



## ALAMEDA RECREATION AND PARK DEPARTMENT (ARPD)

2226 Santa Clara Avenue, Alameda, CA 94501

(510)747-7576 [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)

After Hours and Weekends (510) 775-5459

# 2026 PICNIC RENTAL INFORMATION

## HOW TO RESERVE A PICNIC SITE

**Step 1:** Review Information: Please review the Picnic Rental Information and the Facility Use Permit application, which include a list of rental sites and fees.

**Step 2:** Reserve: Use our online reservation system to check availability, reserve your picnic site, and submit payment. All rentals require a minimum of 3 hours. Reservations must be made at least 7 calendar days prior to your event and can be made up to 6 months in advance.

Click the link below:

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

You may also submit a Facility Use Permit application via email to [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) or by dropping it off at the ARPD main office.

**Step 3:** Confirmation: Permits are approved Tuesday to Friday during office hours. Your reservation is pending until a confirmation email is sent.

## PICNIC RENTAL POLICIES

### **PICNIC SITES / RESERVABLE**

Picnic sites available for reservation are marked with a site number and can be booked through ARPD's online system. A sign with your permit number, name, and date will be posted on the day of your rental. All reservable sites include a BBQ grill and are cleaned and prepped every Friday by our Park Maintenance Team.

### **BBQ GRILLS**

Each reservable picnic site includes a charcoal BBQ grill. Personal grills or other cooking sources are not permitted. Please leave any used or hot charcoal for our Park Maintenance Team to dispose of safely.

### **FIRST COME, FIRST SERVED SITES**

First-come, first, served sites have no reservation sign and are open to the public. Unreserved rental sites also become first-come, first-served. A rental permit is required for large groups, whether at a picnic site or in an open space, or if you plan to bring tents, tables, or chairs.

## **RESERVATIONS / PERMITS**

- All rentals require a completed permit application approved by ARPD.
- Your permit must be received at least 7 days prior to your event and can be submitted up to 6 months in advance. You must be at least 21 to obtain a permit.
- Rentals require a minimum of three hours, including set-up and clean-up. You may reserve the site for longer than three hours, but not for less. Reservation hours are 9:00 a.m.–7:00 p.m.
- Rental reservations are available on weekends only, except as noted below:  
Whale Park, Bohol Circle Immigrant Park, Seaplane Lagoon Promenade, Jean Sweeney Open Space Park, Shoreline Park, Marina Cove Park, Chochenyo Park, Lincoln Park site #3, Lower Washington Park,
- Holidays: All sites, including reservable sites, first come, first served on:  
New Year's Day, MLK Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day.
- Alcohol is prohibited.
- City of Alameda Resident Fee – Photo ID and proof of residency are required to receive resident rates.
- Military Discount: Active and non-active military personnel receive a 10% discount with military ID

## **DAY OF EVENT**

- Your space is guaranteed only for the paid times listed on your permit.
- For any issues on the day of your event, please contact the Park Ambassador at **510-775-5459**.
- For emergencies, call **911**.
- All garbage and decorations must be removed at the end of your permit time, disposed of in the park's garbage and recycling bins, and the picnic site returned to its original condition.
- Mylar balloons are prohibited. The use of confetti and glitter is strongly discouraged.

## **REVISED PERMIT – CANCELLATIONS – RAINY DAY POLICIES**

*To ensure fairness and equity for all, the following rules apply in all situations with no exceptions. Please contact the ARPD office at [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) for any requests or to notify us of a cancellation.*

### **REVISED PERMIT**

- A \$25 fee will be applied to any permit revisions. No changes are allowed after the Tuesday prior to your event.

### **CANCELLATIONS**

- Cancellations before the Tuesday prior to your picnic/event will incur a \$40 cancellation fee, and the remaining fees will be **credited** to your ARPD account. These credits can be used toward another rental or ARPD activity. Cancellations made after the Tuesday prior to your event will forfeit all fees.

### **RAINY DAY POLICY**

- Notify [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) by the first business day after your reservation if it was canceled due to rain. Your ARPD account will be credited for a future rental or ARPD activity.
- **Credits only – no refunds**

## **INSURANCE for CATERERS / VENDORS / JUMPERS**

Any caterers, vendors, or contractors (including inflatable/jumper companies) must be approved by ARPD before your event and provide a Certificate of Liability Insurance. A **\$30 vendor fee** will apply.

