



## City Picnic Rental Permit Application

Please complete and return to one of the following locations for payment and park permit:

Maidu Community Center (1550 Maidu Drive), 316 Vernon Street, or Roseville Sports Center (1545 Pleasant Grove Blvd.)

*\*Add On Amenities can only be used with a paid picnic rental and not rented separately.*

Reservations are accepted on a first come, first served basis and may be submitted as early as 12-months prior to the event date.

**Electricity is only available at the Vernon Street Town Square. No electricity available at all other locations.**

### **ROYER**

130 Park Drive Roseville 95678

(alcohol allowed in designated areas with permit)

| <b>Areas</b>                                  | <b>Approx. Seating</b> | <b>Fees</b>                 | <b>Add On Amenities</b>                 | <b>Fees</b>            |
|---|------------------------|-----------------------------|---|------------------------|
| <input type="checkbox"/> Green Picnic Area    | 110                    | \$126                       | <input type="checkbox"/> Horseshoe Pits | \$6/hr. (2hr. minimum) |
| <input type="checkbox"/> Blue Picnic Area     | 150                    | \$190                       |   |                        |
| <input type="checkbox"/> Red Picnic Area      | 110                    | \$126                       |   |                        |
| <input type="checkbox"/> BBQ Picnic Area      | 140                    | \$126                       |   |                        |
| <input type="checkbox"/> Enclosed Picnic Area | 165                    | \$190 (No BBQ in this area) |   |                        |
| <input type="checkbox"/> Cook Shack           | 0                      | \$65                        |   |                        |
| <input type="checkbox"/> Stage                | 0                      | \$32/hour                   |   |                        |

### **KASEBERG**

1151 Rand Way Roseville 95678

(alcohol allowed in designated areas with permit)

| <b>Areas</b>  | <b>Approx. Seating</b> | <b>Fees</b> | <b>Add On Amenities</b>                        | <b>Fees</b>             |
|---|------------------------|-------------|--|-------------------------|
| <input type="checkbox"/> Covered Picnic Area                        | 112                    | \$126       | <input type="checkbox"/> Baseball Field #1     | \$22 per hour           |
| <input type="checkbox"/> Uncovered Picnic Area                      | 112                    | \$126       | <input type="checkbox"/> Horseshoe Pits        | \$6/hr. (2hr. minimum)  |
| <input type="checkbox"/> Both Picnic Areas<br>(covered & uncovered) | 224                    | \$220       | <input type="checkbox"/> Sand Volleyball Court | \$16/hr. (2hr. minimum) |

### **WOODBIDGE**

415 Sierra Boulevard Roseville 95678

(alcohol allowed in designated areas with permit)

| <b>Areas</b>                                 | <b>Approx. Seating</b> | <b>Fees</b> | <b>Add On Amenities</b>               | <b>Fees</b>             |
|--|------------------------|-------------|---------------------------------------|-------------------------|
| <input type="checkbox"/> Covered Picnic Area | 80                     | \$95        | <input type="checkbox"/> Tennis Court | \$10/hr. (2hr. minimum) |
| <input type="checkbox"/> Bocce Ball Court    | \$10 for 2 hrs.        |             | (One court limit)                     |                         |
| <input type="checkbox"/> Pickle Ball Court   | \$5/hr. (2hr. minimum) |             |                                       |                         |

### **HILLSBOROUGH**

1001 Hillsborough Drive Roseville 95746

| <b>Areas</b>                                 | <b>Approx. Seating</b> | <b>Fees</b> | <b>Add On Amenities</b>                    | <b>Fees</b>            |
|--|------------------------|-------------|--|------------------------|
| <input type="checkbox"/> Covered Picnic Area | 80                     | \$95        | <input type="checkbox"/> Baseball Field #1 | \$22 per hour          |
|  |                        |             | <input type="checkbox"/> Horseshoe Pits    | \$6/hr. (2hr. minimum) |
|  |                        |             | <input type="checkbox"/> Basketball Court  | \$11 per hour          |

**H.C. ELLIOTT**

1421 Cushendall Drive Roseville 95678

| <u>Areas</u>                                 | <u>Approx. Seating</u> | <u>Fees</u> |
|--|------------------------|-------------|
| <input type="checkbox"/> Covered Picnic Area | 26                     | \$95        |

