



# Park, Picnic, & Field Reservation Policy



Thank you for your interest in reserving a City of Gilroy park, field or picnic area for your event. The information below provides you with the necessary information when making a reservation. Please read the information below to ensure you fully understand the policy.

## **General Information**

- Reservations can be made in-person, online or by telephone and must be paid in full at the time of reservation. All online picnic reservations (no bounce house) must be finalized a minimum of three (3) days in advance. All online picnic reservations with a bounce house must be finalized a minimum of three (3) days in advance. Neither can be reserved no more than a maximum of twelve (12) months in advance. Rentable facilities and park areas are available on a first-come, first-serve basis when such uses do not conflict with regularly scheduled City programs.
- During the months of November through February, parks can be reserved from 9:00 a.m. to 6:00 p.m. During the months of March through October, parks can be reserved from 9:00 a.m. to 9:00 p.m.
- If your name is listed on the permit, you assume full responsibility and must be in attendance throughout the duration of your event. These responsibilities may not be transferred, assigned, or sublet.
- A permit can be denied for the following reasons:
  - The expected attendance exceeds the capacity of reserved area.
  - All the conditions required for the reservation have not been complied with.
  - The nature of the activity may endanger the participants, the public, the park, equipment, and/or staff.
  - The unexpected activation of the Emergency Operation Center (EOC) or a natural disaster such as a fire, flood, earthquake or similar activity.

## **Rentable Park, Picnic and Field Areas**

### **Christmas Hill Park (CHP)**

- Mulberry East
- Mulberry West
- Sycamore
- Walnut
- Amphitheater
- Total Park
- Major Softball Field
- Minor Softball Field

### Christmas Hill Ranch Site (CHP)

- Softball Major Field

### Gilroy Sports Park:

- Field A1, Field A2, Field A4, Total Fields

### Las Animas Veterans Park (LAVP)

- Oaks
- Lakeside
- Auxiliary Baseball Field
- Major Baseball Field
- Minor Baseball Field

### San Ysidro Park

- Picnic Pavilion

All other picnic areas at city parks are available on a first-come, first-serve basis.

### Reservation Fees

- All rental fees and damage deposits must be paid at the time your reservation is made. Acceptable payment includes cash, check and/or credit card.
- The damage deposit is refundable after your event is completed and it is determined that there are no outstanding fees, repairs required and/or the park is left free of trash and in an orderly state. In addition, you may lose a portion or all of your damage deposit for the following:
  - Incomplete or inaccurate information on the permit that impacts the facility or park and/or safety of patrons (e.g., underreported the planned attendance, unauthorized use of amplified music or use of alcoholic beverages by minors); or
  - Your event is cancelled in progress due to violation of the Gilroy City Code, rules, or regulations governing such usage.
  - Not removing all your decorations and properly disposing of all trash into trash receptacles.
  - Any changes, alterations, or defacement to any city facility, its furnishings, or equipment.

### Cancellation Policy

- The cancellation policy is:
  - **City is notified fourteen (14) City of Gilroy working days or more from date of event:** \$50 deducted from reservation fee; full deposit refunded
  - **City is notified thirteen (13) City of Gilroy working days or less from date of event:** Loss of entire (100%) of reservation fee; full deposit refunded
- If the cancellation is due to inclement weather (i.e. rain) on the day of your event and you did not use the park site per confirmation from Park Staff, you will receive a full refund, including your deposit.

### **Changing Your Reservation**

- You can change the date of your reservation **once** with notice of twenty-one (21) days or more, based on availability. If there is a price difference (plus/minus), there will be a \$10 processing fee. Twenty (20) days or less notice, you will need to cancel your reservation (see cancellation policy) and create a new one.

### **Amplified Sound & Security**

- You will need permission in advance to have electronic amplified music, which is only allowed at Christmas Hill Park in the following locations: Amphitheater and Mulberry West. Examples of amplified sound include a DJ, a live band, mariachis, loud amplified sound systems, public address system or similar sound.
- In order to receive permission, you will need to have City of Gilroy approved security guards. It is your responsibility to make the arrangements. Written proof of security contract showing paid in full is required five (5) days prior to the event. The approved security service vendors are
  - Kysmet Security & Patrol, (831) 422-1647 or (831) 998-7963.
  - Allied Universal (831) 769-8981

If you are unable to hire City-approved security for your event in advance, you will not be allowed to use amplified sound. If you choose to cancel as a result, you are subject to the cancellation policy. Amplified sound shall cease at 10:00 p.m. between the months of March – October and at 7:00 p.m. between the months of November – February. If you are required to have security, the guard(s) shall arrive at the start of your event (when guests arrive) and remain during the duration of it (i.e., when guests leave).

### **Alcohol**

- Consumption of alcohol is limited to beer and wine (no other liquors) only by adults ages 21 years or older. Per City Code (18.6, Intoxicating Liquor), the consumption of beer and/or wine must not reasonably interfere with other park users and must take place in park reservable areas between the hours of 4:00 p.m. and 8:00p.m. Monday – Friday, and 12:00 noon – 8:00 p.m. Saturday, Sunday and holidays. The City reserves the right to place other restrictions on the possession and consumption of intoxicating liquor in accordance with State Law, or in order to mitigate a public safety concern.
- For events involving alcohol, there must be at least one adult present for each 20 minors during the event.

### **SPORTS TURF/SOFTBALL FIELDS**

- The following fields can be reserved:
  - Christmas Hill Park: Major Softball Field, Minor Softball Field,
  - Christmas Hill Park Ranch Site: Ranch Softball Field
  - Gilroy Sports Park: Field A1, Field A2, Field A4, Total Fields
  - Las Animas Veterans Park: Auxiliary Baseball Field, Major Baseball Field, Minor Baseball Field
- A deposit is required per field and is refundable in its entirety if no damages occur and time limits are not exceeded.

