



# Woodland Community Services Department

2001 East Street • Woodland, CA 95776 • Phone: (530) 661-2000 • Fax: (530) 666-7257  
www.cityofwoodland.org

## PARK RESERVATION APPLICATION

### Renter Information

Contact Person: First Name

Last Name

Street Address

Apartment/Unit #

City

State

Zip Code

- Home
- Work
- Cell

Renter's Date of Birth

Phone Number

Email

### Reservation Information

Desired Park

Rental Date

Anticipated Attendance

<b>HOURLY RENTAL</b> (hours available: 10:00am-8:00pm)	
<b>Start Time</b>	<b>End Time</b>
Rental time includes set-up & clean-up	

Type of Gathering		
<input type="checkbox"/> Family Gathering	<input type="checkbox"/> Service Group	<input type="checkbox"/> Carnival
<input type="checkbox"/> Company Party	<input type="checkbox"/> Reunion	<input type="checkbox"/> Concert
<input type="checkbox"/> Athletic league practice	<input type="checkbox"/> Birthday	<input type="checkbox"/> Assembly
<input type="checkbox"/> Athletic league games	Some requests may require a special event permit.	

Items to be brought by renter

- Barbecue
- Piñata
- Chairs
- Tables
- Bounce House (**special permit required**) ALL bounce houses may not use City electricity and must be run on a generator.

Name of bounce house company name

Date LIABILITY INSURANCE provided by bounce house company name

Special Applications & Approval (additional fees apply)

- DJ/Radio/Music
- Amplification
- Alcohol

Department Approval

Date

Amplification request must be made 72 hours in advance, NO electricity.

Renter's Initials

### Park Reservation Policies & Procedures

**Renter/Group/User shall ensure that all applicable State and County COVID-19 public health orders are followed at all times. Failure to do so may cause the immediate revocation of the/this permit.**

#### General Rules

- Parks are cleaned daily. **The City parks are public places; the Community Services Department can not guarantee the reserved park will be clean upon arrival.**
- Park must be returned to original condition before leaving. Representative/organization will be help responsible for all damage and/or additional custodial services required, and deposit may be subject to forfeiture.
- **Deposit may be added if area is not cleaned, has been damaged, or a violation in permit conditions: \$500.00 per event and must be paid by visa or mc.**
- Electricity may or may not be operational at facility. No refunds will be given if power is not working.
- Enforcement of these rules and the rules concerning alcohol and amplification are the responsibility of the authorized representative/organization and he/she must be present for the duration of the permit.
- All reservations must be made a minimum of 72 hours in advance.

Renter's Initials

#### Reservation Changes, Moves, or Cancellations

- Any refund, changes, or cancellations require the renter to bring the original reservation permit.
- A \$20 administrative fee will be applied for any reservation to be changed, moved, or cancelled. For any subsequent change or move, the fee is \$40.
- Refunds will only be granted a minimum of 72 hours prior to reservation date.

Renter's Initials

#### Not Permitted During Park Reservations

- Driving into the park or onto the lawn
- Devices that will destroy park lawn or grounds (slip-n-slides, water slides, water balloons, trampolines, stage platforms, etc.)
- Alcohol (without an alcohol permit.)
- Fires outside the barbecue grills provided.
- Bounce houses using City electricity or without special permit.

Renter's Initials

I agree to accept and abide by the rules and regulations of City of Woodland.

Renter's Signature

Date