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**MAHANY**

1545 Pleasant Grove Boulevard Roseville 95747

| <u>Areas</u>                                 | <u>Approx. Seating</u> | <u>Fees</u> | <u>Add On Amenities</u>                                       | <u>Fees</u>            |
|--|------------------------|-------------|---|------------------------|
| <input type="checkbox"/> Covered Picnic Area | 116                    | \$126       | <input type="checkbox"/> Tennis Court(s)<br># of courts _____ | \$5/hr. (2hr. minimum) |

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**VETERANS NORTH**

10021 Crocker Ranch Road Roseville 95747

| <u>Areas</u>                                 | <u>Approx. Seating</u> | <u>Fees</u> |
|--|------------------------|-------------|
| <input type="checkbox"/> Covered Picnic Area | 55                     | \$95        |

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**CRABB PARK**

1000 Scarborough Drive Roseville 95678

| <u>Areas</u>                                 | <u>Approx. Seating</u> | <u>Fees</u> | <u>Add On Amenities</u>   | <u>Fees</u>             |
|--|------------------------|-------------|---|-------------------------|
| <input type="checkbox"/> Covered Picnic Area | 45                     | \$95        | <input type="checkbox"/> Sand Volleyball Court<br>(Two court limit) | \$15/hr. (2hr. minimum) |

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**FRATIS PARK**

2400 Corin Drive Roseville 95747

| <u>Areas</u>                                   | <u>Approx. Seating</u> | <u>Fees</u> | <u>Add On Amenities</u>                        | <u>Fees</u>             |
|--|------------------------|-------------|--|-------------------------|
| <input type="checkbox"/> Covered Picnic Area   | 45                     | \$95        | <input type="checkbox"/> Sand Volleyball Court | \$15/hr. (2hr. minimum) |
| <input type="checkbox"/> Uncovered Picnic Area | 15                     | \$65        | <input type="checkbox"/> Turf Volleyball Court | \$15/hr. (2hr. minimum) |
| <input type="checkbox"/> Both Picnic Areas     | 60                     | \$147       |  |                         |

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**VERNON STREET TOWN SQUARE**

311 Vernon Street Roseville 95678

*Please Call 916-772-PLAY, option 3 to rent*

| <u>Areas</u>                                | <u>Resident/ Non-Profit Fees</u>        |       | <u>Non-Resident/ Commercial Fees</u>    |       |
|---|---|-------|---|-------|
| <input type="checkbox"/> Stage & Grass Area | <input type="checkbox"/> Up to 4 hours: | \$105 | <input type="checkbox"/> Up to 4 hours: | \$125 |
|   | <input type="checkbox"/> 4-8 hours:     | \$185 | <input type="checkbox"/> 4-8 hours:     | \$235 |
|   | <input type="checkbox"/> 8+ hours:      | \$250 | <input type="checkbox"/> 8+ hours:      | \$325 |

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**For the Vernon Street Town Square Only:** Renters have the option to hire Park Maintenance staff during their event to provide garbage pick-up and light restroom cleaning.

- 1-200 people = \$22/ hour       201-400 people = \$45/ hour       400+ people = \$65/ hour
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**Note: The above picnic Add On Amenities, such as athletic fields and courts are for recreation purposes associated with celebratory events and not intended for organized athletics.**

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**Deposit**

- 1-100 people = \$100
- 101+ people = \$200

**Refuse Charge**

- 100-200 people = \$40
- 201+ people = \$60

**Private Security**

- 300+ people may be required to provide private security

**Deposit is refundable as long as the facility is left in good condition**

**PERMIT APPLICANT INFORMATION**

**Representative Name:** \_\_\_\_\_

**Business/ Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Representative email:** \_\_\_\_\_

**Telephone Numbers:** Day/ Business \_\_\_\_\_ Cell \_\_\_\_\_

**Name(s) of representatives who will be present at the event and responsible for event activities:**

Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Deposit check refund made payable to:** \_\_\_\_\_

