



The City of Santa Clara provides the Central Park Pavilion and Arbor Center Picnic Areas for your use and enjoyment. The following guidelines and rules have been established for private use of these facilities.

USE REQUIREMENTS/TYPES

Qualifying groups may apply to use picnic areas, for recreational use only, based on the following priorities and requirements.

Non-profit (Registered with the State of California)- Organizations registered with the State of California as a non-profit organization that serve the City of Santa Clara. Facilities are not available for fundraising activities unless authorized by appropriate permit, license, or agreement with the City.

- Organization must be registered with the State of California as a non-profit organization.
- Organization must serve the City of Santa Clara - either based in the City or roster must be a minimum of 51% City of Santa Clara Residents.
- City of Santa Clara resident with organization membership must request the reservation and be present at the event.

Community group- Groups or organizations whose membership consists of a majority of City of Santa Clara residents. Facilities are not available for fundraising activities unless authorized by appropriate permit, license, or agreement with the City.

- Membership must have a majority of City of Santa Clara residents. A roster of ALL members is required and a provide a roster of all participants.
- City of Santa Clara resident must request the reservation and be present at the event.

Resident- A person living in the City of Santa Clara personally hosting a recreational event. A resident cannot book on behalf of a non-resident, company or organization.

- City of Santa Clara host resident must request the reservation and be present at the event.

Non-resident- A person who does not live in the City of Santa Clara hosting a recreational event.

Commercial- A company or business entity hosting a recreational event. Facilities are not available for business activities unless authorized by appropriate permit, license, or agreement with the City. Profit-making activities are not allowed.

AVAILABLE FACILITIES

FACILITY	MINIMUM REQUIRED	MAXIMUM CAPACITY	ALCOHOL	AMPLIFIED SOUND	INFLATABLE BOUNCE
Pavilion Area 1	20	32	with permit	No	No
Pavilion Area 2	20	54	with permit	No	No
Pavilion Area 3	20	44	with permit	No	No
Whole Pavilion	100	150	with permit	with permit	with permit
Arbor Area A	20	87	with permit	No	No
Arbor Area B	20	56	with permit	No	No
Arbor Area C	20	64	with permit	No	No
Whole Arbor	150	250	with permit	with permit	with permit
Homeridge Park Area 1	10	31	No	No	with permit
Homeridge Park Area 2	10	25	No	No	with permit
Homeridge Park Area 3	10	13	No	No	with permit
Lick Mill Park Area 1	5	20	No	No	No
Lick Mill Park Area 2	5	20	No	No	No



APPLICATON

- Availability should be checked by phone requesting a reservation. Please call 408-615-3140.
- **Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.**
- Picnic event applications can be submitted as early as six (6) Months to the date in advance for residents and 5 months in advance for non-residents. Example: if June 6 is desired date, the earliest application date is the previous January 6 for residents or February 6 for non-residents.
- The CRC accepts use permit applications by email (PRPermits@SantaClaraCA.gov) or Fax 408-(261-9146), on a first-come, first-served basis. If more than one person simultaneously applies to reserve the same facility for the same date and time, CRC staff will first check the applicants' residency, and then draw numbers. The application drawing the lowest number will receive preference.
- If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day.
- Applications will not be accepted less than fourteen (14) days in advance of event.
- All use permit applications must be requested in-person at the CRC, 969 Kiely Blvd., Santa Clara.
- Facilities are not available for commercial activities unless authorized by appropriate permit, license, or agreement with the City. Commercial or profit-making activities are not allowed. Charging admission, selling products, or soliciting donations without prior approval by the Department Director or the assigned representative is prohibited.
- Applications are subject to approval. After staff has reviewed an application, applicant will be notified of confirmation or rejection by mail. The application process requires seven (7) to ten (10) days. Do not send invitations to your event until you have received approval notification.

