



## **OUTDOOR PICNIC RESERVATION POLICY AND PROCEDURES**

### **1. RESERVATION PROCEDURE**

Facility reservations will only be confirmed upon submission of the following:

- Outdoor Picnic Permit Application
- Signed Outdoor Picnic Permit
- Signed Acknowledgement Form
- Payment of appropriate deposit and fees
- Proof of fulfilling all requirements by established deadlines (deadlines will be provided to the user)

\*The Outdoor Picnic Permit must be signed by applicant and all deposits and use fees must be paid at the time of the booking. Payments can be made by cash, check, or money order (payable to the City of Brentwood), or by credit card (MasterCard/Visa).

Mailing Address: City of Brentwood, Parks & Recreation Department  
730 Third Street, Brentwood, CA 94513

Business Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m.  
Closed Saturday and Sunday

**We do not accept tentative reservations.** Reservations may not be transferred, assigned, or sublet.

### **2. INSURANCE REQUIREMENTS**

The City of Brentwood requires that certain uses of the subject facility will dictate the need for liability insurance against claims resulting from injuries to persons or damages to property, which may arise from or in connection with the renter's use of the facility. If insurance is required, it will be noted in the "Conditions of Use" section of the contract. This section will provide the user information that identifies the types of insurance required and the due date for submission. A certificate of insurance is required for verification of adequate insurance and must specify the date, time and location of the event. A separate endorsement must also be provided naming the City of Brentwood as "Additional Insured."

Event/rental insurance for an approved insurable activity, *if required*, may be purchased through the City of Brentwood Parks and Recreation Department.

### **3. ALCOHOL**

*Possession or consumption of alcohol is prohibited in all City parks without a permit.* Brentwood Municipal Code 7.02.120 provides guidelines regarding the possession of or consumption of any alcoholic beverage in City parks. The following criteria have been established by the Park and Recreation Commission by which permits will be granted or denied:

- Outdoor Picnic Permits issued pursuant to this section, "**ALCOHOL**" may be issued only for an activity at the specified park during specified hours.
- Any Outdoor Picnic Permit issued may contain conditions as to the number of persons, the time and place for service and consumption of alcoholic beverages, litter removal, and any other condition reasonably related to the maintenance of public health and safety.
- Alcoholic beverage for private consumption, if allowed, becomes the liability and responsibility of the group and/or organization renting the park and permittee shall agree to indemnify, defend, and hold the City harmless for any claim, lawsuit, or action related to issuance of the permit.
- All alcohol shall remain within the park as designated on the permit.
- The Chief of Police may also require security precautions, including, but not limited to, the hiring of security guard(s) at permittee's expense.

**4. AMENDING THE OUTDOOR PICNIC PERMIT**

Once an Outdoor Picnic reservation has been completed and the permittee desires to make changes to the Outdoor Picnic Permit (e.g., hours of use), such change must be done in writing. An amended Outdoor Picnic Permit will be generated by the Parks and Recreation Department outlining the requested changes and then will be signed by the permittee. No changes should be considered final without receipt of an amended Outdoor Picnic Permit.

Changes to a rental date may be considered as a cancellation and re-booking if amendments are made within the ranges of when cancellation fees would be assessed. (See Item 5, Cancellation Policy)

**5. CANCELLATION POLICY**

Any cancellation made less than fourteen (14) days prior to the scheduled reservation will be subject to a \$25 cancellation fee. This fee will be deducted from the pre-paid fees associated with the reservation. Rental fees paid for in cash or check will be refunded by check. No check refunds will be issued for fees paid by credit card. If a credit card was used for payment, the refund will be a credit back on the same credit card account. Fees will not be refunded if actual time used is less than the rental period agreed upon in the Outdoor Picnic Permit. Therefore, reserved time should be chosen carefully.

