



## PICNIC AREA RESERVATION PROCEDURE

### AVAILABILITY

- Select a park and a picnic area. Call (510) 577-3462 or go online to [www.sanleandrorec.org](http://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.

Marina Community Center	Senior Community Center
15301 Wicks Boulevard San Leandro, CA 94579 Phone: 510-577-6080  Monday-Friday: 11:30 am to 7:00 pm Saturday: 10:00 am to 2:00 pm	13909 E. 14 <sup>th</sup> Street San Leandro, CA 94578 Phone: 510-577-3462  Monday-Friday: 8:30 am to 5:00 pm

**PICNIC AREA RESERVATION REQUESTS CAN ALSO BE MADE ONLINE AT [WWW.SANLEANDROREC.ORG](http://WWW.SANLEANDROREC.ORG)**

### 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 may be made by cash, check, or credit card. Please make checks payable to the City of San Leandro. Checks will not be accepted within 30 days of the rental.

### 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.

### SPECIAL EVENTS

- Special Events/ Special Park Use are events at any park for more than 350 people or that may have significant impact on the park. Please call (510) 577-3462 for more information if you think your event may qualify as a Special Event.

**See reverse for information regarding insurance requirements and cancelations.**

## **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](http://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.

City of San Leandro Recreation and Human Services Department  
**GENERAL STATEMENT OF POLICY AND REGULATIONS**

*For City of San Leandro Recreation and Human Services Picnic Reservation*

#### **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.

#### **AMPLIFIED SOUND**

- Music / sound may only be played through self-contained battery operated equipment. Equipment requiring an external power source or detachable speakers is not allowed.
- Amplified music (equipment requiring an external power source or detachable speakers) will only be allowed at designated areas of Marina Park for an additional fee. Any group, even those with a special event permit that play sound levels that causes discomfort or annoyance to reasonable persons and, or can be heard outside of their reserved picnic areas and cause the police to be called may have their picnic permit revoked and fees will be forfeited and may also affect future opportunities to obtain permits.

#### **CLEAN-UP**

- Picnic areas shall be cleaned by permit holder prior to departure.
- Please remove all documents, staples and tape after your event.
- No person shall throw, deposit or leave any refuse, rubbish, garbage, or other discarded or abandoned objects, in any public or private lot of land in the City.
- Alameda County Waste Management Authority (ACWMA) Mandatory Recycling Ordinance 2012-01 requires recyclables to be separate from trash. This includes cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, PET (#1) and HDPE (#2) plastic bottles, food scraps and compostable paper. These items **MUST** be placed in the proper recycling receptacle.

#### **INFLATABLES**

- Inflatables are allowed at designated, reservable picnic areas with proper permit only. Please consult the Inflatable Information sheet to ensure an inflatable is permitted in your selected picnic area.
- Only companies from our approved list are allowed to place inflatables in San Leandro Parks.
- Wet inflatables (those which use water) and inflatables requiring multiple generators are not permitted. Only one inflatable per designated picnic area is allowed.
- All rentals of inflatable equipment are at Permittee's own risk.

#### **PARK USE**

- A City park picnic area may be rented by groups or individuals for their exclusive use upon payment of the fee. The total fee must be paid at the time the permit is issued. Fees do not include Liability Insurance, which is required for parties of more than 99 guests.
- Park facilities that have not been reserved are open to the general public.
- Use of the City of San Leandro's picnic facility shall be in accordance with all current, applicable public laws and regulations.
- City of San Leandro employees of the Recreation and Human Services, Public Works, and Police Departments are authorized and required to enforce all regulations covering use of City recreation facilities.
- The individual or group using a facility must see that all park regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
- The use of nails and tacks are prohibited. Please remove all documents, staples and tape after your event.
- Use of recreation facilities will not be granted to a group or individual where such use would result in individual/private profit.
- No dunk tanks or animal rides are allowed in city parks.
- Groups that cause problems such as noise, litter, or aggressive behavior will have their picnic permit revoked, fees will be forfeited and may also result in the loss of opportunities to obtain permits in the future.
- Banners, decorations, weighted objects, etc. cannot be hung from shade structures.
- The City is not responsible for accidents, injury or loss of individual/property at the facilities.

City of San Leandro Recreation and Human Services Department  
**GENERAL STATEMENT OF POLICY AND REGULATIONS (continued)**  
*For City of San Leandro Recreation and Human Services Picnic Reservation*

**OVER CAPACITY**

- Overcapacity is assessed when the estimated attendance is one person over the set capacity for the area. Attendance cannot exceed double the set capacity. Events more than doubling the set capacity of a picnic area are subject to on-site cancellation by the Park Specialist on duty.

