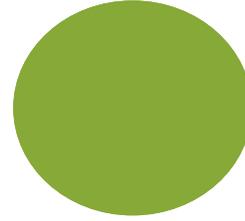
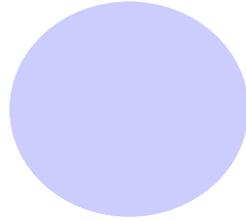


CITY OF SAN RAMON PICNIC RESERVATION INFORMATION



HOURS AND AVAILABILITY:

- Picnic Season: March 1 — October 31
- Picnic Reservation Times: 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

*Picnic reservations will not be accepted more than 90 days prior to the use date.

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 charged a 2.88% + \$0.09 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: Travis Russey

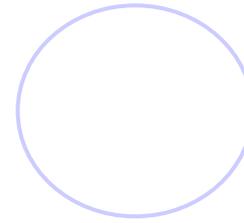
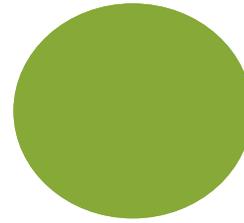
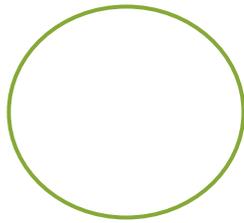
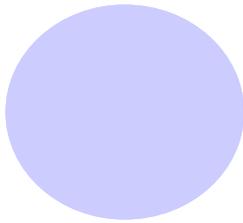
trussey@sanramon.ca.gov or (925) 973-3324

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:
 - Picnic areas: **No refunds or cancellations unless a rainout is declared**
 - Note: The City of San Ramon will determine rainouts during weather inclinations. If an event is rained out, 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.) Refund requests due to a rain-out 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

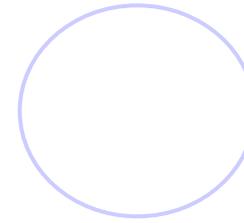
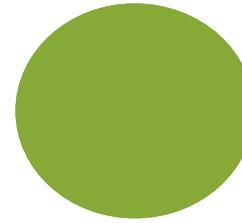
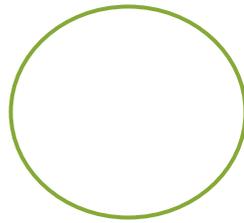
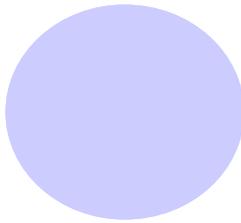


WHAT'S THE COST?			
Daily Rates	GROUP SIZE		
	1 – 50 All Parks	51 – 149 Central Park, Athan Downs, Sports Park, Rancho San Ramon	150 – 200 Central Park and Athan Downs
Co-Sponsored and Non-Profit**	\$58	\$142	\$163
Private Resident	\$111	\$215	\$320
Commercial Resident	\$156	\$283	\$528
Non-Resident*	\$204	\$354	\$528
<p>NOTE: 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, Memorial Park Picnic Area is limited to groups of 24 people, and all other group picnic sites are limited to groups up to 50 people.</p> <p>Food Truck can only be rented in conjunction with an approved facility use permit and must display the City's Planning Department issued permit. Food Truck Fee: \$53 per Day.</p>			
<p>* Non-Residents are permitted to make reservations for use Monday—Friday only.</p> <p>** Must provide proof of 501(c)3 status and at least 51% of membership must be San Ramon residents.</p>			



POLICIES AND USE RESTRICTIONS

3



San Ramon residents and businesses may reserve picnic areas any day of the week. Non-resident individuals and businesses may reserve picnic areas on weekdays only. Applicant must furnish proof of residency (current driver's license, business card etc.)

Reservations for picnic areas will not be accepted more than 90 days prior to use date. Reservations can be made online at 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.

Neighborhood Parks and picnic areas are available on a drop-in basis only.

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.

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.

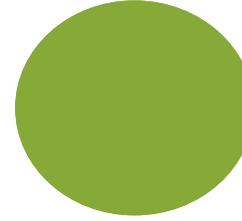
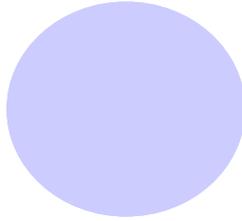
Animals are to be on leashes at all times. Persons with dogs must have in their possession the capability to properly dispose of dog waste.

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% plus \$0.09 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
 Memorial Park
 Hidden Valley
 Ramona Park
 Senior Center Park

Type of Event:

Date of Event:

Estimated Total Attendance: