



City of San Carlos Parks & Recreation

Last Update: 04/19/22
(any prior updates are listed at
end of policy)

Picnic Reservations Policy

Specific areas in San Carlos parks have been created for picnics. Each City park site has “drop in” picnic areas that may be enjoyed on a first-come, first-serve basis, if not already reserved through the Parks & Recreation Department.

The reservable picnic areas are located at **Arguello Park, Burton Park, Crestview Park, and Laureola Park** (see application form for occupancy and rental fees for each site). These sites are reservable in advance, March through October. San Carlos Residents and San Carlos businesses may reserve a picnic site up to **six** months in advance, and Non-Residents may reserve a picnic site up to **three** months in advance. To reserve on behalf of a San Carlos business or organization, the company or organization may be required to provide a signed letter of authorization on official letterhead, granting their representative the ability to act as an agent.

Reservations:

Picnic reservations may be requested online at www.cityofsancarlos.org/register. Reservations can also be made in person at the Parks & Recreation Office located at the Adult Community Center, 601 Chestnut Street, Monday – Friday, 9:00 am – 4:30 pm. Payment can be made by Visa or MasterCard, cash, or check. Reservations are accepted on a first-come, first-served basis. Please allow a minimum of 14 days for processing your reservation. Payment is due no later than 14 days before the picnic. If you are making your reservation less than 14 days before the picnic, payment is due at the time of reserving. For inquiries regarding availability, you may call the Parks & Recreation Office at (650) 802-4382 or e-mail recreation@cityofsancarlos.org.

The permit must be issued to the person making the reservation and must be an adult who will be present at the site. The person or organization to whom the permit is issued assumes all responsibility for use of the facility. Permits cannot be transferred, assigned or sublet.

Please note: some picnic sites may not be available on weekdays due to conflicts with ongoing programming and/or maintenance. Also, Arguello, Crestview, and Laureola picnic sites are near sports fields; therefore, please use caution during ball games. Only one picnic area is available to be reserved per customer, per reservation date.

Please Note:

The picnic area will have a “RESERVED” sign posted by City staff. **Please have your permit with you the day of the picnic!** If another group is in your area, show them your permit and inform

them of your reservation. If they refuse to move, call the Sheriff's Office at (650) 802-4321 and they will resolve the situation.

You are encouraged to use the provided recycling containers for appropriate materials. Please bring extra garbage bags in case the garbage cans become full. If cans are full, you will need to take your garbage out of the park (bring it with you).

General Regulations:

Each individual in the group must obey all applicable City, State, and Federal rules, ordinances, laws and regulations. Failure to do so may result in the permit being cancelled, the offending individuals or the entire group being asked to leave the facility and/or be subject to legal action. Only authorized vehicles are allowed on park grounds. Parking is allowed only in designated parking areas, including the time spent loading and unloading a vehicle.

Request to serve alcohol (beer and wine only) must be noted on the application form and will require approval. If approved, it will be noted in the rental permit. Insurance is required when alcohol is served. (See Insurance Requirement section below). All beer and wine must remain in the picnic table area. Please take extra caution with glass beverage containers. Broken glass presents a hazard to all park users, especially children.

Request to have a food truck or catering services at your picnic must be noted on the application form. The City requires proof of insurance (general liability for caterers and food trucks, and auto coverage for food trucks), and proof of business registration (showing business can be operated in San Carlos).^{*} The food truck may only be parked in the parking lot or on the street.

****Applicant is liable for verifying all required, up-to-date business registration and insurance for all vendors participating in the picnic.***

The areas reserved exclusively for your activity include the picnic tables indicated on your permit. Other non-reserved picnic and playing areas may be used by anyone on a first-come first-serve basis. Ball fields are not included and may be in use by sport organizations for their scheduled tournaments and practice games.

- No amplified sound is allowed in picnic areas, as a courtesy to other park users and neighbors.
- Portable barbecues are **not** allowed in the parks as they pose a safety risk. However, a licensed caterer with an industrial barbecue is allowed only by permit and must remain on the street.
- No built-in barbecues are available at Crestview and Arguello Parks.
- Please do not use staples, tacks, nails, or screws on picnic tables, benches or other park structures.
- Please, no stakes, ropes, poles or other securing devices are to be attached to any bushes, trees or other vegetation or driven into turf. Portable pop-up shade canopies shall not exceed 10'x10' in size.