**SMOKING**

- Smoking is prohibited in City and private parks, playgrounds, and athletic facilities per the City of San Leandro Municipal Code.
- Usage of hookahs, electronic smoke devices, and marijuana of any kind are prohibited. Failure to comply can lead to on-site cancellation by the Park Specialist on duty.

**VEHICLES AND PARKING**

- Parking is available on a first-come, first-serve basis. Parking spaces will not be reserved for your event.
- Vehicles are not to be driven into the picnic areas; this includes catering vehicles and BBQ trailers. Vehicles also include any motorized scooter, motorcycle, or bicycle. All are prohibited from being used/parked inside of park boundaries for safety reasons.
- Permit holders will need to bring hand trucks, wagons or other means to transport their supplies.
- Marina Park visitors may not park in the golf course parking lots or the boat launch parking lot.
- Vehicle Access is permitted at Chabot and Washington Manor Park ONLY between the hours of 7:30am and 5:00pm for equipment drop-off and pick-up ONLY. A Park Specialist will open/close vehicle access gates at time specified on application and escort the vehicle to the picnic site. Vehicles cannot be left in the picnic area for any reason.

## INFLATABLE INFORMATION

Inflatables are allowed at designated, reservable picnic areas during the picnic season, April 1 – October 31 with **proper permit only**. Only companies from our approved list are allowed to place inflatables in San Leandro Parks.

<u>Bay Area Jump</u> (800) 514-5867 Website: <a href="http://www.bayareajump.com">www.bayareajump.com</a>	<u>Rent A Jump</u> (510) 708-1817 Website: <a href="http://www.rentajump.com">www.rentajump.com</a>
<u>Norcal Jump</u> (800) 404-0971 Website: <a href="http://www.norcaljump.com">www.norcaljump.com</a>	<u>Comic Jumps</u> (650) 444-1800 Website: <a href="http://www.comicjumps.com">www.comicjumps.com</a>

The approved inflatable vendors are those who have submitted the required proof of insurance to the City. This list does not constitute an endorsement of any particular vendor.

## PICNIC AREAS ALLOWING INFLATABLES

Due to California's Emergency Water Conservation Restrictions set by East Bay Municipal Utility District (EBMUD), inflatables are no longer permitted in picnic areas at parks with irrigation systems using water from the Utility District in an attempt to keep the grass looking green and healthy. Inflatables, from approved vendors, will continue to be allowed in parks using well-water irrigation systems. See list of picnic areas which allow inflatables below.

<b>Bonaire Park</b> Pods 1 & 2 Pods 3 & 4	<b>Halcyon Park</b> Area 1 Area 5
<b>Chabot Park</b>	<b>Thrasher Park</b>
<b>Cherry Grove Park</b> Area 1 Area 4 Area 6 Area 9	<b>Washington Manor Park</b> Area 1 Area 6 Area 8

***Wet inflatables (those which use water) and inflatables requiring multiple generators are not permitted. Only one inflatable per designated picnic area is allowed.***





# City of San Leandro

13909 E. 14<sup>th</sup> Street, San Leandro, CA 94578

577-3462

www.sanleandrorec.org

PARK INFORMATION	Capacity	*Fee: Resident/ Non-Resident	Inflatable Allowed	Play Apparatus	Picnic Tables	Barbecues	Restrooms	Baseball Field	Tennis Courts	Electricity	Basketball	Soccer Field	Softball Field
<b>Bonaire Park/5.4 acres</b> 14841 Juniper @ Sagewood				◆			Y						1
Pods 1 & 2	50	\$136/205	◆		8	2				N			
Pods 3 & 4	50	\$136/205	◆		8	2				N			
Area 5	20	\$60/90			2	1				N			
All 4 Pods	150	\$190/287											
<b>Chabot Park/10.5 acres</b> 1698 Estudillo Avenue	150	\$190/287	◆	◆	14	4	Y			Y			1
<b>Cherry Grove Park/4 acres</b> 1600 Williams @ Leonard				◆			Y		6		◆	Y	
Area 1	20	\$60/90	◆		2	1				N			
Area 2	50	\$136/205			4	1				N			
Area 3	15	\$60/90			1	0				N			
Area 4	20	\$60/90	◆		2	0				N			
Area 5	20	\$60/90			2	2				N			
Area 6	15	\$60/90	◆		1	1				N			
Area 7	15	\$60/90			1	1				N			
Area 8	15	\$60/90			1	1				N			
Area 9	15	\$60/90	◆		1	1				N			
Area 10	20	\$60/90			2	1				N			
Area 11	20	\$60/90			2	1				N			
Area 12	20	\$60/90			2	0				N			
<b>Floresta Park/1 acre</b> 3750 Monterey Blvd.				◆			Y	Y					
Lawn	60	\$136/205			5	1				N			
Play	60	\$136/205			5	2				N			
<b>Grover Cleveland Park/1 acre</b> 862 O'Donnell Street				◆			N						
Rear	15	\$60/90			1	1				N			
Play	15	\$60/90			1	1				N			
<b>Halcyon Park/5 acres</b> 1245 147th Avenue @ Western				◆			Y						
Area 1 (Playground)	50	\$136/205	◆		4	0				N			
Area 2	20	\$60/90			3	2				N			
Area 3	20	\$60/90			3	2				N			
Area 4	20	\$60/90			2	1				N			
Area 5 (Front)	40	\$136/205	◆		3	2				N			

\*San Leandro Business/Non-San Leandro Business rates apply. Please call (510) 577-3462 for rates.

