



## MONTCLAIR PARK PICNIC RENTAL INFORMATION

### AVAILABILITY AND RESERVATION

- Picnic reservations are from 9:00am-7:00pm
- Applications are accepted on a first come first served basis. A complete application and payment are required for consideration.

### RESERVATION APPLICATION

- Applications are due no less than 30 days prior to the reservation date. Applications submitted less than 30 days prior to an event are subject to approval from the Center Director.
- Applications must be completed and signed by the person responsible for the rental. This person must be present the entire rental.
- Proof of residency is required at the time of booking to be eligible for discounted rates.

### RENTAL TIME

- Rentals are available on Saturdays and Sundays
- Rentals are available on the following holidays: Memorial Day (May 30), July 4, and Labor Day (September 5) with an additional 50% Holiday surcharge fee.
- Rental time must include all time needed for set-up (decoration, food, equipment drop off, etc.) and clean-up which is the responsibility of the renter. Rental hours must be consecutive. Hourly rates are not prorated for increments of less than one hour.

### SPECIAL EVENTS

- Reservations for 50 or more guests, an OPD Special Events Permit MUST be obtained.

### STONE CIRCLE/PATIO AREA

- This area can be used for bounce houses, patio parties, weddings, etc.
- Cooking or barbequing is NOT allowed in Stone Circle
- Events in Stone Circle may not block the elevator or ADA access ramp

### BOUNCE HOUSES

- Bounce houses are ONLY allowed in Stone Circle. All parties with a bounce house are required to hire Montclair Rec staff at \$27/hour to obtain access to electricity for the bounce house.
- Wet inflatables (those which use water) and inflatables requiring multiple generators are not permitted. Only one inflatable per reservation is allowed.
- Bounce house companies cannot drop off the jumper prior to your start time; the bounce house must be picked up by your event end time. The reservation customer must be over 18 and present for bounce house drop off/pick up.
- A certificate of insurance from the jumper company naming the City of Oakland as additionally insured with a coverage of 1 million dollars must be submitted no less than 14 days before your rental.
- All rentals of inflatable equipment are at Permittee's own risk

## ALCOHOL USE

- Alcohol is not allowed in the parks

## AMPLIFIED SOUND

- Battery-powered devices may be used, but must not be audible more than 25 feet from your site.
- If you are requesting amplified sound (audible more than 25 feet from your site) an amplified sound permit is required.
- Amplified sound permit is \$50

## PARKING

- Montclair Park ONLY offers street parking at Montclair Park on Moraga Ave.
- Do not leave valuables visible in your vehicle

## FORCE MAJEURE

- Force Majeure (“greater force”) - Any prevention, delay, performance failure or stoppage due to natural causes or other acts of God, strikes, lockouts, labor disputes, governmental regulation, governmental controls, unreasonable delay in the issuance of any permit by the City of Oakland or any governmental agency, enemy or hostile governmental action, civil commotion, fire or other casualty, and other causes beyond reasonable control of the City of Oakland obligated to perform shall excuse the performance, delay or stoppage, except the obligations imposed with regard to permit fees and other charges to be paid by Licensee pursuant to this permit.
- Examples of prevention, delay, performance failures or stoppage of event that would be beyond the City of Oakland’s control include power outages (disruptions in PGE service/telephone service), earthquakes, flood, wars, riots or other major upheaval acts.

## OUTDOOR RESTROOMS

- The outdoor restrooms at Montclair Park are under construction and not available for public use.
- All picnic reservations 3 or more hours require the renter to **pay for staff to access the Rec Center restrooms at \$27/hour**

## LIABILITY INSURANCE

- A certificate of Insurance is required to be on file no less than 14 days before your rental.
- The Insurance must be General Liability coverage naming the City of Oakland as additionally insured with a coverage of 1 million dollars.
- Insurance may be obtained at [www.theeventhelper.com](http://www.theeventhelper.com)

## RENTAL FEES

- All fees must be paid in full at the time of booking.
- Payments may be made by credit card or check. The name on the credit card must be the name of the rental customer. Make checks payable to the City of Oakland. Checks will not be accepted less than 30 days of the rental.
- Rental fees will not be refunded for any portion of reserved time not used.
- Holiday Surcharge: An additional 50% of rental fees will be added for the following holidays: Memorial Day, July 4, Labor Day
- Contact the Montclair Recreation Center for Special Event Fees (events with 50 or more guests).

