

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 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

After Hours and Weekends (510) 775-5459

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

2024 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 Military Fee - Proof of active Military I.D. is required to receive the active military fee.

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 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 **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 / 1.800.244.5867
- Bay Area Jump, www.bayareajump.com / 1.800.514.5867
- Jump Jump Away, www.jjumpaway.com / 707.373.9432
- Kidzz Star Jumpers, kidzzstarjumpers@gmail.com / 650.556.6754
- Norcal Jumpers-USA, 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

ADDITIONAL PARK RENTALS – Contacts

- Field and Sports rentals: Contact Stacy Thomas at stthomas@alamedaca.gov
- End of the year school picnics: Contact Ashley Cendejas at acendejas@alamedaca.gov
- Bocceball rental: Contact arpd@alamedaca.gov for information, prices and a permit.
- Pickleball information: Contact Ed Kallas at EKallas@alamedaca.gov



CITY OF ALAMEDA PARK RULES AND REGULATIONS

PARK HOURS:

DAWN TO DUSK; NO LOITERING AFTER DUSK.

LIGHTED ATHLETIC FACILITIES OPEN TO 10:00 PM.

- NO ALCOHOL OR SMOKING ALLOWED.
- MOTOR VEHICLES PROHIBITED EXCEPT IN DESIGNATED AREAS OR BY SPECIAL AUTHORIZATION. NO OVERNIGHT PARKING.
- BICYCLES, SKATEBOARDS AND SCOOTERS ON PATHWAYS ONLY AND MUST YIELD TO PEDESTRIANS.
- DOGS MUST BE LEASHED AND UNDER CONTROL. DOG OWNERS RESPONSIBLE FOR CLEANING UP AFTER THEIR DOGS.
- LITTERING AND DUMPING IS PROHIBITED. PLACE IN TRASH & RECYCLING CANS. PLEASE CLEAN UP AFTER YOUR PICNIC.
- NO AMPLIFIED SOUND.
- NO PERSONAL BBQ GRILLS OR OTHER COOKING SOURCES. PLEASE USE THE BBQ GRILLS PROVIDED IN THE PARK.
- NO FOOD TRUCKS OR FOOD CARTS.
- NO NAILS, TACKS, STAPLES, ELECTRICAL TAPE ON CITY PROPERTY. PLEASE RESPECT DIRECTION GIVEN BY CITY STAFF.

THANK YOU FOR RESPECTING OUR PARKS AND WILDLIFE



2024 PICNIC FACILITY USE PERMIT

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

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

PARK	ADDRESS	PICNIC SITES	OPEN SPACE	GAZEBO /STAGE	BOUNCE HOUSE ALLOWED
<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"/> 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 tot play area	No	<input type="checkbox"/> Stage	<input type="checkbox"/> Yes
<input type="checkbox"/> Leydecker Park	3221 Mecartney Road	<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 in the picnic area center <input type="checkbox"/> #3 = 2 tables front of park under 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"/> Yes
<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 th 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 amount of hours, total amount due and form of payment.

DESCRIPTION	FEES	AMOUNT OF HOURS	TOTAL
SMALL GROUP OF TABLES			
2 tables Residents	\$35.00/hr. - 3 hr. minimum		
2 tables Nonresidents	\$55.00/hr. - 3 hr. minimum		
2 tables Active Military Residents	\$31.50/hr. - 3 hr. minimum		
2 tables Active Military Non-Residents	\$49.50/hr. - 3 hr. minimum		
MEDIUM GROUP OF TABLES			
3 to 4 tables Residents	\$55.00/hr. - 3 hr. minimum		
3 to 4 tables Non-Residents	\$85.00/hr. - 3 hr. minimum		
3 to 4 tables Active Military Residents	\$49.50/hr. - 3 hr. minimum		
3 to 4 tables Active Military Non-Residents	\$76.50 /hr. - 3 hr. minimum		
LARGE GROUP OF TABLES			
5 to 6 tables Residents	\$85.00/hr. - 3 hr. minimum		
5 to 6 tables Non-Residents	\$135.00/hr. - 3 hr. minimum		
5 to 6 tables Active Military Residents	\$76.50/hr. - 3 hr. minimum		
5 to 6 tables Active Military Non-Residents	121.50/hr. - 3 hr. minimum		
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, Shoreline, Waterfront & Neighborhood Parks)	\$30.00	Per Jumper	
Electricity Use Fee Parks with electricity available: Franklin Park Picnic site and Tillman Park Gazebo	\$20.00	Per Day	
Special Event Open Space Park Usage Fee	\$250/hr.		
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 the year classroom picnic rental (<i>Alameda schools only</i>)	\$30.00	Per Day	
Holiday Fee – <i>Most holidays are first come first serve.</i>	Add 15% an hour	Per Hour	
Revised Permit (change an already approved permit)	\$25.00	Per Revision	
Cancellation fee	\$40.00	Per Permit	
PHOTOGRAPHY & FILM SHOOTS			
Still Photography Shoot	\$260/day + hourly facility rental		
Live Film Shoot - Commercial	\$750.00/half day - \$1250.00/day + hourly facility rental		
Live Film Shoot - Educational	\$260.00/day +hourly facility rental		
TOTAL AMOUNT DUE	----->	----->	\$

☐ CASH \$ _____ ☐ CHECK # _____

☐ CREDIT CARD # _____

EXP DATE _____ CVV CODE _____