



# Picnic Rental Information

## 1. Reservation Procedures

Reservations will be taken at the Parks & Recreation office, 30 Twin Pines Lane, Monday through Friday 8am-5pm, and Saturdays by appointment only. **Picnic Reservations can be made online!**

Reservations are accepted on a first-come-first served basis, a maximum of one year in advance and a minimum of 30 days prior to the event (subject to approval/availability.) Below is a reservation timeline for renter classifications.

<b>Renter Classifications</b>	<b>Monday-Thursday</b>	<b>Friday-Sunday</b>
Belmont Residents	6 months in advance	12 months in advance
Non-Residents	5 months in advance	10 months in advance
Commercial Business/Professionals	6 months in advance	11 months in advance
Non-Profit Organizations * requires proof of 501 (c)(3) status	6 months in advance	6 months in advance

Reservation permits will be issued only to adults 21 years of age or older.

Completing and submitting the reservation request to the Parks and Recreation Office is an application only, NOT a confirmation of facility use. All applications will be reviewed and approved by the Parks and Recreation Department.

The Parks & Recreation Department may refuse picnic use to anyone who has previously damaged a picnic area or left it in poor condition.

## 2. Payment

No deposits are required. All fees are due at the time of the reservation request.

There will be a 2 week processing time before the reservation request has been approved. Once approved, a copy of the permit will be either emailed/mailed, acting as the binding contract.

## 3. Cancellation/Refunds

Picnic rentals are non-refundable. In the event of rain, we will either reschedule your picnic or you can ask for a refund (minus the \$33 filing fee.) You must notify us by the Mon. following your event date, to be eligible for either of these options. Renters have the option of rescheduling an event, at a later date, by paying an extra \$25 fee. Change of date requests require written notice in person or via email.

## 4. Arrivals/Departures

For picnic reservations, your reservation is scheduled 8am-8pm.

## 5. Clean Up

Please note dropping off and leaving equipment at any location) is not permitted. The Parks & Recreation Department is not responsible for any equipment (rental tables, chairs, etc.) left outside for pickup.

Please make sure you clean up after your event and throw away all garbage and decorations. Failure to do so, maybe prevent you from future reservations.

## 6. Alcohol Use

Alcohol use is permitted for reservations, with an additional fee. It must be indicated on the facility reservation request. If you are selling alcohol-you must apply for the ABC License.

## 7. Tables & Chairs

Picnic reservations do not include any tables and/or chairs (besides the included picnic tables.) You will have to bring/rent your own.

## 8. Park Restrooms

For picnic reservations, restrooms are located near Buckeye, Redwood, and Alexander Park picnic area. During the summer, Meadow picnic area also has a portable restroom available. Indoor facility restrooms are not available.

## 9. Picnic Rentals-Items NOT permitted:

Dogs off leash

Amplified sound

DJs/live bands

Water Inflatables/Dunk tanks

Swings or devices hung from trees

Glitter/confetti (piñatas included)

Spray chalk or any painted ground decoration or signage

Nails or hooks in trees

\*All decorations must be removed after the event.

\*\*For all BBQ vendors, taco carts, and/or food trucks, please contact the facilities coordinator to discuss designated areas for setup.

**\*\*\*There are no power/electrical outlets available for picnic reservations.**

**\*PLEASE ASK FOR APPROVAL FOR ANY SPECIAL DECORATION REQUESTS.**

## 10. Special Equipment

For bounce houses, inflatables, or petting zoos, a special equipment permit is required. An extra fee of \$100 is added to your reservation, along with a \$250 fully refundable deposit. Any damage caused by the equipment, would be deducted from the deposit. A Certificate of Insurance must be provided to the Parks & Recreation office at least 2 weeks prior to an event. The certificate must name the City of Belmont as one of the insured parties.