

# PARK RESERVATION APPLICATION

<b>Organization or Contact Name:</b>					
<b>Telephone:</b>					
<b>Street Address:</b>		<b>City:</b>		<b>Zip Code:</b>	
<b>GAZEBO</b>	<b>Arroyo Park Gazebos</b> 614 Stony Drive	<b>Garfield Park Gazebos</b> 1000 Park Avenue	<b>Orange Grove Park Gazebo</b> 815 Mission Street		
	<input type="checkbox"/> Gazebo A <input type="checkbox"/> Gazebo B	<input type="checkbox"/> Gazebo A <input type="checkbox"/> Gazebo B	<input type="checkbox"/> Gazebo (No electrical outlets or grills available onsite. Please utilize the green picnic tables only and leave the remaining picnic tables for the general public.)		
<b>DATE</b>					
<b>TIME</b>	<b>From:</b> (include time for prep)		<b>To:</b> (include time for cleanup)		
<b>Type of Activity:</b> (e.g., birthday party, etc.)					
<b>Estimated Attendance:</b> (maximum 50 people per gazebo)					
<b>Will you require or request an admission fee/donation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Is the activity open to the public?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Will food be sold?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>GAZEBO FEE:</b> \$95.00 / hour  <b>Note:</b> As of July 1, 2023, all credit card transactions are subject to a 3% or minimum \$2.00 <a href="#">credit card fee</a> per transaction.					

## AGREEMENT

- No Bouncers/Jumpers allowed at South Pasadena Parks.
- No livestock allowed.
- No personal vehicles on any park for loading or unloading at the gazebo.
- No alcohol, smoking, or amplified music.
- Limited street parking at all city parks.
- Gazebo reservation is for the gazebo area only, not the park grounds. The public is allowed to be on the park grounds.

Reservation is subject to the approval of the Community Services Department on a first-come, first-served basis. A refundable cleanup deposit of \$50 may be required for groups of over 50 people who make a reservation. All groups using City picnic areas are responsible for all necessary cleanup following their use.

**Cancellation Policy:** Cancellations requested at least 7 days prior to the reservation will receive a 50% refund in the form of a check, mailed to the address above. No refund if canceled within 7 days of the reservation. There is no penalty to re-book the park reservation to another date as long as it is re-booked at least 7 days prior to the reservation.

I, \_\_\_\_\_, agree to comply with the following rules when renting the above gazebos:

- I will clean up after myself.
- I will respect the reservations before or after me.
- If I have a morning reservation, I will clean up and leave the gazebo within my allotted time slot.
- If I have an afternoon reservation, I will not arrive or set up prior to my start time.

Reservation is not finalized until signed application is returned to the Recreation Office. Cancellation Policy applies once payment has been made.

By signing below, I understand that if I do not abide by these rules, it is at the City's discretion to prevent me from renting in the future.

**Applicant Signature:** **X**

**Date:**

## OFFICE USE ONLY

**Balance Paid:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

Cash  Check  Credit Card

**Receipt #** \_\_\_\_\_ **Till #** \_\_\_\_\_ **Initials** \_\_\_\_\_