

# PICNIC RENTAL

## HOW to RESERVE a PICNIC SITE:

### Step 1: Review Information

Review the Picnic Rental Information and the Facility Use Permit which has a list of the rental sites and fees.

**Step 2: Reserve:** Go to the online reservation system which is quick and easy to check availability and to reserve and pay for your picnic. You are required to enter a minimum of 3 hours for your rental. Reservations must be received at least 7 days prior to your event and can be submitted up to 6 months. Click on link:

<https://anc.apm.activecommunities.com/alamedarecreation/reservation/search>

You may also submit a Facility Use Permit via email to [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) or drop off your permit to the ARPD main office instead of using the online reservation system.

### Step 3: Confirmation

Permits are approved Tuesday to Friday during office hours 8:30am to 5:30pm. Your reservation is pending until you receive a confirmation email from the Alameda Recreation and Park Department that your permit is approved.





## ALAMEDA RECREATION AND PARK DEPARTMENT (ARPD)

2226 Santa Clara Avenue, Alameda, CA 94501

(510)747-7576 / FAX (510) 523-4071 / [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)

After Hours and Weekends (510) 775-5459

Park Hours: Dawn to Dusk, no loitering after dusk.

## 2025 PICNIC RENTAL INFORMATION & POLICIES

*The City of Alameda has many beautiful, welcoming and peaceful parks that have areas available for rentals which include picnic sites, open space areas, two gazebos and a stage. Please read the information and policies so you can best enjoy our parks.*

### PICNIC SITES / RESERVABLE

- Picnic sites that are available to reserve have a sign with the picnic site number and are reservable through ARPD's online reservation system. When a picnic site is reserved, there will be a reservation sign with the permit number, person's name and date on the sign the day of your rental. Reservable sites include a concrete BBQ grill. Park Maintenance cleans and preps the picnic areas on Fridays.

### BBQ GRILLS

- There is a concrete BBQ grill at each reservable site that uses charcoal. No personal BBQ grills or other cooking sources are allowed. Please do not throw away your used or hot charcoal as the Park Maintenance will dispose of it properly.

### FIRST COME FIRST SERVE

- Picnic sites that are first come first serve do not have a reservation sign or a concrete BBQ grill and are open to the public and you do not need a permit. Picnic sites that are available for rental and have not been reserved 7 days prior to the weekend will become first come first serve. You can have a picnic on the grassy area with a group under 10. ***If you plan to have a large group in the park whether it is a picnic site or open space, or if you are bringing tents, tables and chairs, you will need a rental permit.***

### RESERVATIONS / PERMITS

- All rentals require a completed permit submitted via the online reservation system or by hardcopy and approved by ARPD.
- **Your permit must be received at least 7 working days, (Monday to Friday), prior to your event** and can be submitted up to 6 months prior to the event. You must be at least 21 years to obtain a permit.
- **Three-hour minimum** is required with set-up and clean-up time included in the total number of rental hours. (You can reserve the site more than 3 hours, but not less). Rental time is between 9am to 7pm.
- Rentals are available on Saturdays and Sundays.
- Select areas are also available for rental Monday to Friday: Whale Park, Bohol Circle Immigrant Park, Seaplane Lagoon Promenade, Jean Sweeney Open Space Park, Shoreline Park, Marina Cove Park, Chochenyo Park, Lincoln Park picnic site #3 only and Lower Washington Park picnic sites #1 and #2 only.
- The Bocceball area is for Bocceball play only and is not a picnic rental.
- Holidays: All sites, including reservable sites, are first come first serve to give everyone an opportunity. ARPD staff are not available in the Parks on the holidays
- Alcohol is not allowed in the parks.
- City of Alameda Resident Fee – A Utility Bill showing Proof of Residency and a photo I.D. is required to receive the City of Alameda Fee.
- Active and Non-Active Military Personnel Discount – 10% - Proof of Military I.D. is required.

## DAY OF EVENT

- A reservation sign with your permit number, name and date will be posted at your picnic site. Your space is only guaranteed for the paid times listed on your permit.
- Bathrooms in the parks are open between 9am to 6pm.
- **For any issues** the day of event, please call the **Park Ambassador at 510-775-5459** for assistance. The Park Ambassador has the Rental Report which shows who has reserved each site and whether a jumper was approved.
- For emergencies, call 911.
- Garbage and decorations must be removed at the end of the permit time and disposed of in the park provided garbage and recycling bins and the picnic site returned to its pre-use condition.
- Please do not use Mylar balloons in parks. A single metallic balloon can cause a power outage when it makes contact with power lines. All helium balloons should be weighted to prevent them from floating away and becoming an environmental hazard.

