

CITY OF REDLANDS – FACILITIES & COMMUNITY SERVICES DEPARTMENT

FORMAL PARK RESERVATION REQUEST

35 Cajon Street, Suite 222, P.O. Box 3005, Redlands, CA 92373 (909) 798-7655

Reservations taken year-round. No reservations made without fees/deposit paid and completion of form.

Date/Time of Activity \_\_\_\_\_ Date/Time of Set-up \_\_\_\_\_ Estimated Attendance \_\_\_\_\_
Requested Park: Brookside Community Crafton Ed Hales Ford
Jennie Davis Prospect Smiley Sylvan Texonia Other \_\_\_\_\_

Name of Organization/Individual \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (W/H) \_\_\_\_\_ (C) \_\_\_\_\_ (Email) \_\_\_\_\_

Nature of activity (describe in detail): \_\_\_\_\_

\_\_\_\_\_

City Department Redlands Resident Non-Redlands Resident

Type of Equipment Set-up by Event Coordinator(s)

Tables Chairs EZ Ups Decorations Flowers Food Stereo Porta Potty Temporary Trash Bins Electricity Other \_\_\_\_\_

Type of Vendor/Service

Jumper Caterer Clown Face painter Police Fire Other \_\_\_\_\_

Per Municipal Code 12.44.050 Outside sales are not allowed without express permission by the Quality of Life Director.

Per Municipal Code 12.44.190 No person shall cook or prepare on areas except for those specifically designated.

Per Municipal Code 5.04.090 All vendors are required to have a current business license with the City of Redlands.

Sylvan Park Picnic Areas

Section A (select tables desired) 1 2 3 4 5 6 7 8 9 Gazebo Times: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Total Hours \_\_\_\_\_
10 11 12 13 14 15 16 17 18
19 20 21 22 23 24 25 26

Section C (select tables desired) 1 2 3 4 5 6 7 Covered Picnic Area Times: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Total Hours \_\_\_\_\_

Application for Amplified Sound/Other Equipment

Type of amplification/other equipment \_\_\_\_\_

Nature of Use \_\_\_\_\_ Time of day to be used \_\_\_\_\_ am/pm to \_\_\_\_\_ Chapter 12, Redlands Municipal Code

Applicant shall comply with all City laws governing use of Redlands parks. Applicant shall defend, indemnify and hold harmless the City and its respective officials, officers and employees from and against any and all claims, lawsuits, damages, losses, injuries, costs and liabilities for injury (including death) to persons or property arising from or associated with applicant's and applicant's officers', employees', agents' and invitees', negligent or intentionally wrongful acts or omissions in conducting applicant's activity allowed by the approved reservation request (Permit). Applicant Initial \_\_\_\_\_

NOTE: This permit is subject to immediate cancellation by any Police Officer or agent of the City who determines that any provision(s) of the City's Municipal Code have been violated.

Applicant may be required to provide the City, for review and approval, certificates of insurance for public liability insurance to protect against loss from liability for damages on account of bodily injury and property damage arising from applicant's activity. Such insurance shall name on the policy or endorsement, as additional insureds, the City of Redlands and its respective elected officials, officers, employees and agents. Such insurance shall include not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate of comprehensive general liability insurance, including bodily injury and property damage coverage, together with such other additional coverage as the City's Risk Manager may determine to be prudent. Insurance coverage shall be maintained for the duration of applicant's activity. Proof of Insurance Policy No. \_\_\_\_\_ Insurance Company \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

Approved Not Approved Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Requirements: \_\_\_\_\_