

PICNIC RESERVATION APPLICATION

Sunnyvale Community Center · 550 East Remington Dr.
408-730-7350 · fax 408-328-0706 · Sunnyvale.ca.gov · picnics@sunnyvale.ca.gov



Prior to submitting this application, review City of Sunnyvale [Picnic Reservation Policy](#) to understand what is allowable in Sunnyvale Parks.

Note: Sunnyvale resident verification required for park picnic rental (excludes Baylands Park).

Applicant Name: _____

Organization: (if applicable) _____

Phone: _____ **Email:** _____

Mailing Address: _____

Cell Phone: _____ **Home Phone:** _____

Check the Picnic Site Availability Calendar at Sunnyvale.ca.gov. Date of Picnic: _____

Picnic Site Requested (Include site name and number): _____

Alternative Requests (in order of preference):

1. _____ 2. _____ 3. _____

Anticipated Attendance Total: _____ **Type of Event:** Open to the public Private Picnic Corporate Event
Total participants may not exceed site capacity at any time.

Use of personal and rented equipment is allowed as follows. Check all that apply for your event.

- Chairs** I will bring additional chairs. (Up to 12 additional chairs may be brought to the reserved picnic site.)
- Tables** I will bring additional tables. (Up to two additional tables, no longer than 8ft., may be brought to one reserved picnic site.)
- Pop-up Tents** I will bring a pop-up tent/umbrella. (Up to one pop up tent/umbrella, no larger than 10'x 10', may be brought to one reserved picnic site.)
- Catering** Caterers may bring food that is already prepared, or they may cook on the picnic site's BBQ pits with wood or charcoal. They may not use other cooking equipment on site.
- Inflatables** I will have an inflatable (Jump House) at my event. (One inflatable structure no more than 20' x 20' in size is allowed per reserved picnic site.) An additional \$25 fee is required.
- Amplified Sound** *Baylands Park Only:* An additional \$25 fee is required.

Special Event Permit may be required for any use outside the list above. Described planned use that is not listed above. _____

TERMS AND CONDITIONS: Read This Agreement Carefully.

By signing this Agreement, I understand that I am requesting that the City of Sunnyvale grant a permit for use of the Facility indicated above and agreeing to comply with all terms and conditions of the permit.

- I have received copies of the following document: **City of Sunnyvale [Picnic Reservation Policy](#).**
- I have read the Sunnyvale Picnic Policy, incorporated into this agreement as though set forth in full, and I understand the rules and regulations governing my use of the Facility. I agree to abide by the facility rules and regulations set forth

TERMS AND CONDITIONS (continued)

in the Sunnyvale Picnic Policy. I agree that I will contact the Community Center at 408-730-7350 if I have any questions pertaining to the policy, rules and regulations, and I understand that failure to comply may result in cancellation of my reservation or early termination of my event, and that I may be held financially responsible for any damage resulting from my use of the City's facilities.

- I understand that my use of the Facility is subject to approval by the Director of Library and Community Services or assigned representative. I agree to provide all information necessary to process my application, including proof of insurance, if required.
- I understand that the City retains the right to cancel reservations and that my event may be cancelled for reasons, including, but not limited to, the City's need to use the Facility in an emergency.
- **I agree that I am responsible for the conduct of my guests and other persons attending my event.** I agree to pay for any damage to City property that occurs as a result of my event including, but not limited to, damage to the Facility, equipment, or grounds. I understand that I may be billed for any damages.
- I also agree that if there is a disturbance at my event that requires a police response, such as an altercation involving my guests, I may be billed for any costs. I further agree that my event may be terminated if it creates a public nuisance or threatens public health or safety.

INDEMNIFICATION: Except as to the sole negligence or willful misconduct of the City, the Permittee shall defend, indemnify and hold the City, and its officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense, or cost, including attorneys' fees, which arise out of or is in any way connected with the use of the Facility or any City equipment in the facility. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of the Permittee or its employees, contractors or agents.

By signing this Agreement, I certify that that all of the information I have provided is true and correct. Should I have updates to the information provided in this application I am responsible for contacting the Sunnyvale Reservation office with updates at least 60 days prior to my picnic event. Contents of application do not guarantee permitted activities. Activities are approved if permit has been issued. The persons signing below on behalf of Corporate Renter hereby represents and warrants that s/he or it is signing with full and complete authority to bind the party on whose behalf of whom s/he or it is signing, to each and every term of this Agreement.

Signature of Applicant: _____ **Date:** _____

Note: The rental fee balance must be paid at the time of making a reservation. Reservations are not complete until the payment in full has been received by the City and permits have been issued. Customers who make their reservation at the Community Center during business hours are served first. Faxed, emailed and mailed applications are considered second priority, phone in reservations are not accepted. The terms and conditions of your reservation are outlined in the City of Sunnyvale Picnic Reservation Policy. Applications will be responded to within three business days.

PAYMENT INFORMATION:

Picnic Rental Amount: \$ _____ **Plus:** Inflatable, \$25 Amplified Sound, \$25 Other: _____

My cash or check is attached, made payable to: City of Sunnyvale

Charge my: Visa or MasterCard # _____ - _____ - _____ - _____ Exp. Date: _____ 3-Digit Code: _____

Check here if you would like a copy of this form

City Use Only

Approved By: _____ Date: _____ Permit Number: _____

Event Date(s): _____ Picnic Location: _____

Permitted Equipment: Inflatable Amplified Sound Other: _____

Date: _____ Initial: _____ To: _____ Notes: _____

Date: _____ Initial: _____ To: _____ Notes: _____