

CONTACT INFORMATION:

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4300 San Pablo,
Emeryville, CA 94608

PARK RENTAL GUIDE & APPLICATION

OUTDOOR PARKS INTRODUCTION

The City of Emeryville's Community Services Department offers a wide range of pristine and elegant parks that are perfect for holding special events. Although priority is given to ongoing and city-sponsored programs, reservations can still be made for any day of the week.

RESERVATION PROCEDURES

Please visit our Rentals and Event Permits page on the city website at www.emeryville/parkrentals to print out the appropriate rental application:

The applicant must submit the appropriate completed rental application and application fee in order to reserve the date. Completed applications can be faxed to (510) 596-4339, emailed to mmanalastas@emeryville.org, or can be dropped off at the Emeryville Recreation Center at 4300 San Pablo Avenue in Emeryville. Verification of residency must be provided at the time of reservation and the renter must be at least 21 years of age. The application will then be sent to the Community Services Director to be approved, approved with conditions, or denied. The City of Emeryville reserves the right to deny any rental application at the discretion of the Community Services Department. You will be notified of the status of your park rental application within seven (7) business days.

RENTAL RESERVATION TIMELINE

A completed rental application, all fees, proof of insurance if required, and any other requirement must be submitted to the Rental Specialist to secure the rental permit. Reservations will be accepted no more than 12 months in advance for Emeryville residents and 11 months in advance for non-residents. It is highly recommended that all reservations are made at least two months in advance. Park reservations are not accepted with less than two weeks notice, and community event reservations are not accepted with less than one month notice.

FEES AND DEPOSITS

For up-to-date rental fees, please see the Rental Fee Chart on our Facility Rentals / Event Permits page on the city website: www.emeryville.org/eventsrentals

*All rentals must be paid in full at least **two weeks** prior to the reserved rental date. Subject to calation if not paid.*
Standard hourly rental fees include set-up time and clean-time. Deposits are returned as long as the park is left in its pre-event condition. If there are damages to a park, there will be a deduction or forfeit of your deposit. If the deposit does not cover the damages, you will be billed for the rest of the charges. If the deposit is paid by credit card, it will be refunded within 1-2 business days. If the deposit is paid by cash, check, or money order, the city will mail you a refund check within 2-3 weeks.

GENERAL RENTAL HOURS

Days	All Parks	Minimum Rental Time
Mon-Thurs	7am – 9pm	2 Hours
Friday	7am – 9pm	2 Hours
Saturday	7am – 9pm	2 Hours
Sunday	7am – 9pm	2 Hours

PARK RENTAL DETAILS

CANCELLATIONS AND REFUNDS

If a park rental is cancelled due to inclement weather, the renter will be offered the option to secure another date or receive a full refund. **Note:** The Emeryville Community Services Department will determine what constitutes as “inclement weather”. Refunds will be handled as follows:

Prior to Event:	+45 - 30 Days	29 - 21 Days	20 Days / Less
Application Fee	Non-Refundable	Non-Refundable	Non-Refundable
Hourly Fees	100% Returned	50 % Returned	0% Returned
Insurance Fees	Non-Refundable	Non-Refundable	Non-Refundable
Alcohol Fee	0% Returned	0 % Returned	0% Returned

INSURANCE

For rentals depending upon the type of event, the City of Emeryville requires the renter provide a policy of \$1,000,000 in liability insurance naming the City of Emeryville, 1333 Park Avenue, Emeryville, CA 94608 as additionally insured. If you are unable to secure your own insurance policy, the City of Emeryville offers liability insurance through a special event provider.

GENERAL RENTAL GUIDELINES & RESPONSIBILITIES

- The applicant must be the primary event contact, be on-site during the event and provide all payments for the event. We will not work with multiple parties for a single event.
- Park rentals cannot be transferred, assigned, or sublet
- A contract may be terminated or voided if the information provided on the application is inaccurate or incorrect.
- The rental applicant is responsible for leaving the park in pre-event condition.
- Make sure to bring your own trash bags and NOT use park bins. Applicant must remove all trash off site.
- Abide Emeryville’s Eco Food Ware Ordinance if serving food/drink (i.e.: no plastic throw away utensils/cups/plates are allowed, must be compostable, recyclable, or reusable). The renter must provide their own cups, plates, silverware, cooking utensils, etc. All disposable plates and utensils must be bio-degradable per the City of Emeryville’s Eco Food-Ware Ordinance.

