



Department of Parks and Recreation
6767 Passons Boulevard. P.O. Box 1016, Pico Rivera, CA 90660 (562) 801-4430

Gazebo Reservation Application

Applicant Name: _____ Daytime Phone: _____

Applicant Address: _____ City: _____ Zip: _____

Email: _____ Cell Phone Number: (____) _____

Requested Date: _____ Purpose Of Use: _____ Expected Attendance: _____

Is your event being catered? Yes (Caterer must have a valid business license with them on the day of event)

No

Will your event have an inflatable jumper? Yes (Additional application and Insurance required)

No

PAYMENTS

All Applicants must provide a valid form of I.D. All fees must be paid at the time the reservation is made. All fees must be submitted by the applicant named on the reservation form only. Fees must be paid by personal check or money order made payable to the CITY OF PICO RIVERA, or credit card (Visa, MasterCard, Discover, and American Express).

Facility	Capacity	Tables Available	Fee
Rio Hondo Park Whole Gazebo	150	20	Resident: \$200.00 Non-Resident: \$225.00
Rio Hondo Park Half Gazebo	75	10	Resident: \$125.00 Non-Resident: \$150.00
Rivera Park West Gazebo	75	8	Resident: \$125.00 Non-Resident: \$150.00
Pico Park Gazebo	75	10	Resident: \$125.00 Non-Resident: \$150.00
Smith Park Large Gazebo	75	9	Resident: \$125.00 Non-Resident: \$150.00
Smith Park Small Gazebo	50	6	Resident: \$100.00 Non-Resident: \$120.00

✓ CHECK OFF DESIRED FACILITY

- Pico Park**, 9528 Beverly Boulevard • (562) 801-4470
 - Gazebo (Capacity- 75)
- Rio Hondo Park**, 8421 San Luis Potosi Place • (562) 801-4931
 - Whole Gazebo (Capacity-150)
 - Half Gazebo (Capacity-75)
- Rivera Park**, 9530 Shade Lane • (562) 801-4339
 - West Gazebo (Capacity-75)
- Smith Park**, 6016 Rosemead Boulevard • (562) 942-7004
 - Large Gazebo (Capacity-75)
 - Small Gazebo (Capacity-50)

All changes to this contract must be made at least one week prior to the reservation. All changes must be done in person by the contract holder.



**City of Pico Rivera
GAZEBO RENTAL POLICIES,
RULES & STANDARDS FOR USE**

GENERAL INFORMATION

When a park gazebo is not needed for recreation or community service activities and has not otherwise been set aside for public use, applicants may have the opportunity to reserve park gazebos.

Reservations must be made in person or online at least two (2) weeks prior to, and no more than six (6) months in advance of, activity date. Reservations will NOT be accepted by telephone, e-mail, mail, or fax.

Each reservation is subject to the approval of the City on a first come, first serve basis.

Payment in full is required at the time of reservation.

Available hours for gazebo reservations are 9:00 a.m. – 6:00 p.m. All personal equipment and decorations are to be provided, set up, and removed within the permitted hours of reservation by applicant.

RULES & REGULATIONS

All park users must comply with all provisions of the Pico Rivera Municipal Code.

The City reserves the right to revoke or cancel reservations if there is a conflict with City use, if unsafe conditions are present, if there is any abuse or damage to park gazebos or other City equipment, or if any violation of the Pico Rivera Municipal Code is observed. City staff will contact applicants to notify them of any necessary closures. Permits may be revoked and/or future reservations denied if found in violation of the Pico Rivera Municipal Code. A full refund will be issued no later than 3 - 4 weeks of receiving the cancellation notice.

The City of Pico Rivera, the Department of Parks and Recreation or its agents, is not responsible for lost, damaged, stolen and/or misplaced personal items or equipment owned by the applicant or their guest(s).

Events open to the public must adhere to the Americans with Disabilities Act.

City staff has the authority to request any person(s) to leave the park premises if they are in violation of any City rule or regulation as defined in the Pico Rivera Municipal Code, Chapter 8.44.010.

Only permitted, standard inflatable jumpers are allowed on park premises. A standard inflatable jumper is 13'W x 13'L x 13'H. Larger inflatables are prohibited. For application, inspections, and insurance requirements, call (562) 801-4430.

Electrical outlets may not be used for inflatables at any public park or facility. A generator, no more than 1800 watts, must be used with your approved rental.

