

Contact Information:

Community Services Department
 4727 San Pablo Ave. Building B
 Emeryville, CA 94608
 510-596-4395
rentals@emeryville.org



City of Emeryville
 CALIFORNIA

PARKS – RENTAL APPLICATION AND GUIDE

INTRODUCTION

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).

GENERAL FACILITY INFORMATION

General Park Hours: 7AM – 9PM daily

PARK		DESCRIPTION	PRICING
R=Resident, NP=Non-Profit, NR=Non-Resident/Business			
DOYLE HOLLIS PARK	Site A	1 – Picnic Table	R: \$32 NP: \$70 NR: \$109
	Site B	1 – Picnic Table	R: \$32 NP: \$70 NR: \$109
	Site C	2 – Picnic Tables	R: \$53 NP: \$82 NR: \$120
	Site D	3 – Picnic Tables	R: \$64 NP: \$99 NR: \$131
MARINA PARK	Site A	Large open field at the end of the peninsula 3 – Picnic Tables 4 – Benches	49 people or less - R: \$98 NP: \$193 NR: \$466 50 people or more - R: \$187 NP: \$283 NR: \$466
	Site B	Small open field 3 – Benches	R: \$64 NP: \$99 NR: \$131
	Site C	North half of open field 6 - Benches	R: \$64 NP: \$99 NR: \$131
	Site D	South half of the open field 3 – Picnic Tables 2 – Barbeque Grills	R: \$64 NP: \$99 NR: \$131
	Site E	Large open field	49 people or less - R: \$98 NP: \$193 NR: \$466 50 people or more - R: \$187 NP: \$283 NR: \$466
STANFORD AVE PARK	East	1 – Picnic Table (playground side)	R: \$32 NP: \$70 NR: \$109
	West	1 – Picnic Table (basketball court side)	R: \$32 NP: \$70 NR: \$109
TEMESCAL CREEK PARK		1 – Picnic Table	R: \$32 NP: \$70 NR: \$109
61 ST ST MINI PARK		1 – Picnic Table	R: \$32 NP: \$70 NR: \$109
CHRISTIE AVE PARK		2 – Picnic Tables	R: \$42 NP: \$70 NR: \$120

RESIDENCY / NON-PROFIT GUIDELINES

- **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’s approved address list.
- **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.

FEES

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 a month before the rental reservation date.

CHECK PARK AVAILABILITY

1. Visit Emeryville.org/register
2. Click on the **ORANGE** “Rentals” tab
3. Click on 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**. **ORANGE** dates may have some availability. Click on the date to see the times available

Renter Initials _____

PARK PERMIT APPLICATION

APPLICANT INFORMATION

Name: _____ **Email:** _____
(Please print)

Street Address: _____ **City:** _____ **Zip:** _____

Phone Number: _____ **Alternate Phone Number:** _____

Organization Name: _____ **Non-Profit ID #:** _____
(if applicable) (if applicable)

Rental Classification (check one): **Resident** **Non-Resident/Business** **Non-Profit**

EVENT INFORMATION

Date(s) Requested: _____

Type of Event: _____
(Please be specific. Example: 5th birthday party)

Setup/Start Time: _____ **Actual Event Time:** _____ **to** _____ **Cleanup/End Time:** _____

ATTENDANCE

PARK SITE(S) REQUESTED

	Doyle Hollis Park:	Marina Park:	Other Parks:
Total Number Attending: _____	Site A	Site A	Temescal Creek Park
Number of Children: _____	Site B	Site B	Stanford Ave Park (east)
Number of Adults/Seniors: _____	Site C	Site C	Stanford Ave Park (west)
	Site D	Site D	61 st St Mini Park
		Site E	Christie Ave Park

ADDITIONAL QUESTIONS

Yes	No	Will you have a BBQ grill? (gas only)	Yes	No	Will there be a bounce house at this event? (Doyle Hollis Park ONLY)
Yes	No	Will there be food served at this event?	Yes	No	Will there be live music and/or entertainment? If yes, what type? _____
Yes	No	Will the food be cooked on site?	Yes	No	Will there be amplified music?
Yes	No	Will you be using a caterer?			
Yes	No	Will you be using a food truck? If yes, list the name: _____			

