

**RESERVATION PROCEDURES AND USE POLICIES  
"THE GROVE" PUBLIC PARK**

**General Information**

The City of Clayton welcomes you to its newest public park. The Grove is located in the commercial district of historic downtown Clayton. You are welcome to picnic in the Park on a first-come first-served basis or you may opt to reserve certain sections of The Grove for your individual or group use.

**Security Deposit Requirements**

A walk through of the park facility must take place prior to the event between the organizer of the event and a City staff member. At that time any existing damage will be documented and each party will sign off a checklist noting pre-event conditions of The Grove. After the event has concluded a final walk through will take place. The damage deposit will be refunded if the site is left clean, no damage resulted, the use did not result in a response by the Clayton Police, and/or applicant did not violate any of the parks Conditions of Use or Restrictions of Use. If attributable damages exceed the renter's deposit, a bill will be generated by the City for payment by the renter.

The following security deposit amounts are in effect at this time:

<i>Entire Facility Rental</i>	\$1,500	Deposit for events with no food or beverage vendors
	\$1,800	Deposit for events with food and beverage vendors
	\$2,160	Deposit for events which require the closure of Main or Center Streets
<i>Gazebo</i>	\$250	
<i>Group Picnic Area</i>	\$250	
<i>Plaza Area</i>	\$250	
<i>Amplified Sound</i>	\$1,000	

**Park Rentals and Reservations**

**A. *Entire Facility Rental***

All groups wishing to rent the Entire Park Facility must obtain approval from the City by issuance of a Temporary Use Permit. Also, each event must have free admission and be open to the general public. If an event centered in The Grove necessitates the full or partial closure of Main, old Marsh Creek Road, or Center Streets, the Park must be rented in its entirety.

## **B. Group Picnic Shelter**

The group picnic site is located between the Children's Play Structure and the Water Play Feature on the Center Street side of the Park. The space can accommodate up to 20 people seated at tables and is a covered picnic area. The site may be used for private parties or other events where the renter wishes to have a designated area reserved for picnicking in the park.

## **C. Gazebo**

The Gazebo is located on the old Marsh Creek Road side of the Park. From the Gazebo there is a beautiful view of Mt. Diablo. The Gazebo and/or its surrounding grassy area may be rented for weddings, concerts, ceremonies, or other events.

## **D. Plaza Area**

The Plaza Area is located on the Main Street side of the Park and features chess/checkers tables for public use. This area may be rented for tournament play or for activities where the renter would require the use of the tables specifically for an event.

## **E. Water Play Feature and Play Apparatus**

These facilities in The Grove cannot be reserved or rented for private use.

## **Conditions of Use**

- A. When applicants submit their application and pay fees they will be given reservation placards. These placards must be placed at the reservation site no later than 7:00 am on the morning of the event. A list of reserved areas and renters will be placed in a kiosk box on the park restroom.
- B. Staff discretion prevails to determine whether two events may be booked in The Grove on the same day. Events sponsored, held or co-sponsored by the City always have highest priority.
- C. Patrons are responsible for personal property. The City of Clayton is not responsible for items left in or around any facilities. Public lockers are available for park patrons next to the Park Restroom, but are subject to search at anytime and will be cleaned out randomly to ensure proper uses.

## **Use Restrictions**

- A. Barbeques are not permitted at any time (including portables and grills).
- B. Skateboarding, bike riding, skating, baseball bats, organized sports play, and golfing are prohibited in the park. Bikes should be placed in the bike racks located near the park restrooms. Whiffle balls and soft play equipment (e.g. Nerf ball) is permitted subject to non-disruption of other park patrons.
- C. No person shall consume alcoholic beverages in the park without a City approved alcohol permit allowing beer and wine. Alcohol can not be sold in the park without obtaining an ABC state-licensed permit and the approval of the City. Glass containers are not allowed in the park at any time.
- D. Advertising or selling of any products or services is prohibited except with special written permission from the Community Development Director.
- E. Pets must be on leash and under direct control of owners at all times. Pets are not allowed in the Water Play Feature. Animal waste must be properly disposed of by the owner.
- F. Open fires and dumping of trash are prohibited. Please use provided trash receptacles for all litter.
- G. Signage, posters, banners, etc. may not be attached to any existing park structure or facility including gazebo, walls, trash receptacles, columns, light posts, and windows, unless there is prior City approval. Applicants and their guests may decorate their reserved areas only. Those using decorations are responsible for removal and proper disposal of decorations and removable attachments (pins; staples; etc) prior to leaving the area. Nails are prohibited.
- H. Inflatable Play Structures (Jumpy House or Bouncy House) are prohibited.
- I. No motorized vehicles permitted in the park.
- J. Smoking or other use of tobacco products is prohibited.
- K. Staking of tents or other devices into the ground is prohibited.
- L. Use of The Grove is subject to Chapter 11.04- City Parks of the Clayton Municipal Code.