- **The City of Alameda requires 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 of Insurance 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 prohibited 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.
- Personal inflatable devices, and inflatables that use water are prohibited.
- 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. Electric generators are preferred.
- Electricity is available at Franklin Park for an additional \$25 fee

### **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)

## **LARGE GROUP PICNICS AND SPECIAL EVENT PARK RENTALS**

- Large group picnics/events (100+ attendees) must be approved by the ARPD and are subject to Large Group Event and Additional Clean-Up fees. Extra restrooms and dumpsters may be required at the renter's expense.
- Special Event Rentals: Proposals must be approved by ARPD and are subject to Special Event Open Space Usage and Additional Clean-Up fees. Extra restrooms and dumpsters may be required at the renter's expense.

## **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)



# ALAMEDA RECREATION AND PARK DEPARTMENT

(510) 747-7529 • 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. MYLAR BALLOONS  
PROHIBITED.**

**NO AMPLIFIED SOUND UNLESS BY SPECIAL EVENT 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**



# 2026 PICNIC FACILITY USE APPLICATION

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

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

Alameda Recreation and Park Department  
2226 Santa Clara Avenue, Alameda, CA 94501

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

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:(\_\_\_\_\_) \_\_\_\_\_ Secondary 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

## PARK RENTAL FEES

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

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	\$35.00/hr. - 3 hr. minimum		
Open Space	\$43.00/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.	\$25.00	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 ( <i>Alameda schools only</i> )	\$30.00 / day / classroom	Per Day	
Holiday Fee – <i>Most holidays are first come first serve</i>	+ 15% 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 \_\_\_\_\_

**PARKS AVAILABLE FOR RENTAL:**

PARK	ADDRESS	PICNIC SITES	OPEN SPACE	GAZEBO /STAGE	BOUNCE HOUSE ALLOWED
Bohol Circle Immigrant Park	2901 Fifth Street	<input type="checkbox"/> 4 tables under the shade structure	No	No	No
Chochenyo Park	2430 Encinal Avenue	No	<input type="checkbox"/> Grass areas on north side (closest to Encinal Ave.)	No	No
City View Skate Park	1177 West Redline Avenue	<input type="checkbox"/> 2 tables	No	No	No
Franklin Park	1432 San Antonio Avenue	<input type="checkbox"/> 2 tables behind Recreation Center	No	No	<input type="checkbox"/> Yes (Electricity available in park)
Godfrey Park	281 Beach Rd	<input type="checkbox"/> 4 tables behind Recreation Center	<input type="checkbox"/> Grass area at Beach Rd	No	<input type="checkbox"/> Yes
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 the Picnic Pavilion)	No
Krusi Park	900 Mound Street	<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
Leydecker Park	3225 Mecartney Rd	<input type="checkbox"/> 3 tables near pathway	No	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Yes
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
Littlejohn Park	1401 Pacific 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
Longfellow Park	520 Lincoln Avenue	<input type="checkbox"/> 2 tables near play structure	<input type="checkbox"/> Grass area by basketball court	No	<input type="checkbox"/> Yes
Marina Cove	Clement Street	No	<input type="checkbox"/> Grass area	No	<input type="checkbox"/> Yes
McKinley Park	2165 Buena Vista Avenue	<input type="checkbox"/> 2 tables near Buena Vista	<input type="checkbox"/> Grass area	No	<input type="checkbox"/> Yes

PARK	ADDRESS	PICNIC SITES	OPEN SPACE	GAZEBO /STAGE	BOUNCE HOUSE ALLOWED
Seaplane Lagoon Promenade	1801 Ferry Point	Under shade structures <input type="checkbox"/> #1 = 4 tables <input type="checkbox"/> #2 = 4 tables	No	No	No
Shoreline Park	#1 Sea View Pkwy/ Brunswick Rd #2 Sea View Pkwy/ Oldcastle Ln #3 Ferry Terminal/ Adelphian Way	<input type="checkbox"/> #1 = 3 tables <input type="checkbox"/> #2 = 2 tables <input type="checkbox"/> #3 = 3 tables	<input type="checkbox"/> Grass area near Ferry Terminal	No	No
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
Washington Park	740 Central Avenue	<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 by the horseshoe pit	<input type="checkbox"/> Grass area	No	<input type="checkbox"/> Yes
Whale Park	151 Coronado Avenue	In the middle of the park between the restroom and playground <input type="checkbox"/> #1 = 3 tables <input type="checkbox"/> #2 = 3 tables	No	No	<input type="checkbox"/> No
Woodstock Park	355 Cypress Street	<input type="checkbox"/> 4 tables near the Recreation Center	No	No	No