

**CITY OF MILPITAS – PICNIC AREA USE APPLICATION**

Picnic Area Rentals must be received at least 2 business days prior to date of use.

If your outdoor rental facility is unacceptable or any issues arise, please call Police Dispatch at (408) 586-2400  
If you any further questions about your rental or any inquires about renting an outdoor facility, please call:  
Recreation and Community Services (408) 586-3210 Monday-Thursday, 8:00 a.m.-6:00 p.m., Friday, 8:00 a.m.-5:00 p.m.

**Date of Use:** \_\_\_\_\_ **Time function begins:** \_\_\_\_\_ **Time function ends:** \_\_\_\_\_

**Park:** Alviso Adobe Augustine Bob McGuire Ben Rogers Calle Oriente Cardoza<sup>1</sup> Cerano Cracolice Amphitheater  
Creighton Dixon Landing Foothill Gill<sup>1</sup> Hall Higuera Adobe Hillcrest McDermott Jones Memorial Murphy  
O'Toole Parc Metro East Pinewood<sup>1</sup> Sandalwood Selwyn Sinnott Starlite Strickroth Tom Evatt

**Picnic Area (Circle One):** **A** **B** **C** <sup>1</sup>These parks require a \$250 Security Deposit that is only processed should damage to the park occur.

Name of Group/Organization/Company facility is being rented for: \_\_\_\_\_

Type of Event (be specific): \_\_\_\_\_

Applicant (person responsible for rental of facility): \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Preferred Method of Contact: \_\_\_\_\_

Credit Card Information: Visa MasterCard Discover American Express

Name (as appears on credit card): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\*Please Note: Credit Card may be placed on file through Activenet.

Will food be served?  Yes  No

Number of people expected **Total** \_\_\_\_\_ (**Youth** \_\_\_\_\_ **Adults** \_\_\_\_\_)

Will there be music/amplified sound?<sup>2</sup>  Yes  No

Type (circle one) Band DJ

Other: \_\_\_\_\_

Will there be additional equipment used?  Yes  No

If yes, list: \_\_\_\_\_

<sup>2</sup>Please Note: A request for amplified sound must be submitted to the Recreation Services Department, pending Police Chief approval.

**The following will require additional requirements:**

Is event open to the public?  Yes  No Fundraising event?  Yes  No

Will food or other items be sold and/or charging admission (on the day of event)?  Yes  No

Will alcohol be served?  Yes  No Will alcohol be sold? (if yes, ABC Liquor License Required)  Yes  No

By saying yes to any of the above, I understand and agree by signing this form to get additional insurance and/or get an ABC alcohol permit at least 30 days in advance of the event. I understand that I will not get authorization to sell alcohol if I do not submit the ABC alcohol permit. I understand that serving alcohol at a park does not require insurance but must be kept at the picnic tables.

I, the applicant, hereby agree to hold the City of Milpitas and any officer and employee thereof free and harmless for any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of the facilities of the City of Milpitas. I further agree to furnish such liability or other insurance for the protection of the public and the City of Milpitas, and any officer and employee thereof as the City may require. I agree to reimburse the City of Milpitas for any damage to said facilities arising out of the use herein requested and understand and agree that the above listed credit card will be charged up to \$250 for assessed damages

By signing this form, I understand and agree to abide by the City's cancellation policy and the Facility Use Rules and Regulations approved by the Milpitas City Council on June 21, 2016.

Refunds will not be issued for canceled picnic area reservations. Reservations that cannot be held due to inclement weather will be issued a credit toward a rescheduled reservation, minus processing fees. Applicant is responsible for contacting Community Center Office within two (2) business days to initiate credit. Picnic Area reservations that are transferred to a new date within 30 days of the reservation will be charged a \$30 Picnic Area Reservation Transfer Fee and may require management approval. Picnic Area reservation cancellations must be made 30 days prior to the rental date and will receive a credit minus the application and processing fees.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact may cause cancellation of my rental date. By signing this form, I further agree to be bound by the commitments and obligations stated herein.

Signature of Applicant

Date

**FOR OFFICE USE ONLY**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

PERMIT # / STAFF INITIALS

Insurance Required:  Yes  No \_\_\_\_\_

Amplified Sound Request Required:  Yes  No \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# IMPORTANT REMINDERS FOR PICNIC AREA PERMIT APPLICANTS

Please Initial:

- \_\_\_\_\_ 1. I understand that by reserving the picnic area, I have first priority to the tables and BBQ pits in the area I have reserved. The permit is to be exclusively use by the applicant. I am aware the park is still open to the public, i.e., the grass areas, playground equipment, and other picnic tables not being used for the event.
- \_\_\_\_\_ 2. I understand electricity is not available at any City park.
- \_\_\_\_\_ 3. I am aware that I am responsible for the picnic tables and equipment during my event, as well as the actions of my guests.
- \_\_\_\_\_ 4. I understand I am responsible for the removal and disposal of: all decorations, table coverings, tableware, food, kitchenware and all other supplies. I must remove all trash and place in the trashcan receptacles. I am aware that the City of Milpitas is not responsible for any lost, forgotten or stolen items.
- \_\_\_\_\_ 5. I understand that any broken glass must be disposed of properly.
- \_\_\_\_\_ 6. I understand that children must be supervised at all times.
- \_\_\_\_\_ 7. I understand that the \$30 application fee is non-refundable.
- \_\_\_\_\_ 8. I understand that no vehicles are allowed on the grass or decomposed granite, even for unloading supplies.
- \_\_\_\_\_ 9. I understand by City ordinance, beer or wine is permissible for adults (21+ years) in City parks when consumed with picnic meals in designated picnic areas. Alcoholic beverages are forbidden on any athletic field, tennis courts or within 10 yards of designated bleacher, sideline or playing areas. Sale of beer or wine is allowed, or other alcoholic beverages subject to the above location restrictions, and upon prior approval of the Milpitas Police Department and the acquisition of a valid permit by the user group from the Alcoholic Beverage Control Board, 100 Paseo de San Antonio, San Jose, CA 408-277-1200.
- \_\_\_\_\_ 10. I understand that posting reservation signs by 8:00 am on the day of the event is required by the applicant, as some individuals may be unaware that reservations are accepted for picnic tables and BBQ pits.
- \_\_\_\_\_ 11. I understand that I need to keep my copy of the permit at the event as proof of site reservation.
- \_\_\_\_\_ 12. I understand a written request for noise-amplifying permit must be submitted to and approved by the City Manager or his authorized agent Per City Code V-9-4.05. This is not allowed at Gill Park.

Applicant's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Use :

Permit # \_\_\_\_\_

Staff Initials: \_\_\_\_\_