









**CITY OF HEALDSBURG COMMUNITY SERVICES DEPARTMENT**

1557 Healdsburg Ave  
 Healdsburg, CA 95448  
 Phone: (707) 431-3301  
 Fax: (707) 431-2852  
[www.healdsburgparksandrec.org](http://www.healdsburgparksandrec.org)

<b>Office Use Only</b> Permit # _____ Issued by: _____ Date: _____ This permit issued to: _____	<b>Permit Approved:</b> <b>Yes</b> <b>No</b> City Staff: _____      Date: _____
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**APPLICATION FOR PICNIC PERMIT**

**Small Group Site (No minimum; maximum 50 people):**

1 <sup>st</sup> Park Choice: _____	Date: _____
2 <sup>nd</sup> Park Choice: _____	Date: _____

**Large Group Site (Minimum 41 people; maximum 100 people):**

1 <sup>st</sup> Park Choice: _____	Date: _____
2 <sup>nd</sup> Park Choice: _____	Date: _____

*Picnic sites are ready at 9:00 am. Parks close at 5:00 pm (PST) and 8:00 pm (PDT).*

<b>Time In</b> :(allow time for set-up): _____	<b>Time Out:</b> (include time for clean-up): _____
<b>Nature of Event:</b> _____	
<b>Estimated Attendance:</b> _____ (Maximum 40 in small sites; maximum 100 in large sites)	

<b>Name of Applicant:</b> _____	<b>Home Phone:</b> _____
<b>Address:</b> _____	<b>Cell/Bus. Phone:</b> _____
<b>City:</b> _____ <b>Zip:</b> _____	<b>Email address:</b> _____

Applicant hereby agrees to hold the City of Healdsburg, its City Council and Commission, the individual members thereof, and all the officers, agents, and employees free and harmless from any loss, damage, liability, cost of expense that may arise during or be caused in any way by such use or occupancy of recreation facilities. I, the undersigned, hereby certify that I will be personally responsible on behalf of Applicant for any damages sustained to the facility or equipment, accruing through occupancy or use of said facility by the Applicant. Any lost equipment or damages sustained to the above shall be compensated within seven days. I further realize that it is my responsibility to notify the Healdsburg Parks Department, 1557 Healdsburg Ave, Healdsburg, CA 95448, telephone (707) 431-3301 immediately if any item changes, if any new component is added, or if I wish to cancel my reservation.

**Applicant[s] Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

Fee Description	Fees	Amount Due	Date Paid	Receipt #	Comments
Picnic Rental Fee:					
Insurance Fee:					
<b>TOTAL AMOUNT:</b>					

**Enclose payment with this application. See Page 2 for applicable fees.**

Amount enclosed: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ (payable to COH), o r  
 MasterCard/VISA Card # \_\_\_\_\_ Expiration: (Mo) \_\_\_\_\_ (Yr) \_\_\_\_\_ Sec Code: \_\_\_\_\_



CITY OF HEALDSBURG  
Administrative Services Department  
Risk Management  
401 Grove Street  
Healdsburg, CA 95448-4723

Phone: (707) 431-3184  
Fax: (707) 431-3171

Visit us at [www.healdsburg.gov](http://www.healdsburg.gov)

## **Supplemental Indemnification Form**

The Event Sponsor agrees to indemnify and hold harmless the City of Healdsburg, its officers, officials, employees, agents, and volunteers from and against any injury, damage, claims, actions, or suits arising out to the

\_\_\_\_\_

List Special Event

including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify City of Healdsburg, its officers, officials, employees, agents, and volunteers from and against an injury, damage, claims, actions, or suits arising out of or connect with the event listed above.

I agree to the indemnification clause above and certify that I am an authorized representative for the event listed above:

\_\_\_\_\_

Signature, Event Sponsor

\_\_\_\_\_

Date

Please answer the following questions. If you select "Yes" to any item, please provide more details in box provided below.

NO.	QUESTIONS	Please check one	
		YES	NO
1	Is this a private family or company picnic/party?		
2	Is the event open to the public?		
3	Is this a fundraising event?		
4	Will a fee be charged at any point to participate in your picnic/party?		
5	Will there be the sale of any product or service?		
6	Do you (or your caterer) plan to bring in any special equipment? (Tents, tables, barbeques, etc.).		

*Please note that the City of Healdsburg does not allow bounce houses or the use of any inflatable rebound devices/equipment in our parks.*

**DESCRIPTION**

**PERMIT MUST BE IN POSSESSION AT THE PARK DURING DATE(S) AND HOURS STATED.**

It is the responsibility of the permit holder to notify the City of Healdsburg Community Services Department at (707) 431-3301 if any changes (date, time, equipment, etc.) are made to your permitted use.



