## City of Williams
## Application for Park Use




Park Reservations
Phone: 530-473-2955
Fax: 530-473-2445

### Applicant(s) Information

| | |
|---|---|
| Name/Responsible Party: | |
| Organization/Company Name: | Is this a company activity? Yes ☐ No ☐ |
| Address: | |
| City: State: | ZIP Code: |
| Driver's License or CA I.D. # (Copy Required) | |
| Home Phone: | Cell Phone: |
| Fax #: | E-Mail Address: |
| Tax Exempt #: | |
| Alternate Contact Person: | Cell Phone: |
| Home Phone: | E-Mail Address: |

### Activity Details

| | |
|---|---|
| Type of Activity: | |
| Date: | Day of the Week: |
| Set-up Time: | Break Down Time: |
| Activity Start Time: | Activity End Time: |
| Park: ☐ Northview ☐ Venice ☐ Redinger ☐ White Oaks ☐ Valley Vista | |
| Area(s): ☐ Picnic Tables ☐ Gazebo ☐ Play Ground ☐ Soccer Area | |
| Maximum Attendance Adults: Youth: Total: | |

| | | |
|---|---|---|
| Will you need an Athletic Field? | Yes ☐ No ☐ | If yes, what type and identify hours of use? |
| If using a field, will play be organized? | Yes ☐ No ☐ | Hours of use: |
| Will you have Jump Tent? | Yes ☐ No ☐ | If yes, how many? |
| Is this activity a fundraiser? | Yes ☐ No ☐ | If yes, explain? |
| Will alcohol be present? | Yes ☐ No ☐ | If yes, explain? |
| Will food be in your activity? | Yes ☐ No ☐ | If yes, explain? |
| Will money be charged or exchanged? | Yes ☐ No ☐ | If yes, explain? |
| Will there be amplified sound? | Yes ☐ No ☐ | If yes, explain and identify hours of use? |
| Will your activity include entertainment? | Yes ☐ No ☐ | If yes, explain? |

## Rules and Regulations

**Event Name:** _____

**Event Date:** _____ **Place of Event:** _____

In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

Initial_____

Reservations may be made a maximum of one (1) year in advance and must be made a minimum of 10 business days in advance. Reservations made less than 10 business days in advance are subject to late fees of $2 per day.

Initial_____

A minimum of one (1) adult must be present at the reserved site at the designated time, reservations cannot be guaranteed after that. Bring your Certificate for Park Use, or Park Event Permit and contract to the park with you on the day of your reservation.

Initial_____

I hereby attest that the information contained in this application is true and correct. I understand that this is only an application and not a guarantee an activity will be allowed to commence. If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct of any participants or guests, not be as described in the application or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease.

Initial_____

For each fee based reservation that is cancelled, a $15 administrative fee will be assessed. If the cancellation is made later than five (5) days before the event date the entire fee is non-refundable. Damage deposits will be refunded less the $15 administrative fee. Only after all fees and required documents are turned in, will a Certificate for Park use, or Park Event Permit be issued. Final date for full payment of reservation will be 60 days prior to reservation date. No refunds for undesirable weather. During questionable weather, applicant may reschedule the reservation three (3) days prior to the reserved date no later than noon. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustment or rescheduling must be submitted in writing by the responsible party listed on the "Application for Park Use." Additionally, the Park Permit must be surrendered to the Williams City Hall.

Initial_____

I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse City reasonable attorney fees to enforce the provisions of any contract that is issues for the activity described in this application; (3) forfeit all fees and deposits as partial compensations to the City for any casts associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5)be financially responsible for any City costs that exceed fees and deposits already collected but the City for enforcement of provisions related to the application or reservation.

Initial_____

"The Responsible Party agrees to fully indemnify, defend, and save harmless, the City of Williams, its officers, agents, employees, and volunteers from and against all actions, damages, casts, liability, claims, losses, judgments, penalties and expenses incurred by the City of Williams staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act of omission or willful misconduct of the Responsible Party in connection with its use of City of Williams facilities. This shall be a continuing release and shall remain in effect until revokes in writing.

Initial_____

All debris and trash must be removed from the permitted site immediately after the said activity. Failure to do so may require the City to call upon the City Solid Waste Department. All expenses will be the responsibility of the applicant. When the applicant uses City recyclable receptacles all rights of ownership are forfeited.

