

## CONTACT INFORMATION:

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**City of Emeryville**  
CALIFORNIA

4727 San Pablo Ave Building B  
Emeryville, CA 94608

# PARK RENTAL GUIDE & APPLICATION

## OUT DOOR PARKS INTRODUCTION

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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

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Please visit our Rentals and Event Permits page on the city website at <http://www.ci.emeryville.ca.us/200/Park-Rental-Permits> 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 ehan@emeryville.org, or can be dropped off at the Emeryville Center of Community of Life. 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

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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

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For up-to-date rental fees, please see the Rental Fee Chart on our Facility Rentals / Event Permits page on the city website: <http://www.ci.emeryville.ca.us/DocumentCenter/View/542/Rental-Fees?bidId=>

*All rentals must be paid in full at least **two weeks** prior to the reserved rental date. All rentals are subject to cancellation if not paid in advance. **If the rental is paid with a check, all checks must be submitted a month prior to the rental reservation date.***

**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

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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

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## CANCELLATIONS AND REFUNDS

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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

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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

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- 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

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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

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**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 citation/fine and/or arrest.

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

## CLEANING

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**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.

## OPTIONAL PERMIT REQUIREMENTS

### Events with Jumpers/Bounce House:

\$16 residents/\$26 non-residents/ \$21 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:

Astro Jump	<a href="https://astrojump.com//contracosta">https://astrojump.com//contracosta</a>	(925) 687-5867
Bay To Bay Jumpers	<a href="http://www.baytobayjumpers.com">http://www.baytobayjumpers.com</a>	(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.

<b>Park Rental Fees</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Profit</b>
<b>Park Rental Application Fee</b>	\$10	\$21	\$16
<b>Doyle Hollis Park Sites A/B</b> (per day)	\$31	\$83	\$52
<b>Doyle Hollis Park Site C</b> (per day)	\$41	\$93	\$62
<b>Doyle Hollis Park Site D</b> (per day)	\$52	\$104	\$78
<b>Marina Park Site A/E (49 people or less)</b> (per day)	\$83	\$414	\$166
<b>Marina Park Site B,C, or D</b> (per day)	\$52	\$104	\$78
<b>All Other Parks</b> (per day)	\$31	\$83	\$52
<b>Bounce House Use Fee</b> (per rental)	\$16	\$26	\$21

## Park Rental Application

Emeryville Community Services Department  
4727 San Pablo Avenue Building B, Emeryville, CA 94608  
Emeryville Rentals (510)596-4353



### Application Information

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

**Rental Classification (Check One):**      Resident    Non-Resident/Business    Non-Profit

Note: If claiming non-profit status, please attach a copy of your organization's 501-(c) 3 documentation.

If claiming resident classification, please provide verification of Emeryville residency.

### Date(s)/Times

DAY(S) OF THE WEEK	MONTH	DAY(S)	YEAR
<b>Set up-Time:</b> ____ AM / PM	to	____ AM / PM	
<b>Event-Time:</b> ____ AM / PM	to	____ AM / PM	
<b>Clean-Up Time:</b> ____ AM / PM	to	____ AM / PM	<b>TOTAL HOURS:</b> _____

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

### Park/Site Requested

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

### Event Information

### Event Details

**(Circle One)**

**Name/Type of Event:**


**Attendance #**

<b>Adults:</b>	
<b>Minors:</b>	
<b>Seniors:</b>	
<b>Total:</b>	

**Equipment**

Barbeque grill (gas only)	Yes	No
Bounce House (permit required)	Yes	No

*\*No generators are allowed at Doyle Hollis Park  
Only 1 Bounce House is permitted  
Failure to abide by city bounce house policy and generator municipal code will be subject to a fine.*

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

<b>Food served?</b>	Yes	No
<b>Food cooked on site?</b>	Yes	No
<b>Using Caterer?</b>	Yes	No

4727 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:** \_\_\_\_\_

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

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE REQUIRED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_