



City of Roseville  
 Parks & Recreation Department  
 Phone - 916-774-5242 / 5505 Fax - 916-774-5251  
 www.roseville.ca.us/parks

**PARK / PICNIC RESERVATION APPLICATION**

Date of Application \_\_\_\_\_

Rental Fee \_\_\_\_\_

Refuse Fee \_\_\_\_\_

Deposit \_\_\_\_\_

**Total Fees Due** \_\_\_\_\_

Date Fees Paid \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_ Company Event? Yes \_\_\_ No \_\_\_

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): Wk \_\_\_\_\_ Cell \_\_\_\_\_ Hm \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Who should the refund check be made out to: \_\_\_\_\_

Where should the refund check be mailed?  Address listed above  Other Address (see below)

**Park Rental & Event Information**

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Start Time (include set-up): \_\_\_\_\_ End Time (include clean-up): \_\_\_\_\_

Park Requested: \_\_\_\_\_ Specific Area to be used: \_\_\_\_\_

Maximum number of people expected to attend? \_\_\_\_\_ Is the event open to the public?  Yes  No

**How will the event be marketed?**  Website  Radio  Newspapers/Magazines  Flyers  Invitations  
 Posters  Announcements  TV  Newsletters  E-mail  Signs/Banners

Will there be amplified sound?  Yes  No **Amplified sound details** \_\_\_\_\_

Name & contact info of company providing sound: \_\_\_\_\_

Will Alcohol be SERVED / SOLD at the event?  Yes  No Alcohol License # (if sold) \_\_\_\_\_  
 (Note: Alcohol may only be consumed at Royer and Woodbridge Park)

Will the event be catered?  Yes  No *\*Catered events may require additional insurance (see below)*

**Catering/Food Details** \_\_\_\_\_

Will there be vendors at your event?  Yes  No *\*Having vendors may require additional insurance (see below)*

Will food be sold?  Yes  No Describe: \_\_\_\_\_ Health Permit # (if sold) \_\_\_\_\_

Name & contact info of company catering/selling food: \_\_\_\_\_

**What special equipment or attractions will you have at the event (bounce house, rock wall, carnival games, etc):**

\_\_\_\_\_

Name & contact info of company providing equipment: \_\_\_\_\_

\_\_\_\_\_

*\*Please contact Jeanette Merveau w/ Risk Management @ 774-5202 for additional insurance requirements*

*\*\* If you plan to have tents larger than 10 x 10, you must contact the Fire Dept. @ 774-5800 for permission/special approval*