## REVISED PERMIT – CANCELLATIONS – RAINY DAY POLICIES

***In order to stay equitable and fair to all customers, the following apply to all situations with no exceptions.***

Please contact the ARPD office via an email to [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) with any requests or to notify you are cancelling.

### REVISED PERMIT

- Revised Permit: A \$25.00 fee will be applied to any changes to revise a permit. No changes are allowed to your permit after the Tuesday prior to your picnic/event.

### CANCELLATIONS

- Cancellations that are prior to the Tuesday of your picnic/event will be charged a \$40 cancellation fee and **the rest of the fees will be credited to your ARPD account**, of which you can use for another rental or an ARPD activity. ***Credits only, no refunds.***
- Cancellations that occur *after Tuesday prior to your picnic/event* will ***forfeit all fees.***

### RAINY DAY POLICY

- Please advise the ARPD office via an email to [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) **no later than the first business day, (Monday), after your reservation if your picnic was cancelled due to rain during the time of your reservation** and you will **receive a credit on your ARPD account**, of which you can use for another rental or an ARPD activity.
- ***Credits only, no refunds.***

## INSURANCE for CATERERS / VENDORS

- The use of caterers, vendors and/or contractors must be approved by ARPD prior to date of use and are required to provide ARPD with a Certificate of Liability for their business prior to your event. There is a \$30 vendor fee.
- **The City of Alameda requires a copy of the proof of the Certificate of Liability Insurance:**
  1. General Liability of at least \$1,000,000.00
  2. City of Alameda must be endorsed to the policy as additionally insured under Certificate Holder with the following legal language:
    - ***“The City of Alameda, and its members, officers, directors, agents, volunteers, employees and officials. 2263 Santa Clara Avenue, Alameda, CA 94501”***
- A copy of the insurance must be received at the rental office at least seven business days prior to your event date. If the above 2 requirements are not met, the Certificate will not be approved and you will not be allowed to use the proposed caterer, vendor or contractor.

## JUMPERS

- ***A picnic reservation is required to add on a jumper.***
- Jumpers are **not allowed** in Jean Sweeney Open Space Park, Shoreline Park, Bohol Circle Immigrant Park, Seaplane Lagoon Promenade Park and Whale Park.
- Medium size, (approximately 15 ft. X 15 ft.), inflatable jumpers are the suggested size for most parks.
- Inflatables which use water and personal inflatable devices are **not allowed**.
- Jumper use fee in the park is \$30.00.
- Jumpers are allowed within the time stated on your Permit.
- Generators must be provided by inflatable company.
- Electricity is available **only** at Franklin Park; there is an additional \$20.00 fee for electricity use and you do not need to obtain a generator at Franklin Park.

### List of Inflatable Companies that have a current Certificate of Liability on file with ARPD:

- Astro Events, [www.astrojump.com](http://www.astrojump.com) / 1.800.244.5867
- Bay Area Jump, [www.bayareajump.com](http://www.bayareajump.com) / 1.800.514.5867
- Jump Jump Away, [www.jjumpaway.com](http://www.jjumpaway.com) / 707.373.9432
- Kidzz Star Jumpers, [kidzzstarjumpers@gmail.com](mailto:kidzzstarjumpers@gmail.com) / 650.556.6754
- Norcal Jumpers-USA, [norcaljump@gmail.com](mailto:norcaljump@gmail.com)
- ARPD does not show preference to any of the Inflatable Companies. It is the renter's responsibility to research and choose the Inflatable Company best suited for the renter. Jumper rental fees are between the Inflatable Company and the renter. The Jumper Company will choose the safest area to put the jumper that is closest to your picnic site.