*(deposit refunds could take up to four weeks)*

**Mail deposit check to address:** \_\_\_\_\_

**EVENT INFORMATION**

**Event Description:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Time of event: From:** \_\_\_\_\_ **a.m./p.m. To:** \_\_\_\_\_ **a.m./p.m.**

**Set up time begins Date/ Time:** \_\_\_\_\_ **Clean-up completed by Date/ Time:** \_\_\_\_\_

**Anticipated number of participants:** \_\_\_\_\_

**Have you held this event in the City of Roseville in the past?** \_\_\_\_\_ **If yes, when:** \_\_\_\_\_

**Will you be charging admission for your event?** \_\_\_\_\_ **If so, please provide details** \_\_\_\_\_

**Will this event be promoted?** Radio \_\_\_\_\_ TV \_\_\_\_\_ Newspaper \_\_\_\_\_ Posters \_\_\_\_\_ Website \_\_\_\_\_ Social Media \_\_\_\_\_

Has this or other events hosted by the same organization ever been banned from other cities? \_\_\_\_\_

Please explain:

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Has law enforcement ever been dispatched to this or other events hosted by the same organization in the past?

Please explain:

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## ADDITIONAL EVENT INFORMATION

### FOOD, DRINK & VENDORS

Yes No Will this event be open to the public?

Yes No Will food/ drinks be served?

Yes No Will you be selling food/ drinks?

Yes No Will your event have alcohol?

Yes No Will alcoholic beverages be sold?

*If alcoholic beverages will be sold, contact Alcohol Beverage Control for a permit at (916) 419-1319. Also, additional liquor insurance is required. Contact Risk Management at (916) 774-5202 for specifics.*

*How will you ensure that alcoholic beverages will be consumed only by people 21 years or older?*

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Yes No Will you have vendors or concessionaires? A Roseville Business License is required for all vendors and/or concessionaires. *A one-day permit can be obtained by contacting the City of Roseville Licensing Division at (916) 774-5310.*

### ENTERTAINMENT

Yes No Will you have amplified sound at your event? *If yes, noise regulations can be found in Chapter 9.24 of the Roseville Municipal Code.*

*Describe the type of music and/or sound amplification that will be a part of your event.*

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Yes No Will you have a bounce house(s)?

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Yes No Will you have other types of entertainment (i.e. clowns, face painting, etc.)

*If yes, please explain:*

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**Yes No** Will you be using a tent in excess of 200 square feet or a canopy or other temporary structure that is in excess of 400 square feet? *If yes, contact the Roseville Fire Department for a permit at (916) 774-5805.*

## HEALTH, SAFETY & SECURITY

**Yes No** Will you be using cooking equipment, BBQ's or any other equipment/ device that produce an open flame?

**\*\*For proper food/ oil/ grease removal, please review the City of Roseville Best Management Practices factsheet at [http://www.roseville.ca.us/eu/stormwater\\_management/best\\_management\\_practices\\_for\\_business.asp](http://www.roseville.ca.us/eu/stormwater_management/best_management_practices_for_business.asp)**

**Yes No** Will the Event utilize temporary diesel power generators, idling of equipment and vehicles and traffic speeds on unpaved surfaces over 15 miles per hour? If yes, you are advised to review the Placer County Air Pollution Control District's Rules at <http://www.placer.ca.gov/departments/air/rules>

## CITY SERVICES

**Yes No** Will you be requesting the use of electrical power? ***(For the Vernon Street Town Square Only)***

*Please explain:*

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## PARK RULES & REGULATIONS

Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement.

\_\_\_\_\_ All City parks open at 8:00 AM

\_\_\_\_\_ All City parks close one hour after sunset. Exceptions include: lighted sports facilities, city sponsored and co-sponsored activities.

\_\_\_\_\_ No person shall bring into, possess or consume any alcoholic beverage in any park with the exception of Royer Park and Woodbridge Park, in DESIGNATED AREAS, BY PERMIT ONLY.

\_\_\_\_\_ Smoking is PROHIBITED in any City park.

\_\_\_\_\_ Glass containers are PROHIBITED in City parks.

\_\_\_\_\_ Motor vehicles may only be operated on roadways and in parking areas. Vehicles are not allowed on lawns or park interiors without prior approval. Your park reservation does not exempt you from this policy.

