



Hayward Area Recreation and Park District

1099 'E' Street, Hayward, CA 94541-5299
(510) 881-6700

Application and full payment **must** be submitted a minimum of 10 working days prior to use.
Return all copies for approval.

PICNIC USE APPLICATION & PERMIT

1. Organization/Individual Name _____

Address _____

City & Zip _____

Day Phone _____ Evening Phone _____

2. Area Reserved: _____ Tables: _____

- Alden E. Oliver Park Cannery Park Carlos Bee Park Castro Valley Community Park
- East Avenue Park Kennedy Park Meek Park Memorial Park Mt. Eden Park
- San Felipe Community Park San Lorenzo Community Park Weekes Park Other Park

3. Date of Use _____ Day of the Week _____

Time of use _____ to _____ *A representative must be present at the reserved area by the start of rental time. Area will be held a **maximum of one hour** beyond start of reservation time.*

4. Purpose of this use _____ Maximum Attendance _____ Youths (under 18) _____ Adults

Any changes, alterations or modifications of intended use must be approved by the Hayward Area Recreation and Park District. Changes can result in cancellation of use or change in use requirements and fees.

Office Use Only

Deposit ** \$ _____	Contract # _____	Date Received _____	Cash / Check / Credit Card # - Expiration Dt _____
Balance \$ _____	Payment # _____	Date Received _____	Cash / Check / Credit Card # - Expiration Dt _____
Total Fee \$ _____	Application Received _____	Computer _____	Reservation Card _____ Copy Applicant _____

Liability Agreement, Waiver, Release

The Hayward Area Recreation and Park District grants to the lessee, permission to use the facility(s) as indicated above. Use of facility(s) shall begin and terminate on the date(s)/time(s) indicated above. Lessee agrees to pay the Hayward Area Recreation and Park District the total fee for the use of said facility(s) in accordance with the rules and policy indicated on the reverse side of this application.

Lessee agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. Lessee agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District's facilities.

I, the undersigned, hereby certify that I, as or on behalf of, the lessee, agree to be responsible for any damages to facility(s) occurring through occupancy of use of said facility(s) by the lessee. Any and all damages sustained to the above shall be compensated within five (5) days of notice of payment due.

I hereby certify that I have read and understand the Hayward Area Recreation and Park District's rules and policy and agree that they are made a part of this agreement by reference and that I will abide by the same. It is acknowledged that all reservations are granted with the understanding that the Hayward Area Recreation and Park District may cancel such reservation should the facility(s) be required for District activities.

I have read the Policy for Reservation of Picnic Area and understand the policies prohibiting alcohol consumption, regulating amplification equipment and clean-up. I further agree to be responsible for the conduct of all members in my party, both adults and children, including reimbursing the District for any financial damage caused by a member in my party. **X** _____ (initial)

Lessee's Signature	Date	Hayward Area Recreation and Park District Representative	Date

** Deposit (\$50) is non-refundable and will be applied to Reservation Fee.

If cancellation is made fewer than 10 working days prior to function, \$50 deposit plus 50% of fees paid will be forfeited. See Reverse.

RAIN OR SHINE

NO JUMPERS

RESERVATION OF PARK PICNIC AREA

GENERAL

Reservation sites are available for use by the public at specific areas within the park. These areas are the only section of the park that shall be governed by this reservation policy. Any use of the balance of the park shall be for the general public.

CONDITIONS OF USE

- 1) Permits are to be presented to the District employee on duty. Groups should plan to arrive at the time specified on the permit. Due to the heavy use of the park, others may be allowed to use the reserved site if no one claims the area one (1) hour after the reserved starting time specified on the application.
- 2) Park hours are from local sunrise to local sunset. The picnic areas must be cleaned and vacated before the park is scheduled to be closed.
- 3) The consumption of alcoholic beverages such as beer, wine, and hard liquor within the park is **prohibited**.
- 4) If any additional equipment from the Recreation District is desired, such request shall be submitted with the Picnic Use Application & Permit. The use of this equipment, if available, may require a deposit and/or fees.
- 5) **Amplification Equipment and/or Live Music** are prohibited unless **written** verification is approved prior in writing to issuance of permit, by authorized District personnel.
- 6) **Inflatable Bounce Structures** are prohibited, other than that provided by the District at Kennedy Park.
- 7) No advertising shall be exhibited, and no solicitations or sales made on the grounds.
- 8) Reasonable party decorations are permitted. However, no one is allowed to put nails into any trees, signs, or tables for any purpose.
- 9) Dogs are strictly prohibited at most District parks. Contact the District Office for a more complete list.
- 10) Minors in the group must at all times be under the direction of adult leadership while on the premises. There must be at least one adult for every twenty minors.

11) The person obtaining the picnic permit shall be responsible for the general conduct of the people in their group. The District employee on duty will report any group that does not abide by District rules and regulations. The person obtaining the permit will be held financially responsible for any damage done to The District Facilities. The District employee has the authority to **disperse** any group for failure to comply with these rules: group forfeits **ALL** fees paid and ability to reserve park space for future activities.

HOW TO RESERVE A PICNIC SITE

Application forms and permits can be obtained at the District Office, 1099 "E" Street, Hayward, (510) 881-6700. Refer to fee schedule for resident and non-resident rates. Application and all fees must be completed and filed with the District at least ten working days (10) prior to the date being requested. Permits are approved on a first-come, first-serve basis. Reservations can be made up to 11 months in advance.

A non-refundable \$50.00 **deposit** is required within three (3) working days of making the reservation. The non-refundable deposit will be applied to the reservation fee. Reservations without deposit will not be held for more than three days. Final payment and application are due within ten working days (10) prior to the date being requested. If only a part of the picnic site is rented, the District reserves the right to rent the remainder of the area to another individual/group.

Permits will be issued to adults only, eighteen (18) years of age or older.

CLEAN UP

The permit holder shall be responsible for cleanup associated with the picnic activity, including the removal of all decorations.

CANCELLATION

Cancellations must be made in writing by the person listed as applicant on the Picnic Use Application & Permit. Refunds and service fees will be levied if cancellation is as follows:

- 1) Ten (10) working days or more before scheduled event

Forfeiture of Non-refundable Deposit

- 2) Fewer than ten (10) working days prior to scheduled event

Forfeiture of Non-refundable deposit and 50% of fees paid

Occasionally, the District may find it necessary to reschedule or relocate a reservation. In that event, the District will provide permittee as much notice as possible. In the event of a District cancellation, the entire rental fee (including all deposit) will be refunded.

RAINOUT POLICY:

In the case of heavy rain at the park and your picnic is rained out, please call the District Office, 510-881-6700 within 3 business days after the date of the scheduled picnic to request a client credit or refund. You may reschedule your picnic reservation for another available date. Should you prefer a refund and the original payment was made by cash or check, a check will be issued by our Accounting Department within 2-3 weeks. If the original payment was made by credit card, a credit will be issued to the card. **Sorry, no cash refunds.**