Rental fees are set and approved by the City Council and are subject to amendment from time to time. Currently, the following rental fees are in effect:

## **Fees**

<b>Entire Facility: Weekends</b>	
\$150 hr/ \$1200 day	Resident
\$180 hr/ \$1440 day	Non-Resident
\$250 hr/ \$2000 day	Commercial
\$150 hr/ \$1200 day	Non-Profit, verification required
\$250	Special Event Permit/ Application Process (non-refundable)
<b>Entire Facility: Weekdays</b>	
\$100 hr/ \$800 day	Resident
\$120 hr/ \$960 day	Non-Resident
\$150 hr/ \$1200 day	Commercial
\$250	Special Event Permit/ Application Process (non-refundable)
\$100 hr/ \$800 day	Non-Profit, verification required
<b>Gazebo: Weekends</b>	
	4 hour minimum rental
\$105 hr/ \$840 day	Resident
\$126 hr/ \$1008 day	Non-Resident
\$157 hr/ \$1256 day	Commercial
\$105 hr/ \$840 day	Non-Profit, verification required

<b>Gazebo: Weekdays</b>	
	2 hour minimum rental
\$75 hr/ \$300 day	Resident
\$90 hr/ \$360 day	Non-Resident
\$112 hr/ \$450 day	Commercial
\$75 hr/ \$300 day	Non-Profit, verification required

<b>Group Picnic Area: Weekends</b>	
	4 hour minimum rental 9-1, 1:30-5:30
\$25 hr/ \$175 day	Resident
\$30 hr/ \$210 day	Non-Resident
\$38 hr/ \$266 day	Commercial
\$25 hr/ \$175 day	Non-Profit, verification required

<b>Group Picnic Area: Weekdays</b>	
	4 hour minimum rental 9-1, 1:30-5:30
\$20 hr/ \$160 day	Resident
\$24 hr/ \$192 day	Non-Resident
\$30 hr/ \$240 day	Commercial
\$20 hr/ \$160 day	Non-Profit, verification required

<b>Plaza Area: Weekends</b>	
	4 hour minimum rental 9-1, 1:30-5:30
\$25 hr/ \$175 day	Resident
\$30 hr/ \$210 day	Non-Resident
\$38 hr/ \$266 day	Commercial
\$25 hr/ \$175 day	Non-Profit, verification required

<b>Plaza Area: Weekdays</b>	
	4 hour minimum rental 9-1, 1:30-5:30
\$20 hr/ \$160 day	Resident
\$24 hr/ \$192 day	Non-Resident
\$30 hr/ \$240 day	Commercial
\$20 hr/ \$160 day	Non-Profit, verification required

<b>Amplified Sound Equipment Use</b>	
\$85	Public Notice Fee
\$21.00 hr	Sound Use Fee

**Additional Regulations for Events Requesting Sound/Music Amplification**

1. Any group authorized to use The Grove’s surround sound audio equipment must read and sign an agreement of understanding of Municipal Code Section 9.30 Noise.
2. Control of sound equipment/ PA system and locking and unlocking of access doors will be the sole responsibility of a City employed attendant.
3. The applicant is responsible for designating one of its members to monitor the amplified sound levels which must be kept at a level that does not unreasonably disturb offsite park neighbors.
4. The Amplified Sound Equipment Use deposit will be refunded following the event if the amplification regulations are observed.
5. All applications for Event Amplification must be received at least 45 days prior to the event.
6. Following approval, the applicant must submit full payment of \$85 for the Public Notice Fee (notification of sound amplification to surrounding property owners), and the \$1,000 security deposit.

**Cancellations/ Refunds**

Cancellation requests must be made in writing by the applicant. Refunds will be handled as follows:

- (a) If the request is received 60 days or more prior to the rental date the security deposit will be refunded, less a \$25.00 processing fee. Refunds will be mailed to the applicant within 30 days of receipt of the written cancellation request.
- (b) If the request is received 31-60 days prior to the rental date, the applicant will forfeit the security deposit unless another user rebooks the date. If it is rebooked the deposit will be refunded less a \$25.00 processing fee.
- (c) If the request is received less than 30 days prior to the rental date, the applicant will not receive a refund.

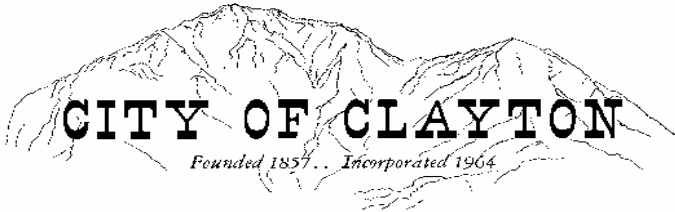
Fees will not be refunded for reserved time not used. Fees will not be returned for “rain out,” however applicants may reschedule their event for a different day by contacting the City.

