



# PICNIC AREA USE APPLICATION

RECREATION SERVICES



The Town of Danville provides picnic table reservations at selected parks in pre-determined table groupings. The maximum capacity of a picnic area is listed next to the table groupings. Reservations can be for either half day use, 9am-2pm or 2pm-7pm, or full day use, 9am-7pm. Please contact 925-314-3405 or [facilities@danville.ca.gov](mailto:facilities@danville.ca.gov) if you have questions.

## TYPE OF RENTAL

Government Rental

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

Private Rental

Company/Business Rental

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:** (Each table seats 8 adults. Maximum capacity and half day rate for private rentals listed next to each grouping. Double the rate for full day rate. For all other rates, please call 925-314-3405. Refundable deposit charged when all tables in an area are reserved. Please note: Number of tables will be assigned based upon expected attendance.)

### Diablo Vista Park

1000 Tassajara Ranch Drive

Tables 1-3 Max-24 R\$45/NR\$54

Tables 4-6 Max-16 R\$30/NR\$36

Tables 6-9 Max-32 R\$60/NR\$72

### Hap Magee Ranch Park

1025 La Gonda Way

Tables 1-4 Max-32 R\$60/NR\$72

Tables 5-8 Max-32 R\$60/NR\$72

Tables 9-12 Max-32 R\$60/NR\$72

### Oak Hill Park

3005 Stone Valley Road

Tables 1-7 Max-56 R\$105/NR\$126

## Osage Station Park

816 Brookside Drive

- Tables 1-7 Max-56 R\$105/NR\$126
- Tables 8-11 Max-32 R\$60/NR\$72
- Tables 12-13 Max-16 R\$30/NR\$36
- Tables 14-21 Max-64 R\$120/NR\$144

## Sycamore Valley Park

2101 Holbrook Drive

*Lower Level*

- Tables 1-5 Max-40 R\$75/NR\$90
- Tables 6-7 Max-16 R\$30/NR\$36
- Tables 8-12 Max-40 R\$75/NR\$90

- Tables 13-15 Max-24 R\$45/NR\$54  
*Upper Level*
- Tables 16-22 Max-56 R\$105/NR\$126
- Tables 23-28 Max-48 R\$90/NR\$108

### PICNIC AREA USE FEES

All fees listed above are private rental fees. For all other fees, please call 925-314-3405. If all tables in one area are reserved, a refundable security deposit of \$100 will be included.

### POLICIES AND PROCEDURES

- Reservation request must be submitted at least seven (7) days in advance. Applications submitted under 7 days will not be processed.
- Renters are responsible to clean and sanitize tables before and after use.
- All current COVID-19 guidance (County, State, and/or Federal) needs to be followed. The Town of Danville reserves all right to cancel or modify reservations due to any changes in the health guidance.
- Each table grouping has the maximum capacity next to the group.
- Reservations will not be confirmed over the phone. Reservations are confirmed after full payment has been made and you have received an approved reservation permit.
- All play structures are currently open.
- No inflatable structures, jump houses, petting zoos or dunk tanks allowed in parks.
- Bocce courts are for bocce use only. Bikes, skateboards and other uses unrelated to bocce use are prohibited. Please bring your own Bocce Ball equipment.
- 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 Recreation, Arts, and Community Services Director, or designee.**
- **NO REFUNDS on picnic reservations unless rained out.**

**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 \$119, plus \$63 for liquor liability. 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

**PAYMENT INFORMATION**

Payment of rental fees is due within ten (7) business days after receipt of the invoice or upon application submittal if the application. Payments not received by the due date may result in cancellation of the permit. Payment can be made by VISA, MasterCard, American Express, Discover Card, check, money order, or cash. All credit card transactions are subject to \$2 for all transactions \$60 or less or a 2.99% transaction fee for all transactions \$61 or more. Check or money orders must be payable to the Town of Danville. All Private Rental payments need to come from the permit holder.

I certify that the above information is accurate. I certify that I have read the Picnic Use Policies and Procedures pertaining to picnic area use and agree to comply with the policies and procedures. I agree to be responsible for following all Covid-19 guidance (County, State, and/or Federal), any damage sustained to the picnic area during use and further agree to release and hold harmless the Town of Danville from any and all liability for damage, illness, or injury to persons or property of the undersigned due to use of named picnic area. Any misuse or damage of the picnic area may result in revoking rights to reserve any future facilities with the Town of Danville and additional fees.

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

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

**Please make all checks payable to: Town of Danville**

E-MAIL APPLICATION TO:  
FACILITIES@DANVILLE.CA.GOV

MAIL APPLICATION AND PAYMENT TO:  
FACILITIES MANAGEMENT  
233 FRONT STREET  
DANVILLE, CA 94526-1740