



# Village & Washington Park Picnic Permit Information Sheet



## Burlingame Parks & Recreation Department

850 Burlingame Avenue • Burlingame, CA 94010

Phone: (650) 558-7300 • Fax: (650) 696-7216

Park Picnic Area	Capacity	Tables & BBQ's	Resident Fee	Non-Resident Fee
Village Park Picnic Area (Tables 1-3)	25 – 50 People	3 Tables	\$100	\$135
Washington Park SMALL Picnic Area	25 – 50 People	3 Tables 2 BBQ's	\$100	\$135
Washington Park LARGE Picnic Area	50–100 People	8 Tables 6 BBQ's	\$200	\$250
Both Washington Park Small & Large Picnic Area	100 – 150 People	See Above	\$275	\$350
Washington Park West End Area (for Burlingame Non-Profit Organization Only)	-	-	<b>Burlingame Non-Profit Fee</b> \$425	
Cuernavaca & Ray Park (for Burlingame Non-Profit Organization Only)	-	-	<b>Burlingame Non-Profit Fee</b> \$95	

- **Burlingame Residents can reserve up to one year in advance** (State ID, Driver's License, or Utility Bill is required for proof of residency). **Non-Residents can only reserve 30 days in advance.** Schools, churches, businesses or charitable organizations are considered residents by their Burlingame mailing addresses.
- **The permit holder must be present during the activity and will be held financially accountable for all additional fees** (which will be enforced by the City Attorney).
- **You must have the permit with you the day of the activity.** If another group is in your area, attempt to enforce. If they refuse to move, call the Burlingame Police Department at (650) 777-4100 to enforce your permit.
- **Field Permit is needed for Ballfield** (Small ballfield may be used on a first come, first serve basis if not being used by an authorized group)

### City Ordinances & 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](http://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" max. diameter are allowed on city provided tables, 23" max 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 13x13** 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 permit by the Director of Parks & Recreation. Additional Fees maybe 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 50% of the fees 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 all fees, 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 person and property that in any way may be caused by applicant's group 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.**

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**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.