



## Picnic Reservation Procedure

- Availability is based on a first-come, first-serve basis, no appointment necessary. Please come to the office or call 925-931-5340 to check availability of picnic areas.
- Reservations will only be confirmed upon submission of a completed, signed application and payment of appropriate fees.
- Pleasanton residents may reserve a picnic area up to one (1) year in advance.
- Non-residents may reserve a picnic area up to nine (9) months in advance.

## Picnic General Rules

1. Park Hours - Dawn to Dusk.
2. Rental Season is March through December.
3. Alcoholic beverages are **NOT** allowed in Pleasanton Parks.
4. The City has adopted a ban on smoking in:
  - a. City Parks – as well as pathways through the parks
  - b. Trails – including arroyo trails
  - c. City parking lots adjacent to parks and recreational facilities.
5. Inflatable jump equipment, ponies, petting zoos, or dunk tanks are not allowed.
6. Barbecues are provided in picnic areas. Coals and ashes are not to be dumped in trash receptacles.
7. Portable barbecues are allowed; however, a permit from the Fire Department will be required with your rental along with a picture or diagram of the unit and location where it will be placed. To obtain a fire permit call the Fire Department at 925-454-2361.
8. A City of Pleasanton Business License is required of all businesses (caterers, food trucks, interactive trucks, entertainers) performing a service at an event. If necessary, contact the Business License Department at 925-931-5440.
9. Any food, debris, litter, trash, decorations, games etc., must be properly disposed of prior to leaving the picnic area.
10. Signage, posters, or banners may not be attached to any park structures, including walls, trash receptacles, columns, trees, and light posts. All signs must comply with City sign ordinance.
11. Dogs are to be restrained by substantial leash not to exceed six feet in length. Persons with dogs must dispose of waste.

12. No amplified music/PA system is allowed in any park without written approval from the Director of Library and Recreation.
13. No advertising shall be exhibited and no solicitation or sales made on the grounds of any park without written permission from the Director of Library and Recreation.
14. No vehicles are to be driven or parked on walkways, patios, or turf areas. Deposit will be forfeited for noncompliance.
15. Bring your authorized Picnic Area Agreement with you on the day of your event to confirm that you reserved the designated picnic area.
16. Applicants may be required to provide the City of Pleasanton with a valid Certificate of Liability Insurance with the Endorsements page if your picnic falls into a "Special Event" category, i.e. is open to the public, includes outside vendors such as gaming or entertainment trucks, or caterers.
17. Cancellation Policy - All cancellations must be in writing, and received at least 30 days prior to the date reserved, and will incur a \$50 cancellation fee. There are no refunds for rain, although you can reschedule a date (due to inclement weather). Cancellations within 30 days prior to your reservation date will be charged 75% of the rental fee; within 10 days prior to your reservation date, 100% of the rental fee. Damage/cleaning deposit will be fully refunded.
18. Applicants must abide by COVID-19 requirements of the State of California <https://covid19.ca.gov/> and Alameda County Public Health Department's Local Health Orders: <https://covid-19.acgov.org/sip>
19. **If at any time during the rental these rules are not followed it may result in the cleaning/damage deposit being forfeited.**