

Picnic Shelter / Moonbounce (Permits)

To reserve the Picnic Shelter area and/or to place a Moonbounce on this park, please follow the instructions below:

- Step 1: Decide on the date. You may want to consider several dates just in case the specific date you would like is not available.
- Step 2: To find out if the date is available and/or for more information, please call the Recreation Office at (562) 430-1073.
- Step 3: Bring **Little Cottonwood Picnic Shelter/Moonbounce Reservation Packet** to Community Center at 10911 Oak Street (must be in person or by fax only - no emails).

PLEASE NOTE:

- Even if the date is available, we cannot hold your date. You must come into the office, complete your forms and pay your fees in full (Park Rental and Moon Bounce). We process Park Rental and Moon Bounce Permits on a first come first serve basis. If there is a conflict we will notify you by phone of the conflict and ask if there is another date that you would like to schedule your event. If there is no conflict you will receive your permit via email within 5 days.
- Application must be submitted at least 14 working days prior to the date of reservation with full payment. Applications submitted less than 14 working days must be authorized by the Recreation Manager.
- During Winter and early Spring, park rentals are not permitted beyond dusk.
- April 1 - September 30 scheduling windows are enforced from 10:00 a.m. - 2:00 p.m. and 3:00 p.m. - 7:00 p.m., no exceptions.

POLICY AND PROCEDURE FOR PICNIC SHELTER RENTALS

Priority Use and Rental Categories

Priority of use for Recreation & Community Services facilities is as follows:

1. **CIVIC**: City sponsored Recreation and Community Services Department activities followed by Los Alamitos Unified School District functions. Government Entities that are providing a public benefit or service to Los Alamitos residents should be able to utilize the facility at no cost
2. **RESIDENT/NON-RESIDENTS**: Residents within the Los Alamitos City boundaries followed by Non-Resident individuals.

Shelter #1 (Large) Covered Picnic Shelter with 6 Tables and 4 Barbeques

Maximum Attendance: 50

Fees: \$35 (Residents) and \$50 (Non-residents) for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day during from April 1 – September 30). \$70 (Residents) and \$100 (Non-residents) for 4+ hours. There is a \$10 application fee.

Shelter #2 (Small) Covered Picnic Shelter with 2 Tables

Maximum Attendance: 20

Fees: \$25 (Residents) and \$40 (Non-residents) for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day during the summer months). \$50 (Residents) and \$80 (Non-residents) for 4+ hours. There is a \$10 application fee.

Optional Fees	Volleyball Court	Per hour
	Basketball Court	Per hour
	Bases, Basketball, Volleyball	Invoiced if lost
	Damage/Replacement Fee	New replacement cost
	Moonbounce Permit Fee (15 x 15)	\$25/event

Reservations will not be taken on the 4th of July, therefore the use of shelters will be on a first-come, first-served basis only.

Wipe down tables to ensure cleanliness of the facility after use.

Cancellation Policy:

Requests for cancellation must be received 14 days prior to your event. There will be a \$10 administrative charge for all cancellations. Refunds may take up to 30 days to be processed.

Other amenities at Little Cottonwood Park include the following:

- Softball Field and Backstop
- Tot Lot
- 1 Basketball Court
- Restrooms
- Spacious Area
- 2 Playgrounds
- 2 Volleyball Courts
- Limited Parking

It is advisable to bring your own large trash bags as there is no guarantee that trash will be empty.

Are you planning an event with a Moonbounce (inflatable bounce house) at Little Cottonwood Park in the City of Los Alamitos? If so, please be aware of the following:

1. A \$25 moonbounce permit fee must be submitted along with applicable shelter rental fees.
2. Applications may be submitted up to 12 months in advance of event.
3. The moonbounce fee of \$25 is non-refundable, even in the event of inclement weather or cancellation.
4. Only one permit per day, per large shelter will be allowed.
5. Moonbounce vendor must provide a Certificate of Insurance listing the "City of Los Alamitos/City of Los Alamitos its officers, agents, employees and volunteers" as additionally insured for a minimum of \$1,000,000 occurrence/ \$2,000,000 aggregate.
6. Permits shall not be transferred, assigned or sublet. Permit and moonbounce vendor rental reservation must be in the same name.
7. Permit will NOT be issued until the name of the moonbounce company is submitted, the certificate of insurance is valid and reservation has been confirmed.
8. Moonbounce vendor's generator MUST be gas-powered.
9. Moonbounce may not be any larger than a standard size moonbounce, approximately 15' x 15'.
10. Extreme, maze, three-in-one, water, or obstacle course type moonbounces are NOT permitted.
11. Moonbounce company is NOT allowed to drive onto the park.
12. Permit is not a reservation of space for the equipment. It is a permit to have the equipment on the park.

