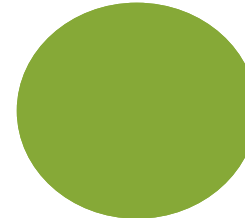
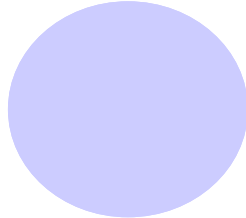


# CITY OF SAN RAMON PICNIC RESERVATION INFORMATION



## HOURS AND AVAILABILITY:

- Picnic Reservation Time: 8:00am — 8:00pm
- Picnic Areas Available for Reservation:
  - Central Park
  - Athan Downs
  - Rancho San Ramon
  - Valley View Park
  - Hidden Valley Park
  - Ramona Park
  - Sports Park
  - Senior Center Park
  - Memorial Park
  - Monarch Park

\*Picnic reservations will not be accepted more than 90 days prior to the use date for San Ramon residents, 45 days for non-residents.

## HOW DO I RESERVE?

- Picnic Areas can be reserved online at the [City of San Ramon Website](#). Commercial & Non-profit functions need to be booked with City Staff via Email or in-person.
- To confirm a picnic reservation in person the following are required: submission of application, submission of payment, and completion of rental reservation contract. All rental fees are due at the time of booking. \*All Credit Card Payments will be charged a 2.88% convenience fee
- A prospective renter may tour any of the City of San Ramon parks during open hours, respecting the privacy of individuals using those facilities.
- Phone-in, Mail-in or Fax-in Reservations will not be accepted for picnic reservations (Interested parties may check online or call our offices to inquire about availability).
- Picnic reservations may not be booked less than 5 days prior to the event date online.
- For reservations within 5 days please contact facility staff directly.
- Contact the San Ramon Olympic Pool directly for all aquatic center picnic or pool rentals.

## WHO DO I CONTACT?

Picnic Reservations:

[PCSfacilities@sanramon.ca.gov](mailto:PCSfacilities@sanramon.ca.gov)

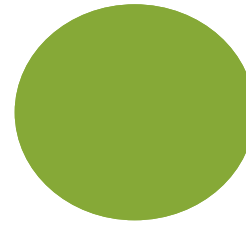
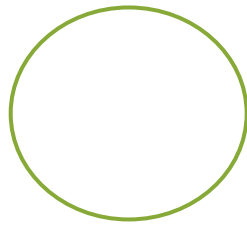
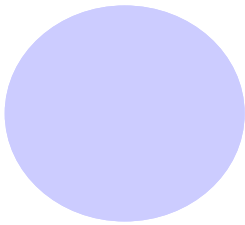
Main Rental Information Line: (925) 973-3333

## WHAT IF I HAVE TO CANCEL?

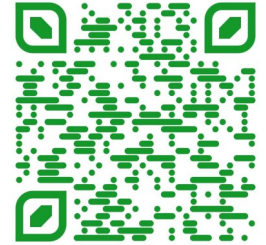
- Reservations that are canceled may be subject to penalties. Upon receipt of cancellation notice, penalties if applicable, will be applied as follows: **No refunds or cancellations unless a rainout or an Air Quality Index of 101 or higher is declared**  
Note: The City of San Ramon will determine rainouts and AQI during weather inclinations. If an event qualifies for a cancellation refund as a result of rain or AQI, a full refund can be requested or a credit will be issued for use scheduled during the same season (This does not apply for aquatic facilities.) Rain-out and AQI refund requests must be made within 5 days after the date of reservation or refunds will not be honored.
- If the City of San Ramon cancels or reschedules a previously scheduled event at a time, which is deemed unsatisfactory by the reserving group or individual, all rental fees paid will be refunded.

# PICNIC AREA RESERVATION RATES

2



For Picnic Area  
Availability &  
Online Reservations  
Scan Here and Select  
Facility Rentals:

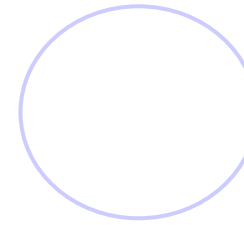
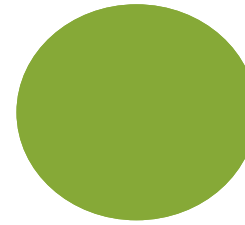
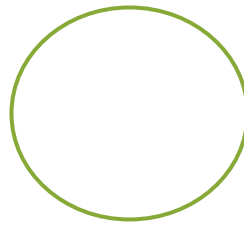
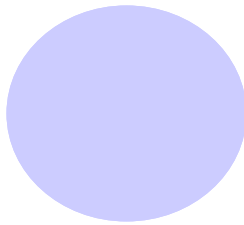


