



PARKS & RECREATION DEPARTMENT

PARK RESERVATION FAQs

General questions often asked by customers. Please also review park rules & regulations for further detailed information. For the purposes of Parks & Recreation Department park permits, the term 'picnic' will be used to avoid confusion with special events.

DO I HAVE TO MAKE A RESERVATION?

A park reservation will issue a permit, which the city only requires for groups of more than 50 people, OR if the group will use an inflatable/jump house. A reservation is encouraged if the group wants to be guaranteed a space, but is only required for 50+ people or use of jump house/inflatable.

WHAT DO I GET WITH MY PAID RESERVATION?

- A Park Use Permit is issued, which guarantees a picnic space at the park.
- The applicants name and reservation details are placed on the Park ranger and Park caretaker reports.
- A park placard is displayed at the picnic area to inform the public of a Park Use Permit
- Applicant is allowed to bring (applicant provided) two 10' x 10' EZ- pop-up tents (total area of 10' x 20') that is open on all sides.
- Applicant is allowed to bring (applicant provided) up to two additional banquet tables.
- Applicant is allowed the use of an Inflatable/ jump house NO larger than 20' x 20' (Only allowed at specific parks – *See Page 2 for more info.

WHAT ARE THE RESERVATION FEES?

Private Groups

First two hours (minimum): \$50 (R), \$60 (NR)

Each additional hour: \$12.50 (R/NR)

Non-Profit Groups

First two hours (minimum): \$40 (R/NR)

Each additional hour: \$12.50 (R/NR)



Fees for groups of more than 50, please contact the office at (760) 744-900 x3500.

HOW FAR IN ADVANCE DO I NEED TO MAKE A RESERVATION?

Park reservations cannot be booked more than 9 months in advance but at least 14 days prior to your requested date for online reservations. In office reservations can be booked up to 10 days before your picnic.

DO I NEED A RESERVATION TO USE A FIRST-COME, FIRST-SERVE SHELTER?

No, you don't need to reserve first-come, first-serve picnic shelters. Anyone can use first-come, first-serve shelters for a picnic. The shelter / picnic table cannot be roped off or decorated and left unattended. Someone needs to be at the shelter at all times during your event.

HOW LONG CAN WE RESERVE THE PICNIC AREA?

Reservations for a picnic shelter can be booked anytime during park open hours. All city parks are open from sunrise to sunset year round. There is a 2 hour minimum per reservation.

CAN I HAVE A JUMP HOUSE / INFLATABLE AT MY PICNIC?

Jump house / inflatables are ONLY allowed at specific areas at the following parks: Hollandia Park, Richmar Park, San Elijo Park, Simmons Park, Walnut Grove Park, and Woodland Park.

A reservation must be made in order to have a jump house / Inflatable during your picnic. The Jump house / Inflatable Company you select must be on the approved vendor list or the company must complete a vendor application packet at least 14 days before the reservation.

CAN I HAVE PONY RIDES OR A PETTING ZOO?

Pony rides and/or petting zoos are ONLY allowed at specific areas at the following parks: Walnut Grove Park, Jack's Pond Park, and Richmar Park.

A reservation must be made in order to have pony rides or a petting zoo at your picnic. The Company you select must be on the approved vendor list found or the company must complete a vendor application packet at least 14 days before the reservation.

CAN I BRING MY OWN BBQ GRILL?

Yes. Propane grills are preferred, primarily at parks that do not provide BBQ grills. Charcoal grills are allowed as long as hot coals are disposed of in designated areas. There are designated charcoal bins near provided BBQ grills at the park. ALL propane/charcoal grills must be placed on the grass and away from sidewalks, play areas and/or public use areas.



CAN I HAVE A PIÑATA AT MY PICNIC?

Yes, piñatas are allowed at city parks. You can have piñatas at any park as long as the trash is cleaned up after.

CAN I HAVE MUSIC AT MY PICNIC?

Amplified sound or music is not allowed in the park (except the playing of the wedding march). This includes Dj's, mariachis or any type of band. Music from a small personal radio, phone or iPod/mp3 player cannot be audible more than 20 feet from your area.

CAN I HAVE A FOOD VENDOR AT MY PICNIC?

Caterers are allowed at picnics, but cannot display any business signage/advertisement. Caterers with grills are also allowed but must adhere to rules above. Food trucks (businesses with trucks or display booths) are not allowed without a vendor permit (Please see the park coordinator).

CAN I HAVE ALCOHOL AT MY PICNIC?

Glass and alcohol are NOT allowed with a park reservation issued by the Parks & Recreation Department. However; a special events permit (issued through the City Manager's office) may allow alcohol. For more information regarding special events please speak to Evan Hoenig, x.3508.

CAN I BRING EXTRA TABLES & CHAIRS?

Yes, you can bring additional chairs for your picnic and up to 2 additional banquet tables per group.

ARE CANOPIES OR TENTS ALLOWED?

Two 10' x 10' EZ-up pop-up canopies (total area of 10' x 20') without walls are allowed. Canopies cannot be staked into the ground, sand bags are recommended. **Camping tents are not allowed in city parks at anytime.**

HOW MANY PEOPLE CAN I HAVE AT MY PICNIC?

Each reservable park shelter has a different capacity, but most parks will accommodate 50-75 people. If an online reservation request is 'not allowed' it might be due to the amount of people attending. Groups of 120-199 will also be required to submit proof of general liability coverage that names the City as additional insured. This coverage can also be obtained, for additional cost, at the time the picnic area reservation is made. Groups that are greater than the shelter capacity* must apply for a special events permit through the City Manager's office.

WALNUT GROVE and HOLLANDIA PARK must be processed through the park coordinator, as ATHLETICS FIELD USE HAS PRIORITY over shelter rentals. Some reasons a reservation may not be approved at these



parks: People may need to cross the fields to get to the reservable area, fields may be closed for rest & renovation, there could be City or Special Events already scheduled.

WHAT ARE SOME LIMITS OF A PARK RENTAL?

If any of the following apply to your event, a special event permit issued through City Hall is required:

- 200 or more people and/or greater than the designated capacity* for each park shelter
- Alcohol
- Setting up tents larger than two 10' x 10' (total of 10' x 20' area)
- Designating an area outside of the reservable shelters
- Inflatable's larger than a 20' x 20' area
- Amplified sound/music
- Specialized equipment

QUICK CONTACTS FOR PARKS AND RECREATION DEPARTMENT:

Krystal Mainprize, Facility Reservations Secretary

(760) 744-9000 x.3511

Vanessa Martinez, Park Reservations Clerk

(760) 744-9000 x.3520

Park Ranger Hotline

(760) 744-9494 x. 3707

Eric Leichter, Corky Smith Gym, soft Ball, soccer, multi-purpose and sports field use.

(760) 744-9494 x. 3705

Evan Hoenig, Special Events Permits

(760) 744-9000 x.3508

Special events permitting: Alcohol present, groups of 200+, areas of a park that are not picnic shelters or athletic fields, tents larger than 10'x20' or inflatable's larger than 20' x 20' area.