Non-Refundable Permit Processing Fees	\$15.45 for Oakland Residents \$30.90 for Special Events
Refundable Deposit	\$100
Rental Fees for 2 Picnic Tables (maximum 20 people per pair of tables)	\$15/hour for Oakland Residents \$18/hour for Non-Residents
Rental Fees for Stone Circle	\$15/hour
Amplified Sound Use Permit Fee	\$50
Rec Center Restroom Access	\$27/hour (3 hour minimum)
Late Reservation Administrative Fee	\$75

## DEPOSIT

- A refundable damage deposit of \$100 is required at the time of application submittal.
- The Facility User is responsible for any and all damage, loss or extensive clean-up to the equipment or facility. If the charges exceed the deposit, the Facility User will be required to pay additional fees to cover the balance.
- Costs related to Police or Fire response due to a public safety intervention will result in the loss of the damage deposit. This includes police response due to excessive noise levels, residential complains, disorderly conduct, illegal use of drugs, profanity and drunkenness (ie: altercations, over capacity, misrepresentation of event).
- Deposits will be refunded within 6-8 weeks from the City of Oakland assuming no damages or additional fees were incurred. Deposits paid by check will be issued to the applicant and mailed to the address indicated on the application within 6-8 weeks. If payment was made with a credit card, deposit will be issued to the credit card used at the time of booking.

## CLEAN UP

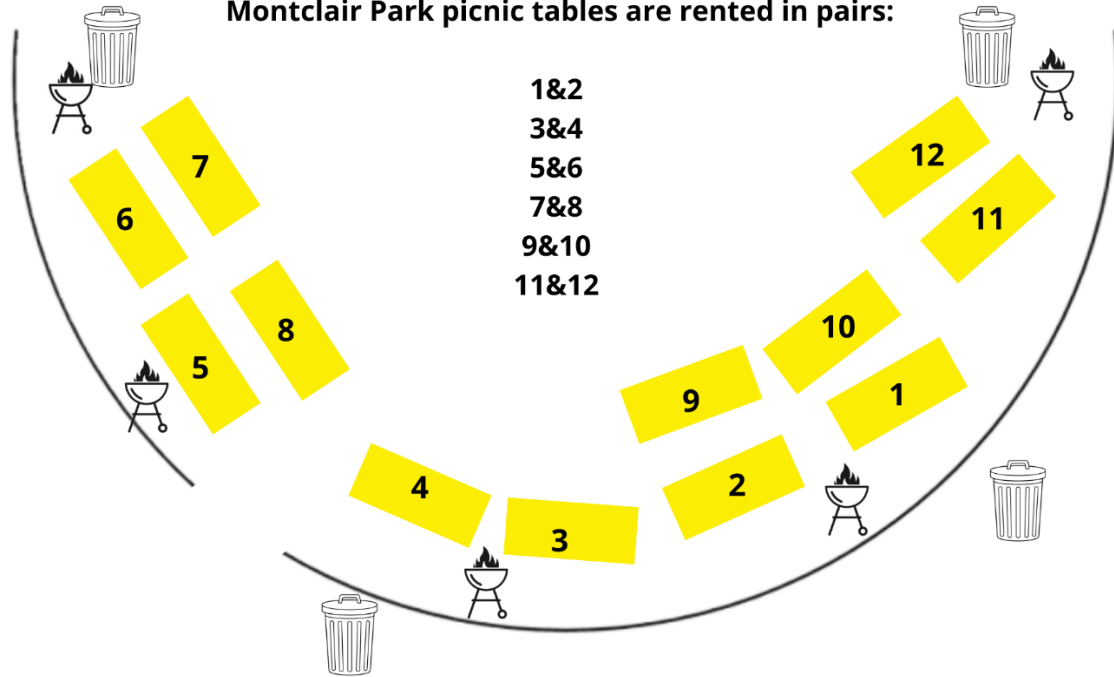
- Picnic areas shall be cleaned by the permit holder prior to departure.
- Please remove all documents, staples and tape after your event.
- Failure to clean up after your reservation will forfeit your security deposit.
- It is highly suggested to take a picture of the picnic area when you arrive to your reservation, and when you leave.

## CANCELATION POLICY

- All notices of cancellation must be received in writing
  - *If reservation is cancelled 61 days or more prior to your event*      *Forfeit ½ deposit*
  - *If reservation is cancelled 31-60 days prior to your event*      *Forfeit entire deposit*
  - *If reservation is cancelled 11-30 days prior to your event*      *Forfeit entire deposit + ½ of rental fees paid*
  - *If reservation is cancelled 10 days or less prior to your event*      *Forfeit entire deposit + entire rental fees paid*
- Reservations may not be transferred, assigned, or sublet
- The City of Oakland reserves the rights to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.
- Rescheduling the date of a reservation must be done 30 days in advance of the current reservation date to avoid cancellation penalties. There will be a \$15 administrative fee applied to each reservation change.
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# POND

Montclair Park picnic tables are rented in pairs:





# MONTCLAIR RECREATION CENTER

6300 Moraga Ave, Oakland, CA 94611

[\(510\) 482-7812](tel:(510)482-7812)

[www.oaklandca.gov](http://www.oaklandca.gov)

