

BEDWELL BAYFRONT PARK RENTAL USE POLICY

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



Park description
Bedwell Bayfront Park is located at the east end of Menlo Park on San Francisco Bay at Highway 101 and Marsh Road. The park is open daily from sunrise until sunset. Parking is available along the entrance road and in two paved lots near the back of the park. Restrooms are near the first large paved parking lot. The park's 160 acres are surrounded on three sides by the Don Edwards San Francisco Bay National Wildlife Refuge. People of all ages enjoy the park for hiking, running, bicycling, dog walking, bird watching, kite flying, and photography. The park has an extensive trail system, most of which is unpaved. Some of the interior trails are steep, crossing the park's hills, and lead to several viewpoints. Some park trails are suitable for wheelchairs. The relatively flat 2.3-mile trail around the perimeter of Bedwell Bayfront Park is part of the San Francisco Bay Trail, which will encircle San Francisco and San Pablo Bays with a continuous 400-mile network of bicycling and hiking trails, connecting the shoreline of all nine Bay Area counties and linking 47 cities.
Fees
Bedwell Bayfront Park rental fee is a flat one day fee. Resident and Non-Resident Fee - \$100.00
Reservations
Reservation form: Forms are accepted in person at the Arrillaga Family Gymnasium on a first come, first serve basis and can be submitted up to one year in advance. Please be aware that this park is non-exclusive use only. 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: <ul style="list-style-type: none">• 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.
Park reservation information
The renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the park or facilities and that all of the attendees conduct themselves in an orderly manner in and around the park areas and parking lots. If damages or behavior of the group are deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the

facilities. Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.
 Temporary signage or equipment requires prior approval and must be removed at the end of the event. Any additional staff costs to remove items will be charged to the renter.
 Storage is not available either before or after the scheduled event.
 Renters may not charge a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in your event being shut down. Renters may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.
 The City of Menlo Park reserves the right to close the park at any time for maintenance or any safety reason. Staff will make every attempt to give notice when possible.

Park usage guidelines

All requests for Bedwell Bayfront Park will need to follow the general guidelines on open space park usage:

- Preserve the natural amenities of the open space land
- Conserve soil, vegetation, water and wildlife
- Exclude intensive uses or uses that could degrade the site or an adjacent site
- Encourage the following:
 - Viewing and interpretation of the natural environment
 - Passive recreation activities such as hiking, running, cycling, dog-walking, photography, bird watching and similar day recreation use
 - Landscape or wildlife restoration and enhancement programs