WHAT'S THE COST?			
Daily Rates	GROUP SIZE		
	1 – 50 All Parks	51 – 149 Central Park, Athan Downs, Sports Park, Rancho San Ramon	150 – 200 Central Park and Athan Downs
Co-Sponsored and Non-Profit**	\$60	\$147	\$169
Private Resident	\$115	\$223	\$332
Commercial Resident	\$162	\$294	\$548
Non-Resident*	\$212	\$368	\$548
<p>NOTES: Central Park and Athan Downs Park is limited to groups up to 200 people, the San Ramon Sports Park and Rancho San Ramon Community Park is limited to groups up to 100 people, and all other group picnic sites are limited to groups up to 50 people.</p> <p>Food Trucks can be permitted in conjunction with an approved facility use permit and must display the City's Planning Department issued permit. Food Truck Fee: \$53 per Day with a \$150 refundable deposit.</p> <p>Gazebos are available for reservation at Ramona Park &amp; the Alcosta Senior Center Park. \$105 hourly for residents, \$135 for non-residents. 2-hour minimum reservation time required.</p>			
<p>* Non-Residents are permitted to make reservations 45 days in advance.</p> <p>** Must provide proof of San Ramon based non-profit status or at least 51% of those attending must be San Ramon residents.</p>			



# POLICIES AND USE RESTRICTIONS

3



San Ramon residents may reserve picnic areas any day of the week within a 90 day window. Non-resident's may reserve picnic areas any day of the week within a 45 day window.

Any adjustment to a finalized picnic reservation will be charged a \$25 transaction fee.

Reservations can be made online at [www.sanramonrecguide.com](http://www.sanramonrecguide.com) or by appointment at any of the Community Centers.

Picnic Reservations are limited to one reservation per day/per picnic area.

The renter must agree to take full responsibility for the behavior exhibited by his/her attendees, guests, staff and contractors.

Picnic tables are numbered for specific reservation designation. The renter will be provided a picnic sign denoting the reserved table numbers. It will be the responsibility of the renter to place the placard on the appropriate sign holder the night before or the morning of the picnic. Renter should remove placard following use of the area.

Alcoholic beverages are not permitted in City of San Ramon parks.

Smoking is prohibited in any City of San Ramon facility or park. *Ordinance: Section B6-73.*

The use of any trampoline, bungee jumping, or any other rebound tumbling device, including bounce houses, is not permitted in any Park.

Vehicles are not permitted to drive into the park. All vehicles must obey all parking codes.

Advertising or selling of any product or service is prohibited without approval.

Barbecue coals or ashes may not be dumped in trash cans or on the ground.

Stakes longer than 6" may not be driven into any grassy, dirt, or sand areas. No stakes may be driven into any concrete or asphalt areas.

Any group utilizing audio equipment must have a full understanding of *Municipal Code B6-115: Amplified Sound.*

Activities, which encourage or require participants to climb trees or enter waterways, are not allowed. Skateboarding is restricted to the Skate Park.

Signage, posters, banners, etc. may not be attached to any existing park structure or facility including arches, walls, trash, light posts, and windows. Applicants and their guests may decorate their reserved areas only. Those using decorations are responsible for removal and proper disposal of decorations prior to leaving the area.

Food Trucks require an approved Permit. Permits are only issued in conjunction with a reservation.

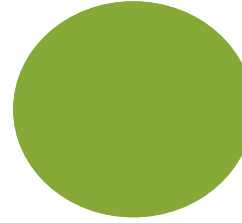
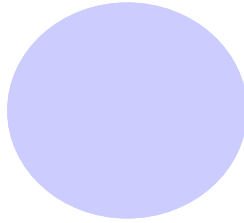
Animals are to be on leashes at all times. Persons with dogs must have in their possession the capability to properly dispose of dog waste.

Patrons are responsible for personal property. City of San Ramon cannot be held liable for items left in or around any facilities or parks.

Play structures are not included as part of a picnic/rental. Water & playground structures are not guaranteed to be operational during picnics/rentals.

In the event that there are damages to the facility or its equipment as a result of the rental, the renter is responsible for all replacement costs for damages resulting from their use of the facility. The replacement costs and repairs will be assessed and contracted or repaired by the City of San Ramon.

# PICNIC RESERVATION APPLICATION



## APPLICANT INFORMATION:

Applicant Name:

Company or Organization:

Address:

City:

Zip:

Primary Phone:

(circle one) Cellphone | Work | Home

Secondary Phone:

(circle one) Cellphone | Work | Home

Email:

- All reservations must be made online or in person.
- This application does not guarantee your reservation.
- Reservations are only confirmed once all appropriate payments have been made and a rental agreement has been completed.
- Event information provided on this application must coincide with rental activity during event hours. Misrepresentation of your event will result in immediate cancellation and forfeiture of rental deposit and fees.

## PAYMENT INFORMATION:

A 2.88% convenience fee will be added per total credit card transaction.

Print Name on Card:

Date:

Amount \$:

Authorized Signature:

Charge to my: ☐ MasterCard ☐ VISA ☐ American Express

Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

### Picnic Site:

☐ Central Park ☐ Athan Downs ☐ Rancho San Ramon ☐ Sports Park ☐ Valley View

Type of Event:

Date of Event:

Estimated Total Attendance: