



**CITY OF HEALDSBURG
COMMUNITY SERVICES DEPARTMENT**

1557 Healdsburg Ave
Healdsburg, CA 95448
Phone: (707) 431-3301
Fax: (707) 431-2852

www.healdsburgparksandrec.org

Standard Picnic Permit ~ vs ~ Special Use Permit

A Standard Picnic Permit allows up to 100 people in a Community Park picnic site. Event may be a family or company picnic, theme party, reception, meeting, memorial service, etc. With a Standard Picnic Permit, you may bring in a BBQ or have your event catered. All regular Park Rules apply.

For all picnics/events not meeting this criteria, please see the Application for Parks Special Use Permit. The Special Use areas include: Recreation Park, West Plaza, Purity Lot, and any City parking lot.



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PICNIC RESERVATIONS

The City of Healdsburg maintains 14 parks within our City limits and we invite you to come out and enjoy them. Our **Community Parks** and **Neighborhood Parks** have picnic tables available for use at no cost on a first-come first-served basis year round. Picnic Reservations (Permits) guarantee a spot for your event. Completion of a Park Permit Application is required for an organized event and/or when 20 or more people are using a park facility. Our group picnic sites range in size from four to ten tables, and the amenities vary from park to park. A minimum of 41 people is required to reserve the large sites, and the small sites may be reserved for a maximum of 50 people. Reservations for large groups are recommended and may be made a minimum of ten days in advance, and up to one year in advance.

To make a picnic reservation:

Visit or call the Community Center (431-3301), Mon- Fri, 9:00am – 5:30 pm.
Fees are paid with cash, check, VISA or MasterCard at the time of reservation.

You may reserve group picnic sites in the following parks:

Badger Park 750 Heron Drive	Small Site	4 on site tables, (Max 40)	Inside playground
Barbeiri Brothers Park 325 Bridal Path	Small Site	4 on site tables, (Max 40)	Covered area
Byron Gibbs Park 1520 Prentice Dr.	Small Site	4 on site tables, (Max 40)	Covered area
Giorgi Park 540 University St.	Large Site	10 tables, 3 BBQs (Max 100)	Under the Oaks
	Small Site #1	4 tables, 2 BBQs (Max 40)	Gazebo
	Small Site #2	5 tables, 1 BBQ (Max 50)	White Gates entrance
Villa Lower Playground Park 900 Chanticleer Way	Small Site	4 on site tables, (Max 40)	Playground area

GROUP PICNIC AREA RENTAL FEES

Facility Type	Capacity	Rental Fees	Insurance
Small Group Sites: (8 hour max usage/day)	1-20 people	\$50	Indemnification Form Required – pg. 5
	21-40 people	\$77	\$110 – HUB Insurance If Inflatable devices
Large Group Sites: (8 hour max usage/day)	41-100 people	\$101	Indemnification Form Required – pg. 5
			\$115 – HUB Insurance If Inflatable devices

PARK HOURS

8am – 8pm Summer 8am – 5pm Winter

PARK DESCRIPTIONS

The City of Healdsburg operates two Community Parks totaling approximately 15 acres, eleven Neighborhood Parks totaling approximately 39 acres and a Skate Park.

Community Parks are large parks, which serve the entire community. Community Park features may include multiple playing fields suitable for organized play, group picnic areas, large play structures, public restrooms and on-site parking.

Group use of Healdsburg's park features are authorized by a **Park Use Permit**.

Healdsburg's **Community Parks** include:

BADGER PARK – (750 Heron Drive) Athletic fields, children's playground, park benches & picnic tables, trail along riparian habitat, Community Garden. Enclosed Dog Park with water and shade. 11 Acres

RECREATION PARK – (515 Piper Street) Lighted baseball/soccer field, football field; enclosed grandstand, concession stand, picnic area; site of the Future Farmers Fair in May. 4 Acres.

Neighborhood Parks are distributed throughout neighborhoods and provide a focal point for neighborhood activity. Park features may include multi-purpose turf areas; one or two play areas for informal play, tot lots, court-game areas, picnic and seating areas and specialized facilities for special user-groups. Special park amenities, courts or turf areas may be reserved through the Park Reservation process.

Healdsburg's **Neighborhood Parks** include:

BARBIERI BROTHERS PARK– (325 Bridle Path) Walking paths, children's playground, turf, sport court with ½ basketball court, Ramada with picnic tables, and park benches. 3.5 Acres

BYRON GIBBS PARK – (1520 Prentice Dr.) Children's playground, turf, picnic tables, restrooms. 2.5 Acres.

GIORGI PARK – (540 University St.) Children's playground, two lighted tennis courts, parking area, bocce ball court, restrooms, two group picnic areas and horseshoe pits. 3 Acres.

RAILROAD PARK – (Front Street) Enjoy the scenery of the Russian River; picnic tables and benches. 1 acre.

