

# Woodland Parks & Recreation Department

2001 East Street • Woodland, CA 95776 • Phone: (530) 661-5880 • Fax: (530) 666-7257  
 www.cityofwoodland.org/parks&rec

## PARK RESERVATION APPLICATION

### Renter Information

Contact Person: First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Home  Home  
 Work  Work  
 Cell  Cell

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_ Email \_\_\_\_\_

### Reservation Information

Desired Park \_\_\_\_\_ Rental Date \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

|   |                 |   |   |                                   |
|---|-----------------|---|---|-----------------------------------|
| <b>HOURLY RENTAL</b><br>(hours available: 10:00am-8:00pm) |                 | <b>Type of Gathering</b>                          |   |                                   |
| <b>Start Time</b>   | <b>End Time</b> | <input type="checkbox"/> Family Gathering         | <input type="checkbox"/> Service Group            | <input type="checkbox"/> Carnival |
| Rental time includes set-up & clean-up                    |                 | <input type="checkbox"/> Company Party            | <input type="checkbox"/> Reunion                  | <input type="checkbox"/> Concert  |
|   |                 | <input type="checkbox"/> Athletic league practice | <input type="checkbox"/> Birthday                 | <input type="checkbox"/> Assembly |
|   |                 | <input type="checkbox"/> Athletic league games    | Some requests may require a special event permit. |                                   |

#### Items to be brought by renter

- Barbecue       Piñata       Chairs       Tables  
 Bounce House (special permit required) ALL bounce houses may not use City electricity and must be run on a generator.

\_\_\_\_\_  
 Name of bounce house company

\_\_\_\_\_  
 Date LIABILITY INSURANCE provided by bounce house company

#### Special Applications & Approval (additional fees apply)

- DJ/Radio/Music       Amplification       Alcohol

\_\_\_\_\_  
 Department Approval

\_\_\_\_\_  
 Date

Amplification request must be made 72 hours in advance, electricity is not guaranteed.

\_\_\_\_\_  
 Renter's Initials

### Park Reservation Policies & Procedures

#### General Rules

- Parks are cleaned daily. The City parks are public places, the Parks & Recreation Department can not guarantee the reserved park will be clean upon arrival.
- Park must be returned to original condition before leaving. Representative/organization will be help responsible for all damage and/or additional custodial services required, and deposit may be subject to forfeiture.
- **Deposit may be added if area is not cleaned, has been damaged, or a violation in permit conditions: \$500.00 per event and must be paid by visa or mc.**
- Electricity may or may not be operational at facility. No refunds will be given if power is not working.
- Enforcement of these rules and the rules concerning alcohol and amplification are the responsibility of the authorized representative/organization and he/she must be present for the duration of the permit.
- All reservations must be made a minimum of 72 hours in advance.

\_\_\_\_\_  
 Renter's Initials

#### Reservation Changes, Moves, or Cancellations

- Any refund, changes, or cancellations require the renter to bring the original reservation permit.
- A \$10 administrative fee will be applies for any reservation to be changed, moved, or cancelled. For any subsequent change or move, the fee is \$20.
- Refunds will only be granted a minimum of 72 hours prior to reservation date.

\_\_\_\_\_  
 Renter's Initials

#### Not Permitted During Park Reservations

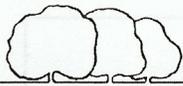
- Driving into the park or onto the lawn
- Devices that will destroy park lawn or grounds (slip-n-slides, water slides, water balloons, trampolines, stage platforms, etc.)
- Alcohol (without an alcohol permit.)
- Fires outside the barbecue grills provided.
- Bounce houses using City electricity or without special permit.

\_\_\_\_\_  
 Renter's Initials

I agree to accept and abide by the rules and regulations of City of Woodland.

\_\_\_\_\_  
 Renter's Signature

\_\_\_\_\_  
 Date



City of Woodland

# PARKS & RECREATION

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# Park Permit Price List

## New Fees Effective July 1, 2010

\*Parks available from 10am–8pm includes set up/clean up time.

\*Reservation may be done no more than 1 yr in advance.

- ◆ **Picnic Permit (groups under 75):** \$15 per hour per shelter  
\*Non-resident fees for picnic permit additional amount of up to 100% of resident fee.
- ◆ **Deposit (refundable):** may be required if you have violated a past permit. **\$50.00** per event.  
Must be paid with: **Debit Card, Visa or MC.**
- ◆ **Picnic Permit (groups over 75):** require a Special Event Permit, Applicants must complete special event form & review process, and special rate may apply. **\$100.00** per hr./per shelter  
\*Non-resident fees for picnic permit additional amount of up to 100% of resident fee.
- ◆ **Deposit (refundable):** for cleaning, damage, and violation **\$500.00** per event.  
Must be paid with: **Debit Card, Visa or MC.**
- ◆ **Moving/ Changing Permit Fees:** First permit change is **\$10.00**; subsequent fee is **\$20.00**.
- ◆ **Sound Amplification Permit:** Needs Special Event Approval: **\$50.00**
- ◆ **Alcohol Permits:** Needs Special Event approval, **\$250.00-\$500.00**  
\* Otherwise, alcohol is prohibited in all Park & Recreation facilities.
- ◆ **Picnic Permit Refunds:** Original Permit needs to be brought in at least 72 Hours in advance.

**No permit, No refund!**

We Accept Cash Checks, Money Orders  
Visa and MasterCard

Please Make checks payable to: City of Woodland