



# PICNIC AREA USE APPLICATION

RECREATION SERVICES



## RENTAL REQUEST CLASSIFICATION

- Private Rental       Commercial       Non-Profit Organization # \_\_\_\_\_  
*(must provide non-profit status letter/number)*

Application Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

### Organization/Company (if applicable):

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## PICNIC INFORMATION

Date Requested: \_\_\_\_\_ Name of Event: \_\_\_\_\_

No. Attending: \_\_\_\_\_ Will you be serving alcohol?  Yes  No

Time Block Requested:  9:00 a.m.-2:00 p.m.  2:00 p.m.-7:00 p.m.  9:00 a.m.-7:00 p.m.

**Please check which picnic area(s) you are requesting:** *(Please note: Number of tables will be assigned based upon expected attendance. Each table seats 8 adults.)*

**Diablo Vista Park**  
1000 Tassajara Ranch Drive

- Tables 1-3
- Tables 4-6
- Tables 6-9

**Hap Magee Ranch Park**  
1025 La Gonda Way

- Tables 1-4
- Tables 5-8
- Tables 9-12

**Oak Hill Park**  
3005 Stone Valley Road 2101

- Tables 1-7

**Osage Station Park**  
816 Brookside Drive

- Tables 1-7
- Tables 8-11
- Tables 12-13
- Tables 14-21

**Sycamore Valley Park**  
2101 Holbrook Drive

*Lower Level*

- Tables 1-5
- Tables 6-7
- Tables 8-12
- Tables 13-15

*Upper Level*

- Tables 16-22
- Tables 23-28

**PINCIC TABLE FEES**

*\*All fees listed below are priced PER table. To determine the total fee for the request, please multiply the price per table listed below by the number of tables in the groupings being requested.*

*\*\*An additional \$100 deposit is charged when all picnic tables in an area are reserved.*

User Group Classification	<u>Government</u>	<u>Non-Profit</u>	<u>Private</u>	<u>Commercial</u>
<b>Resident</b>	\$9 half day/\$18 full day	\$11 half day \$22 full day	\$15 half day \$30 full day	\$21 half day \$42 full day
<b>Non-Resident</b>		\$13 half day \$26 full day	\$18 half day \$36 full day	\$25 half day \$50 full day

**ADDITIONAL AMMENTITIES:**

Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ (1 hour minimum)

Bocce Courts at Sycamore Valley Park # of Courts \_\_\_\_\_ (8 available)

Sand Volleyball Court (Hap Magee Ranch Park/ Diablo Vista/ or Oak Hill Park)

**RENTAL FEES FOR COURTS**

User Group Classification	<u>Government</u>	<u>Non-Profit</u>	<u>Private</u>	<u>Commercial</u>
<b>Resident</b>	\$11/hr/court	\$15/ hr/court	\$20/ hr/court	\$28/ hr/court
<b>Non-Resident</b>		\$17/ hr/court	\$24/ hr/court	\$33/ hr/court

**INSURANCE REQUIREMENTS**

Insurance is required for all parties with an anticipated attendance of 100 or more. Insurance can be purchased through the Town of Danville at cost of \$113. Renters can also provide their own insurance. The Town of Danville requires permit users to provide a **“Certificate of Liability Insurance”** naming the **Town of Danville as an additional insured**. Certificate must include the Town’s address, which is **510 La Gonda Way, Danville, CA 94526**.

Insurance Required?  Yes  No

I will provide my own insurance

I will purchase insurance through the Town of Danville

**POLICIES AND PROCEDURES**

- Reservations will not be confirmed over the phone. Reservation are confirmed after full payment have been made and you have received an approved reservation permit.
- All renters must provide their own bocce equipment.
- No inflatable structures, jump houses, petting zoos or dunk tanks allowed in parks.
- Bocce courts are for bocce use only. Bikes, skateboards and older uses unrelated to bocce use are prohibited.
- All outside cooking devices (taco carts, barbeques, hot plates, etc.) are prohibited in all Town maintained parks. Cooking is restricted to the park barbeques only.
- Beer, wine, and champagne may be consumed only in picnic areas, and must be served with food.  
**NO HARD LIQUOR ALLOWED**
- The use of generators is prohibited.
- **SMOKING IS PROHIBITED** in all Town maintained parks.
- It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription, or to erect any sign in the park.
- Selling, vending, or peddling items is prohibited.
- Use of amplification equipment is prohibited.
- Requests for exceptions to the policy must be submitted in writing no less than ten (10) business days prior to the rental date and receive written approval from the Parks and Community Services Director, or designee.
- **NO REFUNDS** on picnic reservations unless rained out.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Today's Date

Please make all checks payable to: Town of Danville

EMAIL FORM TO: [facilities@danville.ca.gov](mailto:facilities@danville.ca.gov)

OR

MAIL APPLICATION AND CHECK FOR FEES TO:  
THE VILLAGE THEATRE, 233 FRONT STREET, DANVILLE, CA 94526-1740  
ATTENTION: FACILITIES MANAGEMENT