## LARGE GROUP PICNICS AND SPECIAL EVENT PARK RENTALS

- **Large group (100 + attendees) picnics rentals** must be approved by the ARPD Recreation Manager and will be charged an additional Large Group Event Clean-up fee of \$55/hour for residents and \$75/hour for non-residents. The renter may be required to order additional portable restrooms with hand wash stations and dumpsters and will be responsible for the delivery and pick-up.
- **Special Event Park Rentals** – A proposal of the Special Event logistics must be submitted and approved by the ARPD Recreation Manager. The Special Event Open Space Park Usage fee is \$250/hour and a Large Group Event Clean-up fee of \$55/hour for residents and \$75/hour for non-residents will be charged. In addition the rental group may be required to order additional portable restrooms with hand wash station and dumpsters and is responsible for the delivery and pick-up.
- Contact ARPD Recreation Manager Patrick Russi at [PRussi@alamedaca.gov](mailto:PRussi@alamedaca.gov)

## ADDITIONAL PARK RENTALS – Contacts

- Field and Sports rentals: Contact Joey Carroll at [JCarroll@alamedaca.gov](mailto:JCarroll@alamedaca.gov)
- End of the year school picnics: Contact Ashley Cendejas at [acendejas@alamedaca.gov](mailto:acendejas@alamedaca.gov)
- Bocceball rental: Contact [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) for information, prices and a permit.
- Aquatics information: Contact Stacy Thomas at [SThomas@alamedaca.gov](mailto:SThomas@alamedaca.gov)



## **ALAMEDA RECREATION AND PARKS DEPARTMENT**

(510) 747-7529 • [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)

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### **PARK RULES**

**PARKS ARE OPEN FROM DAWN TO DUSK.  
NO LOITERING AFTER DUSK.  
LIGHTED ATHLETIC FACILITIES OPEN UNTIL 10:00 P.M.**

**ALCOHOL AND SMOKING PROHIBITED.**

**MOTOR VEHICLES PROHIBITED EXCEPT IN DESIGNATED AREAS OR  
BY SPECIAL AUTHORIZATION. NO OVERNIGHT PARKING.**

**BICYCLES, SKATEBOARDS AND SCOOTERS ON PATHWAYS ONLY.  
MUST YIELD TO PEDESTRIANS.**

**DOGS MUST BE LEASHED AND UNDER CONTROL.**

**DOG OWNERS RESPONSIBLE FOR CLEANING UP AFTER THEIR  
DOGS.**

**LITTERING AND DUMPING PROHIBITED. PLACE TRASH AND  
RECYCLING IN DESIGNATED RECEPTACLES.**

**NO AMPLIFIED SOUND UNLESS BY PERMIT.**

**PERSONAL BBQ GRILLS OR OTHER COOKING SOURCES  
PROHIBITED. USE PARK BBQ GRILLS.**

**FOOD TRUCKS AND FOOD CARTS PROHIBITED.**

**NO OVERNIGHT CAMPING.**

**THANK YOU FOR RESPECTING ALAMEDA PARKS AND WILDLIFE.**

**ALL OF ABOVE ARE ENFORCEABLE BY THE MUNICIPAL CODE SECTIONS 4-10,  
8-7, 11-4, 18-22, 23-1, 23-2, 23-7, 24-11**



## 2025 PICNIC FACILITY USE PERMIT

Complete and return this form with payment,  
ID and proof of residency to:

[arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)

Day of Event  
Service Number:  
(510) 775-5459

You may also Fax to (510) 523-4071 or  
Submit In Person or by Mail to  
Alameda Recreation and Park Department  
2226 Santa Clara Avenue, Alameda, CA 94501

PERMIT

**COMPLETED PERMITS MUST BE RECEIVED 7 DAYS PRIOR TO YOUR EVENT**

NAME OF INDIVIDUAL IN CHARGE \_\_\_\_\_ Birthdate \_\_\_\_\_  
Group or Organization if applicable \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Primary Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_  
NAME OF PARK AND SITE: \_\_\_\_\_  
DATE OF EVENT: \_\_\_\_\_ HOURS OF USE FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
ESTIMATED ATTENDANCE: \_\_\_\_\_

### AGREEMENT

I have read and understand the rules and policies, including fees and cancellation, pertaining to parks and picnics and agree to abide by them.

Failure to comply with the ARPD policies may result in loss of the privilege of reserving further rentals. Permit holders may also be charged additional fees for damage caused by misuse.

"I, \_\_\_\_\_ and/or organization \_\_\_\_\_  
(Print Name) (Print Organization Name)

shall indemnify, defend, and hold harmless City, its City Council, boards, commissions, officials, employees, and volunteers ("Indemnitees") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees ("Claims"), arising from or in any manner connected to "individual/group/organization" use of City property or equipment, whether alleged or actual."