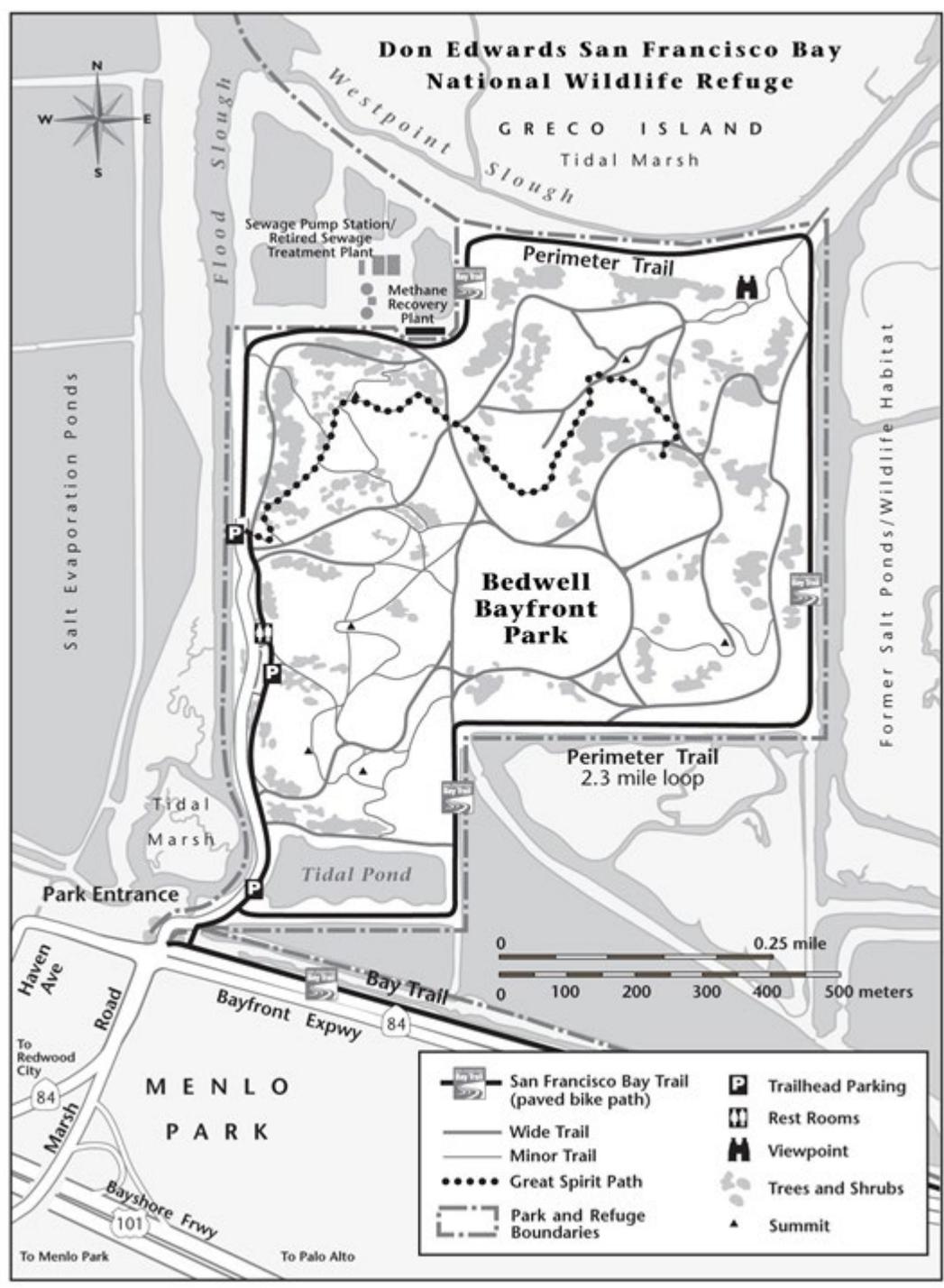
Park project requests

All project requests for installations, park improvements, or volunteer projects require City approval and require a minimum of 90 days' notice. All requests shall submit a written proposal describing the scope of the project.

Park rules

- Use restricted to daytime hours (7:00 am to sunset)
- Pets to remain on leash and under full control at all times
- Travel restricted to designated trails
- Bikes restricted to paved trails and roads
- Plants and wildlife to be left undisturbed
- Commercial activities and solicitations not associated with City programs or City-sponsored activities are prohibited; except by express written permit and payment of appropriate fees
- Fires, smoking, alcohol and weapons of any kind prohibited
- Permit required for groups of 50 or more
- Signage restricted to park rules, history, wildlife, views and visitor safety
- Litter and trash to be disposed of properly
- Motor vehicle parking only in authorized areas

Map



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RENTAL INSURANCE REQUIREMENTS

Community Services
701 Laurel St., Menlo Park, CA 94025
tel 650-330-2200
fax 650-330-2242



Information

A Certificate of Liability Insurance is required for all field, gym, and indoor facility rentals, 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, additional cooking apparatuses, tents/canopies, bounce houses and other inflatables.

In order for a Certificate of Liability Insurance to be valid, it must contain the following:

- The renter's name must be listed as the one "insured". Please note: we do not accept insurance from a third party such as a bounce house company, caterer, etc.
- The policy must not expire before the planned 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 noted as the certificate holder.

Please pg. 2 for a sample Certificate of Liability Insurance.

BEDWELL-BAYFRONT PARK RESERVATION FORM

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



Information					
Applicant Name:			Organization Name:		
Address:		City:	State:		Zip:
Home phone:			Alternate phone:		
E-mail address:			Insurance required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Estimated attendance:			Type of use:		
Location	Day	Date	Start time	End time	Total hours
Deposit due date / /		Total hours			
Balance due / /		Rental rate \$			
Balance amount \$		Total rental fees \$			
Agreement					
<p>I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, equipment, or premises as a result of the occupancy if said facility by my group/organization. Approval is dependent upon the intended use, availability and the applicant's agreement to facility rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved. I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, or resulting from this reservation or use of the facilities. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities.</p>					

 Signature of Applicant

 Date

Payment information	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> 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: _____