



Parks and Recreation Office
 (925) 516-5444
 35 Oak Street, Brentwood, CA 94513
 brentwoodca.gov

Park Use Permit Application

Applicant Information

First Name	Last Name	Date of Birth	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Address	City	State	Zip Code
Primary Phone Number	Secondary Phone Number	Email Address	
Emergency Contact Name	Emergency Contact Relation	Emergency Contact Phone Number	

Business/Organization Information (if applicable)

Business/Organization Name	Business/Organization Phone Number	Business/Organization Website	
Business/Organization Address	City	State	Zip Code
Business/Organization Email Address	Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 501(c)(3) Documentation Provided	

Park Amenities Requested (check all that apply)

<input type="checkbox"/> Group Picnic Shelters 1-25 Capacity	<input type="checkbox"/> Group Picnic Shelter 51-100 Capacity	<input type="checkbox"/> Bocce Courts
<input type="checkbox"/> Blue Goose Park Picnic Shed (24)	<input type="checkbox"/> Balfour Guthrie Park B (60)	<input type="checkbox"/> Apple Hill Park
<input type="checkbox"/> Oak Meadow Park A (16)	<input type="checkbox"/> BFAC Picnic Tables (Rec. side)	<input type="checkbox"/> Veterans Park
<input type="checkbox"/> Oak Meadow Park B (16)	<input type="checkbox"/> Table 1—Sea Turtle	<input type="checkbox"/> City Park Gazebo
<input type="checkbox"/> City Park Group A w/Island (25)	<input type="checkbox"/> Table 2—Shrimp	<input type="checkbox"/> City Park Grass + Staging Area
<input type="checkbox"/> City Park Group B (25)	<input type="checkbox"/> BFAC Picnic Tables (Comp. side)	<input type="checkbox"/> Horseshoes Courts
<input type="checkbox"/> Group Picnic Shelters 26-50 Capacity	<input type="checkbox"/> Table 3—Starfish	<input type="checkbox"/> Veterans Park
<input type="checkbox"/> Apple Hill Park Group A (30)	<input type="checkbox"/> Table 4—Sand Dollar	<input type="checkbox"/> Skate Park
<input type="checkbox"/> Balfour Guthrie Park Group A (32)	<input type="checkbox"/> Table 5—Barracuda	<input type="checkbox"/> Tennis Courts
<input type="checkbox"/> Veterans Park Group A (32)	<input type="checkbox"/> Basketball Courts	<input type="checkbox"/> Balfour Guthrie Park
<input type="checkbox"/> Veterans Park Group B (32)	<input type="checkbox"/> Apple Hill Park	<input type="checkbox"/> Creekside Park
<input type="checkbox"/> Veterans Park Group C (32)	<input type="checkbox"/> Arbor View Park	<input type="checkbox"/> Volleyball Courts
<input type="checkbox"/> Veterans Park Group D (26)	<input type="checkbox"/> Balfour Guthrie Park	<input type="checkbox"/> Arbor View Park (Sand)
		<input type="checkbox"/> Balfour Guthrie Park (Grass)
		<input type="checkbox"/> Veterans Park (Sand)

Date(s) Requested _____
 Day of the week: Sun Mon Tue Wed Thu Fri Sat Sun Month/Day/Year: _____

Set Up Start Time: (park use preparation)	Park Use Start Time: (guests arrive)	Park Use End Time: (guests leave)	Clean Up End Time: (park use teardown)
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Type of Park Use: Park Use Details:

<input type="checkbox"/> Anniversary	<input type="checkbox"/> Family Picnic	<input type="checkbox"/> Bocce Equipment	<input type="checkbox"/> Vendor Present	<input type="checkbox"/> Food Truck
<input type="checkbox"/> Birthday Party	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Horseshoes Equipment	<input type="checkbox"/> Will food be:	<input type="checkbox"/> Mobile Vending Cart
<input type="checkbox"/> Celebration of Life	<input type="checkbox"/> Program/Service	<input type="checkbox"/> Jump/Bounce House	<input type="checkbox"/> Served	<input type="checkbox"/> Pop Up Tent/Booth
<input type="checkbox"/> Corporate Picnic	<input type="checkbox"/> Shower	<input type="checkbox"/> Tables	<input type="checkbox"/> Sold	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Chairs	<input type="checkbox"/> Total Attendees: _____	

