

**City of Palo Alto – Open Space Division  
Interpretive Program Request**

Name:		
Address:		Apartment number:
City:	State:	Zip code:
<b>EVENT INFORMATION</b>		
Type of activity:		Estimated attendance:
Date of event:		Time of event:
Responsible Person, day of event:		
Home phone:		Other phone:
Park closing time:		Event ending time:

Fill out the upper boxed section of this page, any blank sections will be discussed with you by Ranger Bicknell prior to approval of your application.

Read each rule below, then sign and date both rules pages (signifying you understand each rule), any page containing information on the program you are interested in and the final page. Please feel free to contact Ranger Bicknell at 650 329 2423 or voicemail 650 617 3100 ext. 1696 with any questions.

Reservations must be completed at least 4 weeks prior to the program date and may be made up to one year in advance. Some programs may not be available year round.

All programs must be scheduled to end no later than one half hour prior to park closing. Ranger Bicknell will discuss this with you prior to approving your reservation.

Unless otherwise specified this is not a facility use application. Facility use applications must be made separately.

Any reservation made less than 4 weeks prior to the event date will be subject to an additional fee of \$50.00 and is entirely contingent on existing staff availability.

Reservation requests must be made by a Palo Alto resident who must attend the event.

No reservation for a program is confirmed until the application is signed by the applicant, returned with payment and signed by Ranger Richard E. Bicknell.

## City of Palo Alto – Open Space Division Interpretive Program Request

Programs (unless otherwise noted) are designed for a maximum attendance of 25 people; attendance for a program over 25 people may require hiring an additional staff member. Attendance of over 50 people will require hiring an additional staff member. Attendance for a program of over 100 people will require hiring 3 additional staff members. Ranger Bicknell will discuss this with you prior to approving your application.

Any outdoor program may be rescheduled or cancelled on short notice due to inclement weather. Campfire programs may be cancelled, at open space staff discretion, during times of high fire danger or if the fire is determined to be of an unsafe size.

A guest list must be received at least one week prior to the program. Copies of class lists, company or club rosters and similar documents will not be considered to be a guest list. Your guest list must be formatted with a group of Palo Alto residents (containing names and addresses) and a second group of non-residents (containing names and city of residence). You should bring your copy of paperwork on the day of the program.

Palo Alto park rangers are on duty first responders. During an emergency, staff may need to leave with no notice. If this happens, the program will be cancelled for that date. Cancelled programs may be rescheduled or cancelled (with a refund of program fees) at the applicant's option.

All Palo Alto Open Space rules, regulations and applicable municipal code sections apply during the program. They may be found online from the City of Palo Alto's webpage by searching for "park regulations" or "municipal code" and following the links. Anyone in violation of park rules and regulations or the municipal code is liable for citation.

This completed form must be returned to Ranger Richard Bicknell at Foothills Park 3300 Page Mill Road, Los Altos, CA 94022 or faxed Attention to Richard Bicknell at 650 917-9647.

Once this form is signed by Ranger Bicknell with a copy returned to you it will become your reservation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

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Program Cost, Inclusions and Fees

**Special use, canoes:**

Includes 4 – 6 canoes, life jackets and paddles, staff will not participate in the program. Each canoe can hold up to 4 people and/or 600 pounds, life jackets must be worn at all times while in a canoe.

4 canoes 9:00 AM program, Saturday or Sunday	\$100.00 first hour
4 canoes, any day of the week, <u>must end 2 hours before closing</u>	\$150.00 first hour
5 canoes, any day of the week, <u>must end 2 hours before closing</u>	\$165.00 first hour
6 canoes, any day of the week, <u>must end 2 hours before closing</u>	\$180.00 first hour
Additional hours	\$40.00 each hour

**Special use, campfire:**

Includes use of the Lakeside, or Interpretive Center, campfire circle for up to four hours and wood. Staff will provide wood to last up to 4 hours and insure that the fire is extinguished after your program. Campfire programs should not exceed 100 people.

Parking is limited at both areas, you will be provided with a parking plan and map of available parking.

The Interpretive Center fire area is limited to a maximum group size of 50 people, if your group will be over 50 people you must use the Lakeside area.

There are no picnic or cooking facilities at either fire area, additional tables and chairs will not be allowed unless specifically permitted, portable grills of any type will not be permitted. Open space staff will provide trash and recycling containers.

Gathering wood for any purpose is prohibited in open space areas.

During the summer months, fire danger warnings may limit fire size or preclude campfire programs.

Site usage and wood	\$100.00
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**Ranger led programs**

**Hike:**

Includes one staff member to lead an approximately one hour hike, can discuss park in general or topics of special interest with advance notice (no extra cost). Groups of more than 25 may be split into two or more smaller groups, for separate hikes, at an additional cost of \$ 25.00 per group. Hikes will be timed to end one half hour before park closing or earlier.

\$150.00

**Fire in the Foothills**

Includes 2 staff members, one hour wildland fire program with tour of the truck, gear and a hose use game, must be done on lower turf area.

\$150.00

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**Kite Building**

Includes 2 staff members, one hour classroom rental (at the applicant's discretion this program may be moved to the Boronda lake dam) and materials for crafts project (at an additional cost per person listed below), additional kite kits may be purchased with advance notice at the per person cost.

Program	\$150.00
Materials for sled kite	\$15.00 per person
for diamond kite	\$20.00 per person

**Birdhouse Building**

Includes 2 staff members, one hour classroom rental along with materials for crafts project (at addition cost per person listed below), additional birdhouse kits may be purchased with advance notice at the per person cost. Please specify cavity or shelf nesting style.

Program	\$130.00
Materials	\$15.00 per person

**Bathouse building**

Includes 2 staff members, one hour classroom rental along with materials for crafts project (at addition cost per person listed below), additional bathhouse kits may be purchased with advance notice at the per person cost.

Program	\$130.00
Materials	\$30.00 per person

**Fishing Program**

Includes 2 staff members along with materials for crafts project (at addition cost per person listed below), additional fishing pole kits may be purchased with advance notice at the per person cost. This program must be done at Boronda Lake

Program	\$150.00
Materials	\$5.00 per person

**Get Married by a Ranger!**

Includes one ranger staff person to perform wedding officiant duties, before, during and after your wedding in Palo Alto Open Space (includes filing of paperwork with the county clerks office). This program requires at least one face to face meeting with the bride and groom prior to the reservation being made. This program is in addition to any other normal facility rental fees and special use permits which would normally be incurred. Discussions and planning for this program may begin over one year in advance. \$80.00 of the fee must be paid in cash.

Program	\$300.00
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- Open space staff person per hour** \$50.00  
Includes one staff person at your event with no planned presentation.
- Open Space staff person per hour** \$100.00  
Includes one staff person at your event to tell stories or otherwise participate in your event for one hour
- Additional classroom rental** \$77.00 each hour
- Junior Ranger Hats** \$10.00 each
- Junior Ranger Badges** \$1.00 each
- Marshmallows and sticks** \$1.00 per person
- Cocoa** \$1.00 per person
- Cocoa pot (maximum 4)** \$5.00 per pot
- Cups or mugs (maximum 60 of either)** \$15.00 per event

Program	Day of week	Date(s)		
<b>CHARGE CARD</b>				
Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard				
Number _____ Expires: _____				
Name on Card: _____				
<b>TERMS OF AGREEMENT</b>				
<p>I have read and understand the interpretive program request and reservation. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the conditions set forth in the permit. In consideration of participation in this program, I agree to hold harmless and indemnify the City of Palo Alto, its officers, agents, and employees from any liability for injury, death, property damage, arising out of any permit issued or activities thereunder or in result of consequences thereof, except that which is caused solely by the City, its officers, agents or employees.</p> <p>Applicant's Signature: _____ Date: _____</p>			Staff:	
			Other:	
			Classroom Equipment:	
			Insurance:	
			Total Charges:	
			Refundable Cleaning/ Damage Deposit:	
<b>Please Note a Guest List is Required</b>			Total Fees & Charges:	
Your guest list must be received at Foothills Park one (1) week prior to the event or this permit will be canceled. You must have one Palo Alto resident for every 15 non-resident guests. All participants in your group should identify themselves upon entry to Foothills Park.				
Application: Approved <input type="checkbox"/> Denied <input type="checkbox"/>		Ranger/Staff:		
Event Insurance: Purchased <input type="checkbox"/> Provide Own <input type="checkbox"/> On File <input type="checkbox"/> Not Required <input type="checkbox"/>				
Date Received:	Date entered into Class:	By:	Name in Class:	

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