*Some sports fields may be locked venues. Additional reservations are required for organized sports and use of these fields.*

<b>PARK INFORMATION</b>	Capacity	*Fee: Resident/ Non-Resident	Inflatable Allowed	Play Apparatus	Picnic Tables	Barbecues	Restrooms	Baseball Field	Tennis Courts	Electricity	Basketball	Soccer Field	Softball Field
Marina Park/30 acres 13801 Monarch Bay Drive				◆			Y						
Seagull	150	\$245/368			21	6				Y			
Mallard	55	\$136/205			5	1				Y			
Otter	75	\$190/287			6	1				Y			
Heron	50	\$136/205			4	2				N			
Area 1	15	\$60/90			1	1				N			
Area 2	20	\$60/90			2	2				N			
Areas 3- 8	15	\$60/90			1	1				N			
Areas 9-16	15	\$60/90			1	1				N			
Areas 17-18 (Boat Launch)	15	\$60/90			1	1				N			
Area 19 Pescador Pt.	50	\$136/205			4	4				N			
Mulford Point—All Areas (1 – 4)	100	\$190/287			4	4				N			
Area 1	15	\$60/90			1	1				N			
Area 2	15	\$60/90			1	1				N			
Area 3	15	\$60/90			1	1				N			
Area 4	15	\$60/90			1	1				N			
Memorial Park/2.7 acres 1105 Bancroft Avenue @ Callan				◆			Y						
Front	40	\$136/205			4	2				N			
Rear	20	\$60/90			2	1				N			
Root Park 1033 E. 14th Street	20	\$60/90			2	0	N			N			
Siempre Verde Park/1.8 acres 455 Park St. @ San Leandro Blvd.				◆			Y				Y		
Area 1	20	\$60/90			2	1				Y			
Area 2	20	\$60/90			2	1				Y			
F. Stenzel Park/ 15300 Wicks Blvd.				◆			Y	2			Y	Y	1
Area 1	20	\$60/90			2	1				N			
Area 2-3	15	\$60/90			1	1				N			
Thrasher Park/12.8 acres 1300 Davis Street	75	\$136/205	◆	◆	6	6	Y			N			1
Toyon Park/2.1 acres 1500 Bancroft Avenue	75	\$136/205		◆	6	2	Y			N			
Washington Manor Park/15.1 acres 14900 Zelma St @ Manor Blvd.				◆			Y		4		Y	Y	2
Area 1	75	\$190/287	◆		7	3				N			
Area 2	20	\$60/90			2	0				N			
Area 3	20	\$60/90			2	1				N			
Area 4	20	\$60/90			2	2				N			
Area 5	10	\$60/90			2	1				N			
Area 6	20	\$60/90	◆		2	1				N			
Area 7	10	\$60/90			1	1				N			
Area 8	20	\$60/90	◆		2	2				N			

\*San Leandro Business/Non-San Leandro Business rates apply. Please call (510) 577-3462 for rates.

Some sports fields may be locked venues. Additional reservations are required for organized sports and use of these fields.



City of San Leandro Recreation and Human Services Department

**PICNIC AREA RESERVATION APPLICATION**

Please review the Picnic Reservation Procedure, including the cancellation policy, and the General Statement of Policy and Regulations prior to completing the application. All applicable fields must be completed prior to submitting the reservation application.

**PLEASE NOTE: A separate Special Event Permit is required if your expected attendance is 350 or more.**

**RENTER INFORMATION**

NAME _____	ORGANIZATION NAME _____
ADDRESS _____	ADDRESS _____
CITY/STATE _____ ZIP _____	CITY/STATE _____ ZIP _____
DRIVER'S LICENSE # _____ BIRTHDATE _____	EMAIL _____
EMAIL _____	PHONE # _____
PRIMARY PHONE # _____	<input type="checkbox"/> NONPROFIT IRS # _____ <input type="checkbox"/> BUSINESS
DAY OF EVENT CONTACT _____	DAY OF PHONE # _____

