage report at the end of the event.
8. Reservations include time for set up and take down. You may not arrive early to set up for your event without a reservation. This includes vendors dropping off event supplies. Additional fees will be assessed for early set up or late departure and will be taken out of the security/ damage deposit.
9. One additional hour may be added, at an additional fee, so long as there is availability and that your event does not exceed the non-negotiable operating hours (see Hours of Operation). Additional hours may be added between 12:00 pm- 2:00 pm, however, only one wedding per day may add an extra hour during that time period.
10. In the event of inclement weather, you will have the choice of a Monday-Thursday date during the following week.
11. Reservations for rehearsals may only be made for Monday-Thursday. Staff will not be present during your rehearsal and the sound system will not be available for use. The parking lot gates and restrooms will be locked at 5:00 pm. On-street parking is available.
12. If you choose to switch your event rental date, you may do so only if that date is currently available. A change of event rental date will also incur a \$10.00 fee.

## **B. Cancellations/ Refunds**

1. Cancellation requests must be received by the Senior Program Specialist/ Wedding Coordinator in writing.
2. If written cancellation notice is received more than 120 days prior to reserved date, the application processing fee is forfeited (remain as revenue to the City). All rental fees and the security/damage deposit (DTF) must be returned to the applicant.
3. If written cancellation notice is received 90 to 120 days prior to reserved date, the application processing fee, as well as fifty-percent (50%) of all rental fees are forfeited (remain as revenue to the City). The security/damage deposit (DTF) must be returned to the applicant.
4. If written cancellation notice is received 31 to 89 days prior to reserved date, the application processing fee, as well as seventy-five percent (75%) of all rental fees are forfeited. The security/damage deposit (DTF) must be returned to the applicant.
5. If written cancellation notice is received 30 days prior to reserved date, the application processing fee, as well as all rental fees collected are forfeited. The security/damage deposit (DTF) must be returned to the applicant.

## **C. Loss of Security/ Damage Deposit**

Loss of all or a portion of your security/ damage deposit may occur if one or more of the following exist:

1. Facility damage beyond normal use.
2. Excessive maintenance is required following use.
3. Any act by the Applicant requiring police action.
4. Any removal of park property (benches, trash cans, rocks, stumps, etc.).
5. Any park items not returned to proper place (benches, trash cans, etc.).
6. Closing down of an event due to violation of City policies, rules, or regulations governing such use.
7. Exceeding scheduled rental time. These charges are:
  - i. \$90.00/ hour for an Anaheim resident.
  - ii. \$100.00/ hour for a non-resident.

## **D. Decorations**

1. Shall not include any flame or heat source. This includes candles, lanterns, and patio heaters.
2. Shall not be affixed to trees, fences, buildings, or any other Nature Center property with staples, nails, pins, glue, or other harmful/ destructive methods.
3. May not interfere with normal operations of the Nature Center, including the blocking of trails, roads, or gates.
4. May not be done with natural objects from the park. The collection of twigs, logs, rock, foliage, etc. is strictly prohibited.
5. Must be removed at the conclusion of your event. This includes all string, zip ties, flower petals, and any other items.
6. Shall not include balloons, paper streamers, rice, glitter, or confetti.
7. Must be contained entirely to the amphitheater.

8. Signage directing guests to the ceremony area, not to exceed 36" x 36", may be posted at the following locations only: park entrance from cul-de-sac, park entrance from parking lot, adjacent to the park regulations sign at the park entrance, and in front of the Interpretive Center.
9. Shall not harm the natural environment. Should any decoration be deemed hazardous, the item must be removed as directed by staff. Failure to comply will result in termination of your event.

#### **E. Hours of Operation**

1. The Nature Center grounds are open to the public seven days a week, sunrise to sunset, regardless of any private or community event taking place. Public access may not be restricted or limited at any time.
2. The Interpretive Center is open to the public from 10:00 am-4:00 pm on Saturdays and Sundays.
  - i. Use of the Interpretive Center is not included in the rental contract/ fee and applicants should not expect it to be available for their use.
  - ii. A small locked closet will be available inside the Interpretive Center for the wedding party to store items.
  - iii. All items must be stored in this closet. We are not liable for ANY items left in the building.
3. These conditions are non-negotiable. Violation of these terms will result in loss of your deposit and termination of your event.

#### **F. Loading/ Unloading**

1. With prior approval, vehicles may be permitted inside the Nature Center to temporarily load and unload supplies.
2. Speed limit is posted and is 5 M.P.H.
3. No vehicles may block the 10 ft. wide fire road that runs through the center of the Nature Center property.
4. To unload or load, vehicles must pull off to the side of the fire maintenance road.
5. Only two (2) vehicles are permitted inside the Nature Center at any time.
6. Due to overhanging trees, vehicles must be less than 12ft. tall. Vehicles that do not meet this requirement will be asked to unload in the parking lot.
7. All vehicles must be removed from inside the Nature Center grounds 30 minutes prior to the start of the event.
8. All passengers must be wearing seat belts in accordance with state law.
9. Vehicles will not be permitted onto OCNC grounds until the event ends and Oak Canyon Nature Center staff give an "all clear."
10. On-site staff may restrict vehicle access at any time, for any reason, including inclement weather.