Initial_____

I agree to report any discrepancies, complaints, or concerns within 48 hours of park and-or field use. Refund requests other than your deposit will not be returned if the request is made more than 48 hours after your activity. These instances can be reported by

telephone at 530-473-2955, or by fax at 530-473-2445. If you have safety concerns, or on-site problems please contact Williams Police Department by calling dispatch at 530-458-0200.

Initial_____

In case of general maintenance or vandalism the picnic tables and BBQ's may be removed at any time prior to your reservation without liability.

Initial_____

Per City Code in City parks which do not have toilet facilities the City of Williams requires one (1) chemical toilet for any activity where the estimated attendance exceeds fifty (50) persons. The figure is bases upon the maximum number at your activity during peak time.

Initial_____

Amplified sound is permit only. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance, or intensity of speech, music, or other sound.

Initial_____

A Certificate for Park Use is issued for any private gathering fewer than 200 in attendance that does not involve City services or require special permits. A Certificate for Park Use is required for any activity with 50 or more people, and/or in which assembly is intended to last more than thirty (30) minutes. Applications for Park Use must be submitted 10 days prior to the proposed activity. A Park Event Permit is required for any activity that calls for special permits. Applications for Park use that will require a Park Event must be submitted 45 days prior to the proposed activity. Special permits are required for the following: Alcohol Consumption/Sales, Commercial Activity, Filming, Amplified Sound, and Fundraising.

Initial_____

If, insurance is required for your activity it must be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Williams must be listed as the certificate holder as well as an additional insure with respects to General Liability. An endorsement naming the "The City of William's, its officials, agents, employees, and volunteers" must accompany the certificate of insurance.

## Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorizes by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

**Name:** _____

**Signature:** _____

**Date:** _____

Date: _____

Approved: Yes ☐ No ☐

City of Williams Staff:

_____

# Certificate for Park Use

City parks are a favorite for picnics, family get-togethers and office outings. A certificate for Park Use entitles you to a specific group picnic area in a City park. Group Areas may include multiple tables, barbecues or a large gazebo or shade structure. Permits are issued for the convenience of users and guarantee exclusive use of a particular location for a specific time period, date and use.

A **Certificate for Park Use** is issued for **any private gathering with fewer than 200 in attendance** that does not involve City services or require special permits. A Certificate for Park Use is required for any activity with 50 or more people and/or in which assembly is intended to last more than 30 minutes. Applications for Park Use must be submitted 10 days prior to the proposed activity. Does your event have more than 200 participants or require special permits? If so, please see **Park Event Permit**.

## Obtain an Application for Park Use

There are three (3) ways to obtain an Application for Park Use to start the permit process:

1. Download the 3-page application, print complete and submit as instructed on page 1 of the application;
2. Visit the Williams City Hall, Monday-Thursday, 10am-2pm to request an application;
3. Contact Park Reservations, 530-473-2955 ext. 117

## When will I receive my Certificate for park Use?

Only, after all fees and required documents are turned in, will a Certificate for Park Use be issued.

## How will I identify the area permitted to me?

On weekends and holidays Park Safety Services staff will post the Group Area(s) reserved for you on the morning of your activity/ Reservations cannot be guaranteed after 11am. A minimum of one (1) adult must be present at the reserved site no later than 11am. Please bring your certificate for Park Use and contract with you on the day of your reservation.

## What happens if someone is in my reserved area when I arrive?

If you encounter problems on-site contact the Parks and Recreation Safety Officer at 530-501-6693 to address the situation.

## Detailed information on Certificate of Park Use restrictions and responsibilities

### Alcohol

In accordance with the City Code possession or consumption of alcoholic beverages is prohibited in all City parks except if permitted for a Park Event.

### Amplified Sound

City Code defines amplified sound as "speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devises which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound"

In accordance with City Code, when in a City park "no person shall use any amplified sound without first obtaining an amplified sound permit." City Code outlines the regulations for use of amplified sound by and person(s) in a City park as follows.

- No person shall use amplified sound except between sunrise and sunset, except at lighted facilities;
- No person shall use amplified sound exceeding a noise level of eighty-six (86) dBA at a distance of twenty-five (25) feet from a noise source or sources.