***PICNIC RESERVATIONS ARE RAIN OR SHINE. THE CITY OF BRENTWOOD WILL NOT REFUND FEES IF YOU CANCEL YOUR EVENT DUE TO WEATHER. IF YOU CHOOSE TO RESCHEDULE THE RESERVATION, THIS WILL BE DONE AT PERMITTEE'S EXPENSE.***

A permit may be denied on the grounds that the applicant has previously had an Outdoor Park Permit revoked by the City or by another jurisdiction for violation of facility use permit conditions.

**6. RESERVATION PRIORITY**

To facilitate the City of Brentwood's priority system for facility use and access, specific booking windows have been established for groups and organizations that desire to rent City facilities.

The following are the advance booking windows for City parks:

<b>City Sponsored Programs</b> <i>Activities organized by the City of Brentwood</i>	18 months
<b>Government Sponsored Events</b> <i>A governmental agency that benefits Brentwood residents</i>	12 months
<b>Resident/Non-Resident Private</b> <i>Individuals, families, or groups holding private events not open to the public</i>	12 months
<b>Non-Profit</b> <i>Groups that have obtained 501(c)3 status as a charitable non-profit organization</i>	12 months
<b>Commercial</b> <i>Companies, groups, or individuals holding events (social, business, education, or profit making) for their own use.</i>	12 months

**7. RESERVABLE PARKS/EQUIPMENT AND RENTAL RATES**

Rental fees will vary depending on the amount of time requested, area requested, and the number of people using the area. There is no pro-ration for half-hour increments.

<b>Apple Hill Park:</b>	
<i>Group Picnic Shelter Rentals (26-50 Capacity):</i>	
Resident Private	\$15.42/hr or \$71.96/day
Non-Resident Private	\$16.96/hr or \$79.15/day
Commercial	\$20.04/hr or \$93.54/day
Non-Profit	\$10.79/hr or \$50.37/day
<i>Bocce Courts (Two-Hour Minimum):</i>	
Resident Private	\$10.28/hr
Non-Resident Private	\$11.30/hr
Commercial	\$13.36/hr
Non-Profit	\$7.19/hr
Equipment Deposit	\$100
<b>Balfour Guthrie Park:</b>	
<i>Group Picnic Shelter Rentals (26-50 Capacity):</i>	
Resident Private	\$15.42/hr or \$71.96/day
Non-Resident Private	\$16.96/hr or \$79.15/day
Commercial	\$20.04/hr or \$93.54/day
Non-Profit	\$10.79/hr or \$50.37/day
<i>Group Picnic Shelter Rentals (51-100 Capacity - uncovered):</i>	
Resident Private	\$30.84/hr or \$154.20/day
Non-Resident Private	\$33.92/hr or \$169.62/day
Commercial	\$46.26/hr or \$231.30/day
Non-Profit	\$21.58/hr or \$107.94/day

<b>Brentwood Family Aquatics Complex:</b>	
<i>Picnic Tables – 4 hour maximum</i>	\$25.70/2 hours
<b>Oak Meadow Park:</b>	
<i>Group Picnic Shelter Rentals (1-25 Capacity):</i>	
Resident Private	\$7.71/hr or \$35.98/day
Non-Resident Private	\$8.48/hr or \$39.57/day
Commercial	\$10.02/hr or \$46.77/day
Non-Profit	\$5.39/hr or \$25.18/day
<b>Sunset Park Athletic Complex:</b>	
<i>Group Picnic Shelter Rentals (51-100 Capacity - 1 covered/1 uncovered):</i>	
Resident Private	\$30.84/hr or \$154.20/day
Non-Resident Private	\$33.92/hr or \$169.62/day
Commercial	\$46.26/hr or \$231.30/day
Non-Profit	\$21.58/hr or \$107.94/day
<b>Veterans Park:</b>	
<i>Group Picnic Shelter Rentals (26-50 Capacity):</i>	
Resident Private	\$15.42/hr or \$71.96/day
Non-Resident Private	\$16.96/hr or \$79.15/day
Commercial	\$20.04/hr or \$93.54/day
Non-Profit	\$10.79/hr or \$50.37/day
<i>Bocce Courts (2-Hour Min., Equipment Included):</i>	
Resident Private	\$10.28/hr
Non-Resident Private	\$11.30/hr
Commercial	\$13.36/hr
Non-Profit	\$7.20/hr
Equipment Deposit	\$100
<i>Horseshoes Court (2-Hour Min., Equipment Included):</i>	
Resident Private	\$10.28/hr
Non-Resident Private	\$11.30/hr
Commercial	\$13.36/hr
Non-Profit	\$7.20/hr
Equipment Deposit	\$100
<b>Play Pack (e.g., Balls, Frisbees, etc):</b>	
Resident Private	\$41.12/24 hr
Non-Resident Private	\$45.23/24 hr
Commercial	\$53.45/24 hr
Non-Profit	\$28.78/24 hr
Equipment Deposit	\$100

