

Please note: Park reservations are first come, first served. Parks/picnic sites are not reserved until payment has been made, in person, at the Benicia Community Center. The completion of this form does not guarantee your reservation. You must have a contract, issued by the Parks and Community Services Department, to have a confirmed reservation.
The individual completing this form must be the person that provides payment at the Benicia Community Center.

**CITY OF BENICIA - PARKS AND COMMUNITY SERVICES
OUTDOOR FACILITY RESERVATION FORM**

DAY & DATE OF USE: _____ EVENT/FUNCTION: _____

OUTDOOR PARK/FACILITY REQUESTED:

- COMMUNITY PARK (section):**
 Yellow A Red A Blue A Green A
 Yellow B Red B Blue B Green B
 CITY PARK **GAZEBO (at City Park)**
 JACK LONDON

OTHER AREAS:

- MARINA GREEN** **MARINA PAVILION**
 BCP FIELDS #1-4 _____
 FITZGERALD FIELD **RIBEIRO FIELD** **MARIA FIELD**

Benicia residents **MAY NOT** use their name/address to secure rental facilities for individuals, groups, or organizations whose residence or business is located outside the Benicia city limits. Violators will forfeit the right to use City facilities. The person renting the facility **MUST** be present during the event and is the responsible party for the event.

Applicant Name _____ Email _____

Organization/Business** (if sponsoring event) _____ Cell Phone _____

Address _____ City _____ Zip _____

EVENT INFORMATION

YES NO

- Is your event open to the public?
 Will tickets be sold/admission charged?
 Will alcoholic beverages be served?
 Will alcoholic beverages be sold?
 Are you renting a jumper? (PERMIT required)

DETAILS

- Estimated Attendance: _____
 Arrival Time: _____ AM/PM; Departure Time: _____ AM/PM
 *Do you plan to use any special equipment? YES NO
 *If yes, what type of equipment?

NOTE: Contracts from Jumper company must be submitted to PCS Dept. at least **5 days prior** to rental. No personal jumpers or generators permitted in parks. Jumper **MAY NOT** exceed a 20x20x20 footprint, fully inflated, and may not have water features.

(We do not permit outside cooking equipment, taco trucks, vendors, tables/chairs, or generators, etc., without prior approval). ALL equipment and party games/rentals must have prior approval by the City of Benicia.

****INSURANCE:** A certificate of insurance and additional insured endorsement is required at time of application submittal for all reservations sponsored by organizations or businesses. \$2,000,000 insurance coverage is required for most events.

The applicant hereby agrees to save, secure and keep harmless the City of Benicia and its officers, employees, agents, against all claims of action, liability, judgments, costs and expenses, including attorney fees, and will in all things strictly comply with the conditions of this permit. **I certify that I shall accept responsibility** on behalf of my organization for any damage or theft sustained by the City (premises, furniture or equipment) because of the occupancy of said premises by our organization. Failure on my part to accurately describe the activity will cause forfeiture of right to use the facility and forfeiture of all fees paid. **By signing this contract, I acknowledge I am 21 years of age.**

Signature _____

Date _____

OFFICE USE ONLY

TOTAL: \$ _____ VISA/MC _____ CASH _____ CHECK # _____ DATE PAID: _____ INITIALS: _____ **APPROVED BY:** _____