



# GROUP PICNIC AREA

## Reservation Form

**General Information**

**Park Name :** \_\_\_\_\_ **Event Date:** \_\_\_\_\_  
**Event Name:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_  
**\*Estimated Attendance:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

Please note the maximum occupancy of each picnic area.

**CONTACT INFORMATION**  
 Renter must be a minimum 18 years of age.

**Name/ Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  

|                           |  |                      |  |
|---------------------------|--|----------------------|--|
| <b>Main Contact:</b>      |  | <b>Phone Number:</b> |  |
| <b>Secondary Contact:</b> |  | <b>Phone Number:</b> |  |

**PAYMENT INFORMATION**

A \$150 deposit is required, at time of reservation. The rental fee is due a minimum of **five business** days before the rental. The fee may be paid by cash, VISA, MasterCard, check or money order. The deposit will be refunded upon satisfactory inspection and may take up to 3 weeks to process. Cancellations occurring 5 business days or more will be refunded 100% of fees and deposit, cancellations occurring 4 business days or less will forfeit the daily fee but will receive a full refund of the deposit (in the case you have not paid the daily rate your daily rate will be deducted from the deposit before refund).

**Total Fee Due:** \_\_\_\_\_

**Waiver, Release and Indemnity Agreement:**

The person signing this Agreement warrants that he/she has the authority to execute this Agreement or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of this Agreement by such signature. I hereby understand this application is to request usage of a Park and/or Facility to certify and accept personal responsibility (or on behalf of my Organization/Group) for damage sustained and/or cost incurred by the City of Oakley because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the City of Oakley for any damage arising from the use of said Park and/or Facility, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Park and/or Facility. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the City of Oakley governing the use of the Park and/or Facility including the Parks and Facilities Usage Policy. I understand and agree that failure to abide by the rules, regulations and policies of the City of Oakley shall result in the immediate loss of privileges of use of the Park and/or Facility and/or privileges for future use. I also agree to hold the City of Oakley, its officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost or legal expense that may arise during or be caused in any way by such use or occupancy of the Park and/or Facility. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns. I further understand that this request may be denied per the Oakley Municipal Code Title 5.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Approve:       Deny:

**FOR OFFICE USE ONLY**

Deposit Fee Due: \$150      Date Paid: \_\_\_\_\_      Received By: \_\_\_\_\_  
 Rental Fee Due: \_\_\_\_\_      Date Paid: \_\_\_\_\_      Received By: \_\_\_\_\_  
 Insurance Required:      Yes      No      Date Received: \_\_\_\_\_      Received By: \_\_\_\_\_

| <b>DEPOSIT ACKNOWLEDGMENT</b>   |  |
|---|--|
| The requirements below must be followed; if you/your party are not in compliance your <b>ENTIRE</b> deposit will be forfeited. Please read and initial all items below.   |  |
| Will you have a jumper? YES / NO. If yes, you must use a company that has insurance on file with the City and the City will provide the contact information. Access to power is not provided. If you are renting a jumper, please provide the name of the company will you use. _____ |  |
| No alcohol is permitted.  |  |
| Renters are responsible to haul any trash that does not fit in the provided receptacles and haul it away.   |  |
| No staples, push pins, duct tape or nails can be used <b>ONLY</b> blue painters tape is permitted.  |  |
| Piñatas are <b>PROHIBITED</b> .   |  |
| No personal barbeques are permitted.  |  |
| No electrical access, and water access is provided to renters.  |  |
| Water features at Creekside Park and Nunn Wilson Park are only operational from Memorial Day to Labor Day. Water features may be closed for maintenance, or state drought regulations to verify if the water feature is working during your requested date please confirm with staff. |  |
| Refunds will only be issued to the individual who reserved the picnic area  |  |
| Jumpers must be placed in the approved area of the park, indicated below. Failure to place the jumper in the permitted area may cause damage in excess of your deposit and you will be charged for repairs.   |  |

**Approved Jumper Areas:**

Jumpers not permitted at Creekside Park, unless the sports fields are not in use. Please confirm with staff if sports fields will be in use, for placement of jumpers.

**Crockett Park**



Initial: \_\_\_\_\_

**Summer Lake Park**



Initial: \_\_\_\_\_

**Nunn Wilson Park**



Initial: \_\_\_\_\_