



<b>For office use only</b> Date Received: _____ Facility Requested: _____
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## PICNIC RESERVATION REQUEST APPLICATION

(Private use of picnic areas, turf/grass, sports fields, and facilities for non-sporting events)  
 (Examples: Birthday Parties, Corporate Picnics, Church Picnics, etc.)

**Instructions:**

- ◆ Print (blue or black ink) or type application.
- ◆ Submit at least 2 weeks prior to event.
- ◆ I have read and acknowledged the attached policies and procedures. \_\_\_\_\_ (Initials) \_\_\_\_\_ (Date)

Name of Applicant/Organization: _____ Address: _____ City: _____ Zip: _____ Contact (Name): _____ Contact's Relation to Applicant/Organization: _____ Day Phone: _____ Evening Phone: _____ FAX: _____ E-Mail: _____ Alternate Contact Name: _____ Day Phone: _____ Evening Phone: _____	Attendance: # of adults _____ # of children _____ Approximate # of vehicles: _____ Is event open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No Will any goods or services be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No Will admission fee be charged/donation accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount charged: \$ _____ How are proceeds to be used? _____ Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> self <input type="checkbox"/> professionally catered
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**Please indicate which category applies to you/your organization:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> City Sponsored                      | <input type="checkbox"/> Non-Profit** Organization/Non-Resident | <input type="checkbox"/> Private Function/Non-Resident |
| <input type="checkbox"/> Non-Profit** Organization/Resident* | <input type="checkbox"/> Private Function/Resident*             | <input type="checkbox"/> Commercial/Business           |

\*75% members must be City of Santa Clarita residents.

\*\*Proof of Non-Profit Status 501C3 required Non-Profit 501C3 I.D. # \_\_\_\_\_

**Facility requested:** \_\_\_\_\_ **Date requested:** \_\_\_\_\_

**Name/Nature of event:** \_\_\_\_\_

**Hours:** Start: \_\_\_\_\_ am/pm Finish: \_\_\_\_\_ am/pm  
 (include set-up time) (include clean-up time)

**Type of facility requested:**

<input type="checkbox"/> Softball Diamond(s)	# of diamonds _____
<input type="checkbox"/> Multi-purpose field(s)	# of fields _____
<input type="checkbox"/> Picnic Area	

**Which of the following will be present at your event?** (Please check all that are appropriate):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Generators/Electrical | <input type="checkbox"/> Food Booth Vendors*     | <input type="checkbox"/> Merchandise Vendors*   |
| <input type="checkbox"/> Carnival Games/Rides  | <input type="checkbox"/> Animals                 | <input type="checkbox"/> Moon Bounce            |
| <input type="checkbox"/> Dunk Tank             | <input type="checkbox"/> Music (band, DJ, other) | <input type="checkbox"/> Amplified Sound System |
| <input type="checkbox"/> Stage                 | <input type="checkbox"/> Dance Floor             | <input type="checkbox"/> Walkie Talkies         |
| <input type="checkbox"/> Portable Restrooms    |  |   |

\*Must have appropriate business licenses.

**Alcohol Permit Application\*: (Indoors/Gated Areas Only) \*\***

Will alcohol be served?  Yes  No Alcohol serving time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Type of alcohol served?  Beer/Wine  Hard Liquor ABC License #: \_\_\_\_\_

Will alcohol be sold?  Yes  No Other (please specify): \_\_\_\_\_

\*Security personnel and additional insurance required.

\*\*For specific requirements, please refer to section "M" on the "Agreement for Use" form.

