

**PICNIC AREA / STAGE AREA (E. PARK ROAD)**

**RESERVATION USE PERMIT**

CITY OF ARCATA RECREATION DIVISION 736 F STREET, ARCATA, CA 95521 MONDAY – FRIDAY 9 A.M. – 5 P.M.  
 (707) 822-7091 PHONE (707) 825-2118 FAX EMAIL: rec@cityofarcata.org

Date of Event: \_\_\_\_\_ Picnic Area  Need Electricity?  Stage Area

Time of Event (including set-up & clean-up): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Contact Individual/Organization: \_\_\_\_\_  
 Name Address (including city & zip)

Contact Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Number of People Attending: \_\_\_\_\_ Age Group: \_\_\_\_\_

**PICNIC AREA / STAGE AREA:**

**Fees:** The permit fee reserves, for exclusive use, the Picnic &/or Stage Area.  
**Up to five (5) hours: \$40.00 per area Over (5) hours: \$50.00 per area**  
 All fees must be paid at time of reservation. Fees may be refunded up to 48 hours prior to reservation.  
**Electricity: \$27.00** Access to Electricity within Picnic Area during your specified rental times.  
**Deposit: \$50.00** Deposit must be paid at time of reservation.  
 Refundable Deposit providing there is no damage to the area, the area is left clean and key has been returned.

**Alcohol is prohibited in the Park.** Alcoholic Beverages Served? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Marking "Yes" on this permit waives that Ordinance and allows alcoholic beverages within the perimeter of the reserved area. Alcohol is not allowed outside the reserved area. Alcoholic beverages may not be sold. See attached Regulation #3.

**KEYS:**  
 You are responsible to monitor the bathroom use during your rental times and are expected to LOCK up before you leave. The key must be returned the following day or can be left in the Water Bills Drop Box (grey box, near the front of City Hall) in an envelope marked "Recreation".

**SECURITY:**  
 If you arrive at the reserved site and have any difficulty clearing the area for your use, please call the Police Department at 822-2426 and request a Ranger or Officer to be dispatched to assist you.

I acknowledge that Redwood Park is a public space and the Picnic and Stage Areas are open to the general public during all hours it is not reserved. There is no guarantee as to the condition of the reserved area upon my arrival. I agree to prepare the area as needed for my event and leave the area in a clean and usable condition.  
 The undersigned, acting as representative of the organization or individual entering into this agreement, certifies that the above information is correct, has read and agrees to obey the permit rules and regulations, and assumes full responsibility for any damages sustained to the facilities, grounds, buildings, furniture or equipment, and for acts and conduct of all persons admitted to the premises.  
 The undersigned further agrees to hold the City of Arcata, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action by any person or persons, for injuries to persons or loss of damages to property occasioned by or in connection with the use of the facilities, equipment, and premises caused by any source whatsoever. The undersigned understands that the City does not carry special insurance for special activities in this area.

**Signature of Applicant/Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RULES & REGULATIONS SIGNED   
**DEPOSIT** AMOUNT / DATE \_\_\_\_\_  
**FEE** AMOUNT / DATE \_\_\_\_\_  
 RECEIPT #(S): \_\_\_\_\_  
 KEY #: \_\_\_\_\_  
 KEY RETURNED DATE: \_\_\_\_\_  
 DEPOSIT REFUND REQUEST DATE: \_\_\_\_\_

**Return Deposit To:**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 (Include city & zip code)

**GENERAL USE RULES & REGULATIONS FOR REDWOOD PARK  
PICNIC & STAGE AREAS**

1. All activities must be in compliance with the use permit and regulation. Violations of rules and permit guidelines are punishable by fines and may result in forfeiture of the scheduled event or future events.
2. The City reserves the right of full access to all activities at anytime to ensure all rules and laws are being observed. The City reserves the right to suspend, without refund, any individual or group from using the City facilities if their behavior is determined to be abusive, destructive or in violation of any City rule. The City reserves the right to cancel any scheduled event with a full refund.
3. If alcohol is being served at the event, food must be available during the time beverages are served.
4. The user is responsible to maintain sufficient control of the event – this includes participants, the facility and surrounding area. If the City determines there is insufficient control an event may be cancelled.
5. The user is responsible to set-up, take-down and return the facility to a clean and usable space.
6. Only decorations that can be fastened and supported by removable tape are allowed. Nails, hooks, tacks, staples or screws may not be used.
7. All garbage must be secured in the available garbage and recycling bins. Any excess garbage must be removed. Extra bags, sealed or un-sealed may not be left in the area.
8. **THIS PERMIT DOES NOT ENTITLE:**
  - Sale of alcohol
  - Amplified sound
  - Events open to the general public
  - Events exceeding 150 people
  - Vending of any food or merchandise

**REFUNDS:**

All Deposit Refunds will be processed and mailed within 14 business days of rental date providing there is no damage to the area, the area is left clean and all keys have been returned.

**SECURITY:**

If you arrive at the reserved site and have any difficulty clearing the area for your use, please call the Police Department at 822-2426 and request a Ranger or Officer to be dispatched to assist you.

**I have read the regulations for Picnic/Stage Use. I understand that it is unlawful to conduct an activity in violation of the permit provisions and may cause this or future reservations to be cancelled.**

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization (if applicable)