



# Park Reservation Information

- To reserve a shelter/picnic area, Reservations **MUST** be completed in-person at City Hall Mon.-Fri. 8:00am-4:30pm (77 Fair Drive, Costa Mesa, CA, 92626; 3<sup>rd</sup> floor)
- Park Reservation permits are only given to designated park shelters/picnic areas.
- Reservations can be accepted up to a year in advance and **NO** later than three days before the desired date.
  - If payment is made one week prior to reservation date, payment **MUST** be made by cash only.
  - No reservations will be accepted without payment.
- Reservations are made on a first come, first serve basis.

## Determination of Fees

1. Park location
2. Number of attendees
3. Time frame
4. Residency status
5. Additional requests may require additional fees/deposits/forms.
6. Cancellation/Transfer fee

Please call our Parks & Community Services Department at (714) 754-5300 for rental availability or email us at [cmparksupport@costamesaca.gov](mailto:cmparksupport@costamesaca.gov)

## Park Reservation Add-ons

- Vendor (caterer, rentals, bounce house, face painter, etc.)? [Click here](#)
- 51 or more attendees? [Click here](#)
- Non-domesticated animals (petting zoo, reptile/insects, pony/other animal attractions)? [Click here](#)
- BBQ Policy? [Click here](#)

**\*Proof of residency is required to receive residency rate.**

**(Government issued I.D. or a current utility bill; gas, electric, water, or waste management)**