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

### OFFICE USE ONLY:

\*INSURANCE PROVIDED: ☐ YES ☐ NOT APPLICABLE

PROOF OF CITY OF ALAMEDA RESIDENCY ☐ YES

\*PROOF OF PHOTO ID: ☐ YES

PROOF OF ACTIVE MILITARY ☐ YES

# **PARKS AVAILABLE FOR RENTALS – Please check requested park and area**

<b>PARK</b>	<b>ADDRESS</b>	<b>PICNIC SITES</b>	<b>OPEN SPACE</b>	<b>GAZEBO /STAGE</b>	<b>BOUNCE HOUSE ALLOWED</b>
<input type="checkbox"/> Bohol Circle Immigrant Park	2901 Fifth Street	<input type="checkbox"/> #1 = 4 tables under the shade structure	No	No	No
<input type="checkbox"/> Bayport Park	301 Jack London Avenue	3 tables First Come First Serve	No	No	No
<input type="checkbox"/> Chochenyo Park	2430 Encinal Avenue	No	<input type="checkbox"/> Grass area on Northside (closest to Encinal Avenue)	No	No
<input type="checkbox"/> City View Skate Park	1101 West Redline Avenue	<input type="checkbox"/> 2 tables	No	No	No
<input type="checkbox"/> Encinal Boat Ramp Picnic	150 Central Avenue	<input type="checkbox"/> 3 tables	No	No	No
<input type="checkbox"/> Franklin Park	1432 San Antonio Avenue	<input type="checkbox"/> 2 tables behind Recreation Center	No	No	<input type="checkbox"/> Yes Electricity available near picnic rental
<input type="checkbox"/> Godfrey Park	281 Beach Rd	<input type="checkbox"/> 4 tables behind Recreation Center	No	No	<input type="checkbox"/> Yes
<input type="checkbox"/> Jean Sweeney	1925 Sherman Street	Under Picnic Pavilion: <input type="checkbox"/> #1 = 5 tables <input type="checkbox"/> #2 = 2 tables <input type="checkbox"/> #3 = 3 tables	No	<input type="checkbox"/> Gazebo Across from Pavilion	No
<input type="checkbox"/> Krusi Park	3001 Otis Drive	<input type="checkbox"/> #1 = 4 tables near grass area <input type="checkbox"/> #2 = 2 tables near to the play area	No	<input type="checkbox"/> Stage	<input type="checkbox"/> Yes
<input type="checkbox"/> Leydecker Park	3221 Mecartney Road	<input type="checkbox"/> 2 tables near Library <input type="checkbox"/> 3 tables near pathway	No	No	<input type="checkbox"/> Yes
<input type="checkbox"/> Lincoln Park	1450 High Street	<input type="checkbox"/> #1 = 5 tables under arbor <input type="checkbox"/> #2 = 4 tables next to #1 <input type="checkbox"/> #3 = 2 tables in front of the park under a tree	No	No	<input type="checkbox"/> Yes

