PICNIC RESERVATION FORM and USE POLICY

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Picnic area reservations

The City of Menlo Park has picnic areas for rent at Burgess and Nealon Park. Without a reservation, these picnic areas are available for public use on a first come, first served basis.

- Reservations can be made at www.menlopark.org, in person, via mail or fax.
- · Picnic rentals are for public use only. Engaging in any commercial activities for private profit is prohibited.
- Residents can make reservations up to 9 months in advance. Non-residents and unincorporated residents can make reservations up to 6 months in advance.
- The City has the right to reserve and has priority in reserving picnic areas for City programs and special events. In the event that a reserved picnic area is needed for City use or maintenance, the City reserves the right to reschedule, relocate, or cancel a previously approved reservation.
- No reservation is confirmed until the completed reservation form has been approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
- A \$15.00 service & handling fee will be assessed for all cancellations. The City requires a minimum of 24 hour written notification of any rental cancellation. All fees will be forfeited if events are cancelled without minimum notification
- Picnic areas can only be reserved at Burgess Park or Nealon Park. All other park seating areas are for public use on a first come, first served basis.

Fees and amenities

Fees based on **one hour** and **one area** of use and vary for residents, non-residents and unincorporated residents of Menlo Park. To qualify as a resident, renters must submit a copy of a utility bill or rental/property agreement showing a current address within incorporated Menlo Park. Recommended ratio of tables to guests is approximately 1:8.

BURGESS PARK						
Picnic Area	Tables	BBQ	Resident per hour	Non-Resident/Unincorporated Menlo Park per hour		
Picnic Area #1	3	1	\$15.00	\$20.00		
Picnic Area #2	2	1	\$13.00	\$18.00		
Picnic Area #3	3	1	\$15.00	\$20.00		
Picnic Area #4	3	1	\$15.00	\$20.00		
Picnic Area #5	2	1	\$13.00	\$18.00		
Picnic Area #6	1	No	\$10.00	\$15.00		
Picnic Area #7	3	No	\$13.00	\$18.00		
NEALON PARK						

Picnic Area	Tables	BBQ	Resident per hour	Non-Resident/Unincorporated Menlo Park per hour
Picnic Area #1	1	No	\$10.00	\$15.00
Picnic Area #2	1	No	\$10.00	\$15.00
Picnic Area #3	1	No	\$10.00	\$15.00
Picnic Area #6	Offline	No	\$10.00	\$15.00
Picnic Area #7	Offline	No	\$10.00	\$15.00

^{*}Picnic areas at Nealon Park are currently available on a first come, first served basis only. Picnic area placement, number of tables, and table placement subject to change.

Picnic rental policies and information

- Picnic groups may not exceed 100 people, even when renting all available picnic areas. If the picnic group exceeds the maximum group size for an individual picnic area, any or all of the following actions may be taken: The renter will be asked to reserve additional sites to accommodate the group size, staff may cancel the reservation, the renter will be denied future use of City of Menlo Park picnic sites.
- Renters are responsible for cleaning the picnic area after use and are required to remove all garbage from
 park and premises. Renters who fail to do so may be denied future use of picnic sites and facilities.
- No amplified music above 60 dBA is allowed in the park. To obtain a noise permit, please contact the City's Planning Department (60 days notice required).
- No vehicles are allowed on the park grounds.
- No stakes are allowed in the grass.
- There are no public access water sources in the park aside from the bathroom sinks and water fountains.
- There are outlets in the park, but other renters, unexpected outages, required maintenance, and additional
 factors could limit the availability of power sources. It's recommend that renters bring their own portable
 power source, if needed.
- Hired caterers and food vendors must have the appropriate and up to date permits with the City and County.
 Food trucks must park in a designated parking spot.
- Please have your receipt with you the day of the picnic reservation. If another group is in your area and
 refuses to vacate, call the Menlo Park Police Department's non-emergency line at (650) 330-6300, and they
 will resolve the situation.

All special equipment such as, but not limited to, personal cooking apparatuses, tents/canopies, bounce houses and other inflatables, must have prior approval of the Community Services Department. If approved, use of this equipment will require liability insurance.

- Bounce houses and inflatables up to 10 ft. by 10 ft. are permitted in the picnic areas with a valid reservation and insurance. For anything larger, a field reservation is required. To apply for a field rental, please contact Community Services at (650) 330-2220. Inflatable play structures requiring water are not allowed.
- Beer and wine are permitted in the parks, with liability insurance. Hard liquor is prohibited, no glass containers.
- Cooking apparatuses such as bbqs or grills are allowed at Burgess Park with valid insurance. Onsite
 cooking of any kind is prohibited at Nealon Park.
- Use of any special equipment is restricted to the applicant and guests and must not be accessible to the general public.
- Usage of any special equipment in any City park without the proper permits and insurance is strictly prohibited. See insurance requirements below.

