



**City of
Santa Clara**
The Center of What's Possible

Community Recreation Center
969 Kiely Boulevard
Santa Clara, CA 95051
Phone: 408-615-3140/Fax: 408-261-9146
PRPermits@SantaClaraCA.gov

Facility Use Request – Picnic

("Contact" will assume responsibility and must be present for entirety of event, if approved)

Complete the following items before submitting application

1. Create an ActiveNet Account (santaclaraca.gov/activenet)

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Residence Address: _____

City: _____ **State:** _____ **Zip Code:** _____

User Type:

- ☐ Family Event- Not associated with a company or organization
- ☐ Commercial Event- Company Name: _____
- ☐ Non-Profit Event- Organization Name: _____

Describe Your Event: _____

Requested Date: _____ **Maximum Expected Attendance:** _____

Additional Requests: _____

Preferred Facility:

- ☐ Arbor Picnic Area (40-250 occupancy, 3 areas)- **Not available until early 2025 due to construction on site**
- ☐ Pavilion Picnic Area (20-150 occupancy, 3 areas)
- ☐ Homeridge Park Picnic Area (10-25 occupancy, 3 areas) – **only available to City of Santa Clara residents**
- ☐ Lick Mill Park Picnic Area (20-40 occupancy, 2 areas) – **only available to City of Santa Clara residents**

See Facility Rate Sheet for pricing and Facility Use information (SantaClaraCA.gov/facilityrental)

Email form and proof of residency to PRPermits@SantaClaraCA.gov or fax form to 408-261-9146.

Santa Clara resident and resident organizations must submit ID and 2 proofs of residency corresponding to the above.
All fees and deposits are due when contacted to complete reservation. Cancellations received 14 days before the scheduled event are subject to a cancellation fee. Cancellations less than 14 days before the date of the event will forfeit ALL fees.

For office use only

Date/Time Received _____
Residency Checked: Yes / No _____
Permit # _____
Signature Due Date & Time _____
Signed Permit Received? Yes / No _____

Sent to Manager for Approval? Yes / No _____
Date Approved _____
Date Sent to Parks _____
Date Sent to Applicant _____
Deposit Refund _____