FOR OFFICE USE ONLY

Received By: _____ **Date Received:** _____ **Permit #:** _____
 Completed application and waiver 501©3 (if applicable) Permit Issued
 Proof of residency (if applicable) Total Fees Paid: \$ _____ Reservation Sign

Community Services Approval: _____ **Date:** _____

Notes:

RESERVATION PROCEDURES AND TIMELINE

- Completed applications can be:
 - Emailed to rentals@emeryville.org
 - Dropped off at the Emeryville Center of Community Life at 4727 San Pablo Ave Building B.
- Renter must be at least 21 years of age.
- 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.
- You will be notified of the status of your park rental application within 7 business days of receipt.
- 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.
- A completed rental application, all fees, and any other requirements must be submitted to secure a date and the official rental permit.
- Reservations will be accepted no more than 12 months in advance for Emeryville residents and 11 months in advance for non-residents. It is highly recommended that all reservations are made at least two months in advance.
- Outdoor reservations are not accepted with less than two weeks' notice.

FEES, 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.

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.

*Notes:

- In order to receive the resident rate, proof of residency (i.e. driver's license, utility bill, lease agreement, etc.) will need to be provided at the time of reservation
- The Emeryville Community Services Department will determine what constitutes as "inclement weather." 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

RENTER RESPONSIBILITIES / CLEANING

The renter is responsible for leaving the facility 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.

ALCOHOL

No Alcohol Beverages in City Parks. Emeryville Municipal Code 5-24.05

- The renter is responsible for the orderly conduct of all guests consuming alcohol
- At no point in time may alcoholic beverages be served or sold during the event
- 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

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

*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

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 Canopy Permit Application [here](#). Contact the Fire Prevention Inspector at 510-596-3759 if you have any specific questions.

Food Trucks/Catering:

- Must have a Food Truck Permit. [Click here for more information.](#)

Renter Initials _____

GENERAL RENTAL GUIDELINES & RESPONSIBILITIES

- 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
- Park rentals cannot be transferred, assigned or sublet
- A contract may be terminated or voided if the information provided on the application is inaccurate
- The rental applicant is responsible for leaving the park in pre-event condition
- Make sure to bring your own trash bags and NOT use the park bins. Applicant must remove all trash off site
- 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
- 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
- Alcohol is not permitted in Emeryville parks
- Generators are not permitted in Emeryville parks
- 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!**
- 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
- 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
- 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)

CITY OF EMERYVILLE RENTAL WAIVER AND INDEMNIFICATION AGREEMENT

In consideration of being permitted to participate in this city activity or use of any city facilities in connection with this activity, the undersigned agrees to the following:

1. I the undersigned hereby releases, waives, and discharges and covenants not to sue the City of Emeryville, its' employees, officers and agents (hereinafter referred to as "Releases") from all liability to the undersigned, his or her personal representatives, assigns, heirs, and next of kin for any loss, damage, or claim therefore on account of injury to the person or property of the undersigned, whether caused by any negligent act or omission, including gross negligence and/or willful disregard, of the Releases or otherwise while the undersigned is participating in the City activity or using any City facilities in connection with such activity.
2. The undersigned hereby agrees to indemnify, defend and hold harmless the Releases from all liability, claims, demands, causes of action, charges, expenses, attorney's fees (including attorney's fees to establish the release's right to indemnify or incurred on appeal) and costs arising out of or resulting from the use and/or rental of the City facility by undersigned, his/her agents, employees, officials, volunteers, guests and invitees.
3. The undersigned hereby assumes and accepts full responsibility for any and all loss, bodily injury, death, or property damage while upon or using the City facilities and equipment. The undersigned expressly agrees that the foregoing release waiver, and indemnity agreement are intended to be as broad and inclusive as permitted by the California law and that if any portion thereof be held invalid, notwithstanding, the balance shall continue in full legal force and effect.

I hereby acknowledge that I have read the foregoing and that I am aware of the legal consequences of this agreement, including that it prevents me from suing the City or its employees, agents, or officers if I am injured or damaged for any reason because of participation in this activity. I further acknowledge that no oral representations, statements or inducements have been made to me.

I have read and agree to abide by the policies contained in the Rental Guide:

Print Name: _____ **Signature:** _____ **Date:** _____