



# City of Albany Recreation and Community Services

## Picnic Rental Application

Requested Date \_\_\_ / \_\_\_ / \_\_\_

### Terrace Park

### Memorial Park

### Ocean View Park

**Picnic Area:**  
 Jewel (5 tables)

**Time Blocks\*:**  
 9am - 1pm  
 2-6 pm

**Picnic Area:**  
 East Side (4 tables)  
 West Side (5 tables)  
 Entire Site (9 tables)

**Time Blocks\*:**  
 9:30 am-1:30 pm  
 2:30-6:30 pm

**Picnic Area:**  
 Ceder (3 tables)  
 Maple (2 tables)  
 Pine (2 tables)  
 Ponderosa (1 table)  
 Spruce (2 tables)  
 Oak (2 tables)  
 Entire Site (12tables)

**Time Blocks\*:**  
 10 am-2 pm  
 3-7 pm

\*If desired rental time spans both time blocks you will be charged for both time blocks

Name of Applicant: \_\_\_\_\_

Person Responsible for Rental (if different): \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Anticipated Attendance\*: \_\_\_\_\_

\* Maximum 6 people per table.

#### Alcohol:

Are you serving alcohol? \*\*

- Yes (Additional \$25 permit)  
 Beer/ Wine     Mixed Drinks  
 No

\*\*It shall be unlawful and a misdemeanor for any person to consume, drink, exhibit or possess an open container, cup, or receptacle of any alcoholic or intoxicating beverage in any quantity in a public park or recreation area within the city unless, a written permit to possess alcoholic or intoxicating beverages in a designated area has been obtained from the Chief of Police or his/her designee and the permit fee has been paid at least 24-hours in advance. AMC 8-7.2 (a), 8-7.4 (d)

I certify that the above information is accurate. I have read the rules and regulations pertaining to the use of the City of Albany's Recreation facilities (reverse side of application and have received a copy of the City of Albany Facility Rental Packet). (1) Permittee will be responsible for all injuries caused by such use. (2) Hours will be strictly observed and if time is extended beyond that specified, it is understood that additional charges may be necessary. (3) Permittee shall be responsible for reimbursing the City for any loss or damage to City property caused by such use. (4) In consideration of participation as specified at location shown on the above dates and times, Permittee does hereby release and hold harmless the City of Albany from any and all liability of claims for damage or injury to person or property of the undersigned due to Permittee's use of said facility, by reason of any act or omission by the City of Albany Recreation and Community Services Department, or any of its officers, agents or employees or the condition of its property.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Department Use Only

Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_

Alcohol Permit Required?

Sent to APD: Date \_\_\_\_\_

Approved by APD: Date \_\_\_\_\_

Resident

Non-Resident

Deposit Paid  
 \$ \_\_\_\_\_

Notes:  
 \_\_\_\_\_  
 \_\_\_\_\_

### Preliminary Application Policies

1. Permittee 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. If the applicant wishes to cancel the event, a written request must be sent to [recinfo@albanyca.org](mailto:recinfo@albanyca.org). Rental fees will not be refunded if the cancelation is made less than 7 days of the rental. If the rental is canceled 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: \_\_\_\_\_
4. 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. You must have the alcohol permit available upon request during your rental. Initials: \_\_\_\_\_
5. 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.
8. It shall be unlawful and a misdemeanor for any person to consume, drink, exhibit or possess an open container, cup, or receptacle of any alcoholic or intoxicating beverage in any quantity in a public park or recreation area within the city unless, a written permit to possess alcoholic or intoxicating beverages in a designated area has been obtained from the Chief of Police or his/her designee and the permit fee has been paid at least 24-hours in advance. You must have the alcohol permit available upon request during your rental. AMC 8-7.2 (a), 8-7.4 (d)

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

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Signature

Date