



City of Pacific Grove

RECREATION DEPARTMENT

300 Forest Ave., Pacific Grove, CA 93950

Web Site: <http://www.cityofpacificgrove.org>

Phone at City Hall (831) 648-3100 Fax (831) 375-9863

MEMORANDUM

WEDDING RESERVATION PROCEDURE

Thank you for your interest in hosting your wedding at our parks!
Please call City Hall at (831) 648-3100 to complete an Application for the Park.

RESERVABLE PARKS

- A. BERWICK PARK (400 Ocean View Blvd.)
- B. JEWELL PARK (148 Grand Ave.)
- C. LOVERS POINT PARK (620 Ocean View Blvd.)
- D. POINT PINOS LIGHTHOUSE GROUNDS (80 Asilomar Ave.)

PARK FEES: All park rentals require the following:

- Minimum rental of two hours
- \$160 Deposit Required (refundable)
- \$75 Sound Permit (if amplified sound will be used)

RATES:

Weekends and Holidays

Non-Residents of Pacific Grove (for 2 hrs.) - **\$588.00** (\$294/hour)
+ \$160.00 Deposit = **\$748.00**
w/ Sound Permit (\$75) = **\$823.00**

Resident of Pacific Grove (for 2 hrs.) - **\$354.00** (\$177/hour)
+ \$160.00 Deposit = **\$514.00**
w/ Sound Permit (\$75) = **\$589.00**

Weekdays

Non-Residents of Pacific Grove (for 2 hrs.) - **\$538.00** (\$269/hour)
+ \$160.00 Deposit = **\$698.00**
w/ Sound Permit (\$75) = **\$773.00**

Resident of Pacific Grove (for 2 hrs.) - **\$304.00** (\$152/hour)
+ \$160.00 Deposit = **\$464.00**
w/ Sound Permit (\$75) = **\$539.00**

A 25% Service Fee on Refunds, and only if requested 60 days in advance!

Our Parks are for the Ceremony only. Must go elsewhere for your Reception!
(Alcohol consumption in public areas is strictly prohibited)

APPLICATION (REQUEST) TO RESERVE

- | | |
|---|---|
| <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"/> Point Pinos Lighthouse (80 Asilomar Ave.) |

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 for all week days, weekends & holidays. 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 \$75 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: Weekends & Holidays = \$294.00/hr (Non-Resident), \$177.00/hr (PG Resident)
Weekdays = \$269.00/hr (Non-Resident), \$152/hr (PG Resident)

Sound Permit: \$ 75.00 (if applicable)

Refundable Damage Deposit: \$160.00

I agree to these Conditions: _____

Signature

Date of request: _____

**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
TABLES/CHAIRS/LATTICE/ARCHES IN PUBLIC PARKS

Name of Applicant: _____

Address: _____

Telephone Number: _____

Driver's License #: _____

Type of Event: _____ Estimated Attendance: _____

Date(s) & Hours of Use: _____

Location: Berwick Park Jewell Park
 Lovers Point Point Pinos Lighthouse

Items to be used: Charis How Many? _____
 Tables How Many? _____
 Lattice Size? _____
 Arch Size? _____
 Other _____

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.

1. Sponsoring person/agency agrees to pay any and all damages to property, landscaping, furnishings and equipment.
2. Sponsoring person/agency agrees to pay for any and all damages and/or repair/replacement of sprinkler heads or any portion of the sprinkler system which may be damaged during the hours of this event. Payment for damages will be due upon receipt of written notification by the city. If event is canceled, the deposit will be refunded ONLY if notice is given thirty (30) days prior to the scheduled date of event.
3. ALL REFUNDS ARE CONTINGENT TO COMPLIANCE WITH CITY REQUIREMENTS.
4. Sponsoring person/agency is responsible for providing chairs, tables, lattice, arch, etc. The city does NOT provide any equipment or assistance with equipment.

