

## BENICIA OUTDOOR FACILITY USE POLICY

- **Reservation forms are obtained from the Parks & Community Services Dept. at 370 East L Street.**
- **Applicants must be 21 years of age and show a valid drivers license.**
- **Applications are completed in person.**

### BENICIA COMMUNITY PARK

Picnic rental facilities are limited to those located in the group picnic area near the children's play area in the eastern part of the park. Seating capacity for each section is 46, with a combination of adults and children, and includes one section of the double barbecue, one service table and seven picnic tables.

**Fees:** Residents= \$40 per section, Non-Residents= \$118 per section (red, blue, green or yellow- each color has two available sections for reservation labeled "A" or "B").

- Personal vehicles are not permitted to drive on park property.
- Only 2 Jumpers are permitted per day. They must be located on the grass between the bocce courts & the playground. See "Additional Picnic Area Rules & Regulations" for more information.
- **Additional equipment may require a special event permit** (Ex: PA system & amplified sound).
- *Additional insurance may be required for picnic areas.*

### CITY PARK & GAZEBO

**Park Reservations:** Five picnic tables and two barbecues are available at the eastern end of City Park adjacent to West K Street. Designated tables are situated in the area of crushed granite and signage is posted indicating that the tables are in a reservable area. A specified section of this park can be reserved and is recommended for groups of 40 or less.

**Fees:** Residents= \$40, Non-Residents= \$118 per day

**Gazebo Reservations:** Rental of this facility is limited to the Gazebo and the concrete section adjacent to it. This area is recommended for groups of 75 or less.

**Fees:** \$250 damage deposit. Residents= \$241 per use, Non-Residents= \$313 per use, 6-hour max rental per use is recommended. *Additional insurance is required for this location.*

### JACK LONDON PARK

**Jack London Park:** group size is limited to 60 and the reserved space is located on the eastern side of the park near the public parking lot.

**Fees:** Residents= \$40, Non-Residents= \$118 per day

### MARINA GREEN LAWN & PAVILION

Either the Marina Green Lawn or Marina Pavilion are ideal locations for weddings. The reserved space is located on the Marina, adjacent to the Benicia Yacht Club and homes. An additional Park Attendant and special event permit may be required if needing access to electrical or using amplified sound. Please inquire when reserving area.

**Fees:** \$250 damage deposit. Residents= \$241 per use, Non-Residents= \$392 per use, Rentals are 6 hours. *Additional insurance is required.*

## RESERVATION INFORMATION

**Parks/Gazebo:** Residents can reserve the parks or gazebo facilities one year in advance. Non-Residents can reserve these facilities four months prior to the scheduled date of their event.

**Reserved Permits:** Clients will be issued a copy of the completed Reservation Form at the time the reservation is conducted. All reservations are reviewed by a Supervisor and are subject to denial. A copy of the Reservation Form must be in possession of the person it was issued to during the scheduled use of the reserved facility. Be prepared to show this form if asked by a City employee.

## **CITY STAFF (PARK ATTENDANTS)**

Designated City staff is on site at the Community Park on Saturday, Sunday and most major holidays when reservations are at 75% or more of available facilities (May-September) to greet scheduled users and confirm their assigned location. Staff will check in with reservations at other reserved park locations a few times per day. They will ensure the reserved site is clean and ready to use and that park rules are being followed.

## **CANCELLATIONS/DATE CHANGES**

- Thirty (30) or more days from use date – client forfeits \$8 res/ \$24 non-res of reservation fees.
- **Less than Thirty (30) days** prior to use date – client forfeits \$16 res/\$48 non-res of the total fees.
- Cancellation fee for **GAZEBO**: More than 30 days: \$40 res/\$60 non-res; 30 days or less: \$80 res/\$120 non-res
- Occasionally, it may be necessary to reschedule, relocate or deny a request previously approved. In this event, the City will give the group/individual as much advance notice as possible.
- All changes made by a client must be done in writing. A date change is a cancellation & new rental.

## **ADDITIONAL PICNIC AREA RULES & REGULATIONS**

- Vehicles are prohibited in the park and picnic areas. You may not use access roads, sidewalks, or the grassy areas to drive to the picnic areas to unload equipment, supplies, or people.
- Outside BBQs, additional tables and chairs (creation of a new picnic area, or expanding an existing one) are not permitted.
- Banners, posters, plastic sheeting, blankets or other materials cannot be hung from the wood shade arbors or Gazebo.
- Portable radios are permitted, but the volume must remain at a “reasonable” level.
- Jumpers are permitted at Community Park, Jack London and City Park only with rental of area. Complete Jumper contracts & proof of insurance is required a min. of 5 days prior to rental. Unapproved jumpers will be shut down.
- Jumpers may not exceed a 20’x20’x20’ footprint when fully inflated. Water jumpers are not permitted in parks. Personal jumpers are not allowed; jumpers must be rented through a company with that has insurance on file with the City of Benicia.
- Carnival games, food machines (i.e. snow cones machines, cotton candy machines, or anything that requires access to electricity), and other party rentals are not permitted in parks/picnic areas.
- Personal generators may not be brought into parks to power any electronic devices. The only generators permitted are those that are rented to provide power to an approved inflatable/jumper.
- Insurance is required for businesses & organized groups, clubs, etc. using picnic areas and fields.
- The Gazebo and Marina Pavilion/Green locations are the only outdoor areas with electrical outlets available. No water or electrical access at any other park facility.
- Alcohol must stay in the reserved picnic area.
- Only one reservation per day is booked at each reservable area/section.
- Parks and fields are handicapped accessible from all parking lots. Vehicles are not permitted inside any park or field, unless pre-approved by the Parks & Community Services Department.
- Refunds are not issued due to rain.