General Use

_____Initial

- **Application:** Complete the application. Incomplete applications will not be accepted and will delay processing, which may affect the availability of your preferred date and/or location.
- **Payment:** The City accepts the following forms of payment: cash, check, money order, MasterCard, Visa, Discover, and American Express. Payments for non-profit organizations or public agencies must be drawn on the organization or agency account.
- **Cancellations:** If applicant wishes to cancel their park use, a written cancellation letter must be submitted.
 - The City reserves the right to cancel, reschedule, suspend, and/or refuse to grant the use of its facilities to any person or group if such use violates the Brentwood Municipal Code/City Rules and Regulations or in case of emergency.
 - Fees will not be refunded if actual time used is less than the rental period agreed upon in the Park Use Permit Application. Therefore, reserved time should be chosen carefully.
 - The City does not issue refunds for any reason. This includes, but is not limited to, issues pertaining to play structures, water features, volleyball nets and or other park amenities.
 - Once a Park Use Permit has been complete, if applicant wishes to make a change to their Park Use Permit, it must be done in writing subject to availability.
- **Alcohol/Illegal Substances:** Alcohol and illegal substances are not allowed in City parks, at any time. Smoking in City parks and facilities is prohibited. All park rules and ordinances must be observed.
- **Damages:** The permittee agrees to reimburse the City for all costs incurred by City in repairing damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility which occurred in connection with the permitted activity and was caused by the permittee, sponsoring organizations and/or attendees. Reimbursement for said expenses will be invoiced to the permittee.
 - Paint or other permanent types of markings shall not be used on any City streets, sidewalks, or on surfaces within any city park. Any temporary markings shall be removed at the end of the park use.
 - Tents and canopies shall be anchored with sandbags or water barrels, or by a similar method, and shall not be attached to turf or paving with stakes or any other mechanism.
- **Equipment:** City does not provide electrical hookups, electrical outlets, tables, chairs, easels, tents, canopies, sign stands, signs, rope, tape, table covers, or dollies.
- **Clean-up:** Permittee must ensure that all trash is placed in the appropriate container. Place recyclables into the marked recycling containers and garbage into the non-marked containers. If the amount of trash is beyond the capacity of the on-site containers, permittee is responsible for hauling the trash off the park property to dispose of it.
- **Decorations:** All streamers, balloons, signage and other decorations must be removed by permittee from the facility and properly disposed of immediately after park use. Do not hang piñatas from tree limbs or structures.
- **Live Animals:** No person shall lead or let loose any farm animals of any kind in a City park. Dogs are permitted subject to regulations as described in BMC 7.02.180.R, which requires all dogs to be properly licensed and maintained on a leash while in public. Owners are responsible for picking up after their animals when on/in parks, parkways, trails or other public areas
- **Reservations:** The City reserves the right to book additional park use before and after your event, and in other areas of the park.
 - Bring your authorized Park Use Permit with you on the day of your park use to confirm you reserved the designated area.
 - Sport Courts can only be reserved for their intended use. Ex. Tennis Courts can only reserved for tennis use.
- **Vehicular access:** While in parks, no person shall ride or drive any vehicle on any area, except paved roads, parking areas or other areas designated as temporary parking areas and posted for that use (BMC 7.02.200.E). No person shall park a vehicle in other than an established or designated parking area in a manner not in accordance with the posted directions or the instructions of any attendant who may be present (BMC 7.02.200.F)



Picnic Reservation Terms and Conditions

City of Brentwood Parks and Recreation

Picnic Reservation

_____Initial

The permittee, as indicated on the Park Use Permit, agrees to be present for the duration of the event. Permittee only has exclusive use of the specific picnic area, basketball court, bocce court, horseshoe court, tennis court, volleyball court, skate park, grass area, or gazebo that has been reserved for them. The remainder of the facility is still open to the public and the permittee may not ask other patrons to leave. Park hours are dawn to dusk (specific hours vary season to season)

- All parties/group are allowed to bring one (1) six foot table and one (1) 10x10 pop up tent.
- Portable BBQs, Grills, Hot Dog/Vendor Carts are not permitted at the parks.
- Acts Prohibited Brentwood Municipal Code Title 7.02.180
 - Section BB; bringing portable barbecues into city parks or facilities without a permit; to obtain permission, submit a letter stating the reason for request;
 - Section F; Bring into any park any material which, if spilled or spread, will be injurious to the turf or plant growth;
 - Section T; Make or kindle a fire for any purpose, except at places provided for campfires or barbecues, unless prior permission shall be obtained therefore from the director, or leave a fire started by such person, or at director's direction, or used until such fire is completely extinguished.

Liability, Medical Consent, and other Terms of Park Use Indemnification

User hereby voluntarily agrees to indemnify, defend, and hold harmless the City of Brentwood (City) it's officials, officers, employees, agents, and volunteers from any liability for property damage, injuries, or death resulting from or in any way connected with use of City parks. The Authorized Representatives and User do forever release and hold harmless the City from all claims or rights of action for damage which User may incur as a consequence of the use of the Facility. This waiver and release is applicable except to the extent caused by the City's sole negligence or willful misconduct.

