



Baylands Picnic Policies

550 E. Remington Drive
P.O. Box 3707
Sunnyvale, CA 94088-3707
408-730-7751

Picnic Reservation Procedures

- Baylands is located at 999 E. Caribbean Dr. in Sunnyvale.
- Visit *RecreationClasses.inSunnyvale.org* to check availability, or visit the Sunnyvale Community Center's Reservation Office in person, Monday - Friday between 9 a.m. to 6 p.m.
- Reservations can be made over the phone with a Visa or MasterCard, or in person at the Sunnyvale Recreation Center Monday through Friday between 9 a.m. to 6 p.m. First-come first-serve areas are available to the public and are not reservable.
- Full payment is required at the time of the reservation—no holds will be issued for sites without payment. In person reservation requests may be taken until the working day prior to the event. Phone in reservations must be made a minimum of seven business days prior to the event date. If paying by check or credit card, the payment information must match the name of the individual or company/organization on the rental permit. No third party payments will be accepted. All payments must be made by cash or credit card when an event date is less than two weeks away—no checks will be accepted.
- To reserve on behalf of a company or organization, your company or organization must provide the City of Sunnyvale with a signed letter of authorization on official letterhead, granting your representative the ability to act as an agent. The letter must be provided at the time the reservation is placed. No holds will be placed while a letter is being secured.
- Reservations can be made six months to the day in advance. You may reserve picnic areas from April 1 through October 31. Picnic areas have a capacity of 65 people and cost \$85 for each picnic site.
- Once a picnic area has been reserved, a confirmation packet will be mailed to your home or business address.
- Please return the signed "Picnic Area Liability Statement" to the Sunnyvale Community Center Reservations Office, or fax to 408-730-7754.
- If you are having non-standard picnic activities such as inflatable jumpers or carnival booths please complete the Activity Sheet that came in your packet. Additional charges may apply.
- Baylands park hours are 8 a.m. to a half hour past sunset. All persons associated with your event must vacate the premises when the permitted time expires.
- Should you arrive during park hours and find the front gates locked, please contact Public Safety at 408-730-7100.
- Groups composed of minors (under 18 years old) must be supervised by one adult for every 20 minors while they are using the facilities. The permit must be issued to the adult supervising the function. Permits will only be issued to individuals between 18-21 years of age for events without alcohol.

- It is the responsibility of the permit holder to provide the guests/participants with the terms and conditions of the use permit as well as the associated policies. It is also the responsibility of the permit holder to ensure that all guests/participants adhere to all terms and policies.
- To reserve on behalf of a company or organization, you must provide the City of Sunnyvale with a signed letter of authorization on official letterhead, granting your representative the ability to act as an agent. The letter must be provided at the time the reservation is placed. No holds will be placed while a letter is being secured.

Parking Procedures

- Guests are subject to vehicle parking fees during the picnic season (March through October). Fees are collected at the park entrance and payment must be made prior to entering the park.
- Discounted parking passes for large groups is available upon completion of the Baylands Parking Pass Agreement Form.
- A 10 percent discount is given when the permit holder elects to complete the Parking Pass Agreement Form. In order to qualify for the discount, the form must be completed and submitted two business weeks prior to the event.

Baylands Park Rules

- Dogs or other domestic animals are not permitted in the park.
- No golf play or practice is permitted in the park.
- No balloons, including water balloons are allowed, as pieces can endanger protected wildlife in the nature areas.
- No model rockets or fireworks are permitted in the park.
- No kites are permitted in the park.
- Printed material may not be placed on park property or private vehicles without first obtaining permission from the City of Sunnyvale.
- Fires are prohibited, except in barbecue grills provided at the picnic areas.
- Human visitors share this space with wildlife, which live in the park. Do not feed or disturb wildlife. Public access is not allowed into the wetlands area.

Additional Charges and Special Requests

- There will be a \$25 permit fee applied for each inflatable present at your picnic. Inflatables must be obtained through certain companies authorized to provide such structures in Sunnyvale parks. To obtain a list of the authorized companies you can call the reservations office at 408-730-7751 or visit *Picnics.inSunnyvale.com*. ***Note: Inflatables are not permitted in Pickleweed #2, Owl Burow #1 and #2 or in Eucalyptus Hollow Picnic Sites. ***
- Planned use of any personal or rented equipment must be stated on the Activity Sheet. Special activities may be restricted in picnic areas. Any items not stated on your permit will be disallowed.