**City of Santa Clarita – Picnic Reservations  
Agreement for Use  
(Policies and Use Procedures)**

**A. GENERAL INFORMATION:**

*Please initial that you have read and acknowledged the section pertaining to general information \_\_\_\_\_*

1. "Agreement for Use" forms and other required documents for special events must be filed and all fees paid at time of application. All fees including damage deposit, must be paid by check, cash, money order, or credit card.
2. Approved "Agreement for Use" forms may not be transferred, assigned, or sublet.
3. The applicant must be the individual in charge of the event, and must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions are met and acceptable on the "Agreement for Use" form at the conclusion of the event, including cleanup.
4. All motor vehicles must be parked in designated parking areas. Only vehicles with handicapped parking permits may park in handicapped parking spaces. Violators will be cited and/or towed at the owner's expense. All applicants must submit a parking plan for their event with their application. Motorized vehicles are not allowed on park grounds except for time periods specified and only by obtaining prior approval.
5. City facilities are closed and no reservations will be accepted for the following City-observed holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, ½ Day for Christmas Eve, Christmas Day, and ½ Day for New Year's Eve.
6. Allocation of facilities will be the sole responsibility of the Parks, Recreation, and Community Services Department. All City facility reservations must be made a minimum of two (2) weeks and a maximum of six (6) months in advance with payment on a first-come, first-served basis.
7. In the case that two or more parties request the same date/time, and location, priority will be given in the order as noted below. In the event of a tie, City staff will hold a drawing. Group # 1 – City-sponsored or co-sponsored organizations, activities, and/or events. Group #2 – All agencies with reciprocal agreements with the City. Group # 3 – Non-Profit Organizations (75% members must be City of Santa Clarita Residents). Group #4 – City of Santa Clarita Residents (Private function). Group # 5 - Non-Profit Organizations (Non-Residents). Group # 6 – Non-Residents (Private function); and/or all Commercial/Businesses.
8. On-going reservations are on an "as available" basis and limited to a three (3) month period.
9. Groups of minors shall be supervised minimally by one (1) adult for every twenty-five (25) minors at all times when using any City facilities.
10. An "Agreement for Use" for events where no alcohol will be present can be issued to applicants 18 years of age or older. An "Agreement for Use" for events involving alcohol beverage service will only be issued to applicants 21 years of age or older.
11. Denial of "Agreement for Use" may be made by the Department on the basis of the following reasons:
  - a) The facility is incapable of accommodating the proposed activity for the number of people involved.
  - b) The applicant has failed to comply with all the conditions required for the event or with the facility usage policies, procedures, and/or regulations.
  - c) The nature of the activity may endanger the participants, facility, equipment, or staff.
  - d) Or based on any substantive reason(s), as deemed by the City.
12. All groups and individuals using City facilities must comply with City, County, State, and Federal laws. Failure to abide by these laws or established Parks, Recreation, and Community Services Department policies and regulations shall result in the loss of an "Agreement for Use" and forfeiture of all fees and deposits.
13. Maximum occupancy for event is stated on the "Agreement" and must be adhered to at all times. Exceeding occupancy limits will result in termination of the event.
14. Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future applications without any stated cause.
15. Approved, bonded, licensed, uniformed security guards, and/or off-duty Los Angeles County Sheriffs shall be required at all events and/or activities with guest count over 100 persons; when alcohol beverages are being served; and/or at the discretion of the Director of Parks, Recreation, and Community Services Department.
  - a) If the attendance is between 100 - 150, one (1) security personnel is required. If the attendance is between 151-300, two (2) security personnel are required. Additional security personnel may be required as deemed necessary by the City.
  - b) It shall be the sole responsibility of the applicant to make the required security arrangements and payments directly to the security provider. Written proof of security contract is required two (2) weeks prior to the event.
16. Storage of property is not permitted.
17. Smoking or tobacco use is prohibited at all City facilities
18. Animals are not permitted in the facility except for those that are used in aiding a person with a disability or for dog shows/events.
19. Possession of firearms and/or weapons is strictly prohibited.
20. Picnic Reservations may not begin before 8:00 a.m. and must end by 10:00 p.m.
21. Use of generators, amplified sound, tents, gazebos, etc. must be approved at time of application and must meet all City codes.