COVID-19 Policy

- Picnic Renter expressly assumes any and all risk relating to any illness, injury, infection, economic injury, or death arising from or relating to the picnic rental, except where caused by the active negligence or willful misconduct of the City.
- Picnic Renter waives and releases the City from any and all claims, causes of action, allegations, or assertions that may arise relating to infection of any person by COVID-19 that occurs, or is alleged to occur, during the picnic rental.
- Picnic Renter agrees that they have reviewed all applicable governmental policies relating to the COVID-19 pandemic. Picnics are permitted only under all applicable government-issued mandates, orders, executive orders, recommendations, stay-at-home orders, quarantines, or prohibitions against non-essential activities.
- Picnic rental sites are open to one rental per day. If there are no rentals, the picnic sites are open at a first come, first serve basis. It's the responsibility of the Picnic Renter to clean and sanitize the tables and benches.

Jumpies:

If you wish to have an inflatable/air-blown jumping device, or other equipment, entertainment activities, games, contests or athletic activities at the picnic, this must be noted on your application form, and requires approval by City staff. **Please note: All jumpies must be standard size of 10 feet x 10 feet in size, only open-top jumpies are allowed, sandbags must be used as NO stakes allowed and a Certificate of Insurance is required from the rental company. (See Insurance Requirement section below). Jumpies can only be powered by whisper quiet generators. No electricity is provided. A privately owned jumpie is allowed only if it meets all the requirements stated above, and the applicant provides homeowners or renters insurance that specifically covers the jumpie and meets the requirements listed below in the Insurance Requirements section.** The City of San Carlos is not responsible for accidents, injury, illness or loss of group or individual property.

The following locations are identified for set up of a jumpie with a picnic permit:

Arguello Park:

- No jumpie allowed.

Burton Park:

- Large Playground and Tot Area Picnic Sites – Place jumpie on the grassy meadow.
- Chestnut Picnic Site – Place jumpie on the adjacent grass area.
- Les Mundell Picnic Site – Place jumpie on the grass.

Crestview Park:

- No jumpie allowed.

Laureola Park:

- Place jumpie on ground between parking lot and community center building.

Insurance Requirement:

Insurance is required for picnic groups over 25 people, any picnic serving alcohol, any picnic with a jumpie or other equipment, entertainment activities, games, contests or athletic activities.

For picnic groups over 25 people, and any picnic serving alcohol, playing games, contests or athletic activities, you may either request a Certificate of Liability insurance from your homeowner's or renter's insurance carrier, or you may purchase insurance coverage through the City. We will be happy to provide you with a quote by phone by calling (650) 802-4382.

If you are renting a jumpie or hiring a vendor to provide activities, you are required to obtain a Certificate of Insurance from the business.

Any insurance certificates provided to the City **must** include the following (this information may be given to the vendor or insurance carrier so the certificate form is properly filled out):

1. Date of the picnic.
2. The City of San Carlos requires a \$1,000,000 comprehensive liability insurance policy.
3. The City of San Carlos must be named as additional insured. Wording on the insurance certificate should read: *"City of San Carlos, its officers, officials, employees, volunteers and agents."*

Special Request:

Any requests for parks or picnic facilities outside of these guidelines may require a "Special Event Permit" which can be requested through the Parks & Recreation office at City Hall, 600 Elm Street. For additional information, call (650) 802-4382.

Planned use of any personal or rented equipment must be stated on your application.

Cancellation Policy:

To cancel a picnic reservation, please notify the Parks & Recreation Office, (650) 802-4382 at least 14 days prior to the reserved date. A refund, less the refund fee will be issued. Less than 14 days prior to the day of the event, fees are non-refundable. (All fees are listed on the application form).

Reservation fees will be refunded if your event is cancelled due to inclement weather. You may choose to either receive a full refund or transfer your reservation to a future available picnic date of your choice within six months of your initial reservation. Refund and transfer requests must be made to the Parks & Recreation Office at (650) 802-4382 or email recreation@cityofsancarlos.org within seven days from your picnic reservation date.

We Ask For Your Help:

Although crews inspect our park sites on a regular basis, damage or vandalism may occur between visits. If you notice any broken playground equipment, unsafe conditions, or vandalism at our parks, please report it to the Parks Office at (650) 802-4140.

- Please do not leave ice piled on lawn as this burns the lawn area.

- Please pick up all litter and recycle when possible.
- Please place all garbage in the appropriate receptacles.

Amended: 7/11

Amended: 8/11

Amended: 2/12

Amended: 9/14

Amended: 7/15

Amended: 4/22

Amended: 4/16

Amended: 1/18

Amended: 2/18

Amended: 3/19

Amended: 1/21