

## ALAMEDA RECREATION AND PARK DEPARTMENT



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 Rental Hours: Saturday and Sunday 9:00 am to 8:00 pm

# PICNIC RENTALS

## LOCATIONS

PARK	ADDRESS	PARK	ADDRESS
*Franklin Park	1432 San Antonio Avenue	*Longfellow Park	520 Lincoln Avenue
*Godfrey Park	281 Beach Road	*Marina Cove	1591 Clement Street
*Jean Sweeney	1925 Sherman Street	*McKinley Park	2165 Buena Vista Avenue
*Krusi Park	900 Mound Street	*Shoreline Park	Aughinbaugh Way / Seaview Ferry Terminal Adelphian Way
*Leydecker Park	3225 Mecartney Road	*Tillman Park	220 Aughinbaugh Way
*Lincoln Park	1450 High Street	*Washington Park	740 Central Avenue
*Littlejohn Park	1401 Pacific Avenue	*Woodstock Park	351 Cypress Street

### Please note:

- There are some picnic areas in our parks that remain first-come, first-served, however; outside vendors are **not** allowed at these picnic areas. You must have a picnic reservation to add a vendor/jumper.
- Charcoal barbecue grills are available for use at the picnics sites. Please leave charcoal in the public BBQ after use and the ARPD staff will dispose of it. No personal barbecues are allowed.

## RESERVATIONS / PERMITS

- **Availability and reservations:** Picnic rentals are available on Saturdays and Sundays. Please call the Rental Office at 510-747-7576 to check availability. You may then submit a permit by email at [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov), by fax, or in person during regular business hours. Your permit must be received at least **7 business days prior to event and** may be submitted up to 3 months prior to your event. The Facility Use Permit, Picnic Policies and Park Information are available online at: [www.alamedaca.gov/recreation](http://www.alamedaca.gov/recreation) under picnic rentals. Must be at least 21 years to obtain a permit.
- **Three-hour minimum** is required. Set-up and clean-up must be included in the requested hours.
- **No changes** allowed to the permit within 7 business days prior to event.
- **No on-going permits** issued for a regular week-to-week or month-to-month basis.
- **Reservation signs** are posted. Your space is only guaranteed for the paid times listed on your permit. For any issues the day of event, please call the Park Monitor at 510-775-5459 for assistance.
- **Decorations** must be removed at the end of the permit time. 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.
- **Large special events require a Special Use Permit:** These include large organized events, such as a 5k Run, that impact a public right-of-way outside of the park. This may be obtained from the Community Development Dept., located at City Hall, 1<sup>st</sup> Floor. (510) 747- 6800. Please book your event with ARPD and the Special Use Permit is then required before the reservation is final.

## DISCOUNTS

- **City of Alameda Resident Discount** – A Utility Bill showing Proof of Residency and a picture I.D. is required to receive the discount.
- **Active Military Discount** - Proof of active Military I.D. is required to receive the discount.

## CANCELLATIONS

- **Cancellations: Less than 7 business days to your event will forfeit all fees. More than 7 business days to your event, a \$40 fee will be charged and the rest of the fees refunded.**
- **Rainy day policy:** Please advise our office on the first business day after your reservation if your picnic was cancelled due to rain and you will receive a credit on your ARPD account. No refunds.

## VENDORS

The use of any outside vendors (inflatable jumpers, caterer, clowns, etc. by any rental groups must be approved by ARPD prior to date of use, and may include additional fees. Additional insurance requirements must be met seven (7) business days prior to date of event.

### 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
- Bay-to-Bay Jumpers, [www.baytobayjumpers.com](http://www.baytobayjumpers.com), 510.368.5264
- Comic Jumpers, [www.comicjumps.com](http://www.comicjumps.com), 650.444.1800
- Kidzz Star Jumpers, [kidzzstarjumpers@gmail.com](mailto:kidzzstarjumpers@gmail.com), 650.556.6754

**Generators must be provided by inflatable companies, ARPD does not provide electricity. No personal inflatable devices are allowed.**

## FEES:

**All fees must be paid in full at the time the reservation is issued.** We accept Master Card, Visa, ATM, Discover Card, American Express, cash and checks made payable to ARPD. No partial payments accepted.

- **Revised Permit** - Any changes to permit = **\$25.00 administration fee.**

## PICNIC AREA FEES – Minimum 3 hours

	<b>Small (1-2 Tables)</b>	<b>Medium (3-4 Tables)</b>	<b>Large (5+Tables)</b>
<b>Residents</b>	\$33/Hour	\$52/Hour	\$82/Hour
<b>Non-Residents</b>	\$43/Hour	\$67/Hour	\$103/Hour
<b>Active Military</b>	R \$29.70 / NR \$38.70	R \$46.80 / NR \$60.30	R \$73.80 / NR \$92.70
<b>School Picnic &amp; Park Use Fee</b>	\$25.00 per class		
<b>Krusi and Jean Sweeney Stage</b>	\$30/Hour (minimum of 3 hours)		
<b>Open Space Fee</b>	\$41/Hour (minimum of 3 hours)		
<b>Inflatable Jumper / Vendors</b>	\$26 for the Jumper Space (Must have a picnic rental to have a jumper in the park).		
<b>Additional clean up fee required for large groups of more than 75 people.</b>	\$50 an Hour for Private Groups \$150 a Day for Non-profit Organizations		
<b>Holiday Rental (If Available)</b>	Add 15%/Hour		

## THE FOLLOWING ARE NOT ALLOWED IN CITY OF ALAMEDA PICNIC OR PARK AREAS:

- **NO Alcoholic Beverages**
- **NO Smoking** in parks or within 20 feet of entrance or windows of buildings. (Ordinance #3038).
- **NO Personal Barbeques.**
- **NO Amplified Music, P.A. Systems or Use of Air Horns.**
- **NO** nails, tacks, staples, electrical tape or other marring materials are to be used on any City property.
- **NO Food trucks or automobiles allowed in the Parks.**
- **All dogs must be on leashes.**