



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

(as of July 2017)

WEDDING RESERVATION PROCEDURE

Thank you for your interest in our parks! Please call City Hall at (831) 648 - 3100 to complete an Application for the Park. The Weekend fee is \$450 per two Hour Block (for Saturdays, Sundays or Holidays)! The Weekday fee is \$350 per two Hour Block. (Note: residents of the 93950 mailing zip code do receive a resident's discount! A photo I.D. required.)

A Sound Permit (\$31) is required for all Amplified Sound/Music. Also a Refundable Damage Deposit (\$150) is required.

Our Parks are for the Ceremony only.

Must go elsewhere for your Reception!

(No Alcohol in our Parks or in Public!)

You can also obtain these forms on-line.

- 1) Reservation of Park Facilities Application .

Payment due (w/ refundable damage deposit) for two hr. reservation:

Weekend & Holidays - (\$600) or Weekday - (\$500)

- 2) Sound Amplification Permit Application, if applicable (\$31)
- 3) Tables, Chair, etc. Use Permit Application required. (No extra charge!)

Look for the links for each form on our Website at:

<http://www.cityofpacificgrove.org/living/recreation/plan-your-event>

Thank you!

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"/> Elmarie Dyke Gazebo & Open Space (162 -16 th St.) |
| <input type="checkbox"/> Point Pinos Lighthouse (80 Asilomar Ave.) | <input type="checkbox"/> Caledonia Park (Central & Caledonia St.) |

(as of July 1, 2017)

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 @ \$450.00 per two-hour block for weekends & holidays and \$350.00 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 \$31 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: \$225.00/hr. (weekends & Holidays) or \$175.00/hr. (weekdays) two (2) hour minimum.

Sound Permit: \$ 31.00 (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: _____

**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: _____
 Dates & 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 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 other 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 for 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: _____

Sound Permit 2015

CITY OF PACIFIC GROVE

PERMIT APPLICATION FOR USE OF
TABLES/CHAIRS/LATTICE/ARCHES IN PUBLIC PARKS

NAME OF APPLICANT: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

DRIVER'S LICENSE NO.: _____

TYPE OF EVENT: _____ EXPECTED NO. OF PEOPLE _____

DATE OF PROPOSED USE: _____

LOCATION OF PROPOSED USE:

Berwick Park Other _____

Jewell Park Lovers Point Park

ITEMS TO BE USED: Chairs _____ How many?

Tables _____ How many?

Lattice _____ Size?

Arch _____ Size?

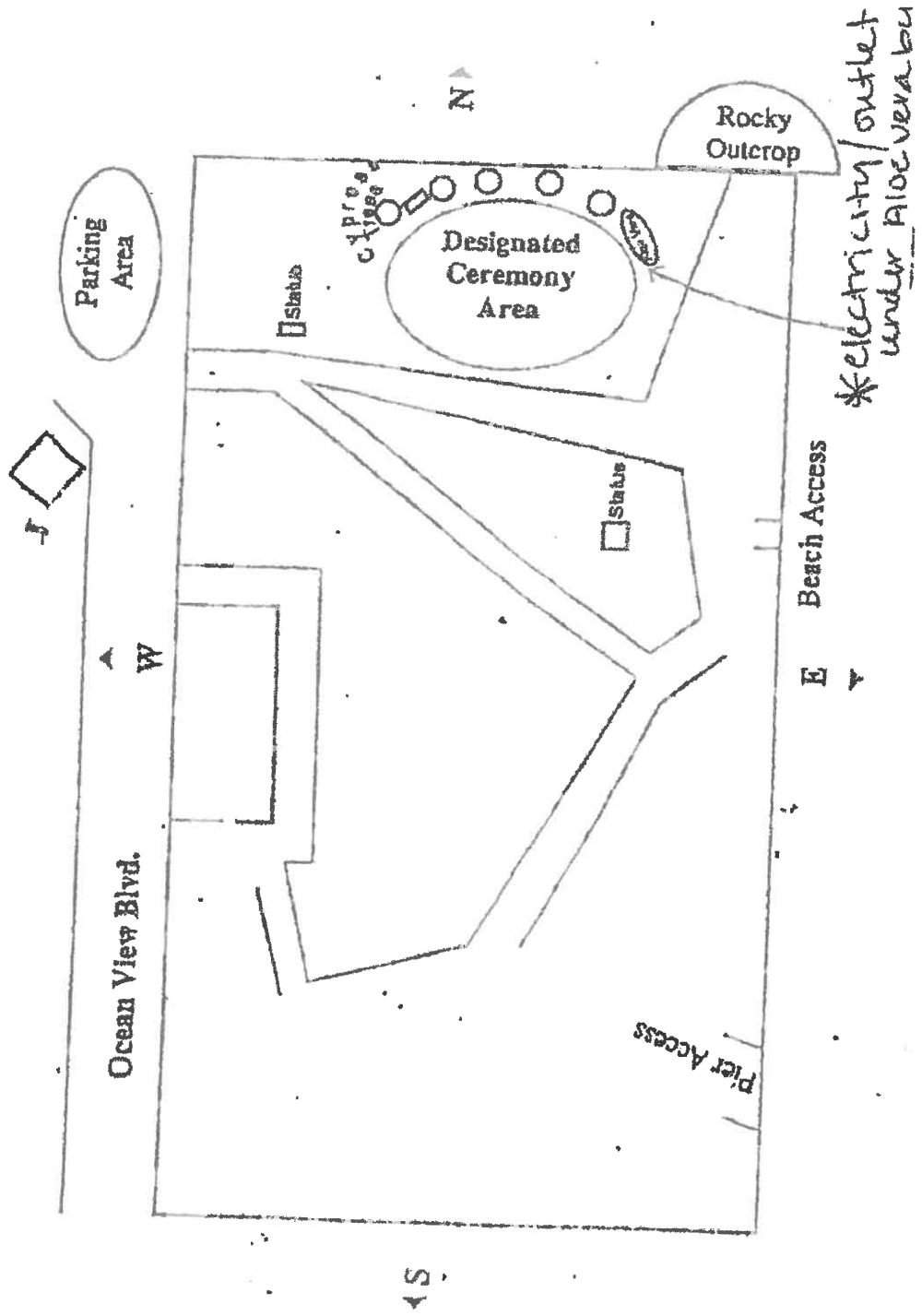
Other _____

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 the 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

LOVERS POINT PARK - CEREMONY AREA



BERWICK PARK - CEREMONY AREAS