Medical Consent. In emergency situations, User hereby agrees to allow the City staff to consent to any medical treatment that medical personnel deem necessary for any attendees of User's facility rental or event. It is understood that no health or accident insurance is provided by the City. It is further understood that this Contract is binding on my heirs and assigns.

Equipment. I agree to return equipment issued to me in as good condition as when received, except for normal wear and tear.

Photo/Video Release. Authorized Representatives and Participant hereby agree that pictures or videos taken during the Park Use rental may be used for future promotional purposes. My signature below constitutes acceptance of the conditions set forth above.

Applicant Signature

Date

Printed Name

Park Use Fees (effective October 1, 2021)

ALL RENTALS: Fees are subject to change.

Group Picnic Shelter Rentals (1-25 Capacity)**Blue Goose Park, City Park Group B, Oak Meadow Park** (2-hour minimum)

Resident	\$20.00/hr or \$121.00/day
Non-Resident	\$26.00/hr or \$157.00/day
Commercial	\$26.00/hr or \$157.00/day
Non-Profit	\$14.00/hr or \$84.00/day

City Park Group A w/island (2-hour minimum)

Resident	\$14.50/hr or \$88.00/day
Non-Resident	\$18.75/hr or \$114.00/day
Commercial	\$18.75/hr or \$114.00/day
Non-Profit	\$10.00/hr or \$61.00/day

Group Picnic Shelter Rentals (26-50 Capacity)**Apple Hill Park, Balfour Guthrie Park, Veterans Park** (2-hour minimum)

Resident	\$20.00/hr or \$121.00/day
Non-Resident	\$26.00/hr or \$157.00/day
Commercial	\$26.00/hr or \$157.00/day
Non-Profit	\$14.00/hr or \$84.00/day

Group Picnic Shelter Rentals (51-100 Capacity)**Balfour Guthrie Park** (2-hour minimum)

Resident	\$40.75/hr or \$245.00/day
Non-Resident	\$52.75/hr or \$318.00/day
Commercial	\$52.75/hr or \$318.00/day
Non-Profit	\$28.50/hr or \$171.00/day

Basketball Courts**Apple Hill Park, Arbor View Park, Balfour Guthrie Park,** (2-hour minimum)

Resident	\$7.00/hr or \$70.00/day
Non-Resident	\$8.00/hr or \$80.00/day
Commercial	\$9.00/hr or \$90.00/day
Non-Profit	\$5.00/hr or \$50.00/day

Bocce Courts , Horseshoe Court**Apple Hill Park, Veterans Park** (2-hour minimum)

Resident	\$13.00/hr
Non-Resident	\$14.25/hr
Commercial	\$16.75/hr
Non-Profit	\$9.00/hr
Equipment Deposit	\$100.00/each

Park Use Fees (effective October 1, 2021)

ALL RENTALS: Fees are subject to change.

Gazebo

City Park Gazebo (2-hour minimum)

Resident	\$41.15/hr or \$274.30/day
Non-Resident	\$45.25/hr or \$301.70/day
Commercial	\$53.50/hr or \$356.60/day
Non-Profit	\$28.80/hr or \$192.00/day

City Park Grass and Staging Area

City Park Grass and Staging Area (2-hour minimum)

Resident	\$87.00/hr or \$441.00/day
Non-Resident	\$95.00/hr or \$485.00/day
Commercial	\$113.00/hr or \$573.00/day
Non-Profit	\$60.00/hr or \$308.00/day

Skate Park

Brentwood Skate Park (4-hour minimum)

Resident	\$340.00/4hr
Non-Resident	\$374.00/4hr
Commercial	\$442.00/4hr
Non-Profit	\$238.00/4hr
Each Additional Hour	\$82.00/hr

Tennis Courts

Balfour Guthrie Park, Creekside Park (2-hour minimum)

Resident	\$8.00/hr or \$80.00/day
Non-Resident	\$9.00/hr or \$90.00/day
Commercial	\$10.00/hr or \$100.00/day
Non-Profit	\$6.00/hr or \$60.00/day

Volleyball Courts

Arbor View Park, Balfour Guthrie Park, Veterans Park (2-hour minimum)

Resident	\$8.00/hr or \$80.00/day
Non-Resident	\$9.00/hr or \$90.00/day
Commercial	\$10.00/hr or \$100.00/day
Non-Profit	\$6.00/hr or \$60.00/day