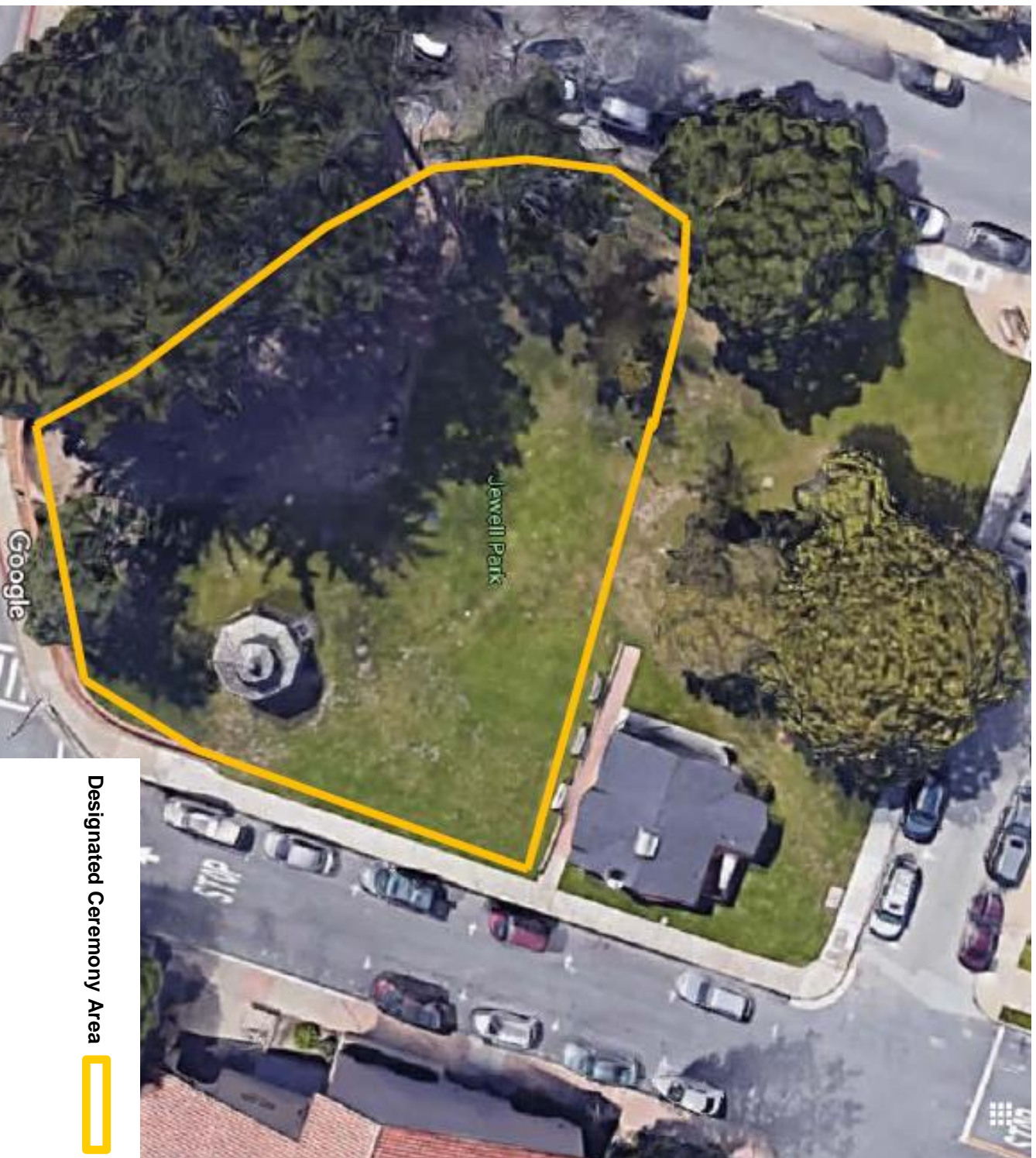
Signature of Applicant

Date of Application

BERWICK PARK - CEREMONY AREAS



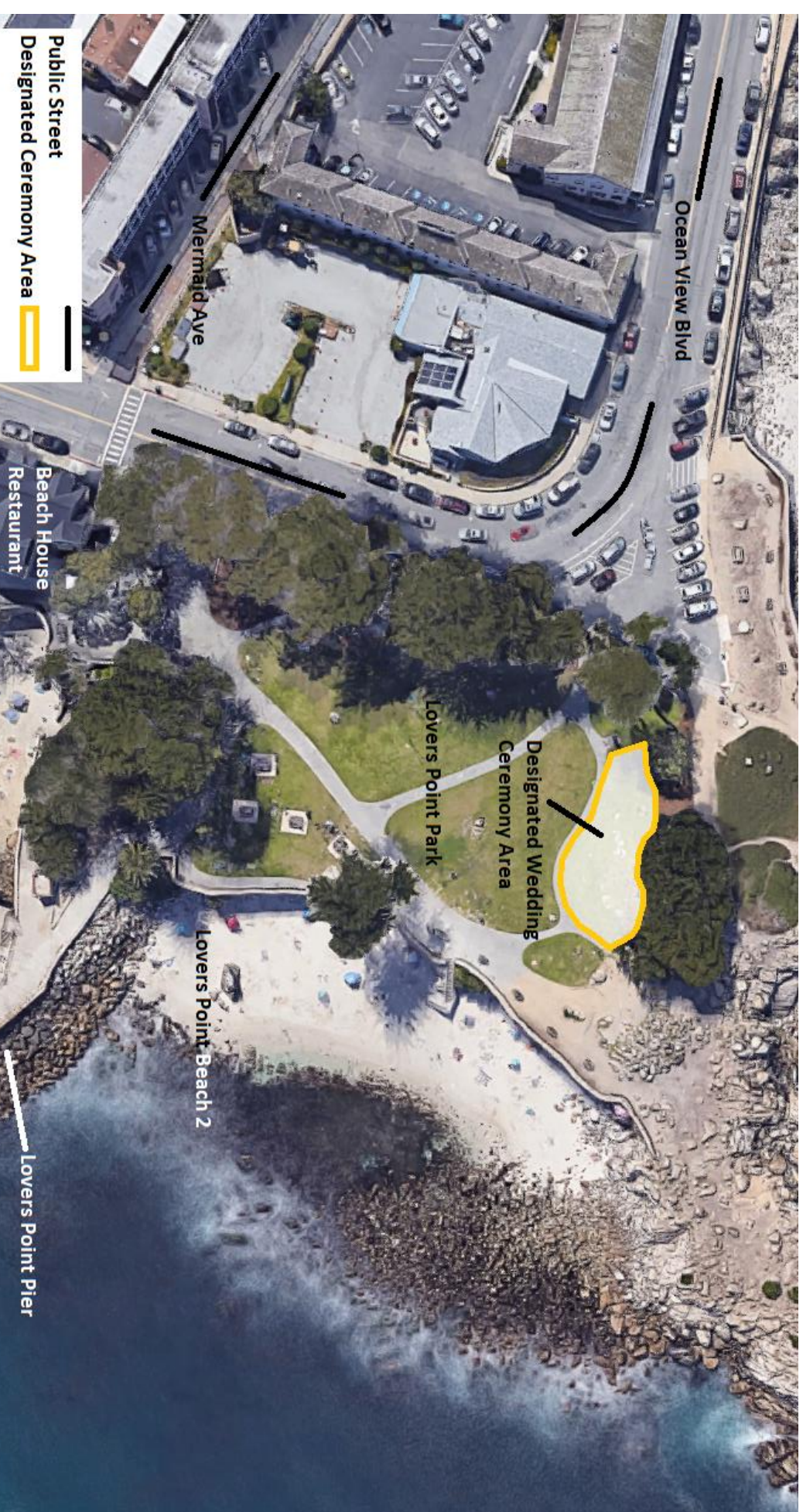
JEWELL PARK – CEREMONY AREA



