

**VILLAGE PARK & WASHINGTON PARK PICNIC PERMIT
INFORMATION SHEET**

GROUPS OF 50 PEOPLE OR LESS may reserve the **SMALL** picnic area in the back of Washington Park, which includes 3 tables and 2 free-standing BBQ's. Village Park is also available, which includes 3 tables, BBQ's aren't provided but renter can bring their own.

GROUPS OF 50 to 100 PEOPLE may reserve the **LARGE** picnic area next to the small ball field in Washington Park, which includes 8 tables and 5 free-standing BBQ's. (***Ball field is not included with picnic rental, but may be reserved for an additional fee if available***)

GROUPS OF 100 to 150 PEOPLE may reserve both the **SMALL** and **LARGE** picnic areas in Washington Park.

SMALL GROUPS may use the 3 concrete tables near the playground, the 2 tables north of the playground or the grass area on first come/first serve basis

BURLINGAME NON-PROFIT GROUPS may reserve the **WEST END** area of Washington Park, Ray Park or Cuernavaca.

A reservation request for the picnic area will be accepted in person at the Recreation Center, Mon - Fri, 8:30am to 4:30pm.

"UP TO ONE YEAR IN ADVANCE" for **"BURLINGAME RESIDENTS ONLY"** (Up to 30 days in advance for Non-Residents). (I.D.

is required for proof of residency!) This individual **must be present** during the activity and **will be held financially accountable** for all additional fees exceeding the deposit (which will be enforced by the City Attorney). Schools, churches, businesses or charitable

organizations are considered residents by their Burlingame mailing addresses. **The small ball field in Washington Park is available on a first come/first serve basis. Authorized youth teams will always have priority usage over the general public.**

PLEASE NOTE: The picnic/barbecue areas will have a **"RESERVED"** sign posted by the City, but it's recommended that you come early to prepare your area before your group arrives. **You must have the permit with you the day of the activity!** If another group is in your area, attempt to enforce your permit yourself. Call the Burlingame Police Department at (650) 777-4100 to enforce your permit.

(Tables 1-3) at Village Park & Washington Park Small Picnic Area hold 25 to 50 people

\$105 Resident fee (includes **\$55 non-refundable** permit fee & **\$50 refundable** security deposit)

\$135 Non-Resident fee (includes **\$85 non-refundable** permit fee & **\$50 refundable** security deposit)

Washington Park Large Picnic Area holds 50 to 100 people

\$225 Resident fee (includes **\$125 non-refundable** permit fee & **\$100 refundable** security deposit)

\$255 Non-Resident fee (includes **\$155 non-refundable** permit fee & **\$100 refundable** security deposit)

BOTH Washington Park Picnic Areas hold 100 to 150 people

\$325 Resident fee (includes **\$175 non refundable** permit fee & **\$150 refundable** security deposit)

\$375 Non-Resident fee (includes **\$225 non-refundable** permit fee & **\$150 refundable** security deposit)

Washington Park West End Area (for Burlingame Non-Profit Organizations Only)

Special Requests for electricity, water, chairs, tables, tents and stage risers can be made but aren't guaranteed

\$525 (includes **\$350 non-refundable** permit fee & **\$175 refundable** security deposit) – Additional fees for Special Requests

Cuernavaca and Ray Park (for Burlingame Non-Profit Organizations Only)

\$100 (includes **\$50 non-refundable** permit fee & **\$50 refundable** security deposit) – Additional fees for Special Requests

** (Refund exception will **only** be made if your activity is rained out)

Cancellations will only be refunded the security deposit- NO EXCEPTIONS

Fees may be paid by cash, check, American Express, Discover, Master & Visa card. If the area is left clean and the rules abided by, the cleaning deposit will be refunded to the applicant. A refund check will be sent 2 to 3 weeks after the activity.

CITY ORDINANCES AND RULES GOVERNING USE OF THE BURLINGAME PARKS & PICNIC AREAS

A full list of regulations for Parks & Recreational areas can be found at www.burlingame.org under Municipal Codes

1. No alcoholic beverages, motor vehicles or amplified music allowed in the parks.
2. BBQ's with grills 14" maximum diameter are allowed on city provided tables, 23" maximum diameter allowed on level areas with at least 4' of paved area on all sides, excess of 23" ONLY allowed with special permit and must be supervised at all times. Propane tanks **may not** be discarded in City garbage cans or recycling containers. BBQ's must have a cover to suppress flames.
3. Inflatable/air-blown/jumping devices **no larger than 13 x 13** are allowed in Washington Park **ONLY** with rental of a picnic area. (an additional fee of \$100 is required as well as proof of liability insurance)
4. No petting zoos, pony rides, dog shows, or similar activities in any City park unless issued a special use permit by the Director of Parks & Recreation. Additional fees may be required for a special use permit if issued.
5. No stakes, ropes, poles or other securing devices are to be attached to any bushes or trees!
6. No more than 2 volleyball nets can be set up in any City park at one time.
7. Please leave the picnic area clean of garbage, or your deposit may be retained, plus additional fees if applicable. As this is a public picnic area, in a "nature" setting, we suggest you bring disposable table clothes and a wire brush to clean off the BBQ grills.
8. Groups are subject to observation by park personnel. Anyone giving false information about group size could result in **TOTAL FORFEITURE** of your deposit, plus denial of future requests.
9. It is distinctly understood and agreed that the **APPLICANT** assumes all risks for loss, damage, liability, injury, cost or expenses that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Burlingame by their group or organization. The applicant further agrees that in consideration of being permitted to use said facilities, the applicant person, group or organization will hold the City of Burlingame and their employees free and harmless from any loss, including attorney fees, claims and liability for damages, and/or injuries to persons and property that in any way may be caused by applicant's group's occupancy of said facilities.
10. Applicant **MUST** be present the day of activity and possess the permit to show proof of reservation if requested.
11. **ALL Burlingame parks are closed at and must be vacated by 9:00pm**