

City of Petaluma, Recreation Services Park Rentals

www.cityofpetaluma.org
parksnrec@cityofpetaluma.org

320 N. McDowell Blvd
Petaluma, CA 94954
(707) 778-4380



City of Petaluma, Recreation Services
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ITEMS NEEDED TO RESERVE A PARK & STEPS TO RESERVE A PARK

ITEMS THAT MAY BE REQUIRED WHEN RESERVING A PARK:

- Park Application & Use Policies (completed, initialed & signed)
- Alcohol Policy (signed)
- Deposit Paid
- Fees Paid
- Insurance Certificate and Additional Insured Endorsement
- ABC Permit

STEPS TO RESERVE A PARK

DAY OF BOOKING:

- Complete **Park Application**
- Initial and Sign **Park Use Policies**
- Sign **Alcohol Policy** (if serving alcohol)
- Pay **Park Deposit** and/or rental **Fees in Full**

DUE 30 DAYS PRIOR TO EVENT:

- Pay rental **Fees in Full**
- Turn in **Insurance Certificate and Additional Insured Endorsement**
- Turn in **ABC Permit** (if required)

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PARK DESCRIPTION

The City of Petaluma's Parks are ideal for birthday parties, class reunions, company picnics, weddings, and special events. With a mild climate, natural beauty, and historic charm The City of Petaluma offers a wide range of park spaces to help make your event memorable.

McNear #1

Location: Corner of 11th Street and F Street

Maximum Occupancy: 150

Permittable beer and wine consumption

Permittable Jumpy House

McNear Picnic Area #1 has 9 picnic tables and a large BBQ pit to help you feed your hungry guests. In addition, there is one power outlet that is ideal for jump houses full of family fun.

Please be respectful of our neighbors per Ord. 1990 NCS2, 1993: Ord.1924 NCS 1, 1993: Ord. 1586 NCS 2(part), 1984. Use of live music/amplified sound, with live music in McNear Park LIMITED TO 10 AM TO 3 PM.

McNear #2

Location: Corner of 11th and G Street

Maximum Occupancy: 70

Permittable beer and wine consumption

McNear Picnic Area #2 is the smaller but equally beautiful picnic area with 5 picnic tables and a modest BBQ area that will bring out your inner pit-master.

Please be respectful of our neighbors per Ord. 1990 NCS2, 1993: Ord.1924 NCS 1, 1993: Ord. 1586 NCS 2(part), 1984. Use of live music/amplified sound, with live music in McNear Park LIMITED TO 10 AM TO 3 PM.

Leghorns Park Gazebo

Location: 690 Sonoma Mountain Pkwy, Petaluma, CA 94954

Permittable Jumpy House 13' x 13'

Maximum Occupancy: 35

The Leghorns Park Gazebo features a picturesque bandstand that can support quaint intimate gatherings. Nearby access to the playground and basketball courts ensures loads of fun for all ages.

Lucchesi Park BBQ Area

Location: 320 N McDowell Blvd, Petaluma, CA 94954

Maximum Occupancy: 200 Standing

Permittable beer and wine consumption

Permittable Jumpy House

The Lucchesi Park BBQ area is the largest outdoor reservable picnic area in the city. With its massive BBQ pit, numerous picnic tables, and shade structure there is a ton of value packed into this humble location. The adjacent pond offers a tranquil backdrop and bird watching opportunities.

Wickersham Park

Location: 500 4th Street, Petaluma, CA, 94952

Wickersham Park is one of Petaluma's most beloved neighborhood parks. The signature rose bushes and bench / trellis combos offer a majestic experience that tantalizes the senses.

Walnut Park Gazebo

Location: 201 4th Street, Petaluma, CA, 95452

Walnut Park is located in the heart of downtown Petaluma. Despite being in the urban core Walnut Park bewitches park goers with its small-town charm. Walnut Park is a glistening gem that represents the Petaluma of yesteryear with opportunities to meet and connect with a vibrant cast of eclectic community members.

