

PICNIC AREA RESERVATION APPLICATION

Contract# _____

If you are requesting special use of the park, amplified music, or will be over capacity, a Special Event Permit must be obtained.

NAME (Event Contact) _____

TYPE/DESCRIPTION OF EVENT: _____

ADDRESS: _____

Street _____ City _____ Zip _____

EMAIL (for SLRHS use only) _____ FAX # _____

PHONE: Home (_____) _____ Work: (_____) _____ Cell: (_____) _____

EMERGENCY CONTACT _____ Phone: (_____) _____ Cell: (_____) _____

Date Of Use: _____ Hours Of Use: Arrival _____ Departure _____

Month/Date/Year

Estimated Attendance: _____

MARINA PARK

(CIRCLE ONE/Rental includes Picnic Area Only)

Location	Capacity	Location	Capacity
Seagull	150	Otter	75
Mallard	55	Heron	50
Mulford Pt.	100	Along Street Path Area 1	15
Along Bay Path Area 2	30	Along Bay Path Area 3	15
Along Bay Path Area 4	15	Along Bay Path Area 5	15
Along Bay Path Area 6	15	Along Bay Path Area 7	15
Along Bay Path Area 8	15	South End Area 9	15
South End Area 10	15	South End Area 11	15
South End Area 12	15	South End Area 13	15
South End Area 14	15	South End Area 15	15
South End Area 16	15	Behind Seagull Area	50
Boat Launch Area 17	15	Boat Launch Area 18	15
Pescador Point	50		

Will you have an Inflatable? YES/NO Initial _____

To receive an approved inflatable permit you will need to do the following: Your inflatable must be reserved from the *City's Inflatable Company List*. Notify customer service of which inflatable company is being used **no less than 15 days prior to the event**. NOTE: Once an inflatable verification form is received from the company you have selected, your permit will be approved. **Inflatables are allowed at Seagull, Mallard and Otter areas only.**

Liability Insurance is required for a party of 100 people and above. If you choose not to purchase insurance through the City, you must provide your own policy information for \$1,000,000 liability coverage no later than 15 days prior to your event.

Failure to meet insurance requirements will result in the cancellation of this reservation with out a refund.

Applications for park reservations for groups of 99 or less who do not require proof of liability insurance and inflatable verification must be received by end of business day on the Monday before the upcoming weekend by the Recreation and Human Services Department. **Rental fees due upon submittal of application.** Permits are not transferable and are granted on the condition that the permittee abides by 1) the City regulations for the use of public parks and recreational facilities; 2) the statement of general policy; 3) the rules governing the facility being used (see reverse). The intent of this permit is to cover in full a mutual obligation; requests for changes or adjustments should be submitted thirty (30) days prior to the activity and confirmed by a new permit. A one time courtesy permit change without charge can be made before the 30 day limit. **A non-refundable \$25 fee will be charged for changes or cancellations within 30 days.** IN CASE OF A PROBLEM, CALL THE POLICE DEPT. AT 577-2740. IN CASE OF AN EMERGENCY, CALL 911. SEE REVERSE SIDE FOR GENERAL STATEMENT OF POLICY

Checks will be accepted up until 30 days prior to your event.

Payments made within 30 days must be paid in full by cash or credit card.

Payment Method:	Cash (in person only)	Check (payable to City of San Leandro)
	Credit Card (if faxing)	Visa [] Mastercard [] Total _____
_____		_____
		Exp Date _____ Signature _____

GENERAL STATEMENT OF POLICY AND REGULATIONS

For City of San Leandro Recreation and Human Services Park Rental

Permits may be revoked by the City for failure by the permit holder to comply with city regulations and any fees paid will be forfeited. Failure to comply may also result in the loss of opportunities to obtain permits in the future.

1. Alcohol is not permitted in any of our parks: **Muni Code 4-1-710 states that no person shall consume or be in possession of any open container of any alcoholic beverage in any city park or open space area and a violation punishable by an infraction and fine.** This will be enforced by the San Leandro Police Department.
2. Picnic areas are available for reservation April 1 – October 31 except Mondays, and Tuesdays following a City Holiday that falls on a Monday. The City reserves the right to reserve picnic areas for special events.
3. Applications are accepted beginning the second Monday in January of each year.
4. A City park picnic area may be rented by groups or individuals for their exclusive use upon payment of the fee. The total fee must be paid at the time the permit is issued. Fees **do not** include Liability Insurance, which is required for parties of more than 99 guests.
5. Park facilities that have not been reserved are open to the general public.
6. Use of the City of San Leandro's picnic facility shall be in accordance with all current, applicable public laws and regulations.
7. City of San Leandro employees of the Recreation and Human Services, Public Works, and Police Departments are authorized and required to enforce all regulations covering use of City recreation facilities.
8. The individual or group using a facility must see that all park regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
9. All permits affected by inclement weather will have the opportunity to select an alternate date within the same year. If a second date cannot be secured, a refund, minus \$25.00 administrative fee, will be processed.
10. Music / sound may only be played through self-contained battery operated equipment. Equipment requiring an external power source or detachable speakers is not allowed.
11. The use of nails and tacks are prohibited. Please remove all documents, staples and tape after your event.
12. The City is not responsible for accidents, injury or loss of individual/property at the facilities.
13. Use of recreation facilities will not be granted to a group or individual where such use would result in individual/private profit.

Initial that you have read and agree to the above policies and regulations (#1-13)

Initial

Initial each area in numbers 14 – 20 that you have read and agree to the policies and regulations listed below.

14. Liability Insurance or a certificate of insurance must be provided no later than 15 working days prior to the date of the event. **Failure to meet the insurance requirement will result in the cancellation of the reservation without a refund.**
15. Vehicles are not to be driven into the picnic areas. Permit holders will need to bring hand trucks, wagons or other means to transport their supplies. Marina Park visitors may not park in the golf course parking lots.
16. **Amplified music will only be allowed at designated areas of Marina Park and with a special event permit from the San Leandro Police Department.** Any group, even those with a special event permit that play at sound levels that causes discomfort or annoyance to reasonable persons and, or can be heard outside of their reserved picnic areas and cause the police to be called may have their picnic permit revoked and fees will be forfeited and may also affect future opportunities to obtain permits.
17. **Inflatables are allowed at designated, reservable picnic areas only. Please see guidelines on reverse page.**
18. No dunk tanks or animal rides are allowed in city parks.
19. Groups that cause problems such as noise, litter, or aggressive behavior will have their picnic permit revoked, fees will be forfeited and may also result in the loss of opportunities to obtain permits in the future.
20. Picnic areas shall be cleaned by permit holder prior to departure.

Initial

Initial

Initial

Initial

Initial

Initial

RELEASE OF LIABILITY

I, _____, on behalf of myself and/or my group, hereby agree to assume all risks inherent in and arising from participation in this activity and agree to hold harmless and indemnify the City of San Leandro, its officers, employees and agents from and against all loss and liability for injury to person or property which the renter or group may incur by reason of or arising out of such participation in this activity. I, the undersigned, do hereby certify that I have read and understand the above rules and General Statement of Policy and Regulations.

Signature (must be over 21 years of age)

Date