If you do not bring all of the forms with you, you can fill them out at the Community Center when you book your shelter. Please allow at least 20 minutes to complete the process.

(Office Use Only)
Applicaton Rcvd:
App. Fee Paid:

Event Date: _____ Estimated Attendance: _____

Check One: **Little Cottonwood** Large Shelter Small Shelter Moon Bounce
 Ball Diamond Bases Volleyball Court Basketball Court

***Please note: a 2 hour time frame is required for Cottonwood Park field and court requests.**

Picnic Shelter Start Time: _____ am/pm End Time: _____ am/pm

Moonbounce: Start Time: _____ am/pm End Time: _____ am/pm
(Delivery and pick up must be during your event time only)

Moonbounce Company: _____

REMEMBER: 1. Picnic Shelter fees are based on consecutive hours starting from your Start Time to your End Time. The time you indicated as your Start Time will be the time you will be allowed to set up: NO EXCEPTIONS. 30 minutes is the required clean up time for Little Cottonwood Park. Everyone must be out of the picnic area by the End Time. 2. This is NOT a reservation of space for the moonbounce equipment. It is a permit to have the moonbounce equipment at the park. Moonbounce generator MUST be gas powered.

Moonbounce vendor must provide a Certificate of Insurance listing the "City of Los Alamitos its officers, agents, employees and volunteers" as additionally insured for a minimum of \$1,000,000 occurrence/ \$2,000,000 aggregate.

Resident Non Resident

Your Name: _____

Address: _____ Street/City/Zip Code Email: _____

Day Phone: (____) _____ Evening Phone: (____) _____ Cell Phone: (____) _____

ORGANIZATION/GROUP (if applicable): _____ Phone:(____) _____

PURPOSE OF EVENT: _____

Estimated Attendance: _____

Fundraising event? (non-profit only) YES NO

If yes, what will net proceeds be used for? _____

Open to the public? YES NO

Will a catering or entertainment service be used: YES NO

If yes, vendor name: _____ Phone: (____) _____

Please note: Shelter #1 & #2 requires 14-day notice for cancellation w/\$10 admin fee. Cancellations requested less than 14 days prior to event date are non-refundable. A \$10 fee will be applied to transfers; only one transfer will be permitted per permit.

OFFICE USE ONLY (Do not write below this line)

Large Picnic Shelter Fees (per 4 hours \$35 (residents), per 4+ hours \$70 (residents)).....	\$ _____
(per 4 hours \$50 (non-residents), per 4+ hours \$100 (non-residents)).....	\$ _____
Small Picnic Shelter Fees (per 4 hours \$25 (residents), per 4+ hours \$50 (residents)).....	\$ _____
(per 4 hours \$40 (non-residents), per 4+ hours \$80 (non-residents)).....	\$ _____
Moonbounce (non-refundable).....	\$ _____
Ball Diamond/Bases/Volleyball Court/Basketball Court.....	\$ _____

						TOTAL FEES \$
PAYMENT RECEIVED	CASH	VISA	MC	DISC	CHECK #	Receipt #

Credit Card #: Exp: _____ CVV: _____

Customer Signature: _____ Date: _____

Use of City Facilities Indemnification I, _____, hereby certify that I am authorized to sign contracts on my own behalf or that of the organization listed herein which I represent. I further certify that I have read and understand the rules, agreements, conditions and terms of the City of Los Alamitos Application for use of City facilities. In consideration for my or my organization's use of the facilities and/or property owned or operated by the City as listed below, I, the undersigned, hereby agree on behalf of myself and/or my organization, if any, as follows:

