

Preliminary Application Policies

1. Applicant understands that this is a preliminary application only. This application will be reviewed and approved or denied within 7 working days via email based on the information provided on the reverse side of this document. Do **not** announce the date of activity until the application is approved. **Initials:** _____
2. This application must be completed by a qualified and authorized representative of the requesting group or party, 18 years of age or older. The requesting person must be in attendance for the entire duration of the rental. **Initials:** _____
3. Applicant understands that he or she, or an appointed representative, will be held responsible for the picnic area rented. Applicant will also be held liable for any damages to the facilities being used. A \$30.00 refundable cleaning deposit will be due at the time of booking. **Initials:** _____
4. If the applicant wishes to cancel the event, a written request must be sent to recinfo@albanyca.org . Rental fees will not be refunded if the cancellation is made less than 7 days of the rental. If the rental is cancelled more than 8 days out, you will receive a refund minus a \$10 administrative fee. Transfer of rental dates will only be permitted if a new date and time is available. **Initials:** _____
5. Applicant understands that if alcohol is sold, Liability Insurance, Liquor Liability, an Alcoholic Beverage Control (A.B.C.) permit will be required and police department approval will be necessary. Submit request to sell alcohol letter to the Albany Chief of Police (510) 525-7300. After you have received permission from the Chief of Police and obtained a permit from A.B.C., you must present these documents to the Albany Recreation & Community Services Department. **Initials:** _____
6. Applicant understands that the total rental fees must be paid in order to book their rental and secure a park rental permit. **Initials:** _____

Park Rules and Regulations

1. No person shall build, maintain or light any open outdoor fire within any park, recreation, open space, waterfront or Albany Hill area except within those facilities and/or areas provided and so designated for that purpose.
2. No person shall construct or erect any building of any kind, whether permanent or temporary, or run or string any public service utility into, upon, or across such areas. (Examples: jump houses, rock walls, etc.)
3. No person shall use or possess a generator, solar panel, or similar device for generating electricity.
4. No person shall attach anything, whether rope, cable or otherwise, to any shrub, tree, fence rail, bridge, bench, or other structure.
5. No person shall fail to deposit refuse and/or rubbish in the receptacles provided. In the event receptacles are not available, all refuse and rubbish shall be carried away from such areas by the person responsible for its presence.
6. No person shall possess or set off any fireworks, or other incendiary devices.
7. It shall be unlawful for any person within a park, recreation, open space, waterfront or Albany Hill area to use or operate any sound amplifying equipment in such a manner as to disturb the peace, quiet and comfort of park users or any reasonable person of normal sensitivity using any of these areas.

I, _____, have read and agree to meet the above outlined Policies and those contained in the Park and Picnic Rules and Regulations document.

Signature

Date

Additional Information

Alternate Contact Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____