

PARK USE APPLICATION

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



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

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 – **\$78 fee**)

PARK FEES:

| | |
|------------------------------|-----------------|
| Pacific Grove Residents | \$166.00 / Hour |
| Non-Residents | \$307.00 / Hour |
| Refundable Damage Deposit | \$185.00 |
| Sound Permit (if applicable) | \$78.00 |

2-hour minimum required for all park reservations

FOR OFFICE USE ONLY:

| ITEM | AMOUNT | FEES | TOTAL |
|--|--------|----------|-------|
| Park 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. 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 \$78.00.**
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:** _____