**B. FEES/DEPOSITS/CHANGES/CANCELLATIONS/REFUNDS:**

*Please initial that you have read and acknowledged the section pertaining to fees/deposits/changes/cancellations/refunds \_\_\_\_\_*

1. Fees and damage deposits will be assessed for all events and/or rentals as set forth by the City Council in the current City of Santa Clarita Schedule of Fees and Charges.
2. A damage deposit is required for all events and/or rentals, and must be paid when submitting the signed application in order to reserve a facility. The deposit is refundable only after the event is complete and no outstanding fees are due or repairs are required.
3. Incomplete or inaccurate information provided by the applicant on the contract may result in cancellation of the event and forfeiture of all fees, including damage deposit.
4. Cancellation of "Agreement for Use" must be received in writing. Cancellation fees are assessed as follows:
  - a) If written cancellation is received 120 days or more prior to, but not including the event date, twenty-five percent (25%) of rental fees are forfeited.
  - b) If written cancellation is received 90 - 119 days prior to, but not including the event date, fifty percent (50%) of rental fees are forfeited.
  - c) If written cancellation is received 31 - 89 days prior to, but not including the event date, seventy-five percent (75%) of rental fees are forfeited.
  - d) If written cancellation is received 30 days prior to the event date, all fees including damage deposit are forfeited.
5. Forfeiture of all fees including damage deposit will result if any of the following occurs:

- a) Facility damage beyond normal use.
  - b) Excessive maintenance is required following use.
  - c) Any act by the applicant and/or applicant's group requiring police action.
  - d) Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage.
6. Special events may be subject to a Parks Maintenance Cleanup Fee.
  7. A City staff person will be assigned to work all special events and will be charged to renters. Event type and size will determine if additional staff is needed (see fee structure).

**C. INSURANCE / LIABILITY:**

*Please initial that you have read and acknowledged the section pertaining to insurance/liability \_\_\_\_\_*

1. Applicants are required to have purchased Insurance Certificates and endorsements from the City of Santa Clarita or from a private insurance agent, and must list the City of Santa Clarita, its officers, employees, and volunteers as additionally insured. Policy limits shall be a minimum of \$1,000,000 combined single limits unless otherwise required by the City. Certificate of Insurance is due two (2) weeks prior to the event.
2. All individuals, groups, and organizations shall agree to hold the City of Santa Clarita, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from any liability for damages and claims for personal injury including death, as well as from claims for property damage which might arise from the use of City facilities and/or furnishings.
3. The City is not responsible for lost or stolen items.
4. The City is not responsible for any items delivered before, or left after an event.

**D. ANIMALS IN THE PARK:**

*Please initial that you have read and acknowledged the section pertaining to animals in the park \_\_\_\_\_*

1. No animals are allowed in the park according to the City ordinance # 14.03 090-110.
2. A dog on a leash is the only exception.

**E. BANDS:**

*Please initial that you have read and acknowledged the section pertaining to bands \_\_\_\_\_*

1. Bands and Disc Jockeys must be approved by the Director of Parks, Recreation, and Community Services.
2. Bands, Disc Jockeys, and/or renter must provide equipment, extension cords (must be secured with duct tape), etc.
3. Bands and Disc Jockeys can only perform during the hours of 10:00 a.m. to 10:00 p.m., subject to approval by the Director of Parks, Recreation, and Community Services. The noise level must be at a controlled level so it does not negatively affect the community.

**F. DUNK TANK:**

*Please initial that you have read and acknowledged the section pertaining to dunk tank \_\_\_\_\_*

1. Area where Dunk Tank will be located must be approved and roped off.
2. Area must be supervised by someone who is CPR certified.

