

PARK RESERVATION PROCEDURES

Fees and deposits:

Fees are based on residency status and number of anticipated attendees.

The fee schedule is as follows:

- a. Under 50 people - Resident \$30, Non-Resident \$105
- b. 51-150 people - Resident \$80, Non-Resident \$205
- c. 151+ people - Resident \$105, Non-Resident \$305

If paying residency rate, proof of residency is required.

Refundable deposits are required for groups over 50 people, weddings, company picnics, and animal attractions.

Procedures:

Park reservations are required for exclusive use of park shelters or picnic areas. All reservations must be made no later than 3 days before the desired date, and up to 1 year in advance. No reservations will be accepted without payment. Reservations are done on a first come, first serve basis and in person only at City Hall (77 Fair Drive; 3rd floor, Recreation Division), Monday-Friday between 8:00am-4:30pm. Fees may be paid with cash, check, or Visa/MasterCard. Payment is due at the time the reservation is made. If reservation is made within one week prior to reservation date, payment must be made by cash only.

Other Required Documents:

Should the patron request to use any of the items listed below at their event, the required document(s) needs to be filled out and submitted, along with the necessary fees, no later than two weeks prior to the desired reservation date for review and approval by the Recreation Manager and/or Maintenance Services Manager.

- a. Use of a bounce house or laser tag – Inflatables Policy Form. Inflatable device or attraction must be rented from a company on the City's approved vendor list.
- b. Use of a petting zoo, reptile exhibit, pony ride or other animal attraction – Animals in the Park Policy Form, Liability Insurance & Endorsement.
- c. Use of caterers/vendors – Park Use Condition Questionnaire, Vendor/Caterer Form, Liability Insurance & Endorsement.