**8. OUTDOOR PICNIC PERMIT REQUIRED**

Pursuant to Brentwood Municipal Code (BMC), Title 7 – Parks and Facilities, an Outdoor Picnic Permit must be obtained from the Parks and Recreation Department prior to sponsoring or conducting any of the following activities in a park:

- (a) For the exclusive use of any park area or facility which has been designated by the Parks and Recreation Department as requiring a permit (BMC 7.02.030);
- (b) For any organized activity in which fifty (50) or more persons are expected to participate or attend, or which is publicized prior to the date of the activity, or which requires special City services. Such activity includes, but is not limited to the following: picnic, rally, group meeting, parade, egg hunt, play, musical event, art show or other show or exhibition;
- (c) Any activity involving the erection or placement on park property of stages, booths, platforms, sculptures and other art works, or other similar structures (BMC 7.02.180.C);
- (d) For the sale or barter of any goods, wares, merchandise, food or beverages (BMC 7.02.210);
- (e) For any activity involving the use of amplified sound (BMC 7.02.180.DD);

**9. GENERAL**

The permittee, as indicated on the Park Permit, agrees to be present for the duration of the event. Permittee only has exclusive use of the specific picnic area/bocce court/horseshoe court that has been reserved for them. The remainder of the facility is still open to the public and permittee may not ask other patrons to leave. Park hours are dawn to dusk (specific hours vary season to season).

**10. DECORATIONS**

All streamers, balloons, signage and other decorations must be removed by permittee from the facility and properly disposed of immediately after the event.

**11. CLEAN-UP**

Permittee must ensure that all trash is placed in trash receptacles. If the amount of trash is beyond the capacity of the on-site receptacles, permittee is responsible for hauling the trash off the park property to dispose of.

**12. LIVE ANIMALS**

No person shall lead or let loose any farm animals of any kind in a City park. Dogs are permitted subject to regulations as described in BMC 7.02.180.R, which requires all dogs to be properly licensed and maintained on a leash while in public. Owners are responsible for picking up after their animals when on/in parks, parkways, trails or other public areas.

**13. VEHICULAR ACCESS**

While in parks, no person shall ride or drive any vehicle on any area, except paved roads or parking areas or other areas designated as temporary parking areas and posted for that use (BMC 7.02.200.E) or park a vehicle in other than an established or designated parking area in a manner not in accordance with the posted directions or the instructions of any attendant who may be present (BMC 7.02.200.F)

**14. FACILITY RESTRICTIONS**

- (a) City staff will not distribute or promote information on non-City rentals and uses held in City facilities. Therefore, ensure flyers, advertisements and other promotional materials list the permittee's or event sponsor's contact phone number.
- (b) Parking is restricted to designated areas only. Overnight parking is prohibited. Parking large vehicles such as moving trucks, motor homes, and semi tractor-trailer trucks on City property is prohibited. Vehicles are not to be parked on the grass or sidewalk. Damage done to City property or facility as a result of a vehicle will be charged against the rental/security deposit.
- (c) The City of Brentwood will not grant use of their facilities to any individual or group, political or otherwise, that advocates the overthrow of the government of the United States of America or the State of California by force, violence or any other unlawful means; or to any individual or group, political or otherwise, that discriminates because of race, religious creed, color, national origin, ancestry or sex.
- (d) The City reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City and/or its residents.
- (e) The sales of any items, collection of monies or donations, posting or distribution of advertising is not permitted in City parks without expressed written authority of the Parks and Recreation Department.

