Woodland Parks & Recreation Department

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

PARK RESERVATION APPLICATION

Renter Information

Contact Person: First Name **Last Name**

Street Address **Apartment/Unit #**

City **State** **Zip Code**

( ) ☐ Home ☐ Work ☐ Cell
Phone 1

( ) ☐ Home ☐ Work ☐ Cell
Phone 2

Email

Reservation Information

Desired Park

Rental Date

Anticipated Attendance

HOURLY RENTAL
(hours available: 10:00am-8:00pm)

Start Time **End Time**

Rental time includes set-up & clean-up

Type of Gathering

☐ Family Gathering ☐ Service Group ☐ Carnival
☐ Company Party ☐ Reunion ☐ Concert
☐ Athletic league practice ☐ Birthday ☐ Assembly
☐ 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

Date LIABILITY INSURANCE provided by bounce house company

Special Applications & Approval (**additional fees apply**)

☐ DJ/Radio/Music ☐ Amplification ☐ Alcohol

Department Approval

Date

Amplification request must be made 72 hours in advance, electricity is not guaranteed.

_____**Renter's Initials**

Park Reservation Policies & Procedures

General Rules

- Parks are cleaned daily. The City parks are public places, the Parks & Recreation 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 $10 administrative fee will be applies for any reservation to be changed, moved, or cancelled. For any subsequent change or move, the fee is $20.
- 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*