

# PARK USE APPLICATION

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



<input type="checkbox"/> <b>Lovers Point Park (630 Ocean View Blvd.)</b>	<input type="checkbox"/> <b>Berwick Park (400 Ocean View Blvd.)</b>
<input type="checkbox"/> <b>Jewell Park Gazebo (1148 Grand Ave.)</b>	<input type="checkbox"/> <b>Point Pinos Lighthouse (80 Asilomar Ave.)</b>
<input type="checkbox"/> <b>Other</b> _____	

*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.*

**NAME OF INDIVIDUAL/ORGANIZATION:** \_\_\_\_\_

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

**PURPOSE OF USE:** \_\_\_\_\_  
 (WEDDING, PARTY, REUNION, ETC.)

DATE REQUEST: \_\_\_\_\_

TIME REQUIRED: FROM: \_\_\_\_\_  AM |  PM TO: \_\_\_\_\_  AM |  PM  
 (set-up and clean-up times must be included in the hours)

ESTIMATED ATTENDANCE: \_\_\_\_\_ **100 GUEST MAXIMUM**

WILL DECORATIONS BE USED? \_\_\_\_ YES \_\_\_\_ NO TYPE OF DECORATIONS PLANNED: \_\_\_\_\_  
 (Use of helium balloons or other decorations that may result in illicit waste are prohibited. No tossing of birdseed, rose petals, rice, etc.)

DOES YOUR GROUP PLAN TO HAVE CHAIRS, TABLES, ETC.? \_\_\_\_ YES \_\_\_\_ NO  
 (An equipment permit is required for the use of chairs, tables, lattice, arches, ect. in city parks)

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)

**PARK FEES:**

Pacific Grove Residents	\$169.00 / Hour
Non-Residents	\$314.00 / Hour
Refundable Damage Deposit	\$185.00
Sound Permit (if applicable)	\$80.00

**2-hour minimum required for all park reservations**

**FOR OFFICE USE ONLY:**

ITEM	AMOUNT	FEES	TOTAL
Park Fee <b>(RENT)</b>		\$ _____	
Sound Permit <b>(\$80, if needed) (PD-SOUND)</b>		\$ _____	
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. Reservations will be taken on a first come, first served basis, at a maximum of one year 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.
4. If event is canceled, the rental fee will be refunded ONLY if notice is given thirty (60) days prior to the scheduled date of event. The City assumes no responsibility for inclement weather and no rain/weather refunds will be given.
5. **All refunds are subject to a 25% processing Fee.**
6. The facility will be available no earlier than 8:00AM. No reservations will be issued after 9:00PM during Daylight Savings Time (April–October) and 7:00PM during the rest of the year (November–March)
7. **Sound Amplification:** Permit must be signed and returned with applicable fee 30 days prior to event, **with a payment of \$80.00.**
8. There will be no music allowed in the facility before 9:00AM.
9. No sound permits will be issued for Berwick Park or Cypress Cove during the harbor seal pupping season (March – May).
10. **Equipment Use:** An equipment permit is required for the use of chairs, tables, lattice, arches, ect. in city parks.
11. Sponsoring person/agency is responsible for providing chairs, tables, lattice, arch, etc. The City does not provide any equipment or assistance with equipment.
12. **Alcohol consumption in public areas is strictly prohibited**
13. Use of helium balloons or decorations that may result in illicit waste are prohibited. No tossing of birdseed, rose petals, rice, etc.
14. All trash must be placed in trash receptacles and all decorations removed after use.
15. 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.
16. City is not responsible for any items left on premises.
17. Future usage will depend on adherence to all policies and procedures governing use of the facility.
18. **Vehicles are prohibited on park grounds.** This includes unloading of items and passengers inside the park.
19. **Dogs are prohibited in all parks.**
20. **Any group which fails to clean up to the City's satisfaction will be charged a minimum clean-up fee of \$50.00.**
21. 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:** \_\_\_\_\_

**CITY OF PACIFIC GROVE  
APPLICATION FOR SOUND AMPLIFICATION PERMIT**

Name of Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) & Hours of Use: \_\_\_\_\_

Approximate Distance to  
Nearest Residence: \_\_\_\_\_

Type of Sound Equipment: \_\_\_\_\_

Name of Professional D.J. (or operator) \_\_\_\_\_

Operator's Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number of Operator: \_\_\_\_\_

Alcohol being served?  YES  NO    Alcohol being sold?  YES  NO

**I hereby agree that the permit, if issued, may be revoked forthwith by the police** should another person or persons complain of a disturbance from the sound, or should interference with traffic or general public use of public areas result from the event. I understand the City Manager and/or the City Council and/or Police or Public Works may deny the permit upon finding that operation of the device/s is likely to be audible and disturbing to a person or persons on another property, or would contribute to traffic or health hazards, or would tend to preempt normal public use of a public area. I further understand the City Manager and/or City Council may impose such conditions on a permit, as they may deem appropriate, including hours of use, levels of audibility and numbers of persons attending the event.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

**CITY USE ONLY:**

Reviewed by: \_\_\_\_\_

Application Approved:  YES  NO

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

Signature of City Official: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF PACIFIC GROVE

PERMIT APPLICATION FOR USE OF EQUIPMENT IN PUBLIC PARKS

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Date(s) & Hours of Use: \_\_\_\_\_

Location:  Berwick Park  Jewell Park  Lovers Point  Point Pinos Lighthouse

Items to be used:  Chairs How Many? \_\_\_\_\_  Tables How Many? \_\_\_\_\_  Lattice Size? \_\_\_\_\_  Arch Size? \_\_\_\_\_  Other \_\_\_\_\_

Release of Liability, Waivers, and Policy Agreement:

- 1. The permit, if issued, may be revoked forthwith by the Pacific Grove Police Department, should the specified equipment interfere with or be deemed hazardous to the general use of public areas surrounding this event.
2. The undersigned agrees to pay any and all damages to property, landscaping, furnishings, and equipment. Payment for damages will be due upon receipt of written notification by the city.
3. The undersigned is responsible for providing; or arranging for; all chairs, tables, lattice, arch, or other equipment permitted. The city does NOT provide any equipment or assistance with equipment.
4. Equipment for the use of amplified sound requires a Sound Amplification Permit.
5. The undersigned agrees to indemnify, hold harmless, and release the City of Pacific Grove, its agents, and its employees from any and all liability for any injury, which may be suffered in consideration with the use of the permitted equipment and the use of City parks.

I have read, understood, and agree to the above Release of Liability, Waiver and Policy Agreements
Print Name: Signature: Date: