COMMUNITY SERVICES

Picnic Rental Information and Use Policy

701 Laurel St., Menlo Park, CA 94025 Ph 650-330-2220 Fx 650-330-2242

PICNIC AREA DISCRIPTIONS:

Burgess and Nealon Parks are the only areas that have picnic tables for rent. Without a reservation, these picnic areas are first come first serve. Please keep in mind that the recommended ratio of tables to picnic guests is approximately 1:8. **Picnic groups can not exceed 100 people**. Picnic rentals are prohibited from engaging in any commercial activities for private profit. See below for detailed maps of the picnic areas. Athletic Fields need to be reserved separately. All other parks are for public use on a first come first serve basis.

BURGESS PARK:

Picnic Area	***Tables***	***BBQ***
Picnic Area #1	3	1
Picnic Area #2	2	1
Picnic Area #3	3	1
Picnic Area #4	3	1
Picnic Area #5	2	1
Picnic Area #6	1	No
Picnic Area #7	3	No

NEALON PARK:

Picnic Area	***Tables***	***BBQ***
Picnic Area #1	1	No
Picnic Area #2	1	No
Picnic Area #3	1	No
Picnic Area #4	Offline	No
Picnic Area #5	Offline	No
Picnic Area #6	1	No
Picnic Area #7	1	No

FEES:

Fees are based on **one hour** & **one area** of use.

Guests	***Resident Fee***	***Non–Resident / Unincorporated Fee***
1-100	**10.00**	**15.00**

PICNIC RENTAL INFORMATION:

- Groups are responsible for cleaning the picnic area after use and are required to remove all garbage from park and premises. Weekend picnic site clean up is not always available and walk-on groups do not always leave the sites clean. Do not over load garbage cans; use dumpsters located behind the Burgess Recreation Center. Groups or individual's who fail to clean picnic area after use, may be denied future use of City of Menlo Park picnic sites and facilities.
- No amplified music is allowed in the park. To obtain a noise permit, please contact the city's Planning Department (60 days notice required).
- No vehicles are allowed on picnic grounds or surrounding grass areas.
- No stakes are allowed in the grass.
- All special equipment must have prior approval of the City of Menlo Park Community Services Department including use of jumpers, personal barbeques, or any additional equipment. If approved, use of this equipment will require liability insurance.
- Only beer and wine are permitted in the park. No hard liquor is allowed.
- For any field rentals adjacent to the picnic areas, please contact the Gymnasium (650) 330-2220.
- Please have your receipt with you the day of the picnic reservation. If another group is in your area, show them your receipt and inform them of your reservation. If they refuse to move, call the Menlo Park Police Department at (650) 330-6300 and they will resolve the situation.

PICNIC RESERVATION PROCESS:

Picnic Area Reservation Form: Picnic Forms are accepted in person only on a first come, first serve basis and can be submitted up to one year in advance. To secure a reservation, a completed form and full payment must be submitted. Verification of residency must be provided at the time of reservation and the applicant must be at least 18 years of age. We reserve the right to refuse rental or use to groups or individuals who have previously used the facilities and left it in poor condition. In the event that the reserved picnic area(s) is needed for City use or maintenance, the City of Menlo Park reserves the right to reschedule, relocate, or deny a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

Liability Insurance: Liability Insurance required for picnic reservations for all non-residents and all picnic reservations serving alcohol or has gained city approval to use special equipment (jumpers, personal bbq, etc). The renter must bring proof of insurance from their insurance company for one million dollars, naming the City of Menlo Park as additionally insured. The certificate must be submitted at least ***two weeks*** prior to the rental date. No reservation will be confirmed without proof of insurance. A Certificate of Liability Insurance can be issued by the renter's, homeowner's, or other insurance carrier. In order for the certificate to be valid, it must contain the following:

- ✓ *The renter's name must be listed as the one "insured."*
- ✓ *The policy must not expire before the event date.*
- ✓ *The policy must be for $1,000,000.*
- ✓ *The "description" should list the rental location, day, and event planned.*
- ✓ *The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."*

Confirmation: No reservation is confirmed until the completed reservation form has been approved, all fees have been paid, and the insurance certificate (if applicable) is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein. Bring the receipt with you to your picnic reservation as proof of the reservation.

Cancellations: For **all** cancellations, a $15.00 service & handling fee will be assessed. The City of Menlo Park Community Services Department requires a minimum of one week written notification of any rental cancellation. All fees will be forfeited if events are cancelled without minimum notification.

PICNIC AREA USE POLICY:

Picnic Area Reservations:

- Without a reservation, picnic areas are first come first served.
- Burgess and Nealon Parks are the only areas that have picnic tables for rent. All other picnic areas at the City of Menlo Park parks are first come first served.
- Recommended ratio of tables to picnic guests is approximately 1:8 unless otherwise specified.
- Both Burgess Park and Nealon Park have 7 picnic areas each.
- Reservations can be made online, in person, via mail or fax.
- Picnic rentals are for public use and ***commercial use for profit is prohibited.***
- Residents can make reservations up to 9 months in advance and non-residents can make reservations up to 6 months in advance.
- The City of Menlo Park has the right to reserve, and has priority in reserving, picnic areas for city programs and special events.

Group Size:

- A single group or the collective sum of all picnic groups cannot exceed 100 people in Burgess Picnic Area #1-5.
- Each individual picnic area has a group limit based on the number of tables and available seats (max eight persons per table unless otherwise specified).
- If the picnic group exceeds the maximum group size for the individual picnic area, any of the following actions will need to be taken: 1) the renter party will be asked to reserve additional sites to accommodate the group size, 2) staff will cancel the reservation, or 3) the renter will be denied future use of City of Menlo Park picnic sites.

Fees:

- Picnic rental fees are based on a per picnic area per hour basis. The fees are subject to change each year. Please refer to the Master Fee Schedule or Picnic Reservation Forms for the updated fees.
- Fees vary for residents and non-residents.
- To qualify as a resident, renters must submit a copy of a utility bill or Driver's License showing a current address within incorporated Menlo Park. If reserving online, the renter will need to validate their address online.

Liability Insurance Requirements:

- The rental party must provide a certificate of liability insurance for $1 million naming the City Of Menlo Park as additionally insured for the following reservations:
- Liability Insurance is required for ***all non-resident groups***.
- Liability Insurance is required for picnic reservations where ***alcoholic beverages will be served*** (beer and wine only).
- Liability Insurance is required for picnic reservations that ***include jumpers, personal barbeques, or any special equipment.***
- Liability Insurance is required for picnic reservations in conjunction with larger special events at Burgess Park with 100 people or more.
- All picnic reservations requiring Liability Insurance must be completed via mail, fax, or completed in the office. Online reservations will be cancelled if proof of Liability Insurance is not received within 1 week of online reservation submittal.

Use Requirements:

- Parks and picnic areas are closed to the public from ½ hour after sunset to sunrise.
- Groups are responsible for cleaning the picnic area after use and are required to remove all garbage from park premises. Weekend picnic site clean up is not always available and walk-on groups do not always leave the sites clean. Do not overload garbage cans; use dumpsters located behind the Burgess Gym. Groups or individual's failing to clean picnic area after use may be denied future use of City of Menlo Park picnic sites and facilities.
- No amplified music is allowed in the park. To obtain a noise permit, please contact the City of Menlo Park's Planning Department at (650) 330-6702 (90 days notice required).
- No vehicles are allowed on picnic grounds or surrounding grass areas.
- No stakes are allowed in the grass.
- Only beer and wine are permitted in the park. No glass, bottles or hard liquor are allowed.
- Adjacent fields to the picnic areas can be reserved and are available on a first come, first served basis. For more information, please contact the Field Reservations at (650) 330-2220.
- All special equipment must have prior approval of the City of Menlo Park Community Services Department including use of jumpers, personal barbeques, or any additional equipment.

Picnic Permit:

- You will receive a receipt of payment and confirmation notice in the mail within 1-2 weeks. If the reservation is made online, you must print out this receipt for your records. Please bring this receipt with you to your picnic area.
- Burgess Park has a bulletin board announcing posted reservations for Burgess Park. This information is updated each Friday during the peak season.
- Please have your receipt with you the day of the picnic reservation. If another group is in your area, show them your receipt and inform them of your reservation. If they refuse to move, call the Menlo Park Police Department at (650) 330-6300 and they will help resolve the situation.

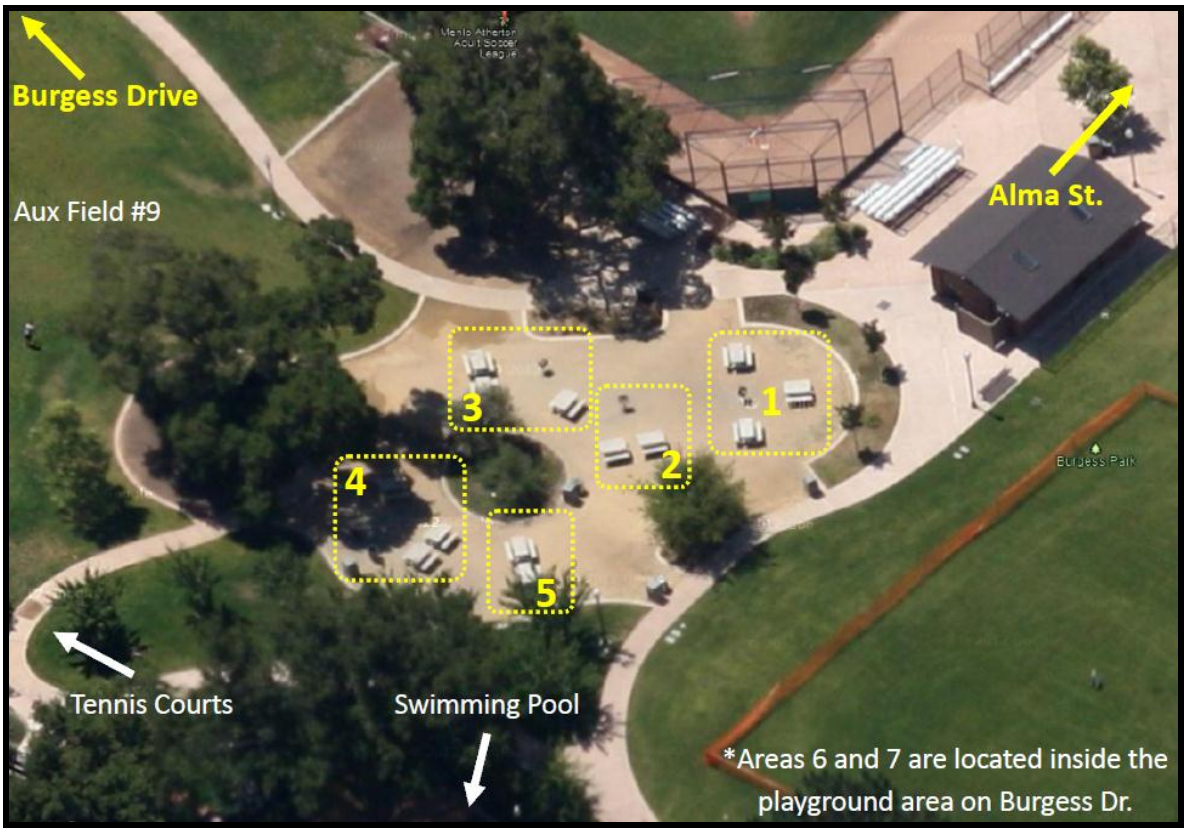
Approval:

