



City of Dublin

Picnic Area Use Policy and Fee Schedule

1. Rental Categories

Facilities may be used by residents, non-residents, public groups, private groups, or commercial groups. Fees are applied based upon who is using the facilities, when, and for what purpose.

- **Group 1:** Public Agencies (*Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin United School District, etc.*)
- **Group 2:** Dublin Chambers of Commerce, Dublin Charitable, Social Welfare Organization, Homeowners Associations and Sports League Organizations
 - Locally based organizations that are recognized as a 501 (c) 3 charitable organization, who must provide a current membership roster showing 51% of its members either own property or reside in Dublin. Regional and National no-profit groups that do not meet the 51% resident requirement may submit a letter to the Parks and Community Services Department that demonstrates the direct community benefit of the facility use. Such letters will require the approval of the City Manager or his/her designee.
 - In order to receive a Group 2 rate Charitable and Social Welfare Organizations who are applying for a Group 2 classification must complete a “*Charitable and Social Welfare Organizations Verification Form*” or on file, Organizations Bylaws, membership roster and I.R.S. Tax Exemption letter.
- **Group 3:** Individuals or Groups
 - Residents are individuals residing or own property within the City’s limits.
 - Valid California Driver’s License, ID or current utility bill for proof of residence
 - *Groups who do not qualify as a Group 1 or 2 must have membership made up of at least 51% Dublin residents*
 - Non-Dublin Residents
- **Group 4:** Commercial use of City facilities for business purposes.
 - Resident (*Company or group facility must be located in the Dublin City Limits and have current City of Dublin Business License. If there is no company or group facility, that person responsible for the event must reside or own property within the Dublin City Limits*)
 - Non-Dublin Residents

2. Rental Category Priority

- Residents (Groups 1, 2, 3) may reserve a picnic area up to one (1) year in advance.
- Non-Residents and Commercial (Groups 3 & 4) may reserve a picnic are up to three (3) months in advance.

3. Rental Picnic Areas

- **Alamo Creek Park** 3 BBQ’s, no sink
- **Emerald Glen Park** Area A (1 BBQ, sink); Area B (1 BBQ, sink); Area C (2 BBQs, 2 sinks); Area D (5 BBQ’s, no sink) Area E (5 BBQ’s, no sink)
- **Heritage Park** 2 BBQ’s, no sink
 - *Additional fee of \$14 per hour per Facility Attendant (preservative of historical buildings and restroom access)*
- **Kolb Park** 2 BBQs, no sink
- **Schaefer Ranch Park** 2 BBQs, no sink
- **Shannon Park** 4 BBQ’s, no sink

4. Hours of Rental Use

- The City's Picnic Areas are available for rental from 8:00 AM until dusk.
- Picnic rentals are considered an all-day use, per picnic site.
- All parks must be cleaned and vacated by dusk.

5. Rental Fee Payment

Payment of park rental fees must be made at the time the application is submitted. Checks or money orders should be made payable to: City of Dublin. Cash, VISA, MasterCard, Discover and American Express are also accepted. ***Applications submitted less than five (5) business days prior to the requested rental date will not be accepted.***

6. Book in Person

Applicants using a jump house, requesting vehicle access or requesting public agency, non-profit, or commercial classification must be booked in-person.

7. Cancellations and Refunds

Cancellation requests must be made in writing by the applicant by emailing parksandcommunityservices@dublin.ca.gov.

Refunds will be processed within 30 days of receipt of the written cancellation request. Refunds will be handled as follows:

- If the request is received 60 days or more prior to the rental date, the rental fees will be refunded, less a \$25.00 processing fee.
- If a request is received between 60-30 days prior to the rental date the applicant will forfeit 50% of the rental fees unless another user rebooks the date. If it is rebooked the rental fees will be refunded less a \$25.00 processing fee.
- If the request is received within less than 30 days prior from the rental date 50% of the rental fee will be retained.