The use of a standard, barbeque grill is permitted. All grills must be in designated areas and always attended to. Hot coal must be extinguished prior to leaving the gazebo. Coal must be disposed of in designated receptacles. Do not dump coal or grease in trash receptacles or on the ground.

The use of canopies is permitted. A maximum of two (2), 10 ft. x 10 ft. canopies is allowed. Free standing canopies must be secured with sandbags or weights. The use of extra chairs and tables is permitted but should not exceed the capacity of the gazebo. Items must be carried onto the grass; dragging items and/or driving on park grounds is not permitted.

If the applicant would like to bring a piñata to the park, it must be self-supporting or hung from a tree over a grass area utilizing only a rope. Patrons may not climb trees or onto buildings to hang piñatas. Applicant must clean up and dispose of all debris that is created by the piñata, including the rope.

Clean-up is the applicant's responsibility. Clean up includes removing all food, food debris (on tables and floor), decorations (including tape), picking up the garbage and placing it in trash receptacles, before the reservation ends. The gazebo must be left in the condition in which it was found.

REFUNDABLE DAMAGE DEPOSIT

Deposits are paid to ensure proper clean-up and to cover the cost of any replacement, repairs, damage or loss to gazebos or property.

The applicant shall also be required to pay the full cost of materials, labor, replacement, repairs or damages, over and above the deposit fee regardless of the amount. If damage occurs and is less than the amount of deposit, the difference shall be refunded.

Damage deposits will be refunded within three to five weeks. It is the responsibility of the applicant to check with staff to make sure that all conditions of the agreement regarding clean-up, any possible damage, and scheduled usage time are met with acceptable standards as established by the City.

Once approved, the applicant must pay a Damage Deposit Fee of \$100.00 within (7) days after receiving the notice of application approval. If fees are not paid, the facility request is canceled.

IN ADDITION TO THE ABOVE MENTIONED, THE FOLLOWING IS PROHIBITED:

- Smoking or Vaping – Law prohibits smoking or vaping at playgrounds, tot lot sandbox areas, and youth sporting events in public parks to protect children from secondhand smoke and vape.
- Use of tacks, nails, screws, or duct tape (Masking tape is allowed).
- Storage of supplies or equipment.
- Animals – With the exception of those assisting the disabled.
- Advertisements, petitions, solicitations, religious services, or profit-making activities.
- Electric amplifying equipment or other sound amplifying equipment.
- Live Bands, Mariachi or Live Music.
- Game or food trucks.
- Rentals other than approved inflatable jumper – i.e. laser tag, rock climbing walls, dunk tanks, water slides, etc.

ALCOHOLIC BEVERAGES

Consumption or possession of alcohol on City recreation grounds is **prohibited** by Pico Rivera Municipal Code Section 9.08.020.

AS A CONDITION OF GAZEBO USE, ALL APPLICANTS AGREE TO:

- Applicant **MUST** be present during duration of event.
- Be responsible for the behavior of those participating in, or attending, events.
- Provide one (1) responsible adult for every twenty (20) minors.
- Consult with City staff before moving City property.
- Vacate the gazebo area at the close of the contracted activity period.

CANCELLATION PROCEDURES

Cancellations by applicant must be submitted to the Department of Parks and Recreation in writing via email recreation@pico-rivera.org.

A cancellation received **prior to two weeks** before the reservation date will result in a **10% cancellation fee**.

A cancellation received **less than two weeks** before the reservation date will result in a **25% cancellation fee**.

Rainy Day Policy:

If forecasted rain or inclement weather within a week of the reservation is expected, the applicant may:

- Cancel the reservation for a full refund **OR**
- Reschedule for another date up to six months away, at no cost, depending on availability.

HOLD HARMLESS AGREEMENT

“I agree to waive and release the City of Pico Rivera and its officers, agents and employees, from and against any and all claims, cost liabilities, expenses or judgments, including attorney’s fees and court cost, or any illness or injury, and hereby agree to indemnify and hold harmless the City of Pico Rivera from and against any and all such claims, whether caused by negligence or otherwise, except for illness and injury resulting directly from willful misconduct on the part of the City or its employees. I understand and agree that by signing this waiver, I am freeing the City of Pico Rivera and its employees, officers or agents, from any liability. I further agree to abide by all rules and regulations for gazebo use and rental as provided to me.”

Applicant’s Signature_____

Date_____