**PARK INFORMATION**

PARK BEING RESERVED \_\_\_\_\_

AREA (# OR NAME) BEING RESERVED \_\_\_\_\_

**EVENT INFORMATION**

DATE OF EVENT \_\_\_\_\_ DAY (Please circle one) Mon Tues Wed Thurs Fri Sat Sun

TYPE OF EVENT/ACTIVITY (Please be specific) \_\_\_\_\_

HOURS OF USE \_\_\_\_\_ to \_\_\_\_\_ \*ESTIMATED ATTENDANCE \_\_\_\_\_

Although the rental is from 8:00am until 7:00pm, this is helpful for park staff

**Will you bring additional equipment to the park to augment the amenities of the picnic area?** (Ex. Additional tables, chairs, BBQ, tents, etc.) Any additional equipment is subject to approval by the Recreation Supervisor.  Yes  No Initial \_\_\_\_\_

**IF YES, PLEASE EXPLAIN** \_\_\_\_\_

**Will you have an Inflatable? (\$5 fee)**  Yes  No Initial \_\_\_\_\_

Inflatables are allowed at designated, reservable picnic areas **with proper permit only**. Please consult the *Inflatable Information* sheet to ensure an inflatable is permitted in your selected picnic area. Only companies from our approved list are allowed to place inflatables in San Leandro Parks. **Wet inflatables (those which use water) and inflatables requiring multiple generators are not permitted. Only one inflatable per designated picnic area is allowed.**

**Will you be Over Capacity? (\$25 fee)**  Yes  No Initial \_\_\_\_\_

Overcapacity is assessed when the estimated attendance is one person over the set capacity for the area. Attendance cannot exceed double the set capacity. Events more than doubling the set capacity of a picnic area are subject to on-site cancellation by the Park Specialist on duty.

**Will you have Amplified Sound? (\$50 fee)**  Yes  No Initial \_\_\_\_\_

Amplified sound is permitted at Marina Park ONLY in the Seagull, Otter, and Mulford Point (All Areas) – NO EXCEPTIONS. Equipment requiring an external power source or detachable speakers must have an amplified sound permit.

**Will you need Vehicle Access? (\$30 fee)**  Yes  No Initial \_\_\_\_\_

Vehicle Access is permitted at Chabot and Washington Manor Park ONLY between the hours of 7:30am and 5:00pm for equipment drop-off and pick-up ONLY. A Park Specialist will open/close vehicle access gates at time specified on application and escort the vehicle to the picnic site. Vehicles cannot be left in the picnic area for any reason.

<b>Vehicle Access</b>
Time IN _____
Time OUT _____

**Additional fees must be added to your permit at least 14 days prior to your reservation. All additional fees are nonrefundable.**

**FOR OFFICE USE ONLY**

Received by \_\_\_\_\_ Permit Request # \_\_\_\_\_ Permit# \_\_\_\_\_

## PICNIC RESERVATION AGREEMENT/CONTRACT

1. I have read and understand the Picnic Reservation Procedure including the **Cancelation Policy**.
2. I have read the **General Statement of Policy and Regulations**, and agree to, and will abide by those rules before, during, and after the reservation.
3. I understand that alcohol is not permitted in any parks per the City of San Leandro Municipal and a violation is punishable by an infraction and fine.
4. I have read and understand the City of San Leandro Recreation and Human Services Department's Picnic Reservation Cancelation Policy and the policy pertaining to inclement weather. I understand no exceptions will be made to this policy.
5. City of San Leandro Staff reserves the right to take photographs or other recordings of its activities and events for publicity and authorize the use of my image by the City.
6. The individual or group using the facility must see that all park regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
7. Use of recreation facilities and City Parks will not be granted to a group or individual where such use would result in individual/private profit.
8. No dunk tanks or animal rides are allowed in city parks.
9. Groups that cause problems such as noise, litter, or aggressive behavior will have their picnic permit revoked, fees will be forfeited and may also result in the loss of opportunities to obtain permits in the future.
10. The City is not responsible for accidents, injury or loss of individual/property at the facilities.
11. Only the applicant may make changes to a submitted application including: payment of the rental fees, requests for date or location changes, or cancelations.

*I agree to comply strictly with the picnic area regulations, to supervise care in the use of all facilities and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the picnic area or park.*

Signature \_\_\_\_\_

## RELEASE OF LIABILITY

I, \_\_\_\_\_, on behalf of myself and/or group, hereby agree to assume all risks inherent in and arising from participating in this activity and agree to hold harmless and indemnify the City of San Leandro, its officers, employees and agents from and against all loss and liability for injury to person or property, which I, or my group may incur by reason of or arising out of such participating in this activity. I, the undersigned, do hereby certify that I have read and understand the above rules and general statement of policy.

Signature \_\_\_\_\_

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

## HOLD HARMLESS AGREEMENT

Permitee hereby agrees to, and shall hold the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permitee agrees to and shall defend the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above **Hold Harmless Agreement** and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

Signature \_\_\_\_\_

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