



CITY OF ROHNERT PARK
COMMUNITY SERVICES DEPARTMENT
5401 Snyder Lane
Rohnert Park, CA 94928
(707) 588-3456 Fax (707) 588-3444

CONTRACT # _____

DATE SUBMITTED _____

APPLICATION FOR RENTAL OF PICNIC AREA

LARGE PICNIC AREA (100 max)

- ☐ Alicia Park
- ☐ Colegio Vista Park
- ☐ Magnolia Park
- ☐ Twin Creeks Park

SMALL PICNIC AREA (50 max)

- ☐ Dorotea Park
- ☐ Golis Park
- ☐ Sunrise Park

SMALL PICNIC AREA: NO RESTROOMS (30 max)

- ☐ Ladybug Park
- ☐ Rainbow Park
- ☐ Honeybee Park
- ☐ Maurice Frederick's Park

STAFF NOTES

PICNIC AREA USE FEES

Picnic areas include one block of up to 5 hours (including setup and cleanup).

Picnic Area (Resident/Non-Resident):
Non-profit \$29
1-50 people \$85/\$94
51-100 people \$140/\$154
Security Deposit (all users) \$100

Special Amenity Fee (Amplified Sound or Bounce House) - \$50

Events with more than 100 people, serve alcohol, or are longer than 5 hours must apply as a special event and pay the appropriate fees

APPLICANT INFORMATION

NAME: _____

ORGANIZATION: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ 2nd PHONE: _____ E-MAIL: _____

EVENT INFORMATION

TYPE OF EVENT: _____

Date _____ Arrival Time (setup) _____ Event Start _____ Event End _____ Departure (cleanup complete) _____ Total Hrs. _____

EXPECTED ATTENDANCE:

Total expected attendance _____

FOOD AND DRINK:

Will you serve food/non-alcoholic beverages? YES NO
Will alcohol be served? YES NO

CLASSIFICATION INFORMATION:

Is the event open to the public? YES NO
Are you a 501(c) non-profit organization? YES NO
Will you sell tickets or charge admission? YES NO
Is the event a fundraiser? YES NO
If yes, please describe _____

EVENT INFORMATION/SPECIAL AMENITEIS*

Will there be music at the event? No D.J. Live Recorded
(Sound amplifying equipment requires and approved permit, forms are available in the Community Services Office)
Do you plan to use any type of inflatable bounce house or similar equipment Yes No
If yes, please name the provider _____
*NOTE: Sound permits and bounce houses requires additional fees and liability insurance

DEPOSIT/PAYMENT INFORMATION

For Staff Use

Damage Deposit _____ Payment Method _____ Date _____ Receipt# _____

Deposit Refund Instructions _____ Deposit Refunded _____

Fees Paid _____ Date _____ Receipt# _____

Insurance Required? _____ Received _____

PICNIC AREA RULES

1. Reserve your picnic area in person between 8:30am and 4:30 pm, Monday-Friday at the Rohnert Park Community Center (5401 Snyder Lane). Rentals must be received at least five (5) days prior to the date requested.
2. Cancellations more than 14 days prior to event will be charged a \$10 processing fee, less than 14 days will forfeit 50% of the deposit. All other fees shall be returned.
3. If it rains on the day of your reservation, you can reschedule at no charge. A refund will be charged as a cancellation.
4. Alcohol is not permitted as part of any picnic rental permit.
5. Parks are open during daylight hours (8am—sunset).
6. To report any problems (sprinklers coming on, etc.) including trash cans being full or restroom problems, call the Callinan Sports and Fitness Center at 588-3488.
7. You are responsible for keeping the area clean of trash. If your trash does not fit into the trash cans, you must take the trash with you. Do not move dumpsters.
8. You are not allowed to drive on the park grass. Violators may be cited.
9. Amplified sound requires a permit and special event amenity fee. Permits must be requested 10 business days before your reservation. Forms are available at the Community Center.
10. There is no access to power or water available at city parks.
11. Your reservation includes the picnic area of the park only. Sports fields and playgrounds are not included. You can use sports fields only if they are not rented during your reservation.
12. Users may not use any of the following in City Parks, glass containers, personal barbeques, or gas grills/heaters.
13. Security deposit may be forfeit and event may be canceled without refund for any of the following reasons...
 - The event extends beyond the permitted time.
 - There is evidence of alcohol being present.
 - The renter misrepresented the nature of the event, or expected attendance (i.e. the event does not qualify as a picnic rental.
 - Vandalism, fights or illegal conduct occurs.
14. Security deposit, minus any deductions for costs incurred by the City as a result of user's rental shall be refunded with in 4-6 weeks after rental.

HOLD HARMLESS AGREEMENT

The applicant shall save, keep and hold harmless the City, its officers, agents and employees and volunteers from all damages. Costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of applicants use of City facilities or equipment including but not limited to, claims for damages for death, personal injury, property damage, which he or any organization of which he is a member, may have or that may hereafter accrue to him or his organization, as a result of the use of these facilities which may be occasioned by any willful or negligent act or omissions of the applicant, any of the applicant's employees agents, volunteers or any subcontractor. The City will not be held liable for any accident, loss, claim, liability, damages and/or injury to persons and property that in any way may be caused by or during applicants use or occupancy of said areas and/or facilities.

PRINT NAME: _____ SIGNATURE _____
The undersigned who is to be in charge of this function is twenty-one years of age or older

With my signature below I certify that I am over 21 years old and agree on behalf myself and any organization I am representing that I have read and understand all of the policies laid out on this form and will abide by all of the policies and conditions of use set forth by the City of Rohnert Park for facility use.

Signature

Date

Printed Name

Contract #