- No stakes are allowed in ground to tether tents/arches/etc., must use weighted system to tether any items to the ground. Confirm if a tent is being set-up larger than 10X10. If so, submit a tent permit to the Emeryville Fire Department.
- Decorations/Signs may not be attached to any public trees, street poles, or other City property and no signage may be posted in the public right-of-way.
- Illegal parking is strictly enforced. Marina Parking lots are usually full on weekends, so please encourage carpooling, arrange for extra parking in a nearby private property parking lot, or arrange for shuttle service.
- If there will be amplified or live music, note that all events do not have to have a waiver to the noise ordinance, so make sure to play the music at a level that is respectful to the Doyle Hollis and Marina Park's neighbors. If the Police Department receives a complaint, they will have to respond and if the officer deems the amplified/live music as too loud, they will ask that the music be turned down (or off in extreme cases).

NON-PROFIT GUIDELINES

In order to qualify for the non-profit rate, the organization must submit a copy of a letter from the IRS identifying the renter as a non-profit organization.

ALCOHOL POLICY

No Alcohol Beverages in City Parks. Emeryville Municipal Code 5-24.05

- The renter is responsible for the orderly conduct of all guests consuming alcohol.
- At no point in time may alcoholic beverages be served or sold during the event.
- Failing to obey City of Emeryville Municipal Code 5-24.05 "No Alcohol Beverages in City Parks" may be subject to possible a citation/fine and/or arrest.

City staff reserves the right to eject anyone behaving in a destructive or undesirable manner.

CLEANING

The renter is responsible for leaving the park in pre-event condition. This includes: removing decorations, wiping off tables and picking up trash. Trash bags, compost, and recycle bags **must be removed off site**. Parks must be cleaned and vacated by the departure time specified on the rental permit.

Events with Jumpers/Bounce House:

\$10 residents/\$20 non-residents/ \$15 non-profit/ Bounce house fee

Permission to have a jumper/bounce house on city property must be approved by Community Services Department and the applicant must communicate the jumper company's name to the Rental Specialist. No generators are allowed at Doyle Hollis Park. Outlets are available at Doyle Hollis Park. **Please note:** Outlets are located high of the ground, please bring a ladder to access the outlets.

Approved Vendors:

Bay Area Jump House	http://www.bayareajump.com	(800) 514-5867
Bay To Bay Jumpers	http://www.baytobayjumpers.com	(510) 368-5264

Note:

Other companies can be approved with a Business License and as long as company names the City of Emeryville as additionally insured

Tents/Canopies

Events using tents or canopies larger than 10-by-10 feet are required to apply for a Tent and Canopy Permit from the Emeryville Fire marshal. Note that the fee is generally waived if no inspection is needed. Download the [Tent and Canopy Permit Application](#) here. Contact Fire Prevention Inspector Scott McMillan if you have any specific questions at 510-596-3759.

Park Rental Fees	Non-Resident	Resident	Non-Profit
Park Rental Application Fee	\$10	\$5	\$7
Doyle Hollis Park All Sites <i>(per day)</i>	\$100	\$50	\$75
Marina Park Site A or E <i>(hourly rate)</i>	\$50	\$20	\$40
Marina Park Site B,C, or D <i>(hourly rate)</i>	\$30	\$10	\$20
All Other Parks <i>(per day)</i>	\$15	\$5	\$10
Bounce House Use Fee	\$20	\$10	\$15



Park Rental Application

Emeryville Community Services Department
4300 San Pablo Avenue, Emeryville, CA 94608
Emeryville Rentals (510)-596-4353

Application Information

Name:	Phone (H):
Address:	Phone (C):
City: ZIP:	Phone (W):
Organization:	Fax:
Non-Profit ID#:	Email:

Rental Classification (Check One): Resident Non-Resident Non-Profit
Note: If claiming non-profit status, please attach a copy of your organization's 501-(c) 3 documentation.

Date(s)/Times

DAY(S) OF THE WEEK MONTH DAY(S) YEAR

Set up-Time: ____ a.m/p.m to ____ a.m/p.m
Event-Time: ____ a.m/p.m to ____ a.m/p.m
Clean-Up Time: ____ a.m/p.m to ____ a.m/p.m TOTAL HOURS: _____

Note: Renter must include and pay for all time needed for set up, the actual time, and clean up

Facility/ Room(s) Requested

Frequency

- | | | | |
|--|---|---|--|
| Doyle-Hollis Park | Marina Park | Other Parks | <input type="checkbox"/> Single Event |
| <input type="checkbox"/> Site A- 1 Picnic table | <input type="checkbox"/> Site A- Large field at end of peninsula | <input type="checkbox"/> Temescal Creek Park- Picnic area | <input type="checkbox"/> Multiple Days |
| <input type="checkbox"/> Site B- 1 Picnic table | <input type="checkbox"/> Site B- Small open field | <input type="checkbox"/> Stanford Ave Park -Picnic area | <input type="checkbox"/> Daily |
| <input type="checkbox"/> Site C- 2 Picnic tables | <input type="checkbox"/> Site C- View of Golden Gate Bridge | <input type="checkbox"/> 61 st Street Park-Picnic area | <input type="checkbox"/> Weekly |
| <input type="checkbox"/> Site D- 3 Picnic tables | <input type="checkbox"/> Site D- 3 Picnic tables | <input type="checkbox"/> Christie Avenue Park | <input type="checkbox"/> Monthly |
| | <input type="checkbox"/> Site E- Adjacent to Hong Kong Restaurant | <input type="checkbox"/> Other: _____ | |

Event Information

Event Details

(Circle One)

Name/Type of Event:

Attendance #

Adults:	
Minors:	
Seniors:	
Total:	

Equipment #

Tables	
Chairs	
Tent (10x10) or smaller*	
Barbeque grill (gas only)	
Bounce House (permit required)	

*No generators are allowed at Doyle Hollis Park
Only 1 Bounce House is permitted
*Tent Permit required for tents larger than 10x10

Open to the public?	Yes	No
Tickets sold in advance?	Yes	No
Tickets sold at the event?	Yes	No
Fundraising event?	Yes	No
Amplified Music?	Yes	No
Live Music or entertainment?	Yes	No
If yes, what type?		

Food served?	Yes	No
Food cooked on site?	Yes	No
Using Caterer?	Yes	No



4300 SAN PABLO AVE, EMERYVILLE CA 94608

CITY OF EMERYVILLE RENTAL WAIVER AND CONSENT AGREEMENT

In consideration of being permitted to participate in this city activity or use of any city facilities in connection with this activity, the undersigned agrees to the following:

1. I the undersigned hereby releases, waives, discharges and covenants not to sue the city of Emeryville, its' employees, officers and agents (hereinafter referred to as "Releases") from all liability to the undersigned, his or her personal representatives, assigns, heirs, and next of kin for any loss, damage, or claim therefore on account of injury to the person or property of the undersigned, whether caused by any negligent act or omission, including gross negligence and/or willful disregard, of the Releases or otherwise while the undersigned is participating in the City activity or using any City facilities in connection with such activity.
2. The undersigned hereby agrees to indemnify and hold harmless the Releases from all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the release's right to indemnity or incurred on appeal) resulting from involvement in this activity whether caused by any negligent act or omission of the release or otherwise.
3. The undersigned hereby assumes and accepts full responsibility for any and all loss, bodily injury, death or property damage while upon City property or participating in the activity or using any City facilities and equipment omission of Releases or otherwise. The undersigned expressly agrees that the foregoing release and waiver, indemnity agreement whether caused by any negligent act or and assumption of risk are intended to be as broad and inclusive as permitted by California law and that if any portion thereof be held invalid, notwithstanding, the balance shall continue in full legal force and effect.

I hereby acknowledge that I have read the foregoing and that I am aware of the legal consequences of this agreement, including that it prevents me from suing the City or its employees, agents, or officers if I am injured or damaged for any reason because of participation in this activity. I further acknowledge that no oral representations, statements or inducements have been made to me.

PERMIT #: _____ **EVENT NAME:** _____

DATE OF EVENT: _____

PRINT NAME: _____

SIGNATURE REQUIRED: _____ **DATE:** _____

I have read and agree to abide by the policies contained in the Rental Guide:

SIGNATURE REQUIRED: _____ **DATE:** _____