



## 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 refunded. Cancellations made after the Tuesday prior to your event will forfeit all fees.

### **RAINY DAY POLICY**

- Please notify [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) by the first business day following your reservation if it was canceled due to rain. Refunds will be issued to the original method of payment only if rain occurred during the scheduled picnic reservation date. Refunds are not provided for forecasted rain.

## **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)



# 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 \_\_\_\_\_