

# PICNIC RESERVATION FORM and USE POLICY

Community Services  
Arrillaga Family Gymnasium  
600 Alma St., Menlo Park, CA 94025  
tel 650-330-2220 fax 650-330-2242



## Picnic area reservations

The City of Menlo Park has picnic areas for rent at Burgess and Nealon Park. Without a reservation, these picnic areas are available for public use on a first come, first served basis.

- Reservations can be made at [www.menlopark.org](http://www.menlopark.org), in person, via mail or fax.
- Picnic rentals are for public use only. Engaging in any commercial activities for private profit is prohibited.
- Residents can make reservations up to 9 months in advance. Non-residents and unincorporated residents can make reservations up to 6 months in advance.
- The City has the right to reserve and has priority in reserving picnic areas for City programs and special events. In the event that a reserved picnic area is needed for City use or maintenance, the City reserves the right to reschedule, relocate, or cancel a previously approved reservation.
- No reservation is confirmed until the completed reservation form has been approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
- A \$15.00 service & handling fee will be assessed for all cancellations. The City requires a minimum of 24 hour written notification of any rental cancellation. All fees will be forfeited if events are cancelled without minimum notification
- Picnic areas can only be reserved at Burgess Park or Nealon Park. All other park seating areas are for public use on a first come, first served basis.

## Fees and amenities

Fees based on **one hour** and **one area** of use and vary for residents, non-residents and unincorporated residents of Menlo Park. To qualify as a resident, renters must submit a copy of a utility bill or rental/property agreement showing a current address within incorporated Menlo Park. Recommended ratio of tables to guests is approximately 1:8.

BURGESS PARK				
<i>Picnic Area</i>	<i>Tables</i>	<i>BBQ</i>	<i>Resident per hour</i>	<i>Non-Resident/Unincorporated Menlo Park per hour</i>
Picnic Area #1	3	1	\$15.00	\$20.00
Picnic Area #2	2	1	\$13.00	\$18.00
Picnic Area #3	3	1	\$15.00	\$20.00
Picnic Area #4	3	1	\$15.00	\$20.00
Picnic Area #5	2	1	\$13.00	\$18.00
Picnic Area #6	1	No	\$10.00	\$15.00
Picnic Area #7	2	No	\$13.00	\$18.00
NEALON PARK				
<i>Picnic Area</i>	<i>Tables</i>	<i>BBQ</i>	<i>Resident per hour</i>	<i>Non-Resident/Unincorporated Menlo Park per hour</i>
Picnic Area #1	1	No	\$10.00	\$15.00
Picnic Area #2	1	No	\$10.00	\$15.00
Picnic Area #3	1	No	\$10.00	\$15.00
Picnic Area #4	1	No	\$10.00	\$15.00
Picnic Area #5	2	No	\$10.00	\$15.00

\*Picnic areas at Nealon Park are currently available on a first come, first served basis only. Picnic area placement, number of tables, and table placement subject to change.

## Picnic rental policies and information

- **Picnic groups may not exceed 100 people, even when renting all available picnic areas.** If the picnic group exceeds the maximum group size for an individual picnic area, any or all of the following actions may be taken: The renter will be asked to reserve additional sites to accommodate the group size, staff may cancel the reservation, the renter will be denied future use of City of Menlo Park picnic sites.
- Renters are responsible for cleaning the picnic area after use and are required to remove all garbage from park and premises. Renters who fail to do so may be denied future use of picnic sites and facilities.
- No amplified music above 60 dBA is allowed in the park. To obtain a noise permit, please contact the City's Planning Department (60 days notice required).
- No vehicles are allowed on the park grounds.
- No stakes are allowed in the grass.
- There are no public access water sources in the park aside from the bathroom sinks and water fountains.
- There are outlets in the park, but other renters, unexpected outages, required maintenance, and additional factors could limit the availability of power sources. It's recommend that renters bring their own portable power source, if needed.
- Hired caterers and food vendors must have the appropriate and up to date permits with the City and County. Food trucks must park in a designated parking spot.
- Please have your receipt with you the day of the picnic reservation. If another group is in your area and refuses to vacate, call the Menlo Park Police Department's non-emergency line at (650) 330-6300, and they will resolve the situation.