## Rental Application

Date of Application: \_\_\_\_\_

*\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.\**

Name of Business/Organization: \_\_\_\_\_

Business/Organization Address: \_\_\_\_\_  
Street Address City Zip Code

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

Applicant Mailing Address: \_\_\_\_\_  
Street Address City Zip Code

Mobile or Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Facility/Park Name: \_\_\_\_\_

Room(s)/Site(s) \_\_\_\_\_

### Event Information:

Date(s) of Event: \_\_\_\_\_

Time In/Prep \_\_\_\_\_ Actual Event Time \_\_\_\_\_ to \_\_\_\_\_ Cleanup/Time Out \_\_\_\_\_

Type of Event/Purpose: *(be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitsvah/BatMitzvah, etc.)*

General Public Allowed:  Yes  No Sound Amplification:  Yes  No Non-Amplified Sound:  Yes  No

Type of Equipment to be used: *(i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)*

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission (PRAC) 60 days or more in advance of event date.

Number of Participants (Total) \_\_\_\_\_ Approximate # of Adults \_\_\_\_\_ # of Teens \_\_\_\_\_ # of Children/Infants \_\_\_\_\_

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

Will you require a caterer for your event?  Yes  No

If yes, Name of Caterer: \_\_\_\_\_

### RENTAL FEES

(The minimum rental requirement, deposit and permit processing fee are required when the facility of your choice is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees:

-Park Use//Building Rentals/Special Events (Parks): \$30:

(1) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(Hourly Rate) (# of hours)

(2) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(Hourly Rate) (# of hours)

(3) Permit Processing Fee = \_\_\_\_\_

(4) Deposit = \_\_\_\_\_

(5) Setup/Teardown = \_\_\_\_\_

(6) Kitchen = \_\_\_\_\_

(7) Kitchen = \_\_\_\_\_

(8) Alcoholic Beverage Fee = \_\_\_\_\_

(9) Administrative Service Fee = \_\_\_\_\_

(10) Sound Use Fee = \_\_\_\_\_

(11) Sanitation Fee = \_\_\_\_\_

(12) Other Fee(s) = \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_ Less Advance Minimum Payment of \$ \_\_\_\_\_;

*(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)*

BALANCE DUE 30 DAYS BEFORE EVENT: \$ \_\_\_\_\_

Please check payment type: Check #: \_\_\_\_\_

Type of Credit Card: Visa or MasterCard: \_\_\_\_\_  
(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit  
31 to 60 days notice: Forfeit Deposit

30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee  
10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FACILITY RESERVATION AGREEMENT/CONTRACT**

To receive your Full Deposit Refund, please read carefully the following items:

The person who's name is on the application is the person in charge the day of the event and must be present at all times. This person must also be aware of all rules and regulations.

You are responsible to make sure that all of your patrons follow all of the rules and guidelines

\_\_\_\_\_ Your event cannot have more than 10 people per picnic table rented  
Initial

\_\_\_\_\_ Your event must be cleaned up and over by the designated time stated on your application  
Initial (no later than 7pm)

\_\_\_\_\_ No alcohol is allowed on center grounds. If any alcohol is consumed on center grounds, your event will be  
Initial cancelled on the spot and you will lose your \$100 deposit

\_\_\_\_\_ No dogs are allowed on center grounds.  
Initial

\_\_\_\_\_ You are responsible for insuring that all garbage from your event is picked up and placed in garbage  
Initial cans

Bounce houses are only allowed if it is stated on the application. Please note we require a copy of insurance from the jumper company and the reservation customer must be over 18 and must be present when the jumper is dropped off and stay until the jumper is picked up.  
Initial

\_\_\_\_\_ No vehicles are allowed on the grass and/or sidewalk.  
Initial

On the few occasions where the City of Oakland has declared a Red Flag Warning for the Oakland Hills, the Oakland Municipal Code requires the City to Prohibit outdoor fires in **All Oakland Parks (this includes BBQs and cigarettes)**. If the center grounds are ordered to be closed due to a Red Flag Warning, you will be notified as soon as we find out and you will be given the opportunity to reschedule your event or receive a complete refund  
Initial

\_\_\_\_\_ There are no outdoor restrooms in Montclair Park. You are responsible for ensuring your party is not  
Initial leaving biohazardous waste in the park

\_\_\_\_\_ Violation of the above rules one misrepresentation as to the nature of the event, the number  
Initial of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action.

I have read the above regulations and agree to abide by them.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CREDIT CARD PAYMENT AUTHORIZATION

Facility/Park Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

I authorize the Office of Oakland Parks, Recreation & Youth Development (OPRYD) to charge my:

VISA: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

MasterCard: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Amount to be Charged: \$ \_\_\_\_\_

## Credit Card Holder's Information

Name (As it appears on Credit Card): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License or State Identification Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*(legible Copy of Driver's License or State Identification Card REQUIRED)*

Comments:

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**LEGIBLE PHOTO ID IS REQUIRED FOR ALL RESERVATIONS**  
**The photo ID must match rental application and credit card.**