

**APPLICATION (REQUEST) TO RESERVE**

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| <input type="checkbox"/> Lovers Point (630 Ocean View Blvd.)       | <input type="checkbox"/> Berwick Park (400 Ocean View Blvd.)                          |
| <input type="checkbox"/> Jewell Park Gazebo (148 Grand Ave.)       | <input type="checkbox"/> Elmarie Dyke Gazebo & Open Space (162 -16 <sup>th</sup> St.) |
| <input type="checkbox"/> Point Pinos Lighthouse (80 Asilomar Ave.) | <input type="checkbox"/> Caledonia Park (Central & Caledonia St.)                     |

(as of July 1, 2016)

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DAY AND DATE OF USE: \_\_\_\_\_

HOURS OF USE: FROM \_\_\_\_\_ TO \_\_\_\_\_ **100 GUEST MAXIMUM**

PURPOSE OF USE \_\_\_\_\_

DAY OF EVENT – CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON'S CELL PHONE NUMBER: \_\_\_\_\_

This is your application to reserve the above-mentioned park. Upon receipt, the Facilities Coordinator will review your request and issue a PERMIT if the requested space is available and full payment is received. Park Rentals are reserved in a minimum of two hour blocks @ \$462.00 per two-hour block for weekends & holidays and \$360.00 per two hour block for week days. Reservation times must begin after 8:00 am. No reservation will be issued after 9:00 p.m. during Daylight Savings Time (April – October) and 7:00 p.m. during the rest of the year (November – March).

**Note: NO Sound Permits will be issued for Berwick Park during the Harbor Seal Pupping season (March – May). Additionally, No Use Permits for the Cypress Cove area of Berwick Park will be issued for March, April & May!**

**Please bring a copy of your approved Park Permit with you to your event.**

***For reservations made within 30 days of the scheduled date, payment must be made by cash, credit card or money order—no personal checks. If an event is cancelled, refunds will only be given if requested 60 days before the event, and a 25% processing fee will be assessed in all cases. The City assumes no responsibility for inclement weather and no rain/inclement weather refunds will be given.***

**Please review our City policies below:**

- 1) Your date and time are not confirmed until the full rental fee, signed application and (if requested) chair and sound permits are processed and a park permit is issued.
- 2) Use of tables, chairs, and sound amplification devices are prohibited without an approved permit. If music is played (live and recorded) or voices are amplified, a \$32 sound amplification fee also is required.
- 3) Rental area must be vacated by the end time specified on permit.
- 4) **Alcohol consumption in public areas is strictly prohibited! Smoking is also prohibited!**
- 5) Vehicles are prohibited on park grounds. This includes unloading of items and passengers inside the park.
- 6) Dogs are prohibited in all Pacific Grove parks.
- 7) Use of helium balloons or other event decorations that may result in illicit waste or discharges are prohibited.
- 8) Tossing of birdseed, rose petals, rice, etc. is prohibited. Release of butterflies is discouraged.
- 9) All trash must be disposed of in the proper garbage and recycling receptacles.

**IF YOU ARRIVE DURING YOUR DESIGNATED RENTAL TIME AND THE SPACE IS OCCUPIED, CALL THE PACIFIC GROVE POLICE DEPARTMENT AT 648-3143.**

**Park Fee:** \$231.00/hr. (weekends & Holidays) or \$180.00/hr. (weekdays) two (2) hour minimum.

**Sound Permit:** \$ 32.00 (if applicable)

**Refundable Damage Deposit:** \$150.00 (Note: residents in the 93950 zip code receive a discount!)

I agree to these Conditions: \_\_\_\_\_

Signature

Date of request: \_\_\_\_\_