

# CULVER CITY PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

4117 Overland Ave, Culver City, CA 90230 TEL (310) 253-6650, FAX (310) 253-6671, PARK PATROL (310) 837-1221

OFFICE HOURS Mon-Fri 8:00am-7:00pm & Sat-Sun 10:00am-4:00pm

## PARK PICNIC & BUILDING RENTAL REQUEST FORM – All reservations must be paid for in person.

### FACILITY REQUESTED

- |   |           |
|---|-----------|
| <input type="checkbox"/> Blair Hills Park Picnic Area           | (25 MAX)  |
| <input type="checkbox"/> Blair Hills Park Picnic Shelter        | (25 MAX)  |
| <input type="checkbox"/> Blanco Park Picnic Shelter             | (25 MAX)  |
| <input type="checkbox"/> Blanco Park Building                   | (50 MAX)  |
| <input type="checkbox"/> Carlson Park Picnic Shelter            | (50 MAX)  |
| <input type="checkbox"/> Culver City Park Picnic Area #1        | (50 MAX)  |
| <input type="checkbox"/> Culver City Park Picnic Area #2        | (100 MAX) |
| <input type="checkbox"/> Culver West-Alexander Park Picnic Area | (50 MAX)  |
| <input type="checkbox"/> Culver West-Alexander Park Building    | (75 MAX)  |
| <i>With kitchen? _____</i>                                      |           |
| <input type="checkbox"/> El Marino Park Picnic Area             | (25 MAX)  |
| <input type="checkbox"/> El Marino Park Building                | (50 MAX)  |
| <i>With kitchen? _____</i>                                      |           |
| <input type="checkbox"/> Fox Hills Park Picnic Area #1          | (25 MAX)  |
| <input type="checkbox"/> Fox Hills Park Picnic Area #2          | (25 MAX)  |
| <input type="checkbox"/> Lindberg Park Picnic Shelter           | (50 MAX)  |
| <input type="checkbox"/> Lindberg Park Building (Stone House)   | (75 MAX)  |
| <i>With kitchen? _____ With patio? _____</i>                    |           |
| <input type="checkbox"/> Syd Kronenthal Park Picnic Area        | (25 MAX)  |
| <input type="checkbox"/> Syd Kronenthal Park Picnic Shelter     | (100 MAX) |
| <input type="checkbox"/> Syd Kronenthal Park Building           | (50 MAX)  |
| <i>With kitchen? _____</i>                                      |           |
| <input type="checkbox"/> Tellefson Park Picnic Shelter          | (100 MAX) |
| <input type="checkbox"/> Veterans Park Picnic Shelter           | (300 MAX) |

### CAPACITY

**Date of Event:** \_\_\_\_\_  Private  Public  
*Public events require a Special Event permit. Call (310) 253-5870 for more information.*

**Attendance:**  1-25  26-50  51-75  76-100  \_\_\_\_\_  
*Initial picnic fee is for 25 people. Additional picnic fees apply in increments of 25 people.*

**All picnic rentals are from 10AM-4PM on weekends\***  
 Set-up may not begin before 10AM. Clean-up must be completed & space must be vacated by 4PM. Weekday picnic requests considered on case by case basis. Additional fees may apply.

**Inflatable Party Jumper?**  
 Additional fees apply. See rules on back. Party jumpers are prohibited at Lindberg Park, Carlson Park and Syd Kronenthal Park Picnic Shelter.

**Park Buildings are staffed 10AM-4PM weekends & 3-7PM weekdays. Enter your requested time: \_\_\_\_\_ to \_\_\_\_\_**  
 Minimum rental period is 4 hours. Additional fees shall apply after the first 4 hours. If event times are outside 10AM-4PM then additional staffing fees will apply.

Description	Resident Fee	Non-Resident Fee
<b>Veterans Park Picnic Shelter Culver City Park Picnic Area 2</b>		
<b>Maximum 300 Persons</b>		
For up to 100 people	\$124	\$166
For each additional group of 25	\$31	\$62
Non-Profit – flat rate	\$124	\$166
<b>All Other Park Picnic Areas</b>		
<b>Maximum Persons Vary by Site</b>		
For each group of 25 people	\$31	\$62
Non-Profit – flat rate	\$42	\$84
<b>All Park Building Rentals</b>		
Room rental only	\$146	\$166
Room rental/kitchen (cooking)	\$187	\$208
Non-Profit – flat rate	\$104	\$166
<b>Additional Charges</b>		
Moonbounce Permit		\$31
Picnic Security Deposit (Refundable)		\$25/Every 25 people
Building Security Deposit (Refundable)		\$208
Extended Permit Time		\$26/hour
Custodial Fee		\$52/hour
Staffing Fee – Per each staff		\$25/hour