Oak Hill Park

Location: 1 Parkside Terrace Blvd, Petaluma, CA, 94952

Maximum Occupancy: 40

Oak Hill Park offers a quaint shaded picnic area amongst a distinguished grove of oak trees. Within view is a large playground with multiple slides and swings for youthful escapades. Nearby hiking trails and tranquil clearings offer a relaxing getaway within city limits.

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PARK/GROUP BBQ AREA FEES

Reservations are on a first come, first served basis. The Petaluma Community Center handles all requests and reservations for the City of Petaluma’s buildings/facilities and parks during business office hours. Your reservation date is not confirmed until reviewed and approved by the Recreation Supervisor in charge of facilities. Permit holder must possess permit on site during event or function.

A Facility Permit is required for any of the following:

- Organized activity in which 20 or more persons are expected to participate or attend
- Having exclusive use of an area
- The event is publicized prior to the date of the activity
- For the sale of goods
- Activity involving the use of amplified sound
- Activity involving the placement of structure, stages or booths
- Use of alcohol
- Requires special City Services

Park / Group Area Rental Rates

	Private Event	Community Event	Large Event (over 250 people)	Commercial (providing program or class)	Government/Schools (max 200 people)
Per 250 people	\$151	\$197	\$460	\$66	\$112
Deposit (No Alcohol & up to 500 people per event)	\$131	\$131	\$131	\$131	No deposit required
Deposit (Alcohol Use & up to 500 people per event)	\$263	\$263	\$263	\$263	No deposit required
Deposit (over 500 people per event)	\$657	\$657	\$657	\$657	No deposit required

- All fees are due and payable thirty (30) days prior to scheduled use. Fees include electricity where available. However, you must notify us if you intend on using the electricity – as it will need to be turned on.

- **Inflatables, Dunk Tanks and Generators:** Park/Facility use applications must be completed for the Group BBQ areas and all fees apply. Inflatables and Dunk Tanks are permitted in some parks. Insurance provided by the Inflatable company listing the City of Petaluma as additional insured is required. All Inflatables must have a tarp or plastic under them to protect the area from damage. Designated areas are determined based on safety and other park uses. Water slides are not permitted in the parks.
- **Liability Insurance Coverage:** Liability insurance must list the City of Petaluma as certificate holder **AND** additional insured. For correct verbiage, please see page 6, *Insurance Requirement*. Liability amounts of insurance coverage are a minimum of \$1,000,000 (1 million).
- **Park Usage:** Parks open at dawn and close at dusk. Your reservation at Kenilworth Park, Lucchesi Park, McNear Park, and Walnut Park is for the group BBQ area only. Leghorns Park Reservation is for the gazebo picnic area only. The gazebo holds a maximum of 35 people. All other picnic tables outside the gazebo area are for the general public on a first come first serve basis. Leghorns Park playgrounds, basketball and tennis courts are for general public use, with tennis and basketball courts subject to City or Junior College scheduled activities. In those cases, signs will be posted. When reserving all of our park group areas, permittee must have approved application in possession at all times.
- **Alcohol Usage:** Permittee planning to serve alcohol must receive special department approval in advance and may not serve alcoholic beverages more than 5 hours at any event. No glass containers allowed in City parks. Alcoholic beverages are prohibited in playing field areas of McNear Park. Alcoholic beverages are prohibited in Leghorns Park.
- **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.
- **First Aid or Sanitary Facilities:** Permittee may be required to provide first aid or sanitary facilities.
- **Field Use:** To book any ball fields (softball, baseball, multi-use, synthetic, etc) you will need to complete a Field Use Application and abide by the appropriate fees and policies.
- **Government & Schools:** Any public school requesting use of a park facility from 5 p.m. Friday through dusk on Sunday will be charged the regular rental rate. Any public school requesting use of a park facility for a fundraiser will be charged the regular rental rate.
- **Special Events Permit (Police Department):** Some events may require a Special Events Permit through the City of Petaluma, Police Department depending on the event activities. You may contact them at 707-778-4372. (13.32.040)

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INSURANCE REQUIREMENT

Please provide this page to your insurance agent.
 Additional requirements may be requested.
07-04 Insurance not accepted.

