

Today's Date \_\_\_\_\_

## Redwood City Parks, Recreation and Community Services Department

### Picnic Reservations

797 Redwood Shores Parkway, Redwood City, CA 94065  
650.780.7327 Fax 650.595.4772 www.redwoodcity.org/picnics

Date Requested \_\_\_\_\_ Day Requested **Sat Sun Mon Tues Wed Thurs Fri**

Resident (Proof of Residency Required) \_\_\_\_\_ Non-Resident \_\_\_\_\_ Non-Profit (501 3C Form Required) \_\_\_\_\_ Business \_\_\_\_\_

Type of Activity \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Picnic Area requested: \_\_\_\_\_

<p><b>Andrew Spinas Park</b></p> <p>\$25 ____ Area #1 2 Tables includes 1 Tot Table Capacity 15</p>	<p><b>Red Morton Park</b></p> <p>\$180 ____ Shelter Area 12 Tables/Capacity 120</p> <p>\$75 ____ Area #1 5 Tables/Capacity 50</p> <p>\$75 ____ Area #2 5 Tables/Capacity 50</p> <p>\$75 ____ Area #3 5 Tables/Capacity 50</p>	<p><b>Stafford Park</b></p> <p>\$30 ____ Area #1 2 Tables/Capacity 20</p> <p>\$30 ____ Area #2 2 Tables/Capacity 20</p> <p>\$45 ____ Area #3 3 Tables/Capacity 30</p> <p>\$25 ____ Area #4 2 Tables/Capacity 15 (Includes Tot Table)</p>	<p><b>Stulsaft Park</b> Upper Area off Farm Hill Blvd.</p> <p>\$25 ____ Area #1 2 Tables includes 1 tot tables/Capacity 15</p> <p>\$30 ____ Area #2 2 Tables/Capacity 20</p> <p>\$30 ____ Area #3 2 Tables/Capacity 20</p> <p><b>Area accessible from Goodwin Ave. or Farm Hill Blvd.</b></p> <p>\$30 ____ Area #4 2 Tables/Capacity 20</p> <p>\$45 ____ Area #5 3 Tables/Capacity 30</p> <p>\$30 ____ Area #6 2 Tables/Capacity 20</p> <p>(Key may be obtained to access Parking Lot for Areas 4,5 or 6)</p>
<p><b>Hoover Park</b></p> <p>\$60 ____ Area #1 4 Tables/Capacity 40</p> <p>\$75 ____ Area #2 5 Tables/Capacity 50</p> <p>\$45 ____ Area #3 3 Tables/Capacity 30</p>	<p><b>\$25 ____ Bounce House Area</b> (only available with Area 2 or 3)</p> <p>\$30 ____ Area #4 2 Tables/Capacity 20</p> <p><b>\$30 ____ Area #5</b> 2 Tables/Capacity 20 (located behind the RMCC) Available after 7/2/07</p>	<p><b>Maddux Park</b> Available after 7/2/07</p> <p><b>\$30 ____ Area #1 2 Tables/Capacity 20</b></p> <p><b>\$30 ____ Area #2 2 Tables/Capacity 20</b></p>	
<p><b>Mezes Park</b></p> <p>\$15 ____ Area #1 1 Table/Capacity 10</p> <p>\$15 ____ Area #2 1 Table/Capacity 10</p> <p><b>\$25 ____ Bounce House Area</b> (available with either Area)</p>			

#### Times Requested:

Picnic Area \_\_\_\_\_

Event time \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hrs

Picnic Area Reservation Fee \$ \_\_\_\_\_

Non-Resident Fee \$ \_\_\_\_\_ (Additional \$10 per area)

**Total Reservation Fees \$ \_\_\_\_\_**

Please read, sign and return the attached "Use Policies and Regulations" sheet with your application and fee.