1. This reservation contract is issued in accordance with the policies outlined in the Facility Use Agreement, as established by the City Council, Parks, Recreation & Cultural Arts Commission (collectively, "City"). I understand that ALL reservation forms MUST BE SIGNED before consideration of use approval, that SUBMISSION OF A RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL, and that a copy of my application will be returned to me after approval or denial.
2. I hereby agree that I, my heirs, executors, and assigns, the organization's members and guests and their heirs, executors and assigns will not make claim against, sue, attach the property of, or prosecute the City and its employees, officers, officials, volunteers, agents, and contractors for emotional distress, bodily injury, or death to myself or the organization's members or guests, or property damage arising out of any actions, including negligent acts, by any employees, officers, officials, volunteers, agents, and contractors in connection with my participation in this activity.
3. In addition, I hereby release and discharge the City of Los Alamitos and its employees, officers, officials, volunteers, boards, departments, agents, and contractors from all actions, claims, or demands I, my heirs, distributes, guardians, legal representatives, or assigns now have, or may hereafter have, for emotional distress, bodily injury, or death to myself or property damage resulting from my participation in the activities conducted pursuant to this proposed use of a City facility.
4. In the event of a facility cancellation by the group/person, a charge will be deducted from fees and/or deposit monies collected, as outlined in the Facility Use Agreement.
5. I have been given a complete copy of the Facility Use Agreement policy.

I CERTIFY THAT I HAVE RECEIVED, READ AND UNDERSTAND THIS DOCUMENT, THE FACILITY USE AGREEMENT AND ALL OTHER DOCUMENTS GIVEN TO ME BY THE CITY IN CONNECTION WITH MY APPLICATION TO USE A CITY FACILITY. I, THE UNDERSIGNED, ON BEHALF OF THE BELOW-LISTED ORGANIZATION (IF APPLICABLE) DO HEREBY AGREE THAT MY GUESTS AND I WILL ABIDE BY THE POLICIES GOVERNING THE USE OF THIS FACILITY AND WILL BE RESPONSIBLE FOR ANY DAMAGES TO THE FACILITY, FURNITURE, OR EQUIPMENT CAUSED BY OUR OCCUPANCY OF THE PREMISES.

NAME (Please Print): _____

APPLICANT'S SIGNATURE: _____ DATE: _____

ORGANIZATION/GROUP: _____

Day Phone Number: (_____) _____ Cell Phone Number: (_____) _____

Facility Use Agreement Picnic Shelter and/or Moonbounce Permit

Contract # _____ Event Date (day and date) _____

A. Picnic Shelters

1. Picnic Shelters must be requested at least 14 working days in advance.
3. Only one permit per day will be issued for each individual Picnic Shelter.
4. The reserved area is limited to the area directly under the Picnic Shelter with picnic tables. The grassy areas surrounding each Picnic Shelter are available on a first come, first serve basis.
5. Applicants shall properly dispose of all trash.
6. Driving on the park is not permitted for any reason.
7. Picnic Shelter fees are non-refundable after 14 day grace period and non-transferable. This includes events that are cancelled due to inclement weather or cancellation by the applicant. No deposit is required.
8. Consumption, serving and/or selling of alcohol is not permitted at any park.
9. No mobile food carts, no sales vendors, no petting zoo, no amplified music (live or DJ). All these are not permitted at any City of Los Alamitos Parks unless authorized by the Los Alamitos Recreation and Community Services Department.
10. Maximum capacity for Large Shelter: 50; Maximum capacity for Small Shelter: 20.

B. Moonbounce Permits

1. A \$25 permit fee is due no less than 10 WORKING days prior to event date.
2. Los Alamitos Residents may submit an application 12 months in advance of their date.
3. The Moonbounce fee is non-refundable, even in the event of inclement weather or cancellation
4. Moonbounce vendor must provide a Certificate of Insurance listing the "City of Los Alamitos its officers, agents, employees and volunteers" as additionally insured for a minimum of \$1,000,000 occurrence/ \$2,000,000 aggregate.
5. Permits shall not be transferred, assigned or sublet. Permit and moonbounce vendor rental reservation must be in the same name.
6. Permit will NOT be issued until the name of the Moonbounce company is submitted, the certificate of insurance is valid and reservation has been confirmed
7. Moonbounce vendor's generator MUST be gas-powered.
8. Moonbounce may not be any larger than a Standard size moonbounce, approximately 15' x 15'.
9. Extreme, maze, three-in-one, water, or obstacle course type moonbounces are NOT permitted.
10. Moonbounce company is NOT allowed to drive onto the park.
11. Permit is not a reservation of space for the equipment. It is a permit to have the equipment on the park.

I have read these rental policies in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of deposit fees.

Signature

Date