

CITY OF PACIFIC GROVE RECREATION DEPARTMENT

300 Forest Avenue -- Pacific Grove, CA 93950

Tel: (831) 648-3100 Fax: (831) 375-9863

APPLICATION TO RESERVE

- | | | |
|---|--|--|
| <input type="checkbox"/> Lovers Point | <input type="checkbox"/> Berwick Park | <input type="checkbox"/> Jewell Park Gazebo |
| <input type="checkbox"/> Jewell Park Little House | <input type="checkbox"/> Elmarie Dyke Gazebo | <input type="checkbox"/> Municipal Softball Park |
| <input type="checkbox"/> Washington Park | <input type="checkbox"/> Arnett Park | <input type="checkbox"/> Caledonia Park |

NAME: _____

STREET ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

DAY AND DATE OF USE: _____

HOURS OF USE: FROM _____ TO _____ **100 GUEST MAXIMUM**

PURPOSE OF USE _____

DAY OF EVENT – CONTACT PERSON: _____

CONTACT PERSON'S CELL PHONE NUMBER: _____

This is your application to reserve the above-mentioned park. Upon receipt, the Facilities Coordinator will review your request and issue a PERMIT if the requested space is available. Park Rentals are reserved in two hour blocks @ \$300.00 per two-hour block for weekends and \$200.00 per two hour block for week days. The first available time is the 7:30–9:30 a.m. time frame, then every two hours afterwards ending with the 7:30-9:30 p.m. block during Daylight Savings Time (April to October and 5:30-7:30 p.m. during the rest of the year.)

Please bring a copy of your approved Rental Permit with you to your event.

Reservations will be accepted no less than 10 days prior to the event. For reservations made within 30 days of the scheduled date, payment must be made by cash or money order—no personal checks. If an event is cancelled, refunds will be given only if requested 30 days before the event and a 25% processing fee will be assessed in all cases. The City assumes no responsibility for inclement weather and no rain/inclement weather refunds will be given.

Please review our City policies below:

- 1) Your date and time are not confirmed until the full rental fee, signed application and (if requested) chair and sound permits are received and approved by the Recreation Dept. and a payment receipt/permit is issued.
- 2) Use of tables, chairs, and sound amplification devices are prohibited without an approved permit. If music is played (live and recorded) or voices are amplified, a \$25 sound amplification fee also is required.
- 3) Rental area must be vacated by the end time specified on permit.
- 4) Alcohol consumption in public areas is strictly prohibited.
- 5) Vehicles are prohibited on park grounds. This includes unloading of items and passengers inside the park.
- 6) Dogs are prohibited in all Pacific Grove parks.
- 7) Tossing of birdseed, rose petals, rice, etc. is prohibited. Release of butterflies or birds is discouraged.
- 8) All trash must be disposed of in the proper garbage and recycling receptacles.

IF YOU ARRIVE DURING YOUR DESIGNATED RENTAL TIME AND THE SPACE IS OCCUPIED, CALL THE PACIFIC GROVE POLICE DEPARTMENT AT 648-3143.

Park Fee: \$300.00 (weekends & Holidays) or \$200.00 (weekdays) per two (2) hour time block period

Sound Permit: \$25.00 (if applicable)

Refundable Damage Deposit: \$150.00

Date of request: _____