8. Rain Cancellations

Picnic rental fees will not be refunded for events which are cancelled due to rain, although you can reschedule a date (due to inclement weather) if notification of rain cancellation was communicated to the Parks and Community Services Department on the day of the reservation by 10:00 AM. Notification can be made by calling 925-556-4500 and leaving a message or by emailing parksandcommunityservices@dublin.ca.gov.

- Events cancelled due to rain may be rescheduled for a future use to occur with one-year of the cancelled date of use. Failure to cancel a reserved use by the stated time or failure to reschedule a cancelled use with one-year will result in forfeiture of the rental fees paid.

9. Insurance Requirements

Insurance Certificate and Additional Insured Endorsement: For rentals that are granted vehicular access to the picnic area, and/or have inflatable jump houses, the applicant shall provide the City of Dublin with a valid Certificate of Liability Insurance written through carriers acceptable to the City of Dublin. Such certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000, per occurrence. The applicant must be specified as the insured. The Certificate shall name the "City of Dublin, its officers, employees, agents and volunteers" as an "**additional insured**" in conformance with the hold harmless agreement as outlined in the Picnic Area Use Application and must specify that the applicant's insurance shall be **primary to any insurance carried by the City of Dublin**. The

certificate shall be properly executed with the original signature of the authorizing insurance agent. ***An Additional Insured Endorsement must accompany the Certificate (no exceptions) and is due at least ten (10) business days before the rental date.***

- If you have received approval to have an inflatable jump house, or set up other additional equipment, the vendor providing the equipment will need to have a vendor application on file with the City and be subject to the above insurance requirements.
- Applicants and vendors should contact their insurance provider to check if their policy may be extended to cover the rental. If coverage is not available, the City has event insurance available for purchase.

10. Inflatables

Only, inflatable jump house from Monster Jump are permitted to be used during picnic rental. If the jump house is owned by the rental applicant, then the applicant must provide the certificate of liability insurance. If the rental applicant has a company providing equipment such as tents, canopies or stages, then the vendor must have an application and liability insurance on file with the City. For specific insurance requirements, please refer to the above section (#9). **Inflatable Jump Houses are only permitted at Emerald Glen Park Picnic Areas A, B, and C.**

11. Food Trucks

Food Trucks are permitted in a designated parking stall. In order to be a food truck vendor, the below requirements must be met:

- City of Dublin Business License, if necessary, contact the Community Development Department 925 -833-6610
- Food Handling Certificate
- Alameda County Health Permit
- Insurance Certificate and Additional Insured Endorsement (refer to Insurance Requirements)

12. General Rules

- Picnic rentals are not transferable, assigned or sublet.
- A responsible adult from the group must supervise the picnic area for proper use during rental hours. Groups composed of minors must be supervised by two (2) adults for each twenty (20) minors at all times while they are using the picnic area
- Use of the picnic area shall be in accordance with all current applicable ordinances, regulations and laws.
- Storage is not available for events.
- Picnic renters are fully responsible for the behavior exhibited by their guests and vendors.
- Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
- Picnic facilities other than the reserved picnic areas are open to the general public.
- Barbecues are provided in picnic areas. Coals and ashes are NOT to be dumped in trash receptacles.
- Dogs are to be restrained by a substantial leash not to exceed six feet in length. *Persons with dogs must dispose of waste immediately.*
- Any food, debris, litter, trash, decorations, games, etc., must be properly disposed of prior to leaving the picnic area.
- A Battery-operated Bluetooth speaker is allowed to amplify music at a reasonable volume.

- To use the soccer fields, cricket field or ball diamonds, you must obtain a Sports Field Use Permit from the Parks and Community Services Department. The sports fields are closed from December 15 through March 1.
- The bocce ball courts adjacent to the picnic area are not included in the rental, and are only available on a first-come, first-serve basis.