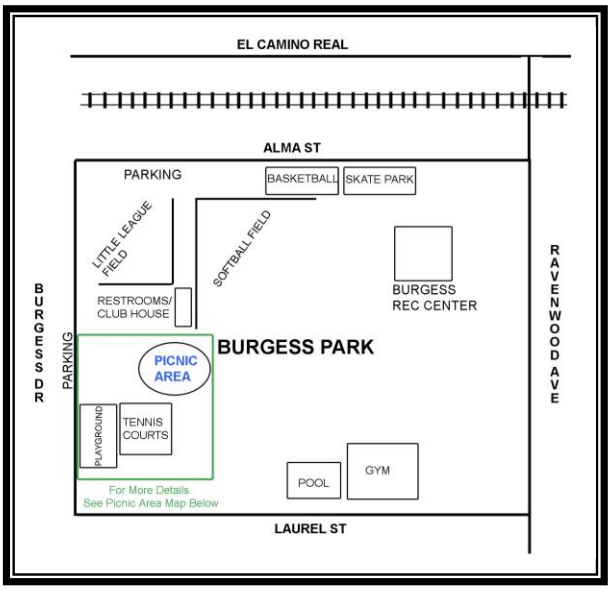
- Approval is dependant upon the intent of use, availability, and the applicants' agreement to abide by the terms and conditions listed.
- Online reservations can be revoked if the rental party has not followed the terms and conditions of the picnic area use policies.

Cancellations:

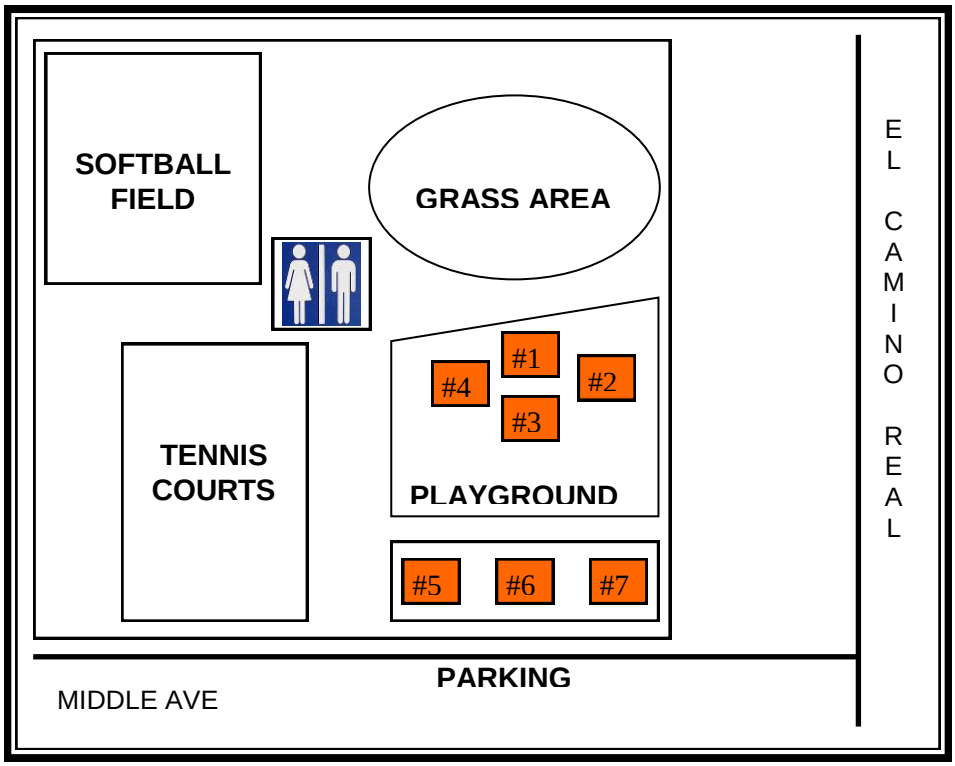
- The City of Menlo Park Community Services Department requires a minimum of one week written notification of any rental cancellation. A $15.00 fee will be charged for any cancellations. All fees will be forfeited if events are cancelled without minimum notification.
- If the reservation has to be cancelled for rain, the funds can be used as a credit for another available time.

BURGESS PARK MAPS:





NEALON PARK MAP:



Updated: 07/18/2013