

Park Request Form

APPLICANT INFORMATION	Name of Organization:	
	Your Name:	Wk. #
	Organization Title:	Hm. #
	Address:	Cell #
		Email:
		Fax #

PARK EVENT INFORMATION	Park:	Activity:	
	Event Date:	Day of Week:	Alternate Date:
	Event Start Time (include set-up):		
	Event End Time (include clean-up):		
	WILL ALCOHOL BE CONSUMED AT YOUR EVENT? YES ____ NO ____		
	WILL IT BE SOLD? YES ____ NO ____ (Any event with alcohol must have insurance.)		
	What is the maximum number of people you expect to attend? Total ____ (Any event with 60 or more people in attendance must have insurance.)		
	Will you need an athletic field? Yes ____ No ____ What kind?		
	If available, will you need the use of the BBQ grills? Yes ____ No ____		
	Non-Profit Number for Fundraising Permits: _____		
Note: You must provide the current non-profit status document with this application.			
Insurance: <input type="checkbox"/> Provide Own Policy <input type="checkbox"/> Purchase LARPD			

I certify that the above information is accurate: I understand the rules and regulations pertaining to the use of recreation and park district facilities. (1) Permittee will be responsible for all injuries caused by such use. (2) Hours will be strictly observed and if time is extended beyond that specified, it is understood that additional charges may be necessary. (3) Permittee shall be responsible for reimbursing the District for any loss or damage to the District property caused by such use. (4) In consideration of participation as specified at location shown on the above dates and times, permittee does hereby release and hold harmless LARPD from any and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility, by reason of any act or omission by the Livermore Area Recreation and Park District, or any of its officers, agents or employees or the condition of its property. (5) Alcohol consumption during youth activities is prohibited. Sales and consumption of alcohol at any event must have LARPD approval in advance.

Signature of Representative: _____

Date: _____



Livermore Area Recreation and Park District

4444 East Avenue
 Livermore, CA 94550-5053
 www.larpd.dst.ca.us • (925) 373-5700

Park Event Questionnaire

Please help us serve you and your event by responding yes or no to *each* of the following statements. If you answer yes to any, please explain where requested.

Renters Name:		Date of Event:
Yes	No	
		Will your event be open to the Public?
		Will you serve food? If yes, how will it be prepared:
		Do you plan on bringing large items or equipment into the park (including rental equipment)? If yes, what is it?
		Will you serve alcohol?
		Will you charge any fees? If yes, for what?
		Will any of your event impact street traffic?
		If available, will you need electrical connections?
		If available, will you need water connections?
		Do you plan on using shade or tent awnings? If yes, how will it be secured?
		Will you be constructing a stage?
		Will you be putting up a sign or banner?
		Does your event involve taking dogs off leash?

Agreement:

To the best of my knowledge, the answers I have given above are correct. If I make changes that affect any of my answers above, I will notify LARPD facilities office at least 15 days prior to my event. I understand that any violation of LARPD rules or regulations, may result in loss of the security deposit and/or termination of use permit.

Signature: _____

Date: _____



Livermore Area Recreation and Park District

4444 East Avenue
Livermore, CA 94550-5053
www.larpd.dst.ca.us • (925) 373-5700

LIVERMORE AREA RECREATION AND PARK DISTRICT

Park Rules and Regulations

- Initial** ___ LARPD requires a permit and/or Park Supervisor approval for any organized or event gathering of 15 people or more.
- Initial** ___ LARPD requires a permit and/or Supervisor approval for setting up a portable toilet on any park grounds.
- Initial** ___ LARPD reserves the right to cancel any practices, games and/or events at parks if LARPD believes it is in the best interest of preserving the field conditions. No refunds for undesirable weather.
- Initial** ___ LARPD requires a permit and/or Supervisor approval for setting up air jump/bounce houses. Air jumps/bounce houses are not allowed at Almond Park.
- Initial** ___ Due to administrative changes, direct cost and refundable damage/compliance fees now apply. Direct costs include, but are not limited to; dumpsters and/or garbage clean up, portable toilets and park staff time required for any event.
- Initial** ___ Personal BBQs are not allowed on the park grounds. LARPD requires a permit and/or Supervisor approval for trailer barbeques on any park site.
- Initial** ___ A Parking Permit is needed to be in any area that is not approved for parking. Vehicles may not be driven onto any turf/grass area. Park staff will site vehicles blocking the fire lanes and parking in unauthorized areas.
- Initial** ___ No posts may be driven into the ground of the turf area or surrounding properties.
- Initial** ___ LARPD requires a permit and/or Supervisor approval for amplified music. Any music in parks must not exceed 60 decibels at park boundary.
- Initial** ___ LARPD requires a permit and/or Supervisor approval for overnight parking for equipment security purposes only.
- Initial** ___ Events that require street closure of any road or impedes the free movement of traffic requires renter notification of both LARPD and the City of Livermore.
- Initial** ___ Site diagram specifically showing set up is required at any event setting up equipment.
- Initial** ___ LARPD may require security guards for any event.
- Initial** ___ Use of alcohol is prohibited at Almond Avenue Park. May Nissen Park and Veterans Park require an alcohol permit.



Livermore Area Recreation and Park District

4444 East Avenue
Livermore, CA 94550-5053
www.larpd.dst.ca.us • (925) 373-5700

LIVERMORE AREA RECREATION AND PARK DISTRICT

Initial ____ Sale of alcohol requires an alcohol permit from LARPD and requires a permit from the State Alcoholic Beverage Control Board (ABC). ABC will require a Letter of Authorization from LARPD and from the Livermore Police Department.

Initial ____ Health permits may be required by the Alameda County Health Agency if food or beverages are sold or given away during your event.

Initial ____ LARPD requires that all advertising and flyers regarding events on LARPD property be submitted to the LARPD Facilities Department for approval 30 days prior to their release.

Initial ____ Security Deposit will be refunded if the facility is left in good and clean condition.

Initial ____ All cancellation and revisions must be submitted in writing.

Initial ____ All attendees at events must comply with the LARPD Rules and Regulations and with the direction and instruction of LARPD Staff.

Initial ____ Failure to comply with, or any violation of, the rules and regulations may result in termination of your event.

I have read, understand, and agree to abide by all of the above conditions.

Signature

Date

*****District Use Only*****

District Requirements:					
<input type="checkbox"/> Insurance	<input type="checkbox"/> Security Guards	<input type="checkbox"/> Portable Restrooms	<input type="checkbox"/> Clean-up Deposit	<input type="checkbox"/> Additional Staff	<input type="checkbox"/> Dumpster
Comments:					
Reviewed By:	<i>Jim C.</i>	<i>Brian T.</i>	<i>Jim B.</i>	<i>Tim B.</i>	
<input type="checkbox"/> Field Monitor	<input type="checkbox"/> MSC	<input type="checkbox"/> Facilities	<input type="checkbox"/> Rangers	<input type="checkbox"/> LPD	<input type="checkbox"/>

Livermore Area Recreation and Park District

4444 East Avenue
Livermore, CA 94550-5053
www.larpd.dst.ca.us • (925) 373-5700