



City of Emeryville
CALIFORNIA

PARK PERMIT GUIDE AND APPLICATION

Application and other materials can be submitted by email, mail or dropped off in person:

CITY OF EMERYVILLE
Community Services Department

4727 San Pablo Ave. Building B
Emeryville, CA 94608
510-596-4395

rentals@emeryville.org

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Section 1: INTRODUCTION

Thank you for your interest in holding an event in the City of Emeryville!

The City of Emeryville's Community Services Departments offers a wide range of parks that are perfect for holding special events.

Reservations can be made any day of the week (except [City Holidays](#)).

For more information, please email rentals@emeryville.org or call 510-596-4395.

Section 2. GETTING STARTED

2.1 RENTABLE PICNIC SITES

PARK		DESCRIPTION
DOYLE HOLLIS PARK	Site A	1 – Picnic Table
	Site B	1 – Picnic Table
	Site C	2 – Picnic Tables
	Site D	3 – Picnic Tables
MARINA PARK	Site A	Large open field at the end of the peninsula 3 – Picnic Table 4 – Benches
	Site B	Small open field 3 – Benches
	Site C	North half of open field 6 - Benches
	Site D	South half of the open field 3– Picnic Tables 2 – Barbeque Grills
	Site E	Large open field
STANFORD AVE PARK	East	1 – Picnic Table (playground side)
	West	1 – Picnic Table (basketball court side)
TEMESCAL CREEK PARK		1 – Picnic Table
61 st ST MINI PARK		1 – Picnic Table
CHRISTIE AVE PARK		2 – Picnic Tables

2.2 PICNIC SITE AVAILABILITY

1. Visit Emeryville.org/register
2. Click on the **ORANGE** "Picnic Rentals" tab
3. Select the park you are interested in renting
4. See the availability by clicking on the months next to each site/park to which days in that month are reserved. Available dates are in **GREEN**.

2.3 ONLINE RESERVATION AND APPLICATION PROCESS

- a. Online reservations and applications can be submitted up to a year in advance for Emeryville residents ([City approved address list](#)) and eleven months in advanced for non-residents/businesses and non-profits, but must be submitted no later than 14 days before an event. Please keep in mind that acceptance of your application or submittal of your

request online does not mean the event has been or will be approved.

b. Renter must be at least 21 years of age

c. **Online Reservations**

1. Visit [Emeryville.org/register](https://www.emeryville.org/register) to create or login to your account
2. Click on the **ORANGE** "Picnic Rentals" tab
3. Select the date & time for the picnic site you are requesting, add to your cart, and checkout
4. Complete all prompts and waiver agreements
5. Complete the payment for the application fee. All other fees can be set to be paid later (due 14 days before the event date).

d. **Application Process**

1. Application fees are due at the time your application is submitted. The application fee is nonrefundable and can be paid:
 - a. Online at [Emeryville.org/register](https://www.emeryville.org/register)
 - i. Log into your account or create a new account
 - ii. Click on Rental Application Fees tab and select Park Rental Application Fee
 - b. In person at the Emeryville Center of Community Life at 4727 San Pablo Ave Building B. Monday-Friday, 9:00am-12pm and 1pm-6pm.
 - c. By calling the Community Services Department at 510-596-4395, Monday-Friday, 9:00am-12pm and 1pm-6pm.

No communication will begin without the application fee submitted.

2. Completed applications can be:
 - a. Emailed to rentals@emeryville.org
 - b. Dropped off at the Emeryville Center of Community Life at 4727 San Pablo Ave Building B

e. **After submitting the online request or application:**

1. The application will be approved, approved with conditions, or denied. The City of Emeryville reserves the right to deny any park rental application at the discretion of the Community Services Department.
2. You will be notified of the status of your park rental application within 7 business days of receipt.
3. Applications may also be submitted to the Emeryville Police Department for review, coordination, and possible additional requirements. Any changes required from the Police Department will be communicated to the renter within 7 business days.
4. A completed rental application, all fees, and any other requirements must be submitted to secure a date and the official rental permit

Section 3. FEES, RATES, CANCELLATIONS AND REFUNDS

3.1 FEES

Please see the [Rental Fee List](#) for up to date fees.

3.2 RATE TYPES

- **Residents:** rate for private personal use only. Proof of residency (i.e.: utility bill, CA ID/driver's license, lease agreement, etc.) will need to be provided and verified with the [City approved address list](#). Please submit proof of residency

along with your rental application.

- **Non-Profits:** the organization must submit a copy of a letter from the IRS identifying the renter as a non-profit organization, including their non-profit ID number. Please submit the letter along with your rental application.

Disclaimer: Non-profits will pay the non-resident application fee and adjustments will be made once the non-profit status has been confirmed.

- **Non-Residents/Businesses:** those that are not listed on the [City approved address list](#), including businesses in Emeryville.