PROOF OF RESIDENCY

Proof of residency is required for the following user types:

- **Non-Profit-** Resident requesting facility must provide a photo ID and 2 recent proofs of residency, dated in the last 30 days (bills work best for this purpose).
- **Community Group-** Resident requesting facility must provide a photo ID and 2 recent proofs of residency, dated in the last 30 days (bills work best for this purpose) and full roster proving 51% of group membership live in the City of Santa Clara.
- **Resident-** Resident requesting facility must provide a photo ID and 2 recent proofs of residency, dated in the last 30 days (bills work best for this purpose).
City does not keep proof of residency on file; documents must be submitted with each request. If residency is falsified, all fees and facility reservations will be forfeited.

TERMS & CONDITIONS

The application for Facility Use Permit/License is subject to City review and approval. Applicant will be notified of Approval or rejection by email, if possible. The application and review process requires seven (7) to ten (10) business days. Applicant agrees not to invite guests to the event until receipt of notice of approval in writing from the City.

The Permit/License shall not be transferred or assigned. The Applicant shall not engage in any activity on park property other than the activities for which this Permit /License is expressly issued and shall comply with applicable municipal, state, and federal laws and regulations.

Applicant must be present for the entirety of the Permitted/Licensed time of Event. Applicant assumes all responsibility for use of the facility. Applicant is responsible for the behavior of all guests and the cost of damage repair. Permit/License cannot be transferred, assigned, or sublet to another Party.

Commercial activities as defined as activities intended for making a profit are prohibited without the specific written permission of the City Permit/License and in conformance with City Code. Commercial or profit-making activities are not allowed. This includes charging admission, selling products, or soliciting donations.

Security Deposit & Rental Fees

1. Fees and deposits can be found on the City website at SantaClaraCA.gov/FacilityRental.
2. The deposit and rental fees are due at the time of application. An hourly fee for staff costs for supervision, custodian, or other staff may be added depending on the size, scope and time of the Event.
3. The security deposit will be refunded only if, all terms and conditions of the Permit/License have been adhered to, at the sole determination of the City Parks & Recreation Director, including but not limited to: no damage to the picnic area, park property, or Permit/License area, the area is left in a clean condition (Clean-Up section below), and the facility rules and regulations have been followed.
4. Deposits eligible for return to Applicant paid by check or cash will be refunded by USPS mail approximately four (4) weeks after the Event or paid by credit card will be refunded electronically approximately two (2) weeks after the event.

Changes & Cancellation

1. Cancellation or changes of Reservations by Applicant must be made at least fourteen (14) days in advance of event to receive a refund of deposit and rental fees minus a cancellation fee. Cancellations made less than fourteen (14) days in advance of event will forfeit all rental fees.
2. Reservations can be cancelled three (3) days in advance due to inclement weather, with a verifiable source of rain.
3. A Permit/License may be revoked at any time for violation of health and safety orders, or failure to observe the rules, regulations, and ordinances of the City of Santa Clara. Failure to follow facility use rules may result in denial of future rental Applications/Permits.
4. The City reserves the right to cancel a Permit/License and/or use of equipment due to unforeseen situations, including but not limited to emergencies, maintenance, public health and safety, or City use. In these cases, the City will provide a full refund of security deposit and all fees paid.

Hours of Use

1. Outdoor facilities may be reserved for Permit/License use between the hours of 9:00 a.m. and no later than 30 minutes before sunset as determined by the Parks & Recreation Department. Lighted athletic fields may be reserved between 9:00 a.m. and 10:00 p.m.
2. Rental time must include time for set-up and clean-up.

Food, Catering & Alcohol

1. Potluck and onsite cooking by event attendees is allowed; Applicant is encouraged to follow all County Health guidelines for food preparation and handling.
2. No portable barbecues allowed in any of the parks.
3. Applies to Arbor or Pavilion Picnic Areas, only- Only beer and wine (including champagne) are allowed, only within the permitted picnic area AND with an alcohol permit; the permit must be requested and subject to approval/denial during the application process.
4. Hard liquor is not allowed.
5. A Licensed Caterer may prepare food off-site, for delivery to City facility or for pick up, provided there is NO preparation or service on site.
6. For a Licensed Caterer to be permitted to prepare or serve food onsite, they MUST COMPLETE a City application for Caterer's Agreement. The completed application must be submitted to the CRC office no later than ten (10) working days prior to the date of the event.
7. Caterers and participants may enter the facility no earlier than the start time listed on the permit.