**15. DAMAGES**

The permittee agrees to reimburse the City for all costs incurred by City in repairing damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility which occurred in connection with the permitted activity and was caused by the permittee, sponsoring organizations and/or attendees. Reimbursement for said expenses will be invoiced to the permittee. In addition to policies and procedures listed in this informational packet, all functions conducted on/in City facilities must abide by the Brentwood Municipal Code Title 7: Parks and Recreation. A complete list of municipal code sections is located on the City of Brentwood website at [www.ci.brentwood.ca.us](http://www.ci.brentwood.ca.us) or available in the office of the City Clerk.

**16. PICNIC TABLES AT BRENTWOOD FAMILY AQUATICS COMPLEX**

Picnic tables are available for reservation at the Brentwood Family Aquatics Complex. The following conditions apply:

- (a) No Styrofoam or glass containers are allowed in the facility.
- (b) Barbecues are not allowed at the Brentwood Family Aquatics Complex.
- (c) One (1) 10 x 10 pop-up tent is allowed per group.
- (d) No tape or staples allowed for decorations.
- (e) You may use string to tie balloons.
- (f) Everyone must pay, whether they swim or not.

**17. INTERACTIVE INFLATABLE DEVICES**

The Parks and Recreation Department has established that interactive inflatable devices (i.e., "jump houses", "jumpsies", "bounce houses") are allowed by permit only (BMC 7.02.180.EE). The following rules apply:

- (a) The interactive inflatable company must be on the list of approved vendors on file with the City of Brentwood. If the vendor you wish to use is not on the list below, the vendor can contact the Parks and Recreation Department at (925) 516-5444 to obtain the necessary paperwork.
- (b) The City will contact vendor to determine proper placement of inflatables in designated areas within each park facility. These areas have been identified because of level terrain, safety and proximity to activity centers within the specified park.

- (c) Interactive inflatables are not allowed in parks overnight. Park hours are dawn to dusk.
- (d) Power for inflating amusements is to be supplied by party other than the City of Brentwood.
- (e) Generators may not be refueled while in the grass area of the park.
- (f) Unauthorized vehicles may not be driven in any City park. The rental company will need to use a cart, hand truck or similar method of transportation.
- (g) Inflatables must have at least a 10-foot clearance from any object that could cause harm to users (i.e., sidewalk, trees, benches, lamp posts, etc.) or the public. The inflatable must be placed on turf and situated so that proper clearance is maintained.
- (h) The maximum sized stakes to be used for securing inflatables are 12 inches.
- (i) Any damage to the park facility directly attributable to the placement of any inflatable on City property will be the responsibility of the permittee and/or vendor.
- (j) Any deviation from the above stated rules may result in revocation of any current or future use permit issued by the City of Brentwood Parks and Recreation Department.
- (k) In case of an emergency or injury from an inflatable, call 911.

List of Approved Vendors for Interactive Inflatables – 05/01/2006

Company	Phone	Insurance Certificate Expiration Date
Aero Jump <a href="http://www.aerjump.com">www.aerjump.com</a>	(800) 720-2376	05/17/07
Astro Jump <a href="http://www.astrojump.com">www.astrojump.com</a>	(925) 687-5867	09/15/06
Bay Area Jump <a href="http://www.bayareajump.com">www.bayareajump.com</a>	(800) 514-5867	06/24/07
Got A Party	(925) 516-7664	05/06/07
Jump for Fun <a href="http://www.jumpforfun.com">www.jumpforfun.com</a>	(800) 281-6792	04/04/07
Jumpy Company <a href="http://www.jumpycompany.com">www.jumpycompany.com</a>	(866) 586-7926	04/28/07

## ACKNOWLEDGEMENT

I, (print your name) \_\_\_\_\_, have read and understand the policies and procedures set forth by the City of Brentwood Parks and Recreation Department including those which are attached hereto. I understand that failure to adhere to these policies may result in forfeiture of the deposit and any fees that I have paid.