INSURANCE REQUIREMENT


Description Block	Name and Event Date
Certificate Holder	City of Petaluma Office of the City Clerk c/o 320 N. McDowell Blvd Petaluma, CA 94954
Additional Insured	The City of Petaluma, its officials, officers, employees, agents, and volunteers are listed as additional insured.
Liability Amounts	Each Occurrence: \$1,000,000 (in an occurrence policy) Damage to Rented Premises: \$100,000 Personal and ADV Injury: \$1,000,000 General Aggregate: \$1,000,000 Products-COMP/OPAGG: \$1,000,000 *** Must Show Proof of Host Liquor Liability if serving alcohol ***
Cancellation	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.
Required Documents	<ul style="list-style-type: none"> ✓ Certificate of Liability Insurance ✓ Additional Insured Endorsement (CG 20 12 04 13 or comparable) naming the City of Petaluma, its officials, officers, employees, agents, and volunteers are listed as additional insured.


Effects of Increased BAC Levels on a Typical Person


Blood Alcohol Concentration (BAC)	Effects
.02%	Reached after approximately one drink; light or moderate drinkers feel some effect; e.g. warmth and relaxation.
.04%	Most people feel relaxed, talkative, happy. Skin may flush.
.05%	First sizeable changes begin to occur. Lightheadedness, giddiness, lowered inhibitions, and less control of thought may be experienced. Both restraint and judgment are lowered; coordination may be slightly altered.
.06%	Judgment somewhat impaired; normal ability to make a rational decision about personal capabilities is affected; e.g. concerning driving ability.
.08%	Definite impairment of muscle coordination and a slower reaction time; driving ability suspect. Sensory feelings of numbness of the cheeks and lips. Hands, arms, and legs may tingle and then feel numb. (Since 1/1/90, it has been illegal in California to drive with a BAC of .08% or more.)
.10%	Clumsy; speech may become fuzzy. Clear deterioration of reaction time and muscle control.
.15%	Definite impairment of balance and movement. The equivalent of a half pint of whiskey is now in the bloodstream!
.20%	Motor and emotional control centers measurably affected; slurred speech, staggering; loss of balance, and double-vision.
.30%	Lack of understanding of what is seen or heard; individual is confused or stuporous. Consciousness may be lost at this level; i.e. individual "passes out."
.40%	Usually unconscious; skin clammy.
.45%	Respiration slows and can stop altogether.
.50%	Death can result.

Drink Chart Guide

Body Weight	Number of drinks over a two hour period. One drink= 1 ¼ oz. 80 proof liquor, 12 oz. can of beer, or 4 oz. of wine							
90-109	1	2	3	4	5	6	7	8
110-129	1	2	3	4	5	6	7	8
130-149	1	2	3	4	5	6	7	8
150-169	1	2	3	4	5	6	7	8
170-189	1	2	3	4	5	6	7	8
190-209	1	2	3	4	5	6	7	8
210-229	1	2	3	4	5	6	7	8
230 & up	1	2	3	4	5	6	7	8

 (.01%-.04%) May be DUI

 (.05%-.07%) Likely DUI

 (.08%-up) Definitely DUI

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LOCAL VENDORS

We, the City of Petaluma, cannot recommend any of the following companies. We have assembled this list for your convenience.