## Barbeques

You are welcome to bring self-contained barbecues. Your barbecue must be a minimum of 6 inches off the ground and cannot be within 25 feet of a playground. Please remember that you are responsible for the safe removal and disposal of the coals and/or grease outside of the park.

## Cancellation Policy

For each fee based reservation that is cancelled, a $15 administrative fee will be assessed. If the cancellation is made later than five (5) days before the activity date the entire fee is non-refundable. Damage deposits will be refunded less the $15 administrative fee. No refunds for undesirable weather. During questionable weather, applicant may reschedule the reservation three (3) days prior to the reserved date no later than noon. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing by the Responsible Party and the Park Use Permit must be surrendered to the Williams City Hall.

## Decorations

Signs, banners, and party decorations may be used in your Group Area(s). The use of glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters are prohibited. Tacks, screws, nails, or other fasteners are not allowed on trees. Paint and chalk marks are not allowed on sidewalks are not allowed on sidewalks or other surfaces.

## Food

If you are preparing, or serving food to a known group of people additional permits are not required. However, if you plan to sell or serve food to the general public in the City of Williams, a county of Colusa Environmental Health Permit is required. For more information on food service requirements please contact the County at 530-458-0250.

## Fundraising

Per City Code commercial activity in any park is prohibited, except by a nonprofit organization pursuant to a fundraising permit. If your nonprofit is interested in fundraising, a copy of your 501(c)(3) status will be required to complete the permit process.

## Insurance

If, insurance is required for your activity it must be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Williams must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Williams, its officials, agents, employees and volunteers" must accompany the certificate of insurance.

## Jump Tent

A permit is required to have a jump tent in the park. Each park has a limited number of jump tent reservation slots. Jump tents are restricted to a four-walled jump house without any attachments. Slides, Obstacles Courses, Sumo Wrestlers, water features, and Bungee Jumps are not allowed in the park. Be sure your jump tent provider has a certificate of insurance on file with the Department of Parks and Recreation. The permittee is responsible for providing a generator for inflation of the amenity; the City of Williams does not provide electricity. The jump tent shall not be placed in a City park earlier than eight (8) a.m. and must be removed no later than sunset on the day for which the permit is issued. The permittee must provide adequate supervision so that the use is in compliance with manufactures recommendations and reflects safe levels of operation.

## Park Safety

The mission of Park Safety Services is to provide park guests and park neighbors with a safe and trouble-free environment. A Park Safety staff member will be in or near the park during your activity. A Park Safety staff has the authorization or to stop or modify any activity if deemed necessary. If you have safety concerns, or on-site problems please contact Park Safety Services at 530-473-2955. For emergencies call 911.

## Photo Identification

A copy of photo identification (California Driver's License or I.D. card) of the Responsible Party is required to complete the application process.

## Restroom Facilities

Per City Code in City parks which do not have toilet facilities the City of Williams requires one (1) chemical toilet for any activity where the estimated attendance exceeds fifty (50) persons. Such facilities shall be provided at the ratio of one (1) for each additional four hundred (400) people, or portion thereof. The number of toilets required is based upon the maximum number at your activity during peak time.

## Trash Disposal

All sites must be restored to original condition at the end of use. Clean up and/or repair charges beyond normal wear and tear will be billed to the permit holder based on cost of repair. If trash receptacles are full, please bag waste and place bags next to trash barrels. You can order addition trash barrels through Recology at 530-473-3282

## Vehicular Access

Motorized vehicles on park property, lawns, turf, restricted roadway, bicycle/pedestrian pathway or athletic fields are prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.

## Park Use Fees

- Application Fee: $5.00 – non-refundable
- Park Use Fees:
  Neighborhood and Community Park Use (uncovered) - $25 per area or per 50 guests
- Neighborhood and Community Park Use (covered) - $40 per area or per 50 guests

## Permit Fees

- Amplified Sound Permit - $25 per hour
- Jump Tent Permit - $25 per unit
- Park Safety Services - $28 per hour (may be required with some permits)
- Cancellation Fee - $15.00

## Weddings

- Park Use - $140 per three (3) hour time block
- Refundable Park Damage Deposit - $100

## Late Fee

- Reservations made less than 10 business days in advance are subject to late fees of $2 per day.
- Applications will not be accepted fewer than three (3) business days prior to the proposed park use date. Wednesday at 12 noon is the cut-off for Saturday and Sunday permits.