13. Prohibited

- The consumption, serving and/or selling of alcoholic beverages.
- Glass containers, including bottles.
- Dunk tanks, animal rides and petting zoos.
- Generators (Electrical outlets are available in at each picnic area except for Area D & E at Emerald Glen Park).
- Campfires/bonfires or portable barbecues (including flattop gas grill griddle stations).
- Selling, vending or peddling items.
- Paste, tack, glue or post any sign, placard, advertisement or inscription or to erect any sign.
- Rental parties are prohibited from driving vehicles in the park to access the picnic area. *Vehicle exceptions for Emerald Glen Park are reviewed and approved by the Parks and Community Services Director*
- **SMOKING within 100 feet of any children's playground area, sports fields, sport courts and picnic areas.**

14. Parks and Community Services Director Approval *Requests for exception (vehicle and additional equipment) to the Picnic Area Use Policy must be submitted in writing no later than 45 days prior to the date of use requested.*

- Use of amplification equipment.
- Bringing additional equipment (such as tables, chairs, tents, stages, etc.) to augment the amenities of the Picnic Area.
- *Emerald Glen Park Picnic Areas A, B, and C are the only picnic areas with a designated vehicle access road for loading and unloading.* Requests for use of the vehicle access road for Emerald Glen Park Picnic Areas must have all areas A, B, and C rented together and the renter must submit an application, provide the proper liability insurance and additional endorsement naming the "City of Dublin, its officers, employees, agents and volunteers" as an "**additional insured**" and pay a per hour Attendant fee (\$14 per hour).

The City of Dublin reserves the right to deny the use of City Picnic Areas to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents. Applicants should thoroughly review Picnic Area Use Policy to become familiar with all rental fees, policies and procedures.

Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. If the Picnic Area becomes unavailable due to extenuating circumstances, the City reserves the right to cancel the Facility Use Permit. In this situation, the group or individual will be given as much advance notice as possible.

15. Picnic Fee Schedule

Rental Fees Per Day

Group 1 Public Agencies, and

Group 2 Dublin Chamber of Commerce, Dublin Charitable, Social Welfare and Sports League Organizations

Emerald Glen Park	Alamo Creek Park	Kolb Park	Heritage Park	Shannon Park	Schaefer Ranch Park
Area A (seats 56) \$28.00	Area A (48) \$24.00	Area A (48) \$24.00	Area A (80) * \$44.00	Area A (48) \$24.00	Area A (64) \$32.00
Area B (seats 48) \$24.00					
Area C (seats 96) \$48.00					
Area ABC (seats 200) \$100.00					
Area D (seats 36) \$18.00					
Area E (seats 24) \$12.00					

**Additional fee of \$14 per hour per Facility Attendant (preservative of historical buildings and restroom access)*

Use for the Purpose of Fundraising

A fundraiser is a rental at which admission is granted for payment of a designated amount, a donation of an amount left to the discretion of the guest, or a rental at which funds are collected through auctions, raffle/door prize activity, or other means designated to generate monies to offset costs or to benefit a community or charitable agency of cause.

Emerald Glen Park	Alamo Creek Park	Kolb Park	Heritage Park	Shannon Park	Schaefer Ranch Park
Area A (seats 56) \$64.00	Area A (48) \$54.00	Area A (48) \$54.00	Area A (80) * \$85.00	Area A (48) \$54.00	Area A (64) \$73.00
Area B (seats 48) \$54.00					
Area C (seats 96) \$108.00					
Area ABC (seats 200) \$226.00					
Area D (seats 36) \$41.00					
Area E (seats 24) \$28.00					

**Additional fee of \$14 per hour per Facility Attendant (preservative of historical buildings and restroom access)*

Group 3 Individuals/Other Groups

Resident (R)

Non- Resident (NR)

Emerald Glen Park		Kolb Park	Heritage		Schaefer Ranch
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	Alamo Creek Park		Park	Shannon Park	Park
Area A (seats 56) \$84.00 (R) \$101.00 (NR)	Area A (48) \$72.00 (R) \$86.00 (NR)	Area A (48) \$72.00 (R) \$86.00 (NR)	Area A (80) * \$120.00 (R) \$144.00 (NR)	Area A (48) \$72.00 (R) \$86.00 (NR)	Area A (64) \$96.00 (R) \$115.00 (NR)
Area B (seats 48) \$72.00 (R) \$86.00 (NR)					
Area C (seats 96) \$144.00 (R) \$173.00 (NR)					
Area ABC (seats 200) \$300.00 (R) \$360.00 (NR)					
Area D (seats 36) \$54.00 (R) \$65.00 (NR)					
Area E (seats 24) \$36.00 (R) \$43.00 (NR)					