CATERING

Lombardi's BBQ and Catering	707-773-1271	www.lombardisbbq.com
Mary's Pizza Shack	707-765-1959	www.maryspizzashack.com
Petaluma Pie Company	707-766-6743	www.petalumapiecompany.com
Preferred Sonoma Caterers	707-769-7208	www.sonomacaterers.com
Ray's Catering	415-883-4939	www.rayscatering.com
Red Boy Pizza	707-765-1300	www.redboypizza.com
Sweet T's	707-687-5185	www.sweetssouthern.com
Sally Tomatoes	707-665-9472	www.sallytomatoes.com
Ulia's Deli	707-769-9942	www.uliasdeli.com

EVENT SUPPLIES / AUDIO and VISUAL

ATL	707-528-3557	www.atlevents.com
Corporate Media Systems	415-457-9550	www.cmsrents.com
Encore Events and Rentals	707-763-3322	www.encoreeventsrentals.com
Lace House Linen	707-763-1515	www.lacehouselinen.com

BOUNCE HOUSE COMPANIES *Each company must provide a copy of current insurance.*

Astro Events of the North Bay	415-499-0955	www.astrojump.com
Jubilee Jumps	415-889-5781	www.jubileejumps.com
Jumpin' Jacks	707-578-1140	www.jumpinjacks.com
Party Jump	707-528-7529	www.partyinteractive.com

ONLINE INSURANCE

The Event Helper	www.theeventhelper.com/#fqCh6b
Eventsured	www.eventsured.com/city-of-petaluma/

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PARK USE APPLICATION

This reservation/contract is issued in accordance with the policies as established by the City Council, City of Petaluma. Failure to comply by any group/individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis. **Your reservation date is not confirmed until reviewed and approved by the Recreation Supervisor.**

Customer Information

Contact Person: _____
Street Address: _____
City, State, Zip: _____
Phone: _____
Alt Phone: _____
Email: _____

Company Information

Company Name: _____
Street Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Commercial Government/School

Non-Profit # _____

Please include a brief description of your event. If your event is a fundraiser or community event please include a complete agenda/description of your event.

Event Information

Name of Event: _____
Date of Event: _____
Attendance: _____ Guests over 21 years old
 _____ Guests under 21 years old
 _____ Total number of guests

Park (hours are sunrise to sunset)

- | | |
|---|---|
| <input type="checkbox"/> Leghorns Park Gazebo | <input type="checkbox"/> Kenilworth Park |
| <input type="checkbox"/> Lucchesi Park | <input type="checkbox"/> Walnut Park/Gazebo |
| <input type="checkbox"/> McNear Park #1 | <input type="checkbox"/> Wickersham Park |
| <input type="checkbox"/> McNear Park #2 | <input type="checkbox"/> Other _____ |

Reservation Date

Arrival Time to Set Up: _____ am/pm
Departure Time After Clean Up: _____ am/pm
Total Hours: _____
Arrival Time for Guests: _____ am/pm
Departure Time for Guests: _____ am/pm

Please answer the following:

	YES	NO
Is this open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a fund-raiser?	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Caterer	<input type="checkbox"/>	<input type="checkbox"/>
Vendor/Booth Fee?	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment Activities? Live Music/DJ/Band?	<input type="checkbox"/>	<input type="checkbox"/>
Will the sound be amplified?	<input type="checkbox"/>	<input type="checkbox"/>
Inflatable Jump House? (McNear #1, Lucchesi & Leghorn Only)	<input type="checkbox"/>	<input type="checkbox"/>
Admission charged/Tickets sold?	<input type="checkbox"/>	<input type="checkbox"/>
Donations requested? Describe Donations _____	<input type="checkbox"/>	<input type="checkbox"/>
Will alcohol be served? (McNear 1 / 2 and Lucchesi Only)	<input type="checkbox"/>	<input type="checkbox"/>
	Beer / Wine	
Will alcohol be sold?	<input type="checkbox"/>	<input type="checkbox"/>
ABC Permit Number: _____		

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PARK USE POLICIES

This reservation/contract is issued in accordance with the policies as established by the City Council, City of Petaluma. Failure to comply by any group/individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis, up to one year in advance of the rental date. **Your reservation date is not confirmed until reviewed by the Recreation Supervisor.**

Initials

A. PARK USAGE

1. No vehicles permitted in City Parks except those operated by emergency and maintenance personnel.
2. No field use within 72 hours after rain.
3. Hours requested should include time for any of your group's special setup and cleanup needs (e.g., decorations, caterers, bands). Individuals associated with your event will not be allowed to enter the park before the time indicated. All individuals associated with the event must vacate the park by the indicated ending time. **NO EVENTS CAN EXTEND BEYOND 10:00 PM.**
4. All permittees must accept the park and areas in the condition found. The City makes no warranty as to the safety and usability of any facility beyond that afforded to the general public.