\_\_\_\_\_ Golfing is permitted at Diamond Oaks Municipal Golf Course and Woodcreek Golf Club ONLY. Golfing is NOT allowed at any City park.

\_\_\_\_\_ No person shall destroy, damage or deface any park property. In the event of damages to City property, the sponsoring party shall be held liable and will be billed for repair and/or replacement of damaged property. Any/all deposits will NOT be returned.

\_\_\_\_\_ All users are expected to leave the park clean and orderly. Cleaning and damage deposits are refunded according to the condition of the area after use. Tables should be wiped clean, any spills cleaned up and all trash picked up and bagged.

\_\_\_\_\_ It is prohibited to make loud, unnecessary noise which unreasonably disturbs the peace or causes annoyance to any park neighbor or other facility user.

\_\_\_\_\_ If the City requires the presence of police officers, security guards, fire and/or medical service during the event, the sponsoring group will be held accountable for making the arrangements and paying for the services.

\_\_\_\_\_ Animals are NOT allowed in any City park with the exceptions of designated City dog parks and zones.

\_\_\_\_\_ For any reservations having special equipment such as bounce houses, carnival games, rock walls or other apparatuses (no water games/apparatuses/equipment allowed), proof of liability insurance on original certificate of insurance must be submitted in the amount to be determined by the City's Risk Management Department (916) 774-5202.

\_\_\_\_\_ Power/electricity is **NOT** provided by the City at any park site, *except for the Vernon Street Town Square*. Any reservations having special equipment such as inflatable bounce houses/apparatuses, etc. must provide their own power/electricity.

\_\_\_\_\_ You must receive special permission for vehicles in park areas and the placement of all special apparatuses. Please submit a map of the set-up and intended areas of use 14 days prior to your event. Park Maintenance will contact you with approval, denial or alternate set-up/locations. Park Maintenance Division: 2005 Hilltop Circle. Fax: 746-1759.

\_\_\_\_\_ Other areas of the park may be reserved during your reservation time for City functions, private parties or sports programs.

\_\_\_\_\_ Cancellation policy: 14 days prior to your event. In parks that are high demand, the deposit may be retained.

\_\_\_\_\_ Events with inclement weather will be reviewed for a refund, if your rental is cancelled.

\_\_\_\_\_ Any false information regarding details of your event may lead to immediate termination of your event, the possible loss of fees and denial of your request for future use.

\_\_\_\_\_ **Referenced Ordinances: 8.02.200; 8.02.280; 8.02.281; 8.02.290; 8.02.300. Ordinances can be viewed at: <http://qcode.us/codes/roseville/>**

## ATHLETIC FIELDS/ COURTS/ PITS INFORMATION

- **Volleyball and Tennis Courts:** All of our *Add On* courts have nets. However, they are recreational courts and specific height requirements for competitive play cannot be guaranteed.
- **Baseball/ Softball Fields:** Renter will need to provide their own bases. The field will be safe and playable but will not be prepared for competitive play, such as field lining and fresh infield dragging the day of the rental.
- **Horseshoe Pits:** Renter needs to provide their own horseshoes.
- **Bocce Ball Courts:** Renter needs to provide their own bocce balls.

## APPLICATION AGREEMENT

Failure to comply with all the City of Roseville's park rental rules and regulations 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 park rental rules and regulations outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the City of Roseville all costs the City may incur as a result of any failure to fully comply with all these conditions.
  
- Rentals scheduled 14 days prior must be paid with cash or credit card.
  
- I understand that the City of Roseville (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the City's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the City and I acknowledge the City's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
  
- I understand that the Roseville Police Department may be informed of this park rental. I agree to pay the City of Roseville all costs the City may incur in the event that police response is required.
  
- I agree to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of Roseville City parks, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.
  
- I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name \_\_\_\_\_

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

**For picnic or park reservation problems that require immediate attention please contact the following:**

Monday – Friday 8am-5pm please call: (916) 772-PLAY

Saturday and Sunday 6am-4pm please call: (916) 759-9661

Friday – Sunday after 4pm please call: (916) 746-1274