PARK	ADDRESS	PICNIC SITES	OPEN SPACE	GAZEBO /STAGE	BOUNCE HOUSE ALLOWED
<input type="checkbox"/> Littlejohn Park	1422 Buena Vista Avenue	<input type="checkbox"/> #1 = 2 tables near play structure <input type="checkbox"/> #2 = 4 tables near Benton Street	No	No	<input type="checkbox"/> Yes
<input type="checkbox"/> Longfellow Park	520 Lincoln Avenue	<input type="checkbox"/> 2 tables near play structure	<input type="checkbox"/> Grass area closest to Haight Avenue	No	<input type="checkbox"/> Yes
<input type="checkbox"/> Marina Cove Park	1591 Clement Street	No	<input type="checkbox"/> Grass area	No	<input type="checkbox"/> Yes
<input type="checkbox"/> McKinley Park	2165 Buena Vista Avenue	<input type="checkbox"/> 2 tables near Buena Vista Avenue	No	No	<input type="checkbox"/> Yes
<input type="checkbox"/> Seaplane Lagoon Promenade	1801 Ferry Point	<input type="checkbox"/> #1 = 4 tables <input type="checkbox"/> #2 = 4 tables Under Shade Structures	No	No	No
<input type="checkbox"/> Shoreline Park	198 Packet Landing Road	<input type="checkbox"/> #1 = 3 tables near Seaview/Brunswick Rd <input type="checkbox"/> #2 = 2 tables near Seaview/Aughinbaugh <input type="checkbox"/> #3 = 3 tables nearest to the Ferry Terminal.	No	No	<input type="checkbox"/> No
<input type="checkbox"/> Tillman Park	220 Aughinbaugh Way	<input type="checkbox"/> #1 = 2 tables near the tot play area <input type="checkbox"/> #2 = 3 tables nearest to Kofman Pkwy.  <input type="checkbox"/> #3 = 3 tables nearest to the baseball field.	No	<input type="checkbox"/> Gazebo In the middle of picnic area	<input type="checkbox"/> Yes
<input type="checkbox"/> Washington Park	1228 8 <sup>th</sup> Street	<input type="checkbox"/> Lower #1 = 2 tables near softball field <input type="checkbox"/> Lower #2 = 3 tables near tennis courts <input type="checkbox"/> Upper #1 = 6 tables near play structure <input type="checkbox"/> Upper #2 = 2 tables across from horseshoe pit.	No	No	<input type="checkbox"/> Yes
<input type="checkbox"/> Whale Park	151 Coronado Avenue	<input type="checkbox"/> #1 = 3 tables <input type="checkbox"/> #2 = 3 tables In the middle of the park between the restroom & playground.		No	No
<input type="checkbox"/> Woodstock Park	355 Cypress Street	<input type="checkbox"/> 4 tables near the Recreation Center	No	No	<input type="checkbox"/> Yes



## PARK RENTAL FEES

**All fees must be paid in full at the time the reservation is submitted.**

**Enter number of hours, total amount due and form of payment.**

DESCRIPTION	FEES	NUMBER OF HOURS	TOTAL
<b>SMALL GROUP OF TABLES</b>			
2 tables Alameda Resident & Non-Profit	\$37.00/hr. - 3 hr. minimum		
2 tables Non-Alameda Resident & Non-Profit	\$61.00/hr. - 3 hr. minimum		
<b>MEDIUM GROUP OF TABLES</b>			
3 to 4 tables Alameda Resident & Non-Profit	\$58.00/hr. - 3 hr. minimum		
3 to 4 tables Non-Alameda Resident & Non-Profit	\$94.00/hr. - 3 hr. minimum		
<b>LARGE GROUP OF TABLES</b>			
5 to 6 tables Alameda Resident & Non-Profit	\$89.00/hr. - 3 hr. minimum		
5 to 6 tables Non-Alameda Resident & Non-Profit	\$149.00/hr. - 3 hr. minimum		
Military Personnel Discount (Active and Non-Active)	10% discount		
Stage / Gazebo	\$30.00/hr. - 3 hr. minimum		
Open Space	\$40.00/hr. - 3 hr. minimum		
Vendor Fee	\$30.00	Per Vendor	
Jumper Fee - Jumpers NOT allowed in Jean Sweeney Park, Shoreline Park, Whale Park, Bohol Circle Immigrant Park, and Seaplane Lagoon Promenade Park.	\$30.00	Per Jumper	
Electricity Use Fee Park with electricity available for Jumpers: Franklin Park Picnic site.	\$20.00	Per Day	
Special Event Open Space Usage Fee	\$300/hr. (additional charges may apply)		
Additional clean-up fee for large groups with 100+ attendees for picnic sites, open space or Special Park Events	\$55/hr.-R / \$75/hr.-NR		
School Picnics – End of School Year picnic rental (Alameda schools only)	\$30.00 / day / classroom	Per Day	
Holiday Fee – <i>Most holidays are first come first serve for picnics.</i>	If a holiday fee add 15% an hour	Per Hour	
Revised Permit (change an already approved permit)	\$25.00	Per Revision	
Cancellation fee	\$40.00	Per Permit	
<b>PHOTOGRAPHY &amp; FILM SHOOTS</b>			
Still Photography Shoot	\$300/day + hourly facility rental		
Live Film Shoot - Commercial	\$1000.00/half day \$1500.00/full day + hourly facility rental		
Live Film Shoot - Educational	\$260.00/day +hourly facility rental		
<b>TOTAL AMOUNT DUE</b>	----->	----->	\$

☐ CASH \$ \_\_\_\_\_ ☐ CHECK # \_\_\_\_\_

☐ CREDIT CARD # \_\_\_\_\_

EXP DATE \_\_\_\_\_ CVV CODE \_\_\_\_\_