Initials

B. LIABILITY/INSURANCE COVERAGE

1. Each permittee shall take out, at their expense, and keep in force during the period covered by the agreement, broad form comprehensive general liability insurance, naming the City of Petaluma, its officials, officers, employees, agents and volunteers as additional insured, at least 30 days prior to the event. The required insurance coverage amount is \$1,000,000 (1 million).
2. The certificate holder should be City of Petaluma, Office of the City Clerk, c/o 320 North McDowell Boulevard, Petaluma, CA 94954 and permittee agrees to hold harmless from any liability of damages and claim for damages for personal injury including death as well as for claims of property damage which might arise from the use of the rental facilities or furnishings.

Initials

C. DAMAGE OR LOSS

1. Any damage or loss to park or equipment is the responsibility of the permittee. The permittee shall be liable for costs associated with call-outs of public safety officials and restoring and/or replacing any damages or losses.
2. The permittee's additional liability insurance shall not be limited to the amount of the deposit. If the permittee refuses to pay, legal action may be taken. In any case, the permittee will not be allowed to use any city facilities again until full payment has been made.

Initials

D. CANCELLATION BY THE CITY

1. 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 of this agreement at any time in the following circumstances:
 - (a) Upon thirty (30) 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.

Initials

E. ALCOHOL

1. Glass containers are **not** allowed in City parks, beverages must be served in plastic cups. Plastic is not permitted at Ellis Creek.
2. Intent to serve and/or sell alcoholic beverages must be noted on the application and must receive departmental approval and is limited to 5 hours per event. No alcohol shall be served one hour prior to departure.
3. Serving alcohol to minors is strictly prohibited and it is the responsibility of the permittee to ensure that minors are not permitted to consume alcoholic beverages at the park. Groups where the majority (51%) of participants are under twenty-one (21) years of age will not be permitted to serve, consume, or have alcohol.
4. Permittees who charge an admission fee or accept donations and serves alcohol must obtain temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board. A copy of the license must be on file at the Department’s office thirty (60) days prior to the event. The original ABC license must be posted on site during the entire event.
5. Only one keg of beer per one hundred (100) adults is permitted.
6. McNear Park Alcohol Policy – (per Ord.1586 NCS 2-Municipal code 13.28.185D) *ALCOHOL at McNear Park is only permitted in paved BBQ area with prior approval from the Petaluma Parks and Recreation Supervisor.*
7. Alcohol is only allowed by permit in designated areas at Lucchesi Park and McNear Park.

Initials

F. CANCELLATIONS/RESCHEDULING

1. If the nature of the event or the number of participants changes, the City of Petaluma, Recreation 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.
2. A \$30 processing fee may be charged for any re-scheduled, cancelled, or refunded event.
3. **Cancellation Policy**
 - (a) Cancellations less than thirty (30) days will result in forfeiture of 100% of the deposit and fees.
 - (b) Cancellations thirty-one to ninety (31-90) days will result in forfeiture of 100% of the deposit.
 - (c) Cancellations ninety (90) days or more will result in forfeiture of 50% of the deposit.
 - (d) **Cancellations are required to be in writing by the permittee / person who signed the contract.**
4. All fees are due and payable by thirty (30) days prior to scheduled use.
5. 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.

Initials

G. PERMIT REVOCATION

1. A permit may be revoked for failure to observe any rules, regulations and ordinances of the City of Petaluma, for improper conduct or cancellation by City (see “F. CANCELLATION BY CITY” section).
2. 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.
3. Any publication of the proposed activity that occurs prior to the permit being approved shall cause the permit to be denied.
4. 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.
5. Events that exceed attendance capacity may be immediately cancelled with no refund of fees and/or deposit.
6. Fights, vandalism or unacceptable behavior occurring during an event shall cause immediate cancellation of the permit and no refund of fees and/or deposit.

