



## Frequently Asked Questions Regarding Picnic Reservations

### **How can I reserve a picnic site?**

Only Sunnyvale residents and companies may reserve our large group picnic areas. We also have smaller non-reservable picnic areas, available on a first-come, first-served basis. If you are a resident reserving a picnic area for the first time, please be prepared to show proof of your Sunnyvale residency. All customers must submit two (2) forms of residency verification (one current photo ID and one utility bill) to reserve a picnic area. If you are reserving on behalf of a Sunnyvale company or organization, the company or organization must provide the City with a signed letter of authorization on official letterhead, granting you the ability to act as its agent. Reservations can be made over the phone at (408) 730-7350 with a Visa or Mastercard, or in person at the Sunnyvale Recreation Center Monday through Friday, 9 a.m.-6 p.m.

### **Can I reserve multiple picnic sites for the same day?**

No, only one picnic area is available to be reserved per customer, per reservation date.

### **How far in advance can I book my picnic?**

Reservations can be made six months to the day in advance. Reservations are accepted for picnic season dates April 1-October 31. Reservations are not accepted for dates November 1-March 31. During the off season, all picnic sites are available on a first-come, first-served basis. You can check our picnic site calendars online at <https://recreationclasses.insunnyvale.org/> - and select the "Picnic" Icon.

### **How late can my picnic run?**

Sunnyvale parks are open for use 6 a.m.-9 p.m. All activities, including clean up, must be concluded no later than 9 p.m. Any use during non-standard hours will require approval from the reservation coordinator. All patrons associated with your event must vacate the premises when the permitted time expires.

### **How do I show that I've reserved the site?**

Post your reservation sign, provided by the reservation office, in the box at the appropriate picnic site no later than 8:30 a.m. on the day of your event to prevent others from occupying your picnic area.

**What if someone is in my picnic site and refuses to leave?** If another party is in your reserved picnic area and refuses to leave, please call Public Safety at (408) 730-7110. Bring your reservation permit with you in case you need to prove that the picnic site was reserved and paid for by you.

**What if it rains on the day of my picnic?**

If it rains on the day of your picnic, please notify the reservation office within three business days after your event to inquire about a refund. After three business days the City will not be able to refund your rained-out picnic.

**What if I need to cancel or change the date of my picnic?**

Cancellations of picnic areas are subject to a \$10 cancellation fee. Failure to notify the Reservation Office of a cancellation will result in the forfeiture of all fees. Changes are subject to a \$5 transfer fee. Refunds will be issued only to the person whose name is on the permit. If you paid by check or cash, a check will be mailed for the appropriate amount approximately 4- 6 weeks after the cancellation has been made. If you paid by credit card, your credit card will be credited for the appropriate amount with 2- 3 weeks following the events cancellation request.

**Can I decorate my picnic area?**

You may use masking tape for decorations on the picnic tables. However, you may not use staples, tacks, nails, screws or any other materials that may damage the picnic site. You are required to leave the picnic area in the condition you found it.

**Can I hire a band or DJ to play in the park for my picnic?**

No amplified music or speeches are allowed in the Neighborhood Parks without an amplified sound permit. For more information on an amplified sound permit, please contact the reservation coordinator at (408) 730-7335.

**Can I have an inflatable jump house at my picnic?**

You will need a special permit when you have an inflatable jump house at one of the City parks. Jump House permit cost is \$25. Enclosed jump houses must be obtained through certain companies authorized to provide structures in Sunnyvale Parks. To obtain a list of the authorized companies, call the reservation line at (408) 730-7751, or come in the Recreation Center to pick up a copy. A generator must be rented in conjunction with a jumper to be used as a power source. Power from the outlets located in the picnic areas may not be used to power jumpers. Jump house permits are non-refundable.

**Can I hire a caterer for my picnic?**

Yes, you are allowed to bring professionally catered food into the parks. However, all food must be prepared offsite unless your caterer will be use the grills provided at your designated picnic area. Bringing additional equipment into the park is prohibited without a special permit. For more information on how to obtain a special permit, please contact the reservation coordinator at (408) 730-7335.

**Can I bring my personal barbecue grill into the park?**

Bringing additional equipment in the park is prohibited without a special permit. This includes, but is not limited to: tables, chairs and personal barbecue/cooking equipment. For more information please contact the reservation coordinator at (408) 730-7335.

**Can I serve alcohol at my picnic?**

Alcohol is permitted in the picnic areas only in conjunction with a meal. Alcohol is limited to beer, wine and champagne. Hard alcohol, including mixed drinks and cocktails, are not permitted in the parks.

**Do the picnic sites have working electrical outlets?**

Power to the electrical outlets in the picnic areas cannot be guaranteed. The city does not assume responsibility that the outlets will operate on a consistent basis. Not all picnic sites are equipped with electrical access.

**Can I drive my car into the park to drop off food or supplies?**

Only City of Sunnyvale vehicles are allowed on park grounds. You may park only in designated parking areas and must comply with all zoning and traffic ordinances.

*If you have other questions that you would like to see addressed here,  
please contact us at (408) 730-7338 or email [recreation@sunnyvale.ca.gov](mailto:recreation@sunnyvale.ca.gov).*