

Customer Service

Our physical offices are currently closed, please call:

Phone: (510) 577 - 6080

Monday - Friday: 11:30 am to 7:00 pm

Saturday: 10:00 am to 2:00 pm

Picnic area reservations can be made online at:

WWW.SANLEANDROREC.ORG

PICNIC AREA RESERVATION PROCEDURE

AVAILABILITY

- Select a park and a picnic area. Call (510) 577 - 3462 or go online to www.sanleandrorec.org to check availability.
- Picnic areas are available for reservation April 1 – October 31 except Mondays, and Tuesdays following a City Holiday that falls on Monday.
- Picnic reservations are from 8:00am - 7:00pm.

RESERVATION APPLICATION

- Reservations for the large group picnic areas at Marina Park are accepted up to one calendar year (365 days) in advance. Large Group Picnic Areas at Marina Park include Seagull, Otter, Mallard, and Mulford Point (all 4 areas only).
- Reservations for all other picnic areas will be accepted beginning the first Monday in February.
- Applications for park reservations must be received by the end of the business day on the Monday before the upcoming weekend.
- Applications must be completed and signed by the person responsible for the rental. Renter must be (18) years of age.
- Proof of residency (within incorporated San Leandro) or non-profit status is required at the time of booking to be eligible for the discounted rates.

RENTAL FEES

- For detailed information and rental rates please refer to Park Chart. Additional fees can be found on the application.
- All fees must be paid in full at the time of reservation.
- Holidays that fall on a weekday will be charged the weekend rate.
- Payments must be made by credit card.

INCLEMENT WEATHER

- All permits affected by inclement weather will have the opportunity to select an alternate date within the same park season. If a second date cannot be secured, a refund, minus \$25.00 administrative fee, will be processed.

INSURANCE

- Liability Insurance is required for any event with an estimated attendance of more than 99 people.
- The Insurance must be General Liability coverage in the amount of \$1,000,000.00 coverage naming the City of San Leandro (835 E. 14th Street San Leandro, CA 94577) as additionally insured.
- The certificate holder must be the same as the contract holder, have date and location of event on the certificate of coverage, and be received by the City of San Leandro no less than 14 days before event.
- Insurance may be obtained through your homeowner's insurance policy or through Gale's Creek Insurance. More information available at www.sanleandro.org.
- Failure to meet insurance requirements will result in the cancellation of the reservation without a refund.

CANCELATION POLICY

- 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.

ALCOHOL USE

- 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.