**Please initial next to each statement below to indicated your understanding:**

<b>Initial</b>	
	I <b>must</b> sign a copy of the Outdoor Picnic Permit immediately.
	Deposits and/or use fees <b>must</b> be paid at the time of booking.
	Any equipment issued <b>must</b> be returned the next business day after my event, and failure to do so may result in a forfeiture of deposit.
	Any equipment issued is <b>non-transferable</b> and will be issued only to the permittee as indicated on the Outdoor Picnic Permit.
	I or my organization <b>cannot occupy</b> the park facility or area until my designated time nor can I prohibit others from using the area until my designated time.
	The park facility/area <b>must</b> be kept in its original condition and failure to do so will result in additional charges.
	<b>I am to be present</b> during the entire function.
	I am responsible to meet <b>all</b> facility clean-up requirements (see Sections 10 and 11 of this document).
	The City has the right to cancel my Outdoor Picnic Permit should any violation of the listed policies and procedures occur.
	I agree to uphold the state and federal constitutions and do not intend to use City premises to commit unlawful acts.
	I agree to provide all necessary insurance and indemnity documentation as may be required by the City, a minimum of 14 days prior to the event (Section 2 of this document).
	I understand that this reservation is <b>rain or shine</b> and the City will not refund for events cancelled due to weather.

**Please Note:** The Parks and Recreation Department cannot anticipate every situation that may occur, nor can we anticipate all questions you may have regarding a particular policy. The City reserves the right to amend these policies as necessary. Please clarify any questions you may have regarding these policies prior to executing this Acknowledgement.

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park and Recreation Supervisor Signature

\_\_\_\_\_  
Date



<p><i>For Office Use Only:</i></p> <p>Contract # _____</p> <p>Admin: _____</p>
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**A. OUTDOOR PICNIC GENERAL INFORMATION**

NAME OF PARK/FACILITY: \_\_\_\_\_ PICNIC AREA: \_\_\_\_\_

EQUIPMENT:     BOCCE     HORSESHOES     PLAY PACK (balls, frisbees, etc.)     BOUNCE HOUSE/JUMPY

NAME/NATURE OF EVENT: \_\_\_\_\_  
(description of the event or name of annual event)

PROPOSED DATE OF EVENT: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ (including set-up time)    ENDING TIME: \_\_\_\_\_ (including clean-up time)

ORGANIZATION (if applicable): \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
(must be at least 21 years of age)

MAILING ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**B. GENERAL EVENT INFORMATION**

	<u>Yes</u>	<u>No</u>
Are you expecting more than 100 attendees?	<input type="checkbox"/>	<input type="checkbox"/>
Will your event be publicized and/or open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Would your event be considered a rally, play, musical event, art show, or other type of show or exhibition?	<input type="checkbox"/>	<input type="checkbox"/>
Will your event involve the placement of stages, booths, platforms, sculptures and other art works, or other similar structures in the park?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be selling or offering for a donation any goods, wares, merchandise, food or beverages?	<input type="checkbox"/>	<input type="checkbox"/>
Are you planning to have amplified sound at your event?	<input type="checkbox"/>	<input type="checkbox"/>
Do you plan to possess or consume any alcoholic beverages at this event?	<input type="checkbox"/>	<input type="checkbox"/>

**If you have answered "NO" to all of the above questions, please sign this form and submit it to the City of Brentwood Parks and Recreation Department for processing.**

**If you have answered "YES" to any question in this section, please complete Page 2 of this Application before signing and submitting it for processing.**

I, as an official representative of the organization and/or event identified with this application, and whose name appears on this application as the contact for said event am authorized to sign this application and agree to its conditions. By signing below, I further verify that the information contained in this application is true and accurate to the best of my knowledge.

PERMITTEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

