

**Park Reservations**

4623 T Street, Sacramento, CA 95819 Suite B

Phone: (916) 808-6060 / Fax: (916) 454-3956 / E-mail: sacrecreation@cityofsacramento.org

**Applicant(s) Information**

Name/Responsible Party			
Organization/Company Name		Is this a company activity? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Address			
City, State, ZIP Code			
Driver's License or CA I.D. Number (Copy of I.D. Required)			
Home Phone		Cell Phone:	
Fax Phone		E-Mail Address:	
Tax Exempt No		Web Address:	
Alternate Contact Person		Cell Phone:	
Home Phone		E-Mail Address:	

**Activity Details**

Type of Activity:			
Date:		Day of the Week:	
Set-up Time:		Break Down Time:	
Activity Start Time:		Activity End Time:	
Park:		Area(s):	
Maximum Attendance	Adults:	Youth:	Total:      Male      Female
Will you need the use of a BBQ grill?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Will you need an Athletic Field?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what type?
If using a field, will play be organized?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type of field:                      Hours of use:
Will you have a Jump Tent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how many?
Is this activity a fundraiser?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will alcohol be present?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will food be at your activity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will money be charged or exchanged?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will there be amplified sound?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain and identify hours of use:
Will your activity include entertainment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:

## Rules and Regulations

- Initial \_\_\_\_ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.
- Initial \_\_\_\_ Reservations may be made a maximum of one (1) year in advance and must be made a minimum of 2 days in advance. **Applications will not be accepted fewer than three (2) days prior to the proposed park use date. Thursday at 12nn is the cut-off for Saturday and Sunday Permits.**
- Initial \_\_\_\_ A minimum of one (1) adult must be present at the reserved site no later than 11am. Reservations cannot be guaranteed after 11am. Bring your Certificate for Park Use, or Park Event Permit and contract to the park with you on the day of your reservation.
- Initial \_\_\_\_ I hereby attest that the information contained in this application is true and correct. **I understand that this is only an application and not a guarantee an activity will be allowed to commence.** If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease.
- Initial \_\_\_\_ For each fee based reservation that is cancelled, a \$10 administrative fee will be assessed. If the cancellation is made later than five (5) days before the event date the entire fee is non-refundable. Damage deposits will be refunded less the \$10 administrative fee. Only after all fees and required documents are turned in, will a Certificate for Park Use, or Park Event Permit be issued. All fees are due at the time the application is submitted. No refunds for undesirable weather. During questionable weather, applicant may reschedule the reservation two (2) days prior to the reserved date no later than noon. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing by the responsible party listed on the "Application for Park Use." Additionally, the Park Permit must be surrendered to the Park Reservations Office.
- Initial \_\_\_\_ I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse City reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application or reservation.
- Initial \_\_\_\_ "The Responsible Party agrees to fully indemnify, defend, and save harmless, the City of Sacramento, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the City of Sacramento's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Sacramento facilities. This shall be a continuing release and shall remain in effect until revoked in writing.
- Initial \_\_\_\_ All debris and trash must be removed from the permitted site immediately after the said activity. Failure to do so may require the City to call upon the City Solid Waste Department. All expenses will be the responsibility of the applicant. When the applicant uses City recyclable receptacles all rights of ownership are forfeited.
- Initial \_\_\_\_ I agree to report any discrepancies, complaints, or concerns within **48 hours** of park and/or field use. Refund requests will not be returned if the request is made more than **48 hours** after your activity. These instances can be reported by telephone at (916) 808-6060, by fax at (916) 454-3956 or through E-mail at [sacrecreation@cityofsacramento.org](mailto:sacrecreation@cityofsacramento.org). If you have safety concerns, or on-site problems please contact Park Safety Services through the City Operator at 311.
- Initial \_\_\_\_ In case of general maintenance or vandalism the picnic tables and BBQ's may be removed at anytime prior to your reservation without liability.

## Rules and Regulations (con't)

- Initial \_\_\_\_ Per City Code 12.72.180 in City parks which do not have toilet facilities the City of Sacramento requires one (1) chemical toilet for any activity where the estimated attendance exceeds fifty (50) persons. The figure is based upon the maximum number at your activity during peak time.
- Initial \_\_\_\_ Sacramento City Code section 12.72.135 prohibits smoking in all City parks.
- Initial \_\_\_\_ I agree to call the Field Status line at (916) 277-2336 three (3) hours prior to my scheduled field use. If the fields have been closed, I will not use the fields.
- Initial \_\_\_\_ Amplified sound is by permit only. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.
- Initial \_\_\_\_ A Certificate for Park Use is issued for any private gathering with fewer than 200 in attendance that does not involve City services or require special permits. A Certificate for Park Use is required for any activity with 50 or more people, and/or in which assembly is intended to last more than thirty (30) minutes. Applications for Park Use must be submitted 10 days prior to the proposed activity. A Park Event Permit is issued for any activity with 200 or more in attendance. A Park Event Permit is required for any activity that calls for special permits. Applications for Park Use that will require a Park Event Permit must be submitted 45 days prior to the proposed activity. Special permits are required for the following: Alcohol Consumption/Sales, Commercial Activity, Filming, Amplified Sound, and Fundraising.
- Initial \_\_\_\_ If, insurance is required for your activity it must be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011.

## Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Payment Information

Amount Due: \_\_\_\_\_

Cashier Initials: \_\_\_\_\_

\_\_\_ Check or Money Order# \_\_\_\_\_

\_\_\_ Cash \_\_\_\_\_

## Refund Information

Name: \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Care of: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Day/Cell Phone: \_\_\_\_\_

## Office Use Only

Notes: \_\_\_\_\_