Initials

H. AMPLIFIED SOUND (per ORD 1990 NCS)

The use of amplified sound in a park is forbidden unless a park use permit has first been obtained pursuant to 13.28.050. The Director/Supervisor upon approval may impose reasonable conditions concerning the location of the sound system and the maximum decibel level for the sound system to minimize the amount of amplified sound audible in adjacent parks areas and neighborhoods.

McNEAR PARK Music Policies – (per Ord. 1990 NCS2, 1993: Ord.1924 NCS 1, 1993: Ord. 1586 NCS 2(part), 1984. Use of live music/amplified sound, with live music in McNear Park LIMITED TO 10 AM TO 3 PM.

Initials

I. SALE OF FOOD AND MERCHANDISE

No person shall sell or offer for sale any goods, wares, merchandise, or beverages without the prior written approval of the Parks and Recreation Supervisor.

Initials

J. STAFF/SECURITY/CHAPERONES

1. Based on the size and type of the event, additional staff/private security may be required. Arrangements and costs are the responsibility of permittee. Private security may be obtained by any security agency licensed and bonded by the State of California. A copy of the security contract must be provided at least sixty days prior to the event.
2. When applicable, the City of Petaluma, Recreation Services may require adult chaperones for youth activities. A list of these chaperones must be submitted to the Department at least sixty days prior to the event, including addresses and phone numbers.
3. City shall have the absolute right to enter premises herein specified, or any portion thereof, at all times.

Initials

K. OTHER

1. In compliance with the Americans with Disabilities Act of 1990, renters are prohibited from discriminating against individuals with disabilities in any events, programs, or activities. RECREATIONAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES: We welcome persons with disabilities to participate in any class or activity offered by the Petaluma Parks and Recreation Department. We will make reasonable effort to accommodate the participants' special needs so that they may enjoy the recreational opportunities offered by our department.
2. The City of Petaluma prohibits discrimination in all its programs, facilities, activities, on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Initials

Failure to comply with all the City of Petaluma's rental policies and procedures may result in loss of your deposit and/or your event being cancelled early or entirely.

My signature below signifies that I have read and understand ALL the rental policies and rules outlined in the application.

I agree to abide by all conditions outlined in this application and any permit(s) issued associated with this application.

I also agree to pay the City of Petaluma all costs the City may incur as a result of any failure to fully comply with all these conditions.

To the extent a release and/or waiver of any type is obtained from any participant in the event/activity, said release and or waiver shall expressly include the City, its employees, agents and representatives as released parties. Said provision(s) shall confirm that the City, its employees, agents and/or representaives are released from all claims or damages of any type which may arise or are in any way related to participation in said event/activity.



To the extent a release and/or waiver of any type is obtained from any participant in the event/activity, said release and/or waiver shall expressly include the City, its employees, agents and representatives as released parties. Said provision(s) shall confirm that the City, its employees, agents and/or representatives are released from all claims or damages of any type which may arise or are in any way related to participation in said event/activity.

My signature below signifies that: I am 21 years or older, I agree to abide by all the conditions of this Park Use Policy; and I also agree to pay to the City of Petaluma all costs the City may incur as a result of any failure to fully comply with all of these conditions.

Signature

Today's Date

Printed Name

Signature, Recreation Supervisor

Today's Date

ALCOHOL POLICY

ALCOHOLIC BEVERAGES:

Alcoholic beverages may only be served at City Parks and Recreation facilities upon City approval in accordance with this policy. Alcohol is strictly prohibited at events with more than 50% of participants being under the age of 21. Approval to sell liquor at City facilities must be obtained from the Director of Parks and Recreation or authorized representative and the Petaluma Police Chief or authorized representative. An ABC license is also required to sell alcohol at City facilities. A copy of the ABC License must be on file with the City of Petaluma (30) thirty days prior to scheduled event.