Liability insurance

A Certificate of Liability Insurance is required for all non-resident picnic rentals, and any picnic rentals (resident or non-resident) serving alcohol or using special equipment such as, but not limited to equipment listed in the section above. Use of special equipment without the proper insurance and permits may result in the denial of future use of picnic areas and facilities

The certificate must be submitted at least one week prior to the rental date. No reservation will be confirmed without proof of insurance, and the City reserves the right to cancel your reservation if insurance is not submitted in a timely manner. Liability insurance can be submitted via email, regular mail, or faxed to us at 650-330-2242.

In order for the certificate to be valid, it must contain the following:

- The renter's name must be listed as the one "insured."
- The policy must not expire before the event date.
- The policy must be for \$1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."

Sample Certificate of Liability Insurance



INSURED

SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

INSURER A

INSURER B

INSURER(S) AFFORDING COVERAGE

DATE (MMVDD/YYYY)

NAIC#

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AN	D CONFERS NO RIGHTS UPON T	HE CERTIFICATE HOLDER. THIS				
CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXT	END OR ALTER THE COVERAGE	AFFORDED BY THE POLICIES				
BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A	CONTRACT BETWEEN THE ISSU	JING INSURER(S), AUTHORIZED				
REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the po-	icy(ies) must have ADDITIONAL	INSURED provisions or be endorsed.				
If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on						
this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
	CONTACT NAME:					
	PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):				
	E-MAIL					

Renter's name INSURER C INSURER D INSURER E INSURER F COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADOL SUBR POLICY EFF POLICY EXP
(MM/DD/YYYY) TYPE OF INSURANCE POLICY NUMBER COMMERCIAL GENERAL LIABILITY 1.000.000 EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) CLAIMS-MADE OCCUR MED EXP (Any one person) PERSONAL & ADV INJURY GEN/LAGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE PRO-JECT LOC POLICY PRODUCTS - COMP/OP AGG OTHER COMBINED SINGLE LIMI (Ea accident) AUTOMOBILE LIABILITY ANYAUTO BODILY INJURY (Per person) SCHEDULED AUTOS NON-OWNED AUTOS ONLY OWNED AUTOS ONLY HIRED AUTOS ONLY BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) ANY AUTO CSL s UMBRELLA LIAB OCCUR В EXCESS LIAB CLAIMS-MADE AGGREGATE DED RETENTION \$ WORKERS COMPENSATION PER STATUTE WORKERS COMPENSATION
AND EMPLOYERS' LIABILITY
ANY PROPRIETOR/PARTHER: EXECUTIVE
OFFICER/MEMBER EXCLUDED?
(Mandatory in N/N)
I yes, describe under
DESCRIPTION OF OPERATIONS below E.L. EACH ACCIDENT NIA E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Date and time of event. City of Menlo Park is named as an Additional Insured

CERTIFICATE HOLDER			CANCELLATION		
	City of Menlo Park 701 Laurel Street		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
	Menio Park	CA 94025	AUTHORIZED REPRESENTATIVE		

Burgess Park map



Nealon Park map

All picnic areas at Nealon Park are available first come, first served while their final placement is being decided by the Public Works Dept.

PICNIC RESERVATION FORM

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Rented to:						
Contact Name:			Organization Name:			
Phone:			Email:			
Address:			City: State: Zip:			
Rental Location: Burgess Nealon (currently unavailable)			Insurance on file:	'		
Rental of:	Daigess E Nealen	(carreinly anaranapie)	modrance on me.	1 103 12 140	Autoridanios.	
Picnic area	Day	Date	Start time	End time	Total hours	
	-					
The following equipme	ent will be present at	my event. I unde	erstand that the	Total hours		
presence of this equip Insurance at least 7 but				Hourly rental rate		
Picnic Reservation Fo			Lines place (666	Total rental fees	\$	
Jumper/inflatable Tent/canopy BBQ/cooking equipment Alcohol (only beer/wine permitted) Other (please describe) Liability Insurance Due:						
Signature of Applicant			Approved by (Signature of Supervisor)			
Date			Date			
Payment informatio	n					
CashCheckVisaMastercard Please make all checks payable to: City of Menlo Park. Note: There is a \$30 charge for returned checks. Account #ExpAccount Holder Name: I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card. Authorized Signature:						
OFFICE USE ONLY:						
Receipt #:	Date:	Residen	cy Verified:	Processe	d by:	