8. Food trucks must be registered with the Santa Clara Police Department. Food truck parking is allowed in designated areas or on street; all zoning and traffic ordinances apply. Trucks are not allowed to drive into the park.

Smoking

Smoking is prohibited within enclosed public places pursuant to the Code of the City of Santa Clara section 8.35.040. Smoking is prohibited in the park (California Health and Safety Code, Section 104495).

Amplified Sound

1. Amplified sound requires an Amplified Sound Permit and payment of additional fees (see Recreation Fee Schedule or Municipal Fee Schedule).
2. All three areas of the Arbor or Pavilion must be reserved in order to request or to be approved for amplified sound.
3. A small, hand-held stereo with attached speakers can be used in individual sections of the Arbor or Pavilion.
4. Non-amplified, "acoustic sound" is allowed in individual sections of the Arbor or Pavilion.
5. Sound levels may not disturb park users or adjacent picnic area attendees and must be adjusted at the request of City staff.

Set-up/Decoration

1. Set-up may not start any earlier than the start time listed on this Permit/License.
2. Decorations may not be tied, stapled, etc. to the plants or structures.
3. No balloons are allowed for games or decorations.
4. No additional tables, chairs, canopies or barbecues/grills/smokers may be brought into the park, unless authorized in the Permit/License. If permitted, they must be placed on a level surface, supervised, and attended in a safe manner, and stay within the permitted area.
5. At no time shall ingress or egress in any part of the park, including the picnic areas be obstructed.

Clean-up (picnic/BBQ area rentals)

1. Tables must be cleared and decorations removed.
2. Spills should be cleaned up.
3. The barbeque areas must be cleaned after use; staff will remove barbeque coals once cooled.
4. Trash must be bagged and left by the trash cans. Trash will be removed by City staff.
5. The area must be cleaned and all individuals out of the picnic area by the end time listed on the permit.

Vehicles & Parking

1. Parking, including for loading and unloading, is allowed in designated areas or on street; all zoning and traffic ordinances apply.
2. Vehicles are not allowed to drive into the park.

Inflatables

6. Inflatables require additional fees (see Recreation Fee Schedule or Municipal Fee Schedule) and are only allowed within the permitted picnic area AND with an inflatables permit; the permit must be requested and subject to approval/denial during the application process.
1. Inflatables vendors must have a Certificate of Insurance on file with the City of Santa Clara Parks & Recreation Department, with the City of Santa Clara named as additionally insured, prior to the reservation date.
2. Vendor cannot drive into the park- equipment must be hand carted to the site.
3. Inflatables must be monitored by an adult at all times.
4. Inflatables must be staked or weighted down.
5. If wind exceeds 12 miles per hour (dust and/or loose paper is raised, small branches begin to move) immediately evacuate and deflate inflatable.

Other

1. Throwing of rice, birdseed, etc. is not permitted.
2. Equipment is not rented or loaned by the City.
3. Egg toss, water balloons, sidewalk chalk, and powder pigment/paint are not allowed in the park.
4. Do not pour oil, grease, coffee grounds or solids down the sink drains.
5. Dogs must always be on a 6-foot leash.
6. Smoking or burning of items (incense, candle, etc.) is prohibited. Birthday candles are allowed for the duration of the birthday song.
7. The City of Santa Clara is not responsible for accidents, injury, illness, or loss of group or individual property.
8. Events cannot exceed maximum attendance listed in the use permit. Exceeding maximum may result in the party being shut down by City staff or the Santa Clara Police Department.
9. Standing on tables or chairs is prohibited.
10. In case of emergency call 911.
11. If you have a problem with the facility, please contact City staff at 408-615-3140, or after business hours at 408-506-4298 or 408-799-2351.