COMPANY / BUSINESS

RECREATION PARK PICNIC REQUEST FORM

EL SEGUNDO RECREATION AND PARKS DEPARTMENT
Checkout Building - 401 Sheldon Street
(310) 524-2700 FAX (310) 647-4223

Minimum Reservation Requirements

Number of people	Minimum Reservation
1 – 49	One (1) large area **or** two (2) small areas.
50 - 74	One (1) large area **and** one (1) small area.
75-150	One (1) large area **and** two (2) small areas.
150+	Must have occupancy waiver per Supervisor's approval. Same requirements at 75-150 people plus an additional small area for every 50 people added.

Company Reservation Fees

E.S. Business

Weekdays: Fee is $25 per hour for each Picnic Area, 1-10; Fee is $50 per hour for BBQ Area or Fire Circle.

Weekends: See below:

Weekend and Non - E.S. Business

Fee is same for weekday or weekend requests:

Number in Attendance

Facility	25 or less	26 to 49	50-149
Fire Circle	$150/hr	$200/hr	$250/hr
BBQ Area	$75/hr	$125/hr	$150/hr
Picnic Areas 1 – 10 (each)	$50/hr	$75/hr	$100/hr

Things to consider when booking your reservation:

1.) Caterers and outside vendors are only allowed with prior approval from Recreation Supervisor accompanied with commercial general liability insurance covering the caterer or outside vendor (See Supervisor for required amounts).

2.) Reservation forms will not be taken without $200 deposit check made out to the City of El Segundo.

3.) All reservation fees must be paid a minimum of ten (10) days prior to your reservation date.

PLEASE READ CAREFULLY & INITIAL ALL RULES AND REGULATIONS:

1. _____ **Alcohol is not allowed in any City facility or park at any time.**
2. _____ **No outside BBQ's or grills are allowed without general liability insurance and Supervisor approval.**
3. _____ **Company Representative MUST provide a letter from Company/Business management on company letterhead verifying reservation request.**
4. _____ A $200 Refundable Security Deposit is REQUIRED for all reservations, made payable to: *City of El Segundo,* by **company** check ONLY. Security Deposit MUST be received at time of reservation request. Deposit checks will be available for pick-up five (5) business days after your event. All checks not picked-up after ten (10) business days will be destroyed.
5. _____ You must clean your area, removing anything you brought into the Park. Please ask staff to check your area at the completion of your event.
6. _____ You must be present at the event from beginning to end, as you accept responsibility for this reservation.
7. _____ Courts & Athletic Fields may be reserved for a maximum of 2 hours (If available). *Requesting party must call one (1) week prior to reservation date to confirm court reservation & location.*
8. _____ Reservations can be made for a MAXIMUM of **150** people. Groups requesting to have more than 150 people may request and occupancy waiver at least 3 weeks prior to event. Approval will require commercial liability insurance and reservation of additional areas to accommodate the larger group. These are granted on a case by case basis and right of refusal is reserved by Recreation & Parks Department Staff.
9. _____ Bouncers must be provided by a City of El Segundo pre-approved vendor (obtain list from ESRP Staff). Only 2 bouncers are allowed per day. Electricity is not provided, so generators are required for all bouncers.
10. _____ Companies may reserve one (1) large area & two (2) small areas or you may reserve four (4) small areas. Groups that have more than 100 people **are required** to have at least one (1) large area and two (2) small areas. *Please Note: Large Areas = Fire Circle & BBQ Area and Small Areas = Picnic Areas #1 - #10.*
11. _____ NO vehicles may be driven in the Park at any time. You may unload items outside of the yellow fire lane gate adjacent to the picnic areas.
12. _____ Electricity is NOT available in the Park. You may NOT run extension cords into the Checkout Building for any reason. Generators are allowed for groups that need power.
13. _____ Amplified sound (including Bands) is NOT allowed in the Park. If you wish to use amplified sound for announcements, radios, etc…you MUST obtain a SOUND PERMIT from Planning & Building Safety at City Hall.
14. _____ The City of El Segundo reserves the right to cancel a reservation at any time and violation of any of the above rules or regulations may result in loss of Security Deposit.

COMPANY / BUSINESS

PICNIC AREAS

PLEASE CIRCLE AREA(S) YOU ARE REQUESTING: **TIME DESIRED**

	FROM	TO
Picnic Areas 1 2 3 4 5 6 7 8 9 10	_____	_____
Fire Circle BBQ Area	_____	_____

Bouncer / Inflatable? _____

Special Requests:

_____

Other Available Areas for Rent:

Athletic Fields (See Field Reservation Form)	Subject to availability
Tennis/Volleyball/ Racquetball/Basketball Courts	$10 per hour per court
Hilltop or Acacia Park (See Hilltop/Acacia Form)	$60 per hour

COMPANY / BUSINESS REPRESENTATIVE INFORMATION

DATE OF EVENT: _____ **DAY OF WEEK:** _____

TYPE OF EVENT: _____ **NUMBER OF PEOPLE ATTENDING:** _____

COMPANY / BUSINESS NAME: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____ **CELL PHONE:** _____

"I, THE UNDERSIGNED, ON BEHALF OF THE ABOVE MENTIONED ORGANIZATION, do hereby agree that we will abide by the rules & regulations of this form, as set forth by the El Segundo City Council, and will specifically accept responsibility for any damages sustained by the Recreation & Parks Department, to premises, furniture, equipment, or the grounds, caused by the occupancy and use of said premises by our group."

_____ _____

Signature of Company Representative Date

FOR DEPARTMENT USE ONLY

Employee Taking Reservation:

Staff: _____

Date & Time: _____

$200 Security Deposit:

Check # _____

Date Returned/Destroyed: _____

Returned/Destroyed By: _____

Supervisor Approval:

Approved ❑ **Denied** ❑ **By:** _____

Number of Hours _____ **@** _____ **per hour = $**_____

Lighting Fee _____ **@** _____ **per hour = $**_____

Total Amount Due = $_____

Cancellation:

Representative: _____ **Date:** _____