**PLEASE READ THE POLICIES ON THE REVERSE SIDE OF THIS FORM AND INITIAL HERE.** \_\_\_\_\_

I, the undersigned, do hereby certify that I will abide by the policies governing the use of the picnic shelter, areas, facilities, or fields requested as set forth on the back of this application, which includes **NO ALCOHOLIC BEVERAGES**. I will specifically accept responsibility for any damages to the picnic shelters, areas, or facilities as a result of the occupancy of said premises by my group or organization. **I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO LEAVE THE FACILITIES AS CLEAN AS WHEN MY GROUP OR ORGANIZATION ARRIVES.**

**I AGREE TO HOLD HARMLESS, RELEASE AND FOREVER DISCHARGE** the City of Culver City, its respective elected and appointed Boards and Commissions, its officers, agents, and employees from any and all claims and demands whatsoever, which the undersigned, or any third person, or any person acting under my or their behalf, have or may have against the City of Culver City, or its respective elected and appointed Boards and Commissions, its officers, agents, and employees by reason of any accident, bodily injury or death arising or occurring from or during my use of the Culver City parks, picnic shelters, areas, or facilities.

I understand that by signing this release, I am forever giving up all rights to sue the City of Culver City or its elected or appointed boards and commissions, its officers, agents' or employees, or to recover any money or damages from them for any harm, including bodily injury or death, occurring from or during my use of the park, picnic shelter, area, or facilities.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

**After a reservation has been paid for, there is NO REFUND issued except in the event of rain. No exceptions.**

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1. Picnic permits hours vary from park to park but are limited to no sooner than 10:00 am and no later than 5:00pm in order to reduce the disturbance to the residents.

2. All Building Renters are required to sign the Building Rental Settlement Form before they leave the facility at the end of their permitted time. Failure to do so can substantially delay the return of the Renters deposit.

3. Please be aware that on-site Recreation Leaders assigned to Culver City park sites and/or your event have final say in all disputes regarding Culver City policy, and/or interpretation of these policies.

4. Moonbounces are allowed in certain Culver City Parks by special permit only. Certificate of Liability Insurance required. Permit will not be issued until after moonbounce insurance is received (no later than 2 business days before permit date). Moonbounce must fit in 15'X15' area. No slides or extras allowed.

#### **SETUP**

- Do not tie off anything (ropes, banners, signs, etc.) to trees, plants or shrubbery.
- The City of Culver City does not provide any equipment or electrical power for outdoor events.
- The City of Culver City DOES NOT furnish/provide water hookup.
- Electronic amplification for music or voice projection is not allowed. A small boom box powered with "C" or "D" batteries is permissible; however, additional speakers may not be added to boost amplification of sound.
- Shade structures are permitted up to a size of 10'x10' with all four sides being open. One shade structure per 25 persons is allowed.
- Portable BBQ's, Stoves, "Taco Carts", Smokers, and trailer hitched mega grills are not permitted on park grounds.
- Permittees may not stake, or dig anything into turf.

#### **CLEANUP**

- Permittee shall be responsible for all cleanup after the event. Cleanup and proper disposal of litter and debris generated by participants in the activity is the Permittee's responsibility.
- PLEASE BRING LARGE PLASTIC TRASH BAGS AND PLACE REFUSE (TRASH BAGS) IN PROVIDED RECEPTICALS located on site. If receptacles are full, it is the Permittee's responsibility to take with them all event generated debris.
- Any additional cleaning performed by the City forces will be charged to the Permittee.

#### **PARKING**

- Parking spaces may not be blocked off for your event (unless approved by the City of Culver City)
- All motor vehicles are restricted to roadways. VEHICALS ARE NOT PERMITTED ON LAWNS OR PARK WALKWAYS AT ANY TIME (THIS INCLUDES LOADING AND UNLOADING PURPOSES)

#### **§ 9.10.055 PROHIBITIONS**

- NO DOGS OR ANIMALS IN CULVER CITY PARKS by § [9.10.400](#) or § [9.10.600](#), WITHOUT PERMISSION FROM CITY COUNCIL. Service animals exempt.
- To leave a bicycle lying on the ground or paving, or set against trees, or in any place or position where other persons may trip over or be injured by it, or leave a bicycle in a place other than a bicycle rack when such is provided and there is space available.
- No gambling.
- To interfere with or hinder any employee, agent or volunteer of the City engaged in maintenance or repair of any park or park facility.
- To fail to produce and exhibit any permit from the Parks, Recreation and Community Services Director he claims to have, upon request of any authorized person who shall desire to inspect the same for the purpose of enforcing compliance with any ordinance or rule.
- SMOKING PROHIBITED IN PARKS AND RECREATIONAL AREAS - § 9.10.500