

BBQ/PICNIC APPLICATION

Pacific Grove Recreation Department
 302 16th St, Pacific Grove, CA 93950
 Phone: (831) 648-3134
 www.cityofpacificgrove.org/recreation



<input type="checkbox"/> Caledonia Park (141 Caledonia Ave) <input type="checkbox"/> George Washington Park (700 Alder St) <input type="checkbox"/> Caterpillar Park (Community Center) (515 Junipero)	<input type="checkbox"/> Arnett Park (942 Piedmont Ave) <input type="checkbox"/> Jewell Park (148 Grand Ave) <input type="checkbox"/> Other _____
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This is your application to reserve the above-mentioned facility. Upon receipt, the Facilities Coordinator will review your request and issue a PERMIT if the requested space is available and full payment is received.

NAME OF INDIVIDUAL/ORGANIZATION: _____

ADDRESS: _____ CITY: _____ ZIP: _____
 PHONE: _____ E-MAIL ADDRESS: _____
 CONTACT PERSON (if different from above): _____ PHONE: _____

PURPOSE OF USE: _____
 (MEETING, PARTY, BBQ, ETC.)

DATE REQUEST: _____ TIME REQUIRED: (set-up and clean-up times must be included in the hours)
 FROM: _____ □ AM | □ PM TO: _____ □ AM | □ PM
 ESTIMATED ATTENDANCE: ADULTS _____ YOUTH (18 & UNDER) _____ TOTAL: _____
 WILL DECORATIONS BE USED? ____ YES ____ NO TYPE OF DECORATIONS PLANNED: _____
 WILL FOOD BE SERVED? ____ YES ____ NO IF YES, WHAT TYPE? _____

(POTLUCK, CATERED, BARBECUE, ETC.)

DOES YOUR GROUP PLAN TO HAVE A BOUNCE HOUSE? ____ YES ____ NO
 (Use of Bounce House by City Approved Companies Only - Privately owned Bounce House may not be used on City Property)

DOES YOUR GROUP PLAN TO HAVE LIVE OR RECORDED MUSIC? ____ YES ____ NO
 (Live or Recorded Music Requires Sound Permit approval by Pacific Grove Police Department - **\$78 fee**)

BBQ/PICNIC FEES:

1-50 Persons	\$61.00	\$35.00 (PG Residents)
51+ Persons	\$150.00	\$86.00 (PG Residents)

FOR OFFICE USE ONLY:

ITEM	AMOUNT	FEES	TOTAL
BBQ/Picnic Fee (RENT)		\$ _____	
Sound Permit (\$78, if needed) (PD-SOUND)		\$ _____	
Other Fees		\$ _____	

Recreation Department Approval

DATE

RESERVATION POLICIES

1. All renters of City facilities shall complete and have on file with the Recreation Department a rental Facility Use Application. City facilities may not be sublet by renters without express authorization of the City.
2. Reservations will be initiated by completing and signing all necessary Permits and paying the applicable fees. Reservations will be confirmed (or denied) within four (4) business days of receipt of this permit application.
3. Person signing the Use Permit must be twenty-one (21) years of age or older.
4. Reservations will be taken on a first come, first served basis, at a maximum of six months and a minimum of ten (10) working days prior to use. Facility is not reserved until applicable fees have been paid, all permits are signed and final approval is granted.
5. If event is canceled, the rental fee will be refunded ONLY if notice is given thirty (30) days prior to the scheduled date of event.
6. **All refunds are subject to a 25% processing Fee.**
7. The facility will be available no earlier than 8:00AM and must be vacated by dusk.
8. **Sound Amplification:** Permit must be signed and returned with applicable fee 30 days prior to event, **with a payment of \$78.00.**
9. There will be no music allowed in the facility before 9:00AM.
10. Live music requires authorization from Facility Coordinator.
11. **Bounce Houses:** Use of Bounce House by City Approved Companies Only – Privately owned Bounce House may not be used on City Property.
12. The City of Pacific Grove does not supply electricity; Bounce House vendors must provide their own generator.
13. Bounce Houses are permitted at Caledonia Park and Jewell Park Only.
14. **Alcohol consumption in public areas is strictly prohibited**
15. Use of helium balloons or other event decorations that may result in illicit waste or discharge are prohibited.
16. All trash must be placed in trash receptacles and all decorations removed after use.
17. A City of Pacific Grove Police officer or reserve officer may be required at some activities at renter’s expense, as deemed necessary by the City. A minimum of one officer will be utilized.
18. City is not responsible for any items left on premises.
19. Future usage will depend on adherence to all policies and procedures governing use of the facility.
20. **Vehicles are prohibited on park grounds.** This includes unloading of items and passengers inside the park.
21. **Dogs are prohibited in all parks.**
22. **Any group which fails to clean up to the City’s satisfaction will be charged a minimum clean-up fee of \$50.00.**
23. The renter agrees to indemnify and hold harmless the City of Pacific Grove, its agents, employees, or any other person against loss or expense, including attorney’s fees, by reason of the liability imposed by law upon the City, except in cases of the City’s sole negligence, for damage because of bodily injury, including death at any time resulting there from, sustained by any person or persons, or on account of damage of property are due or claim to be due to any passive negligence of the City, its employees or agents, or any other person. It is further understood and agreed that the renter shall, at the option of the City, defend the City of Pacific Grove with appropriate counsel, and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

This certifies that I have read the regulations of this Facility Use Permit Application and agree to abide by and enforce all rules and regulations of the City of Pacific Grove Recreation Department, to guarantee proper use and care of the facility requested herein, and to reimburse the City for any loss or damage.

NAME (PRINT): _____

Signature: _____ **Date:** _____