THE USE OF ALCOHOL AT CITY PARKS AND RECREATION FACILITIES IS ALSO SUBJECT TO THE FOLLOWING:

- Giving, serving, or selling alcoholic beverages to any person under age 21 is illegal. In addition to any sanctions under this policy, providing alcohol to minors is subject to criminal enforcement. Possession of alcohol by minors may result in the event being canceled and closed immediately.
- Upon such cancellation or closure, all fees and deposits paid for the event will be forfeited and may be retained by the City.
- The use of alcohol is restricted to five hours per event.
- All alcoholic beverage services must terminate one hour before the scheduled end of the event unless the event is 4 hours or less in duration.
- Beverage servers/sellers must refuse service/sale to anyone who appears to be intoxicated or under age 21. Minors who are in the possession of alcohol may result in the event being canceled and closed immediately. A security guard must stand next to the bar and monitor all sales and distribution of beverages and alcohol. The license holder/person(s) serving alcohol to minors during events held at the City Parks and Recreation Facilities are solely responsible for any criminal or civil penalties imposed.
- Proof of age must be required for anyone appearing to be 30 years of age or younger. Acceptable forms of identification are Military I.D., Passport, or Driver's License and must include date of birth, physical description, and photograph. Servers must confirm that the I.D. is that of the presenter.
- All beverages must be served in plastic cups. Alcoholic and non-alcoholic beverages must be served in distinctly different containers. Glassware may be used only with permission of the facility manager.
- Beer- Only one keg per 100 adults is permitted. (200 adults= 2 kegs, 300 adults = 3 kegs).
- Alcoholic beverage sales/services are not to exceed 2 standard drinks per person per visit to the point of service. For purposes of this policy, a **standard drink** is a 12-ounce beer, a 4-ounce glass of wine or a 1¼-ounce glass of distilled spirits. Serving practices will reflect this equivalency.
- Non-alcoholic beers and wines may not be sold or served to minors.
- No alcoholic beverages may be brought into or taken out of the event by guests or participants.

NON ALCOHOLIC BEVERAGES:

1. Non-alcoholic beverages (sodas, juices, waters, etc.) will be promoted and made available for the duration of any event where alcoholic beverages are sold or served.

FACILITY:

- All alcohol must be presented to and inventoried by City staff and private security prior to the event. Once alcohol is inventoried no further alcohol will be permitted at the facility.
- No alcohol may be served or sold prior to the arrival of security.
- No alcohol may be allowed outside the area where alcohol is permitted as designated in the contract between the City of Petaluma and permittee, including outside the building.
- Alcohol is prohibited in the parking lot.

STAFFING/SERVERS:

- All events with 100 or more guests distributing alcohol, must either utilize the services of a caterer who is licensed and insured to serve alcohol at their client’s event or at least one person trained in **Responsible Beverage Service (RBS)** must be present for the duration of the event to assist servers and monitor the event. Depending on the type and size of event, all servers may be required to participate in **RBS** training. The **RBS** trained personnel will assume responsibility for insuring that alcohol related policies are enforced. The name(s) of the designated (**RBS**) person(s) will be submitted to facility management before the event. You can find an online training course at <http://www.sonomarbs.org/>.
- Volunteers are not allowed to drink alcohol while working at the event.

TRANSPORTATION:

- At least one person present for the duration of the event will be designated to assist with arrangements for alternative transportation for alcohol impaired individuals, if requested by City staff or event participants. The name of this person will be submitted to City facility management before the event.

ENFORCEMENT:

- City facility management reserves the right to close any event that violates this policy or that poses a health or safety risk.
- A uniformed security guard must stand beside the bar and/or alcohol serving area and monitor all sales and distribution of alcoholic beverages.
- Alcoholic beverage servers must be identified as such through the use of badges, buttons, pins, vests, etc.
- Conditions of sale, including the ABC Permit if required, must be posted in a conspicuous place visible to the public and available upon request by any peace officer.

Signature

Date

Date of Event