- A \$25 fee is applicable for each tent or canopy over 400 square feet present at your picnic.
- Special conditions apply for tents and canopies over 400 square feet and containing one or more walls. Please contact the reservations office for more details if you plan on having this type of equipment.
- A \$25 fee is applicable for each carnival or game booth present at your picnic.
- The Baylands Park Great Meadow field is a non-exclusive use area and cannot be reserved (without special permission from the Library and Community Services Director). Customers who wish to place inflatables and/or other non-standard picnic apparatus' in the Great Meadow are obligated to reserve all picnic sites the day of their event. Customers will also be obligated to submit a detailed site map at least 30 days in advance, depicting where equipment will be placed in the park. The site map must be approved by Recreation Staff and all applicable fees need to be paid by the customer in advance.

Cancellation, Revision, and Rain Out Policies

- The City of Sunnyvale reserves the right to cancel any use of facilities and/or equipment upon two weeks notice. This shall be done at any time that is deemed necessary to do so and in consideration of the First Amendment Rights of the applicant.
- Cancellation of a picnic area must be done 30 days prior to the scheduled event in order to receive a refund less a \$10 processing fee. Picnic fees are not refundable if cancellations are made less than 30 business days prior to your original event date. Failure to notify the Reservations Representative of a cancellation will result in the forfeiture of all fees.
- In order to change the date of the event, park site or picnic area, the permittee must inform the reservation office at least two weeks prior to the event date and will be subject to a \$5 transfer fee. Event dates/locations may only be changed once and must be within the current picnic season.
- If it rains the day of your picnic, please notify the Reservations Representative within three business days after your event to inquire about reservation fees being refunded. After three business days the City of Sunnyvale will not be able to refund your rained out picnic.
- A back-up facility will not be provided in the event of inclement weather.
- Fees refunded will be mailed to the permittee. If the permittee paid by check or cash, a check will be mailed for the appropriate amount approximately four to six weeks after the date of the event or after a cancellation has been made. If the permittee paid by credit card, the permittee's credit card will be credited for the appropriate amount within two to three weeks following the event or cancellation request.

Alcohol Information

- 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.

Clean-up Responsibilities

- The permittee is required to leave the picnic area in the condition it was received.

General Regulations

- The reservation sign (provided by the Reservation Office) must be posted at the appropriate site between 8 to 8:30 a.m. on the day of scheduled use.
- Amplified music or speeches are allowed only if an entire picnic site has been reserved. An additional permit fee will apply.
- You may use masking tape on picnic tables. However you may NOT use staples, tacks, nails, or screws.
- Adjacent picnic site users share barbecue grills.
- All dunk-tanks, petting zoos, bird shows, and carnival activities are prohibited in the park.
- Bringing additional equipment into the park is prohibited. This includes, but is not limited to, tables, chairs and personal barbecues.
- Each guest at an event must obey all applicable City, State and Federal rules, ordinances, laws and regulations. Failure to obey the rules and regulations may result in cancellation of your permit. Additionally, you may be asked to leave the facility and/or be subject to legal action.
- The person or organization to whom the permit is issued assumes all responsibility for use of the facility. Permits cannot be transferred, assigned or sublet. The permit holder or their delegate must be in attendance at all times.
- City of Sunnyvale vehicles are only allowed on park grounds. You may park only in designated parking areas, including the time spent loading and unloading your vehicle.
- The City of Sunnyvale does not guarantee that electrical outlets in the park will be functional. It is advised that the customer provide an electrical generator if electricity is needed.
- The areas reserved exclusively for your activity are indicated on your permit. Other non-reserved areas may be used by anyone on a first-come first-serve basis.
- The City of Sunnyvale has the right to assign a staff member to supervise the event.
- Gambling is prohibited. Gambling is defined as: "giving of value for the possibility of obtaining the operation of an element of chance."
- No soliciting is allowed in or around any City park.
- The City of Sunnyvale is not responsible for accidents, injury, illness, loss of group or individual property.
- Specific fire code regulations must be followed for candle usage. No open flames allowed. Call the Reservation Office for further details.
- Proof of insurance may be required, depending on the type of event.
- Birdseed may be thrown at wedding receptions; no rice is allowed.
- Commercial or profit-making activities are not allowed. You may not charge admission fees, sell products, or solicit donations without prior special approval by the Library and Community Services Director or the assigned representative.
- Smoking is prohibited in all public parks, including recreation facilities and open spaces.
- The City of Sunnyvale has banned use of foam plastic food and beverage containers by food vendors and retail sales of these items. To protect the local environment, we ask your

cooperation in not using foam food containers (also known as “Styrofoam”) at your picnic, meeting or other event.

- Anyone violating the established rules and regulations or constituting a public nuisance may be required to leave the picnic facility.
- Please do not offer gratuities to City of Sunnyvale employees as they have been instructed not to accept them.