All special equipment such as, but not limited to, personal cooking apparatuses, tents/canopies, bounce houses and other inflatables, must have prior approval of the Community Services Department. If approved, use of this equipment will require liability insurance.

- Bounce houses and inflatables up to 10 ft. by 10 ft. are permitted in the picnic areas with a valid reservation and insurance. For anything larger, a field reservation is required. To apply for a field rental, please contact Community Services at (650) 330-2220. Inflatable play structures requiring water are not allowed.
- Beer and wine are permitted in the parks, with liability insurance. Hard liquor is prohibited, no glass containers.
- Cooking apparatuses such as bbqs or grills are allowed at Burgess Park with valid insurance. Onsite cooking of any kind is prohibited at Nealon Park.
- Use of any special equipment is restricted to the applicant and guests and must not be accessible to the general public.
- Usage of any special equipment in any City park without the proper permits and insurance is strictly prohibited. See insurance requirements below.

## Liability insurance

A Certificate of Liability Insurance is required for all non-resident picnic rentals, and any picnic rentals (resident or non-resident) serving alcohol or using special equipment such as, but not limited to equipment listed in the section above. Use of special equipment without the proper insurance and permits may result in the denial of future use of picnic areas and facilities

The certificate must be submitted at least one week prior to the rental date. No reservation will be confirmed without proof of insurance, and the City reserves the right to cancel your reservation if insurance is not submitted in a timely manner. Liability insurance can be submitted via email, regular mail, or faxed to us at 650-330-2242.

In order for the certificate to be valid, it must contain the following:

- The renter's name must be listed as the one "insured."
- The policy must not expire before the event date.
- The policy must be for \$1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."

## Sample Certificate of Liability Insurance



# SAMPLE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

INSURED <div style="border: 1px solid red; padding: 2px; display: inline-block;">Renter's name</div>	CONTACT NAME:
	PHONE (A/C, No, Ext):
	FAX (A/C, No):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE
	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMPROP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER						
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRE AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						ANY AUTO CSL \$
B	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Date and time of event.  
 City of Menlo Park is named as an Additional Insured

## CERTIFICATE HOLDER

## CANCELLATION

<div style="border: 1px solid red; padding: 5px;">         City of Menlo Park          701 Laurel Street           Menlo Park CA 94025       </div>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>
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### Burgess Park map



### Nealon Park map



# PICNIC RESERVATION FORM

Community Services  
Arrillaga Family Gymnasium  
600 Alma St., Menlo Park, CA 94025  
tel 650-330-2220 fax 650-330-2242



<b>Rented to:</b>					
Contact Name:			Organization Name:		
Phone:			Email:		
Address:			City:	State:	Zip:
Rental Location: <input type="checkbox"/> Burgess <input type="checkbox"/> Nealon (currently unavailable)			Insurance on file: <input type="checkbox"/> Yes <input type="checkbox"/> No		Attendance:
<b>Rental of:</b>					
Picnic area	Day	Date	Start time	End time	Total hours
The following equipment will be present at my event. I understand that the presence of this equipment requires that I submit a Certificate of Liability Insurance at least 7 business days before my reservation takes place (see <i>Picnic Reservation Form and Use Policy pg. 2</i> )				Total hours	
				Hourly rental rate	\$
				Total rental fees	\$

Jumper/inflatable

Tent/canopy

BBQ/cooking equipment

Alcohol (only beer/wine permitted)

Other (please describe) \_\_\_\_\_

Liability Insurance Due: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Approved by (Signature of Supervisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Payment information

☐ Cash ☐ Check ☐ Visa ☐ Mastercard

Please make all checks payable to: City of Menlo Park. **Note: There is a \$30 charge for returned checks.**

Account # \_\_\_\_\_ Exp. \_\_\_\_\_ Account Holder Name: \_\_\_\_\_

I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.

Authorized Signature: \_\_\_\_\_

## OFFICE USE ONLY:

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Residency Verified: \_\_\_\_\_ Processed by: \_\_\_\_\_