

Washington Park & Village Park Picnic Permit Application

Permit #:



Burlingame Parks and Recreation Department

850 Burlingame Ave • Burlingame, CA 94010
Phone: (650) 558-7300 • Fax: (650) 696-7216



You must have this permit with you on the day of the activity

If another group is in your area, attempt to enforce your permit yourself. If they refuse to move, call the Burlingame Police Department at (650) 777-4100 to enforce your permit.

Burlingame Residents: Reserve up to one year in advance (Residency Proof Required) **Non-Residents:** Reserve 30 days in advance

CDL or Utility Bill Required for Burlingame Resident Rate

Verified by (Staff Only)

Name: _____ Organization/Company: _____ Address: _____ City: _____ State/Zip Code: _____ Day Phone: _____ Evening Phone: _____ Email: _____	Picnic Date: _____ Day of the Week: _____ Nature of Event: _____ Estimated Attendance: _____ Posted Sign Will Read: _____ Will a commercial caterer or food truck be used? Yes <input type="checkbox"/> No <input type="checkbox"/> Caterer/Food Truck Name: _____ Caterer/Food Truck Phone Number: _____
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Permitted Picnic Area	Amount Due
Village Park (tables 1-3)	_____
Washington Park Small-Olive Tree Area	_____
Washington Park Large-Redwood Grove	_____
X X X X X Washington Park West End	<i>Separate Form</i>
Other _____	_____
Total	_____

Inflatable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Special Request	Amount Due	
Inflatable	_____	
Other	_____	
Total Amount Paid:	_____	

Received by: _____ Date: _____

Credit Card #: _____	Expiration Date: ____/____/____
Billing Address: _____	
Signature: _____	Print Name: _____

Important

- **Payment of all fees and charges are due upon signing this contract**
- **NO ALCOHOL is allowed in ANY City Park** ● **No vehicles are allowed in ANY City Park**
- **Field Permit is needed for Ballfield** (Small may be used on a first come, first serve basis if not being used by an authorized group)

I understand that Washington Park will be under construction from 6/2019 to 3/2020 : Initial here X _____

Cancellation Policy: You must notify Burlingame Parks and Recreation of any cancellations 14 calendar days before the reserved date to receive a check refund minus \$8.00 processing fee. Less than 14 business days notice will result in 50% reservation fee penalty not including an additional \$8.00 processing fee. **Rain Out:** Permit holder must call to obtain a full check or credit card refund for a rained out activity.

Rules and Regulations (Please see Picnic Information Sheet)

The Applicant agrees to indemnify, defend, and hold harmless, the City, its officers, employees, agents, and volunteers, against any claim, demand, suit, judgment, loss, liability or expense of any kind, including attorneys' fees and administrative costs, on account of personal injuries or damages to property, arising out of or resulting in any way, in whole or in part, from the Applicant's whole or in part, from the Applicant's use, or the Applicant's employees', agents', invitees' use or occupancy of City facilities. I hereby certify that I read the Rules and Regulations for Rental & Use of Parks & Recreation Department Facilities and will see that my activity will abide by these rules. I also realize that the facility contract is granted with the understanding that the Burlingame Parks & Recreation Department has the right to cancel the contract if the agreed upon facility is needed for a city sponsored event.

I, undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the facility, furniture or equipment occurring through the occupancy or use of said facility by the applicant.

Applicant's Signature	Date	Parks and Recreation Representative	Date Rev. 07/01/19
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