#### **G. Parking**

1. All parking codes and California Vehicle Codes are strictly enforced.

2. Parking is permitted in the Nature Center parking lot (approximately 40 vehicles) and along the East/South side of Walnut Canyon Road. No parking space may be reserved at any time.
3. Any vehicle parked in an area designated as “No Parking” will be cited and/or towed.
4. Valet parking or shuttle services require the prior approval of the Nature Center Senior Program Specialist/Wedding Coordinator.
5. Applicant is responsible for ensuring guests are aware of parking regulations.

**H. Food Service/ Catering**

1. Food of any kind is not permitted. This includes “cupcake receptions” and similar events.
2. Non-alcoholic beverages must be individually pre-packaged and sealed in its their original can or plastic bottle. Glass bottles and/or alcohol are not permitted.
3. Guests may not bring their own food or beverage into the park.
4. Beverages must be self-serve. The use of waiters is prohibited.
5. The distribution and consumption of beverages may only be done in the amphitheater.
6. Beverages may only be consumed during the ceremony. Guests may not congregate or gather before or after the ceremony in any area on park grounds.
7. All trash must be placed in the proper receptacles. Recyclable materials must be placed in the appropriate recycle bins.

**I. Alcohol**

Alcohol is prohibited at the Nature Center per the City of Anaheim’s Municipal Code 13.08.020.200. Any possession of alcohol will result in the immediate termination of your event. This policy also applies to any alcohol used as part of a ceremony.

**J. Staffing**

Two (2) Oak Canyon Nature Center staff will be present during your event. Their duties are limited to the following:

1. Sweeping and wiping down areas of use.
2. Setting up/ taking down sound system.
3. Transporting disabled or elderly guests in our utility cart.
4. Monitoring the facility to ensure proper use.

Note: Staff may not assist the applicant with decorating or other set up.

**K. Red Flag and Flash Flood Warnings**

1. In the event that a Red Flag Warning is issued for our area, facility rentals and all guest access are restricted to the amphitheater and Interpretive Center areas.

2. During this time, visitors may be required to evacuate from the grounds at any time without advance notice.
3. During Red Flag Warnings and Flash Flood Warnings, the parking lot will be closed and vehicles will be required to park on Walnut Canyon Road, facing the Anaheim Hills Golf Course.

#### **L. Photography/ Filming**

1. Photography or filming of your event during your rental time does not require an additional permit.
2. Photography outside of your rental time (engagement shoots, etc.) requires a permit.
3. All photography must be done on trails. No photographer or party member may leave the designated trails for photographs. This includes taking pictures on stream banks or in trees.
4. Use of drones is prohibited.

#### **M. Applicant Responsibilities**

1. Applicant is responsible for all set-up and clean-up of the event.
2. Applicant is responsible for the actions of any guest, vendor, or contractor associated with their event.
3. Applicant is responsible for ensuring that any vendor or contractor used is licensed, insured, and bonded as required by federal, state, and local law.
  - i. All vendors must have a valid Anaheim Business License.

#### **N. Other Information**

1. No decorations, tables, or other items may block the 10ft. wide fire road that runs through the center of the Nature Center property.
2. At no time may any park visitor be denied access to any park area or trail. No signs may be posted that has a message directed towards visitors outside of the rental party.
3. The release or use of live animals of any species is not permitted.
4. Amplified sound is permitted between the hours of 8:00 a.m.-8:00 p.m. per Anaheim Municipal Code 6.72.020.020, but noise level is limited to no more than 60 decibels per AMC 6.70.010. Staff reserves the right to lower the sound or adjust the tone at any time.
5. Music containing obscene words or phrases is not permitted.
6. No open flame may be present at any time during you event. This includes candles, lanterns, heaters, matches, lighters, etc.
7. Smoking is prohibited on Nature Center grounds and in the Nature Center parking lot.
8. All items must be removed by the end of your rental time. No storage space is available.
9. Deliveries may occur only during your rental time. Deliveries that arrive earlier will be turned away.
10. The applicant is responsible for bringing all supplies needed. Oak Canyon Nature Center cannot supply ladders, extension cords, or any other items.

11. Portable restrooms may be brought in only with the prior approval of the Senior Program Specialist/Wedding Coordinator.
12. The Oak Canyon Nature Center reserves the right to cancel your event due to severe weather conditions or other disasters.

***Any item or activity not addressed in this regulations packet requires the advanced approval of the Program Specialist/Wedding Coordinator.***

***I have read and understand that I am bound by the terms outlined above and that the facilities offered may change at any time. I agree to ensure that all vendors/ coordinators are aware of these regulations. I understand that I am responsible for the actions of my employees, exhibitors, contractors, representatives, patrons, guests, or invitees and that failure to abide by the above regulations will result in the immediate termination of my event and loss of damage/ security deposit.***

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Applicant Signature

Date

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Applicant Name