



City of Palo Alto Community Services Department

Group Picnic Site Application (Residents Only)

Prior to submitting your application, please make sure you have an Enjoy Online account, and have saved your credit card to your account for expedited processing.

You may do so, online, by visiting, cityofpaloalto.org/enjoyonline or in-person, at Lucie Stern Community Center (Rinconada Park Picnic Reservations) or Mitchell Park Community Center (Mitchell Park Picnic Reservations).

Today's Date: _____ Company/Organization: _____
 Name: _____ Email: _____
 Address: _____ City: _____ Zip: _____
 Cell Phone: _____

Only Palo Alto residents or businesses (proof of residency is required) may reserve one Group picnic site per day up to six (6) months in advance. If you plan to serve beer and/or wine at your group site, an Alcohol Use Permit form must be submitted at the time of the application. A \$1,000,000 insurance certificate "naming the City of Palo Alto as additional insured" must be submitted 5 days prior to the date of your picnic or the reservation will be cancelled. This Certificate of Insurance is non-refundable and non-transferable. The certificate may be obtained through your personal insurance carrier, or purchased from eventinsure.com. Email the completed applications to enjoyonline@cityofpaloalto.org. For more information, please call (650) 463-4949.

Rinconada Park

- Sequoia Site \$80: includes 5 picnic tables and 5 barbecues, maximum occupancy 50 people.

Mitchell Park

- Pine Grove \$178 includes 11 tables and 10 barbecues, maximum occupancy 110 people.
- Redwood \$143: includes 9 tables and 6 barbecues, maximum occupancy 90 people.
- East Meadow \$ 97: includes 6 tables and 5 barbecues, maximum occupancy 60 people.
- Arbor \$ 63: includes 4 tables and 4 barbecues, maximum occupancy 40 people.

Park Site Desired	No. of People Expected	Will alcohol be served? *	Day of the Week	Picnic Date	Fees
		<input type="checkbox"/> Yes <input type="checkbox"/> No			

***If, yes, you are serving alcohol, please fill out the second page of this application.**

By signing this application, I certify that I have read and understand the Park Rules and Regulations, agree to inform persons participating in this activity of the terms and conditions, and will comply with any conditions set forth therein. I also agree to hold harmless and indemnify the City of Palo Alto, its officers, agents and employees from any and all liability or personal injury, death or property damage arising from or connected by the use or occupancy of recreational facilities.

Applicant Signature: _____ Date: _____

I authorize the use of my credit card:

Name on Card: _____

Last 4 Digits: _____

Staff Approval: _____ Date: _____



City of Palo Alto

Parks Alcohol Use Permit

Only needed if serving alcohol.

Name: _____ Date: _____
Company/Organization: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: (____) _____

Event Date: _____ Event Location: _____

Number of people expected: _____

Are you selling alcohol?: Yes No

If yes, will an Alcoholic Beverage Control License be purchased? Yes No

Insurance* can be purchased through any event insurance broker of your choosing, or you may add the City of Palo Alto on to your existing homeowners policy. If you are unsure of where to procure an insurance policy, you may use: <http://www.eventinsure.com/>

***INSURANCE REQUIREMENT:** It is required that you file a certificate of insurance with this office stating that the event is covered for a minimum of \$1,000,000 of public liability insurance and names the City of Palo Alto as an additional insured (the address of the park can be the location address listed on your insurance policy).

Under the Palo Alto Municipal Code, the use of alcohol is allowed at Mitchell Park (22.04.337) and Rinconada Park (22.04.336), provided an alcohol use permit is issued by the City of Palo Alto.

Under the Palo Alto Municipal Code, the use of alcohol is prohibited at Heritage Park (22.04.342) and Eleanor Pardee Park (22.04.343); unless alcohol use is allowed by special permit granted by the Community Services Director, per Palo Alto Municipal Code 22.04.342(b) and 22.04.343(b), respectively. An additional \$50 fee is required for the special use permit at Heritage and Eleanor Pardee Parks. Under the Palo Alto Municipal Code, the use of alcohol is prohibited at Boulware Park (22.04.333), Cogswell Plaza (22.04.330), Johnson Park (22.04.332), El Palo Alto (22.04.341), Hopkins Park (22.04.339), Greer Park (22.04.335), Lytton Plaza (22.04.331), Robles Park (22.04.338), and Scott Park (22.04.334).

Applicant Signature: _____ Date: _____

Printed Name: _____

Director's Signature: _____ Date: _____

Director of Community Services (or designee)

To submit this form, you may e-mail it to EnjoyOnline@CityofPaloAlto.org, bring it in person to Mitchell Park Community Center or Lucie Stern Community Center, or mail it to:

Lucie Stern Community Center
ATTN: Front Desk
1305 Middlefield Rd.
Palo Alto, CA 94301