## **Rental Insurance Requirements**

The City will require a valid Certificate of Insurance, evidenced by Policy Endorsement, covering claims for injuries to persons or damages to property which may arise from or in connection with the renter's use of the group picnic area, gazebo, sound system, or entire facility use.

At a minimum, the Certificate of Insurance and Policy Endorsement shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. The Certificate of Insurance and Policy Endorsement shall name the City of Clayton, its officers, employees and volunteers as Additional Insureds without offset to the City's policies in conformance with the Hold Harmless Agreement and must specify that the applicant's insurance shall be primary to any insurance carried by the City.

Rentals and Reservations involving the approved presence of alcohol and alcoholic beverage consumption shall require additional insurance coverage limits as set and approved by the City Manager.



6000 Heritage Trail  
Clayton, CA 94517  
(925) 673-7300

## THE GROVE PARK USE APPLICATION / PERMIT

Applicant/Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime & Event Day Phone: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Will alcohol be served?            \_\_\_No            \_\_\_Yes (Requires separate City Permit)

**Area of Desired Use:**            \_\_\_ Gazebo            \_\_\_ Group Picnic Shelter

\_\_\_ Plaza Area            \_\_\_ Sound/Music Amplification (at least one area must be rented)

\_\_\_ Entire Facility Rental (Requires a separate Temporary Use Permit)

Date(s) Requested: \_\_\_\_\_ Hours of Use: From \_\_\_\_\_ am / pm To \_\_\_\_\_ am / pm

The undersigned hereby agrees to be responsible for the repair of any damage to the rented facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to execute the required City of Clayton Hold Harmless Agreement, and submit to the City any required certificates of insurance. The undersigned has received a copy of The Reservation Procedures and Use Policies and agrees to comply with the rules and regulations therein.

\_\_\_\_\_  
Signature of Applicant/Authorized Representative

\_\_\_\_\_  
Date

As Applicant, or an officially authorized representative of the Applicant, I agree that as a condition of use of City of Clayton Park Facilities, the Applicant hereby agrees to, and shall defend, indemnify and hold the City of Clayton, its officials, officers, directors, employees, volunteers and agents harmless from and against any or all loss, liability, expense, claim, cost, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for with The Grove Park Permits are granted.

\_\_\_\_\_  
Signature of Applicant/Authorized Representative

\_\_\_\_\_  
Date

(over)

**Fees:** Note: All fees are due at time of application. Make checks payable to City of Clayton.

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**Staff Use Only:**

**Category:**    \_\_\_Resident    \_\_\_Non-Resident    \_\_\_Commercial    \_\_\_Non-Profit

**Group Picnic Area**    9am-1pm @ \$ \_\_\_\_\_ 1:30pm-5:30pm @ \$ \_\_\_\_\_ Full Day @ \$ \_\_\_\_\_

**Gazebo**    9am-1pm @ \$ \_\_\_\_\_ 1:30pm-5:30pm @ \$ \_\_\_\_\_ Full Day @ \$ \_\_\_\_\_

**Plaza Area**    9am-1pm @ \$ \_\_\_\_\_ 1:30pm-5:30pm @ \$ \_\_\_\_\_ Full Day @ \$ \_\_\_\_\_

**Amplification**    9am-1pm @ \$ \_\_\_\_\_ 1:30pm-5:30pm @ \$ \_\_\_\_\_ Full Day @ \$ \_\_\_\_\_

Fees from above    \$ \_\_\_\_\_ (211-5602)

Alcohol Use Permit    \$ \_\_\_\_\_ (101-5106) (Requires Liability Insurance Certificate)

Amplified Sound Equipment Fees    \$ \_\_\_\_\_ (101-5106) (Noise Permit)

Deposit Fees    \$ \_\_\_\_\_ (211-2730)

**TOTAL FEES**    \$ \_\_\_\_\_

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Total fees received \$ \_\_\_\_\_    Receipt # \_\_\_\_\_

\_\_\_ Hold Harmless agreement signed.

\_\_\_ Certificate of Liability Insurance received/ attached (only if serving alcohol)

\_\_\_ Copy of Identification (i.e. drivers license, photo ID)

Application/ Permit accepted by: \_\_\_\_\_    Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Refund of Deposit    Deposit of file:    \$ \_\_\_\_\_  
Less Deductions:    \$ ( \_\_\_\_\_ )  
Total Refund:    \$ \_\_\_\_\_

Notes: \_\_\_\_\_

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Payable to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor #

\_\_\_\_\_  
Account #

\_\_\_\_\_  
Amount

\_\_\_\_\_  
City Manager Approval