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**Park Use Policy  
&  
Guidelines for Special Use Events  
in City of Healdsburg Parks/Athletic Fields**

- 1. Trash Management:** Please consider having a Green Event that includes recycling and use of recycled products. If extra dumpsters and/or trash and recycle cans are to be brought into the park as part of your Trash Management plan, please contact City Park staff to assist with placement and access. Please contact Redwood Empire Disposal at 707-588-2199 to provide this service. All dumpsters, trash and recycle receptacles, etc., must be removed from the park after the event.
- 2. Clean-up Responsibilities:** Permittee must leave the park or facility restored to a clean condition, including the disposal of all trash and removal of all food and decorations.
- 3. Restrooms:** Park restrooms may not be serviced during your event. If you anticipate 200+ people at your event, portable toilets may need to be brought into the park. Please consult with City Park staff so they can assist with placement and access. Please contact North Bay Portables/Honey Bucket 1-888-394-7474 to provide this service. Portable toilets must be removed from the park on the first weekday after the event.
- 4. Securing Tents:** Small tents, 12' x 12' or smaller, and portable shade structures should be staked with stakes no more than 8 inches in length. Sandbags or clean water barrels must be used to secure large tents and portable shade structures larger than 12' x 12'. Tents larger than 200 sq. ft. need a permit from the Fire Department.
- 5. No Vehicles Allowed on Grass:** Plan appropriately with an adequate number of people to set up and break down your event. Dollies, wagons, or handcarts may be used on the park pathways to haul supplies closer to your venue.
- 6. Amplified Sound:** Amplified sound is **not** allowed at any City of Healdsburg Park, apart from City co-sponsored events.
- 7. Alcohol Usage:** No alcohol is allowed in City Parks apart from City or City co-sponsored events.

- 8. Bounce Houses and Inflatable Rebound Devices/Equipment:** Not allowed.
- 9. Smoking: Prohibited** in all City Parks (Ordinance No. 967).
- 10. Dog Scoop and Leash Laws:** Apply to all dogs in parks. All dogs must be on a leash not to exceed 6 feet in length, unless they are in an enclosed Dog Park (Ordinance No. 967).
- 11. Park Rules:** All Park rules are in effect during your event. Please comply with all rules governing the use of Park areas, both posted signs and direction from Parks staff.
- 12. Storm Drains:** Dumping of any water, ice or other substance into storm drains or adjacent landscaping is prohibited.
- 13. Damage or Loss:** Any damage or loss to park or equipment is the responsibility of the permittee. The permittee shall be liable for costs associated with callouts of public safety officials and restoring and/or replacing any damages or losses. If Police are called out for any reason to your event, the permittee will be billed.
- 14. Cancellations / Rescheduling:** If the nature of the event or the number of participants changes, the City of Healdsburg, Community Services staff must be notified at least ten (10) working days in advance, and if necessary, fees will be charged in accordance with applicable rates. The department reserves the right to disapprove of any such changes.

A \$25 processing fee may be charged for any re-scheduled event.

Fees are due at the time of the reservation. No reservations will be taken for events less than 10 days in advance of the scheduled event date.

In the event of wet weather, where the picnic or park area cannot be used as determined by department staff, you may reschedule your event or receive a full refund.

- 15. Cancellation by the City:** In addition to the right to terminate this rental agreement upon permittee's default, the Supervisor shall have the right to terminate part or all this agreement at any time in the following circumstances:
  - (a) Upon ten (10) days written notice.
  - (b) Immediately without notice if the City Council, City Administrative Officer, the County Emergency Services Director, supervisor, or local state or federal official determines that the facility is required for public necessity or emergency use.
  - (c) Immediately without notice if the facility is destroyed or damaged.
  - (d) Neither City nor any of its officers, agents or employees shall be liable to permittee for any damages that may be sustained by permittee through exercise by City of any of its rights to cancellation pursuant to this section. Upon such cancellation, any deposit and fees paid by permittee shall be refunded.



**16. Permit Revocation:** A permit may be revoked for failure to observe any rules, regulations, and ordinances of the City of Healdsburg, for improper conduct or cancellation by City (see “Cancellation by the City” section).

If incomplete or incorrect information regarding the nature of the event or expected attendance on application is given to department staff, immediate cancellation of permit may result with no refund of fees and/or deposit.

Any publication of the proposed activity that occurs prior to the permit being approved shall cause the permit to be denied.

Not being in possession of the ABC license/permit, if applicable, will result in the cancellation of the permit with no refund of fees and/or deposit.

Events that exceed attendance capacity may be immediately cancelled with no refund of fees and/or deposit.

Fights, vandalism, or unacceptable behavior occurring during an event shall cause immediate cancellation of the permit and no refund of fees and/or deposit.

**17. Indemnification Form:** All applicants must complete a Supplemental Indemnification Form.

**My signature below signifies that: I am 18 years old or older; I agree to abide by all the conditions of this Park Use Policy (3 pages); and I also agree to pay to the City of Healdsburg all costs the City may incur because of any failure to fully comply with all of these conditions.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Community Services Approval \_\_\_\_\_ Date \_\_\_\_\_