VILLA LOWER PLAYGROUND PARK – (900 Chanticleer Way) Enjoy the scenery of the beautiful Fitch Mtn; picnic tables and play area.



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For Office Use Only

Permit # _____ Issued by: _____ Date: _____	<u>Permit Approved:</u> Yes No
This permit issued to: _____	City Staff: _____ Date: _____

APPLICATION FOR PICNIC PERMIT

Small Group Site (No minimum; maximum 50 people):

1 st Park Choice: _____	Date: _____
2 nd Park Choice: _____	Date: _____

Large Group Site (Minimum 41 people; maximum 100 people):

1 st Park Choice: _____	Date: _____
2 nd Park Choice: _____	Date: _____

Picnic sites are ready at 9:00 am. Parks close at 5:00 pm (PST) and 8:00 pm (PDT).

Time In :(allow time for set-up): _____	Time Out: (include time for clean-up): _____
Nature of Event: _____	
Estimated Attendance: _____	(Maximum 40 in small sites; maximum 100 in large sites)

Name of Applicant: _____	Home Phone: _____
Address: _____	Cell/Bus. Phone: _____
City: _____ Zip: _____	Email address: _____

Applicant hereby agrees to hold the City of Healdsburg, its City Council and Commission, the individual members thereof, and all the officers, agents, and employees free and harmless from any loss, damage, liability, cost of expense that may arise during or be caused in any way by such use or occupancy of recreation facilities. I, the undersigned, hereby certify that I will be personally responsible on behalf of Applicant for any damages sustained to the facility or equipment, accruing through occupancy or use of said facility by the Applicant. Any lost equipment or damages sustained to the above shall be compensated within seven days. I further realize that it is my responsibility to notify the Healdsburg Parks Department, 1557 Healdsburg Ave, Healdsburg, CA 95448, telephone (707) 431-3301 immediately if any item changes, if any new component is added, or if I wish to cancel my reservation.

Applicant's Signature: _____ **Date:** _____

For Office Use Only

Fee Description	Fees	Amount Due	Date Paid	Receipt #	Comments
Picnic Rental Fee :					
Insurance Fee :					
TOTAL AMOUNT:					

Enclose payment with this application. See Page 2 for applicable fees.

Amount enclosed: \$ _____ Check #: _____ (payable to COH), or
MasterCard/VISA Card # _____ Expiration: (Mo) _____ (Yr) _____ Sec Code _____



CITY OF HEALDSBURG
Administrative Services Department
Risk Management
401 Grove Street
Healdsburg, CA 95448-4723

Phone: (707) 431-3184
Fax: (707) 431-3171

Visit us at www.ci.healdsburg.ca.us

Supplemental indemnification form

The Event Sponsor agrees to indemnify and hold harmless the City of Healdsburg, its officers, officials, employees, agents and volunteers from and against any injury, damage, claims, actions or suits arising out to the

List Special Event

including those caused by negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify City of Healdsburg, its officers, officials, employees, agents and volunteers from and against an injury, damage, claims, actions or suits arising out of or connect with the event listed above.

I agree to the indemnification clause above and certify that I am an authorized representative for the event listed above:

Signature, Event Sponsor

Date

Please answer the following questions. If any item changes, is eliminated, or if any new component is added, you **must notify** City of Healdsburg Parks and Recreation Department, 1557 Healdsburg Ave. Healdsburg, CA 95448, telephone (707) 431-3301 immediately to see if the change is acceptable.

1. Is this a family or company picnic/party (not open to the general public), with no tickets, alcohol or fund-raising items being sold ? Yes ____ No ____ If YES, you may skip questions 2 - 6.
2. Is the event open to the public? Yes ____ No ____
3. Is this a fund-raising event? Yes ____ No ____
4. Will a fee be charged? Yes ____ No ____ If yes, how much?
5. Will refreshments be sold ? Yes ____ No ____ What kind?
6. Will any other item(s) be sold? Yes ____ No ____ Description
7. Will you be setting up a jump structure? Yes ____ No ____
(COH does NOT provide electricity for jump structures. It is the applicant's responsibility to provide a gas generator to inflate the jump structure.) Note: for events with jump structures, the insurance requirement is \$1 Million and the applicant will need to purchase insurance through the City of Healdsburg.
8. Do you (or your caterer) plan to bring in any special equipment? (Tables, barbeques, etc). If so, please list: Caterer's name and phone number: _____

PERMIT MUST BE IN POSSESSION AT THE PARK DURING DATE(S) AND HOURS STATED.