3.3 PAYMENTS, CANCELLATIONS AND REFUNDS

- All rentals must be paid in full at least 14 days before the reserved rental date. Rentals are subject to cancellation if not paid in advance. If the rental is paid with a check, all checks must be submitted one month before the rental reservation date.
- Refunds will be handled as follows:

Prior to Event:	21+ days	20-14 days	13 days or less
Park Fees	100% returned	50% returned	0% returned
Bounce House Fees	100% returned	50% returned	0% returned

- If a park rental is cancelled due to inclement weather, the rental will be offered the option to secure another date or receive a full refund. The Emeryville Community Services Department will determine what constitutes as “inclement weather.”

Section 4. OPTIONAL PERMIT REQUIREMENTS

Events with jumpers/bounce houses at Doyle Hollis Park:

- Permission to have a jumper/bounce house on City property must be approved by the Community Services Department and the applicant must communicate the bounce house company’s name to the Community Services Department.
- No generators allowed. Outlets are available. Please note: outlets are high off the ground; please bring a ladder to access the outlets
- Only one bounce house permitted at a time
- Bounce house MUST be set up adjacent to the retaining wall on the field adjacent to 62nd Street. Do not set up bounce houses on the 61st Street side of the park
- Failure to abide by the City’s bounce house policy and generator municipal code will be subject to a fine
 - *Bounce House Fees apply. Please see the [Rental Fee List](#)
 - *Ask for approved bounce house vendor(s)
 - *Note: other companies can be approved with a Business License and as long as the company provides an insurance policy naming the City of Emeryville as additionally insured

Food Trucks/Catering:

Must have a Food Truck Permit. Visit Emeryville.org/1304 for more information.

Tents/Canopies:

Events using tents or canopies larger than 10x10 are required to apply for a Tent and Canopy Permit from the Emeryville Fire Marshal. Note that the fee is generally waived if no inspection is needed. Download the Tent and Other Membrane Structures Information Bulletin [here](#). Contact the Fire Prevention Inspector at 510-596-3759 if you have any specific questions.

Section 5. GENERAL RENTAL GUIDELINES & RESPONSIBILITIES

1. The applicant must be the primary event contact, be on-site during the event and provide all payments for the event. We will not work with multiple parties for a single event
2. Renter must be at least 21 years of age
3. Park rentals cannot be transferred, assigned or sublet
4. A contract may be terminated or voided if the information provided on the application is inaccurate
5. The rental applicant is responsible for leaving the park in pre-event condition. This includes: removing decoration, wiping off tables and picking up trash. Trash bags, compost, and recycle bags must be removed off site. Parks must be cleaned and vacated by the departure time specified on the rental permit.
6. Make sure to bring your own trash bags and NOT use the park bins. Applicant must remove all trash off site
7. Abide Emeryville's Eco Food-Ware Ordinance in serving food/drink (i.e.: no plastic throw away utensils/cups/plates are allowed, must be compostable, recyclable, or reusable). The renter must provide their own cups, plates, silverware, cooking utensils, etc. All disposable plates and utensils must be bio-degradable per the City of Emeryville's Eco Food-Ware Ordinance
8. No stake are allowed to tether tents, arches, etc. Weighted system must be used to tether items to the ground. Renter must report the use of a tent larger than 10x10. Certain tents are subject to a permit from the Alameda County Fire Department
9. No Alcohol Beverages in City Parks. Emeryville Municipal Code 5-24.05
 - a. The renter is responsible for the orderly conduct of all guests consuming alcohol
 - b. At no point in time may alcoholic beverages be served or sold during the event
 - c. Failing to obey the City of Emeryville Municipal Code 5-24.05 "No Alcohol Beverage in City Parks" may be subject to possible citation/fine and/or arrest
10. Generators are not permitted in Emeryville parks
11. If a bounce house has been approved for use at Doyle Hollis Park, the applicant agrees to have it set up on the grass near the retaining wall on the 62nd Street side of the park. The permit is not approved unless the City of Emeryville has a current certificate of insurance from the jump/bounce house company on file naming the City of Emeryville as additionally insured. The bounce house must be plugged into an outlet at the top of the lamp posts in the park. **NO GENERATORS!**
12. Decorations/signs may not be attached to any public trees, street poles, or other City property and no signage may be posted in the public right-of-way
13. Illegal parking is strictly enforced. Marina parking lots are usually full on weekends, so please encourage carpooling, arrange for extra parking in a nearby private property parking lot, or arrange for shuttle service
14. If there will be amplified music, note that all events do not have a waiver to the noise ordinance, so make sure to play the music at a level that is respectful to the Doyle Hollis and Marina parks' neighbors. If the Police Department receive a complaint, they will have to respond and if the officer deems the amplified music is too loud, they will ask that the music be turned down (or off in extreme cases).
15. Dogs must be on leashes not exceeding six feet (6') at all times. Emeryville Municipal Code 5-24.06
16. For more information regarding the Municipal Code, visit <https://www.codepublishing.com/CA/Emeryville> Title V, Chapter 24, Parks