**Additional fee of \$14 per hour per Facility Attendant (preservative of historical buildings and restroom access)*

Group 4 Commercial

Resident (R)

Non- Resident (NR)

Emerald Glen Park	Alamo Creek Park	Kolb Park	Heritage Park	Shannon Park	Schaefer Ranch Park
Area A (seats 56) \$112.00 (R) \$134.00 (NR)	Area A (48) \$96.00 (R) \$115.00 (NR)	Area A (48) \$96.00 (R) \$115.00 (NR)	Area A (80) * \$152.00 (R) \$182.00 (NR)	Area A (48) \$96.00 (R) \$115.00 (NR)	Area A (64) \$127.00 (R) \$152.00 (NR)
Area B (seats 48) \$96.00 (R) \$115.00 (NR)					
Area C (seats 96) \$192.00 (R) \$230.00 (NR)					
Area ABC (seats 200) \$400.00 (R) \$480.00 (NR)					
Area D (seats 36) \$72.00 (R) \$86.00 (NR)					
Area E (seats 24) \$48.00 (R) \$58.00 (NR)					

**Additional fee of \$14 per hour per Facility Attendant (preservative of historical buildings and restroom access)*



Group Picnic Area Rental Permit Application

City of Dublin - Parks and Community Services Department
11600 Shannon Avenue, Dublin, CA 94568
(925) 556-4500

Rental # _____

APPLICANT INFORMATION

Last Name: _____ First Name: _____ Organization (if applicable): _____
Address: _____ City: _____ Zip Code: _____
Best Contact Number(s) During the Day: _____
E-Mail: _____

Have you rented one of our facilities before? Yes No

CLASSIFICATION OF APPLICANT

- Group 1 – Public Agencies
- Group 2 – Dublin Chamber of Commerce, Dublin Charitable and Social Welfare Organizations*
- Group 3a – Resident Individuals or Other Groups** Group 3b – Non-Resident Individuals or Other Groups
- Group 4a – Resident Commercial Uses** Group 4b – Non-Resident Commercial Uses

*Must submit the organization's roster (must be 75% Dublin resident for youth leagues and 51% Dublin resident for adult leagues and non-profit organizations), bylaws and current IRS tax exemption letter (must be 501c3 or 501c4) at the time of application.

**Proof of residency required at the time of application (valid California Driver's License/ID or current utility bill).

RENTAL FUNCTION INFORMATION

Name of Function: _____

Anticipated Attendance: _____ Children in Attendance: _____

Date Requested: _____ Day of Week: SAT SUN MON TUE WED THU FRI

Type of Function: Family Picnic Corporate Picnic Fundraiser Youth birthday Adult Birthday
 Other: _____

Area Requested: **Alamo Creek** A (Seats 48)
Emerald Glen A (Seats 56) B (Seats 48) C (Seats 96) D (Seats 36) E (Seats 24)
Heritage A (Seats 80)
Kolb A (Seats 48)
Shannon Park A (Seats 48)
Schaefer Ranch A (Seats 64)

Planned Hours of Use (Although the rental is from 8:00 a.m. until dusk, this is helpful for the Maintenance Staff):

Setup: _____ am/pm to _____ am/pm Function: _____ am/pm to _____ am/pm Cleanup: _____ am/pm to _____ am/pm

Will you bring other equipment into the park to augment the amenities of the Picnic area? No Yes, please describe: _____

Will an admission fee be charged? Yes* No *If yes, what is purpose of fee? _____

Will there be entertainment at the picnic? Yes* No *If yes, please describe _____

Will the function be open to the public? Yes No

Will tickets be sold in advance? Yes No Will tickets be sold at the event? Yes No

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agree that the City of Dublin, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Sports Field Use Policy and agrees to comply with the rules and regulations listed therein.

Signature of Applicant _____

Organization (if applicable) _____

Date _____