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**Park Use Policy
&
Guidelines for Special Use Events
in City of Healdsburg Parks/Athletic Fields**

- 1. Trash Management:** Please consider having a Green Event that includes recycling and use of recycled products. If extra dumpsters and/or trash and recycle cans are to be brought into the park as part of your Trash Management plan, please contact City Park staff to assist with placement and access. Please contact Redwood Empire Disposal at 707-588-2199 to provide this service. All dumpsters, trash and recycle receptacles, etc, must be removed from the park after the event.
- 2. Clean-up Responsibilities:** Permittee must leave the park or facility restored to a clean condition, including the disposal of all trash and removal of all food and decorations.
- 3. Restrooms:** Park restrooms may not be serviced during your event. If you anticipate 200+ people at your event, portable toilets may need to be brought into the park. Please consult with City Park staff so they can assist with placement and access. Please contact North Bay Portables/Honey Bucket 1-888-394-7474 to provide this service. Portable toilets must be removed from the park on the first weekday after the event.
- 4. Securing Tents:** Small tents, 12' x 12' or smaller, and portable shade structures should be staked with stakes no more than 8 inches in length. Sand bags or clean water barrels must be used to secure large tents and portable shade structures larger than 12' x 12'. Tents larger than 200 sq. ft. need a permit from the Fire Department.
- 5. No Vehicles Allowed on Grass:** Plan appropriately with an adequate number of people to set up and break down your event. Dollies, wagons or handcarts may be used on the park pathways to haul supplies closer to your venue.
- 6. Amplified Sound:** Amplified sound is **not** allowed at any City of Healdsburg Park, with the exception of City co-sponsored events.
- 7. Alcohol Usage:** No alcohol is allowed in City Parks with the exception of City or City co-sponsored events.

- 8. Inflatable Devices:** Allowed in most City Parks. Please see our website, www.ci.healdsburg.ca.us for complete recreation jump guidelines. Additional insurance required. Party Jumps are **not** allowed on turf areas in Neighborhood Parks or along the fence line behind the residences. Stakes used to secure party jumps cannot be more than 8 inches in length. The placement of inflatable devices will be determined by Park staff.
- 9. Smoking: Prohibited** in all City Parks (Ordinance No. 967).
- 10. Dog Scoop and Leash Laws:** Apply to all dogs in parks. All dogs must be on a leash not to exceed 6 feet in length, unless they are in an enclosed Dog Park (Ordinance No. 967).
- 11. Park Rules:** All Park rules are in effect during your event. Please comply with all rules governing the use of Park areas, both posted signs and direction from Parks staff.
- 12. Storm Drains:** Dumping of any water, ice or other substance into storm drains or adjacent landscaping is prohibited.
- 13. Damage or Loss:** Any damage or loss to park or equipment is the responsibility of the permittee. The permittee shall be liable for costs associated with call-outs of public safety officials and restoring and/or replacing any damages or losses. If Police are called out for any reason to your event, the permittee will be billed.
- 14. Cancellations / Rescheduling:** If the nature of the event or the number of participants changes, the City of Healdsburg, Parks and Recreation staff must be notified at least ten (10) working days in advance, and if necessary, fees will be charged in accordance with applicable rates. The department reserves the right to disapprove of any such changes.

A \$25 processing fee may be charged for any re-scheduled event.

Fees are due at the time of the reservation. No reservations will be taken for events less than 10 days in advance of the scheduled event date.

In the event of wet weather, where the picnic or park area cannot be used as determined by department staff, you may reschedule your event or receive a full refund.
- 15. Cancellation by the City:** In addition to the right to terminate this rental agreement upon permittee's default, the Supervisor shall have the right to terminate part or all of this agreement at any time in the following circumstances:
 - (a) Upon ten (10) days written notice.
 - (b) Immediately without notice if the City Council, City Administrative Officer, the County Emergency Services Director, supervisor, or local state or federal official determines that the facility is required for public necessity or emergency use.
 - (c) Immediately without notice if the facility is destroyed or damaged.
 - (d) Neither City nor any of its officers, agents or employees shall be liable to permittee for any damages that may be sustained by permittee through exercise by City of any of its rights to cancellation pursuant to this section. Upon such cancellation, any deposit and fees paid by permittee shall be refunded.

16. Permit Revocation: A permit may be revoked for failure to observe any rules, regulations and ordinances of the City of Healdsburg, for improper conduct or cancellation by City (see “Cancellation by the City” section).

If incomplete or incorrect information regarding the nature of the event or expected attendance on application is given to department staff, immediate cancellation of permit may result with no refund of fees and/or deposit.

Any publication of the proposed activity that occurs prior to the permit being approved shall cause the permit to be denied.

Not being in possession of the ABC license/permit, if applicable, will result in the cancellation of the permit with no refund of fees and/or deposit.

Events that exceed attendance capacity may be immediately cancelled with no refund of fees and/or deposit.

Fights, vandalism or unacceptable behavior occurring during an event shall cause immediate cancellation of the permit and no refund of fees and/or deposit.

My signature below signifies that: I am 18 years old or older; I agree to abide by all the conditions of this Park Use Policy (3 pages); and I also agree to pay to the City of Healdsburg all costs the City may incur as a result of any failure to fully comply with all of these conditions.

Signature _____ Today's Date _____

Printed Name _____

Signature, Recreation Supervisor _____ Today's Date _____