

Washington Park & Village Park Picnic Permit Application

Permit #:



Burlingame Parks and Recreation Department

850 Burlingame Ave • Burlingame, CA 94010
Phone: (650) 558-7300 • Fax: (650) 696-7216



You must have this permit with you on the day of the activity

If another group is in your area, attempt to enforce your permit yourself. If they refuse to move, call the Burlingame Police Department at (650) 777-4100 to enforce your permit.

CDL or Utility Bill Required for Burlingame Resident Rate

Verified by (Staff Only)

Name: _____	Picnic Date: _____
Organization/Company: _____	Day of the Week: _____
Address: _____	Nature of Event: _____
City: _____	Estimated Attendance: _____
State/Zip Code: _____	Will a commercial caterer be used? Yes <input type="checkbox"/> No <input type="checkbox"/>
Day Phone: _____	If so, please fill information below
Evening Phone: _____	Caterer's Name: _____
Email: _____	Caterer's Phone Number: _____

Posted Sign Will Read:

Permitted Picnic Area	Amount Due
Village Park (tables 1-3)	
Washington Park Small	
Washington Park Large	
Washington Park West End	
Other _____	
Total	

Inflatable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Special Request	Amount Due	
Inflatable		
Other		
Total		
Total Amount Paid:		

Received by: _____ Date: _____

Credit Card #: _____	Expiration Date: ____/____/____
Signature: _____	Print Name: _____

*Signature is required here only if using credit card!

Important

- Payment of all fees and charges are due upon signing this contract
- NO ALCOHOL is allowed in ANY City Park ● No vehicles are allowed in ANY City Park
- Field Permit is needed for Ballfield (Small may be used on a first come, first serve basis if not being used by an authorized group)

Cancellation Policy: You must notify Burlingame Parks and Recreation of any cancellations 14 business days before the reserved date to receive a check refund minus \$8.00 processing fee. Less than 14 business days notice will result in 50% reservation fee penalty not including an additional \$8.00 processing fee. Permit holder must call to obtain a full check refund for a rained out activity.

Rules and Regulations (Please see Picnic Information Sheet)

The Applicant agrees to indemnify, defend, and hold harmless, the City, its officers, employees, agents, and volunteers, claim, demand, suit, judgment, loss, liability or expense of any kind, including attorneys' fees and administrative costs, of personal injuries or damages to property, arising out of or resulting in any way, in whole or in part, from the or in part, from the Applicant's use, or the Applicant's employees', agents', invitees' use or occupancy of City facilities. I hereby certify that I read the Rules and Regulations for Rental & Use of Parks & Recreation Department Facilities and my activity will abide by these rules. I also realize that the facility contract is granted with the understanding that the Parks & Recreation Department has the right to cancel the contract if the agreed upon facility is needed for a city I, undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained facility, furniture or equipment occurring through the occupancy or use of said facility by the applicant.

Applicant's Signature	Date	Parks and Recreation Representative	Date
Rev. 7/5/16			