**G. ELECTRICITY:**

*Please initial that you have read and acknowledged the section pertaining to electricity \_\_\_\_\_*

1. Renters must supply a list of items that will need electricity.
2. Renter may use electric outlets for a fee. Renters must supply all their own electrical cords. Electrical cords must be of high quality and free of defects.
3. All exposed cords must be covered with a mat or duct tape. Plugged in cords should be tied to something before being plugged in.
4. No electrical cords may be run through areas where puddles or wet grass exist. Electricity must be shut off if it rains or drizzles.

**H. GAS GENERATORS:**

*Please initial that you have read and acknowledged the section pertaining to gas generators \_\_\_\_\_*

1. Use and location of generators must be approved at the time of rental.
2. Generators must be placed in a location in which the public and children cannot be harmed by the fumes or hot exhaust. It must not bother or interfere with other participants.
3. All gasoline must be transported and stored in an approved Gas Safety Can. An ABC Fire Extinguisher must be placed near the use of all gas generators.

**I. BARBECUES:**

*Please initial that you have read and acknowledged the section pertaining to concession stand and/or vendors: \_\_\_\_\_*

1. A person shall not light or maintain any fire in any park other than in a stove, fire circle or other area designated for such purpose, except upon written authorization from the Director. Violation of this section is punishable as a misdemeanor (Ord. 90-12).
2. California Health codes must be in place (a copy will be provided to the vendor), including tarping under the area, use of propane tanks, etc.

**J. ALCOHOL:**

*Please initial that you have read and acknowledged the section pertaining to alcohol \_\_\_\_\_*

1. Alcohol is prohibited at any City outdoor facility.
2. Alcohol may only be served and consumed within the confines of a "reserved" indoor facility, room, or enclosed/gated space. Consumption of alcoholic beverages cannot take place in a lobby, parking lot, restroom, or surrounding park area. Patios may not be used unless previously contracted. Applicants desiring to serve alcoholic beverages must read and sign an Alcohol Regulations Form and agree to abide by all regulations listed, and obtain and pay for General Liability Insurance.
3. Renters that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary sales permit from the Alcohol Beverage Control Board and a copy of the permit must be provided to the City of Santa Clarita two (2) weeks prior to the event. Security personnel, and/or additional insurance may also be required by the Parks, Recreation, and Community Services Department, and is the sole responsibility of the renter.
4. Approved, bonded, licensed, uniformed security guards and/or off-duty Los Angeles County Sheriffs are required at all events and/or activities with guest count over 100 persons; when alcohol beverages are being served; and/or at the discretion of the Parks, Recreation, and Community Services Department. Please see Section A.15 for additional information and requirements.
5. No self-service of alcohol will be allowed. When serving alcohol, applicant must provide a caterer who provides a bar and professional bartender. A "bar" must be setup and staffed during the entire event. The bartender must serve and monitor alcohol sales and consumption during the entire event.
6. Service of alcoholic beverages is prohibited at any youth-related event, events benefiting a youth organization, motor vehicle related event, and/or in celebration of a minor (i.e., birthday, graduation, baptism, quinceñera, etc.).

7. Service of alcoholic beverages to minors is strictly prohibited. Service of alcoholic beverages will not be permitted at any event where 50% or more of the attendees are minors.
8. Alcohol service is limited to five (5) hours, and must cease an hour prior to end of event. At the contracted conclusion of alcohol serving time, all alcohol is to be removed from the facility.
9. Individual consumption of any beverage from glass bottles is prohibited; i.e., no glass soda bottles, beer bottles, etc.
10. Red wine and any beverages containing red food coloring are prohibited in carpeted areas.
11. The Parks, Recreation, and Community Services Department reserves the right to terminate alcoholic beverage services or to terminate any event at any time if the welfare and safety of participants and/or staff is endangered, or if the facility is not used as was contracted.

