

# COMMUNITY SERVICES DEPARTMENT

## Sharon Park Rental Information

701 Laurel Street, Menlo Park, CA 94025 (p) 650.330.2223 (f) 650.330.2242



### SHARON PARK DESCRIPTION:

Located in Sharon Heights, close to I-280 and Sand Hill Road, the park provides a beautiful spot for wedding ceremonies. The park is 9 acres and includes natural wooded area, picturesque lake, and landscaped slopes. In addition, there is a gazebo, shaded picnic areas, playground, and walkways with benches. Parking is limited and there are no restrooms. The park can be reserved for **wedding ceremonies only**. Wedding receptions are not allowed. Otherwise, the park is open to the public as first-come, first-serve.

### FEES:

Sharon Park rental fee is a flat one day fee. Resident must provide proof of residency.

<b>Resident Fee - \$150.00</b>	<b>Non-Resident Fee \$250.00</b>
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### RENTAL INFORMATION:

- Groups are responsible for cleaning the park area after use and are required to remove all garbage from park and premises. Do not over load garbage cans. Groups or individual's who fail to clean area after use, may be denied future use of City of Menlo Park facilities.
- No amplified music 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 picnic grounds or surrounding grass areas.
- No stakes are allowed in the grass.
- All special equipment must have prior approval of the City of Menlo Park Community Services Department including use of jumpers, personal barbecues, portable restrooms, or any additional equipment.
- Please have your receipt with you on the day of the reservation. If another group is in your area, show them your receipt and inform them of your reservation. If they refuse to move, call the Menlo Park Police Department at (650) 330-6300 and they will resolve the situation.

### RESERVATION PROCESS:

**Reservation Form:** Forms are accepted in person only on a first come, first serve basis and can be submitted up to one year in advance. To secure a reservation, a completed form and full payment must be submitted. Verification of residency must be provided at the time of reservation and the applicant must be at least 18 years of age. We reserve the right to refuse rental or use to groups or individuals who have previously used the facilities and left it in poor condition. In the event that the reserved area(s) is needed for City use or maintenance, the City of Menlo Park reserves the right to reschedule, relocate, or deny a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

**Liability Insurance:** Liability Insurance required for all reservations. The renter must bring proof of insurance from their insurance company for one million dollars, naming the City of Menlo Park as additionally insured. The certificate must be submitted at least **two weeks** prior to the rental date. No reservation will be confirmed without proof of insurance. A Certificate of Liability Insurance can be issued by the renter's, homeowner's, or other insurance carrier. 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."*

**Confirmation:** 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. Bring the receipt with you to your picnic reservation as proof of the reservation.

**Cancellations:** For all cancellations, a \$25.00 service & handling fee will be assessed. The City of Menlo Park Community Services Department requires a minimum of one week written notification of any rental cancellation. All fees will be forfeited if events are cancelled without minimum notification.

**MAP:**

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