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(This section to be filled out by staff)

Rental fees paid \$ \_\_\_\_\_ on date \_\_\_\_\_ Collected by \_\_\_\_\_

If **Event Insurance required**, copy of certificate received on date \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

RESERVATION INFORMATION

- Picnic Areas are available for reservation from March 1<sup>st</sup> through October 31<sup>st</sup>. During the rest of the year, picnic sites are on a first-come, first serve basis.
- Picnic areas may be reserved by Redwood City Residents starting January 1<sup>st</sup> for the entire picnic season. Non-Residents may reserve picnic areas up to three (3) months in advance. Proof of residency may be required in the form of a utility bill, driver's license, property tax bill, etc. First come, first serve areas are non-reservable and are available to the public.
- Reservations must be received a minimum of one week prior to reservation date.
- Reservations for picnic areas are good all day when the park is open (dawn to dusk).
- Reservations can be made online at [www.redwoodcity.org/picnics](http://www.redwoodcity.org/picnics) ;by visiting the Sandpiper Community Center (797 Redwood Shores Parkway) or the Community Activities Building (1400 Roosevelt Avenue) Monday through Friday from 9:00am to 5:00pm; or by calling (650) 780-7327 with a MasterCard or Visa.
- All fees connected with the use of a picnic area are to be submitted with the permit application.

GENERAL RULES

- You may use masking tape on picnic tables. However, you may not use staples, tacks, nails or screws. Before leaving, you are required to remove all decorations and throw all trash away in the garbage cans provided on site.
- No smoking within 20 feet of main entrances, exits, and operable windows of any park facility, restroom or within 25 feet of a Playground, Tot Lot or Recreational Area. (City Ordinance 25.2.02 L)
- Temporary Exclusive Use Permit is required for the following activities in any Park or Park Building or Recreational Area: (City Ordinance 25.2.03)
  - Any activity involving 25 or more people;
  - Use of any structure over 12' in any dimension including but not limited to shade structures;
  - Use of jumper structures (Bounce House) only at approved sites in designated parks;
  - Use of personal portable BBQ;
  - Use of any sound amplifying equipment; Use of any live music;
  - Alcohol in parks is prohibited. (City Ordinance 25.2.03 E)
- **Rain Out Policy:** Reservation fees will be refunded if your event is cancelled due to inclement weather. You may choose to either receive a full refund or receive a credit for a future open picnic date of your choice. Please call 780-7327 for refund.
- **Refund-** To cancel a reservation, please call at least 1 month in advance of reservation to have rental fees refunded. Less than 1 month & prior to 2 weeks of the date will incur a \$5 cancellation fee. Less than two weeks to the date of your event, fees are non-refundable.

BOUNCE HOUSE / JUMPER RULES

- Permit required for use of a Bounce House. Max size of 12'x12'. Only 1 inflatable allowed per Bounce House Area.
- Only Bounce House/Jumper style inflatables are allowed. No Obstacle Course or other inflatables are allowed.
- NO Generators. Electricity is provided. Bounce House must be placed within 10 feet of electrical outlet.
- Bounce Houses are ONLY allowed in designated areas in Marlin, Mezes, and Red Morton Park.
- Bounce House Area must be reserved in conjunction with designated picnic areas. Bounce House Areas are not for rent individually.

**SPECIAL NOTE-** *It is your responsibility to bring an approved copy of your permit with you to your picnic area.* All official reservations are posted in the display cases near each area. If a reservation is not posted, it is not an official reservation. If any problems or conflicts arise, please contact the Police Department at 780-7118.

**Master Card or Visa Only**

C/C # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp \_\_\_\_ - \_\_\_\_

Authorized Signature \_\_\_\_\_

In signing this application, I certify that I have read and understand the facility rules and instructions and I (or organization represented) will abide by any conditions set forth therein. I also agree to hold the City of Redwood City, its City Council and Commissions, the individual members thereof, and all of its officers, agents and employees, free and harmless from any loss, damage, cost of expense that may arise during or caused in any way by such use or occupancy of recreational facilities. Applicant certifies that he/she (or organization represented) will be responsible for any damages sustained to the facilities, furniture or equipment through occupancy or use of said facility by the applicant. Any lost equipment or damages sustained shall be compensated within seven days.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Representative of \_\_\_\_\_ (Organization)