- User groups must designate a representative, an adult 18 years or older, to be present during any/all of their practice and/or game time(s) at each field used.
- Scheduled games and practices can begin no earlier than 9:00 a.m. and can end no later than 10:00 p.m. Weekend use, on a regular basis, may be subject to limited hours at the discretion of the Recreation Director or designee.
- Use of metal cleats is prohibited.
- Bases and lining of the field is **NOT** included with the reservation and is **NOT** available for non-City sanctioned events.
- At the conclusion of games, practices and/or activities, users must leave the reserved field clean and free of debris. Failure to do so will result in a forfeiture of deposit and if applicable, will be assessed a maintenance cleaning fee.

### Lighting

- If a field reservation requires the use of lights, a per hour, per field lighting fee will be charged, beginning 30 minutes before sunset. Lighting is only available at Christmas Hill Major, Las Animas Veterans Park Major, and Gilroy Sports Park.
- For Christmas Hill Major and Las Animas Veterans Park Major, there will be an added on \$36 facility attendant fee since the lights do not automatically turn on and will need to be turned on manually.
- Groups are required to submit schedules with their reservation outlining their usage time for lights at each requested facility, and inform the City of any changes at least 48 hours in advance.

### Tournaments

- Security is required for adult tournaments. For more information, see “Sound Permit and Security” section above.
- Also required is proof of liability insurance of \$1,000,000.00, naming “City of Gilroy, its officers, employees, and volunteers” as additionally insured.

### **Bounce Houses, Petting Zoo and/or Pony Rides**

- Bounce houses, petting zoos, and/or pony rides require a Special Use Permit. These permits must be finalized a minimum of 3 business days prior to the event and cost \$35.
- Bounce houses are allowed as long as the following rules are abided by:
  - You cannot use your own bounce house.
  - Bounce Tent/House must not be larger than 13’ x 13’.
  - You must hire a Bounce House business from an approved vendor list:
    - Bay Area Jump (800) 514-5867
    - Dulceria Del Sol (408) 842-5160
  - A Special Use Permit is included with any paid picnic area reservation.
  - A Special Use Permit for a bounce house is available at these non-reservable parks:
    - Miller Park
    - El Roble Park
    - San Ysidro Park
- Generators needed at all non-reservation sites.

- Pony rides and a petting zoo are allowed are only allowed at Christmas Hill Park's Mulberry and Walnut as well as Las Animas Veterans Park's The Oaks. Utilizing a vendor who is not included in the City approved vendor list is not permitted.

**Picnic Area Information**

Facility	Provided Seating	Tables	Site Capacity	Lights	Sink
Mulberry East (CHP)	80	10	150	Yes	Yes
Mulberry West (CHP)	80	10	150	Yes	Yes
Sycamore (CHP)	64	8	96	No	No
Walnut (CHP)	72	9	110	No	No
Amphitheater (CHP)	2000	N/A	2000	Yes	No
Lakeside (LAVP)*	96	12	145	No	No
The Oaks (LAVP)	136	17	200	No	Yes
San Ysidro Picnic Pavillion*	64	8	96	No	No

*\*Generator required for bounce tent*

If you have any additional equipment such as rental chairs and/or tables delivered for your reservation, the City is not responsible for any items delivered before, or left after an event. Arrangements need to be made to have any additional item removed by no later than the end of your reservation.

**If you experience a problem at any time during your park, picnic or field rental on a weekend or during non-business hours, please contact the City of Gilroy's Communications office at (408) 846-0350.**

**Remember**, if you fail to comply with these guidelines and/or City, County, State and Federal laws, you are subject to forfeiture of any/all deposit(s), assessed a maintenance cleaning fee, payment for all damages occurring to the site, and/or termination of any/all user permit(s) for one year. All Use Permits are subject to the final approval of the City of Gilroy Recreation Division Manager or designee.

## Park and Picnic Rental Fees

### Christmas Hill Park & San Ysidro Park

	Mulberry (East or West)	Mulberry (Total)	Sycamore (no lights)	Walnut Picnic Area	Christmas Hill Ranch Site (Not including TEEC Bldg.)	Amphitheater	Entire Christmas Hill Park including Ranch Site and Amphitheater (excluding TEEC Bldg.)	San Ysidro Park Picnic Pavilion
Nonprofit Organization day rate	\$100	\$200	\$55	\$55	\$250	\$155	\$750	\$55
City of Gilroy resident day rate	\$150	\$250	\$105	\$105	\$300	\$205	\$1,000	\$105
Non-resident/commercial day rate	\$200	\$300	\$155	\$155	\$350	\$255	\$1,250	\$155
Deposit	\$100	\$100	\$100	\$100	\$500	\$100	\$750	\$100

### Las Animas Veterans Park

	Lakeside	The Oaks	Entire Las Animas Park
Nonprofit Organization day rate	\$100	\$120	\$750
City of Gilroy resident day rate	\$150	\$170	\$1,000
Non-resident/commercial day rate	\$200	\$220	\$1,250
Deposit	\$100	\$100	\$750

## Field Rental Fees

(Two-hour minimum)

Description	Nonprofit Organization hourly rate	City of Gilroy resident day hourly rate	Non-resident/commercial hourly rate	Deposit (per reservation)
Field Reservations (baseball/softball, soccer); hourly rate is based on per field reservation	\$22.50	\$27.50	\$32.50	\$100
Lights	\$25	\$25	\$25	N/A