**K. DECORATIONS:**

*Please initial that you have read and acknowledged the section pertaining to decorations \_\_\_\_\_*

1. Decorations are allowed provided they are made of flame resistant materials and approved in advance. Decorations must be secured by masking tape only. No tacks, pins, or staples are to be used on facility property or furnishings.
2. Helium balloons must be secured and not released. Forfeiture of damage deposit will be assessed if any balloons are released.
3. Open flames of any kind are prohibited, i.e., candles, barbecues, fireworks, etc.
4. The use of fog/smoke machines, bubbles, rice, confetti, birdseed or other granular substances is also strictly prohibited.
5. All decorations must be removed from the facility within one (1) hour following the activity. Applicant is responsible for any damage resulting in use or removal of decorations.

I hereby certify that I have read and will abide by all rules and regulations of the City of Santa Clarita. As a duly authorized representative of the sponsoring organization or individual, and on behalf of sponsoring organization or individual, I agree to defend and to hold harmless the City of Santa Clarita, together with its officers and employees against any and all liability or claim thereof, for any injury, death, or property damage allegedly suffered by any person including sponsoring organization or individual, its agents or employees, due to or caused by, or arising out of the acts or omissions of sponsoring organization or individual, its agents or employees, or the negligent acts or omissions of the City of Santa Clarita, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted for the use of City Facilities and applicable equipment to sponsoring organization or individual, its agents and employees. I hereby give permission to the City of Santa Clarita Parks, Recreation, and Community Services Department to use me, or my guests' photographs as they see fit in their seasonal recreational brochure. I understand the photograph belongs to the City of Santa Clarita, and I/we will not receive payment of any kind. I understand that any violations of the alcohol policy will nullify this agreement.

I have read and understood the above rules and regulations and agree that my group and I will comply with the aforementioned conditions.

Applicant's/Organization Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF SANTA CLARITA OFFICE USE ONLY**

**Application:**     Approved     Denied

Department Authorized Signature (if necessary): \_\_\_\_\_ Date: \_\_\_\_\_

Reason (if denied): \_\_\_\_\_

Recreation Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

	<u>Hours</u>	<u>Fee/Rate</u>	<u>Total</u>		<u>Needed</u>	<u>Completed</u>
Rental Fee:	_____ @ \$	_____ = \$	_____		Proof of Non-Profit Status <input type="checkbox"/>	Date _____
Other:	_____ @ \$	_____ = \$	_____		Proof of Residency <input type="checkbox"/>	Date _____
Other:	_____ @ \$	_____ = \$	_____		Agreement for Use Form <input type="checkbox"/>	Date _____
					City Staff (# of _____) <input type="checkbox"/>	Date _____
					Security Personnel (# of _____) <input type="checkbox"/>	Date _____
					Parking Plan <input type="checkbox"/>	Date _____
		Subtotal = \$	_____		<b>Alcohol License:</b> City Approval <input type="checkbox"/> Yes <input type="checkbox"/> No    Date _____	
		\$ _____ = \$	_____		Reason (If denied) _____	
		TOTAL = \$	_____		Verification of ABC License _____ Date _____	
Refundable Security Deposit:					<b>Liability Insurance:</b> Received <input type="checkbox"/> Yes <input type="checkbox"/> No    Date _____	
Security Deposit: \$ _____ on _____					Purchased from City <input type="checkbox"/> Yes <input type="checkbox"/> No    Date _____	
		Receipt # _____			Deposit: Refund Amt. \$ _____ on _____ Receipt # _____	
					Explanation of Amount Withheld: _____	

**Form of Payment (Deposit):**

Cash     Check/Money Order    Check #: \_\_\_\_\_

Visa     M/C     A/EX     Discover    Exp. Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Cardholder's Name (Print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Form of Payment (Balance):**

Cash     Check/Money Order    Check #: \_\_\_\_\_

Visa     M/C     A/EX     Discover    Exp. Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Cardholder's Name (Print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Please make checks payable to the City of Santa Clarita**

NOTE: If additional expenses occur, charges will be made accordingly. If applicable, deposits are returned 2-4 weeks following the event.