



**ANAHEIM COMMUNITY SERVICES DEPARTMENT  
APPLICATION FOR PICNIC SHELTER, RECREATION AREA OR SPECIAL EVENT**

\*Picnic **shelters** are structures covering specifically designed picnic locations. Picnic **areas** are defined as open areas which do not include a shelter. Park employees will **not** move picnic tables.

Facility/Location Requested: \_\_\_\_\_

Picnic Shelter       Picnic Open Area       Special Event       Other \_\_\_\_\_

Date Requested: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Hours (Include set-up): \_\_\_\_\_ a.m./p.m. - \_\_\_\_\_ a.m./p.m.

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

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Alternate: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Adults \_\_\_\_\_ Children      Percentage of Anaheim Residents: \_\_\_\_\_ %

Is your event a fundraiser?  Yes  No If yes, what will the funds be used for? \_\_\_\_\_

Will this event be catered?  Yes  No Will you have amplified sound?  Yes  No \*Amplified Sound at La Palma Park only.

Does your event involve sale of merchandise/food?  Yes  No If so, what? \_\_\_\_\_

Will you be bringing any special use items onto the facility? \*i.e. dunk tanks, carnival rides, portable restrooms

Yes  No If yes, what? \_\_\_\_\_

\*Requires approval from the Anaheim Community Services Department.

Does your event require: Electrical Access  Yes  No      Vehicle Access  Yes  No

\*Vehicle access requires Load/Unload Permit issued by the Anaheim community Services Department.

I, the undersigned, on behalf of the above mentioned organization; do hereby agree that we will abide by the policies governing the use of the facility as set forth on the back of the application, which includes no alcoholic beverages. I will specifically accept responsibility for any damage to the facility as a result of the occupancy of said premises by our organization. Said premises will be left clean as when organization arrives.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS the City of Anaheim, its officers, agents, employees, boards and commissions from any and all claims, liability, damages, loss, or injury to persons or property arising out of or in connection with my use of the facility.

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

COMMUNITY SERVICES STAFF WILL COMPLETE THIS SECTION:

Date Received: \_\_\_\_\_ Staff Name: \_\_\_\_\_

Requirements:  Insurance       Facility Attendant       Load/Unload Permit       Electrical Access

Approved       Denied      Date: \_\_\_\_\_

Reason if denied: \_\_\_\_\_

Specialists/Supervisor Approval: \_\_\_\_\_ Parks Approval: \_\_\_\_\_

Comments: \_\_\_\_\_

Rental # \_\_\_\_\_

## RESERVATION PROCESS

1. Picnic shelters are structures covering specifically defined picnic locations. Picnic areas are defined as open park areas which do not include a shelter. Shelters and open park areas are reservable and subject to appropriate user fees as established in the Anaheim Community Services Department Facility Use Fee Schedule.
  2. A completed application must be filed at least TEN (10) working days prior to requested date in order to allow sufficient permit processing and approval.
  3. The permit is not valid until all fees have been paid. The balance due must be paid FIVE (5) working days prior to the event and any insurance or other requirements must also be completed at this time.
  4. Refunds for charges other than the non-refundable permit fee are available when request of cancellation is made in writing and received by this office at least TEN (10) working days in advance of date of use. Refunds take approximately THREE (3) weeks for processing.
  5. Bring the approved Rental Contract to the facility during your reservation in case there are any questions regarding your use of the facility.
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## RULES AND REGULATIONS GOVERNING USE OF PARK FACILITIES

1. It shall be unlawful for any person not having a permit from the Anaheim Community Services Department to refuse or fail to surrender the use of any recreation facility to any person who has a permit for the use of said facility. (Ordinance 13.08.045)
2. There shall be no intoxicants of any type used, nor shall profane language, quarreling, fighting or gambling be permitted. (Ordinance 13.08.020)
3. There shall be no soliciting or sale of merchandise without first obtaining written approval from the Anaheim Community Services Department.
4. Property must be protected from damage and mistreatment and ordinary precautions for cleanliness must be maintained. Groups shall be responsible for the condition in which they leave the facility. In cases where property has been damaged or abused beyond normal wear, the City shall be paid for damages by the organization(s) and person(s) involved.
5. No private vehicles are permitted on park or school premises (other than the parking lot) without first obtaining written approval by the Anaheim Community Services Department. Written approval will be authorized for loading and unloading purposes only. Load/Unload Permits shall be prominently displayed on the dash board of the permitted vehicle at all times while on park premises.
6. Written approval by the Anaheim Community Services Department must be obtained for the following: dunk tanks, carnival rides, access to water, portable restrooms, or any other unusual equipment.
7. Trampolines, bounce houses, motorcycle or skateboard ramps, golfing, and animals (other than dogs on a leash) are not permitted.
8. Decorations may not be fastened to picnic shelters with nails, staples, screws or tape.
9. Park use hours are 5 a.m. to 10:30 p.m.