Designated Ceremony Area



LOVERS POINT PARK – CEREMONY AREA



Public Street
Designated Ceremony Area

Beach House
Restaurant

Lovers Point Pier

Mermaid Ave

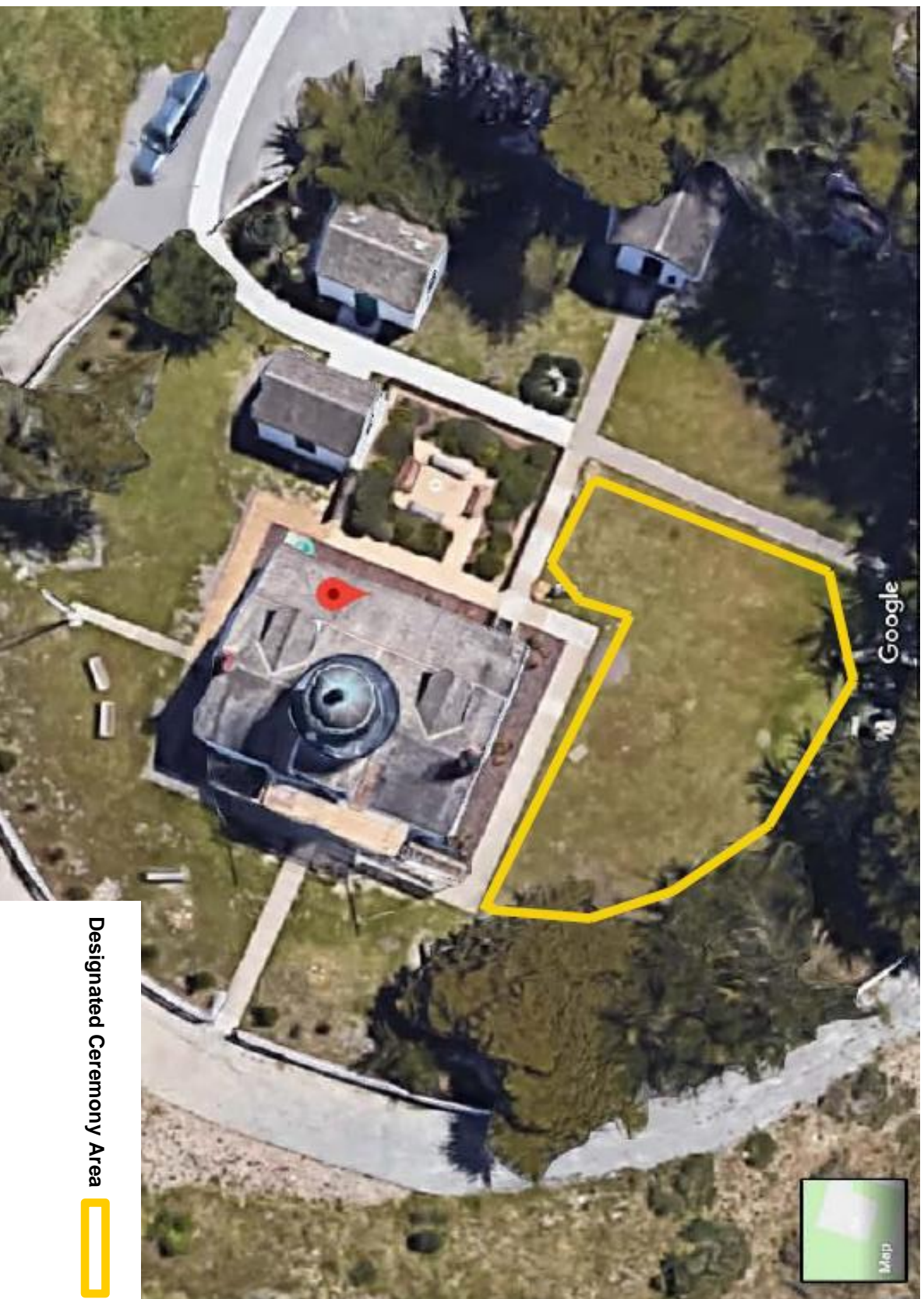
Ocean View Blvd

Lovers Point Park

Designated Wedding
Ceremony Area

Lovers Point Beach 2

POINT PINOS LIGHTHOUSE - CEREMONY AREA



Designated Ceremony Area

