



PLEASE READ, SIGN, AND RETURN

Specific Rules for the Use of Picnic Areas & Open Spaces

Age Requirements/Responsible Party

All persons must be 21 years of age when signing an application/permit. If applying for an organization, the applicant must be an officer of the organization. **The person signing the application/permit must be present for the entire event and is liable for any damages.**

Alcohol

Alcoholic beverages (including but not limited to beer, wine & champagne) are **NOT ALLOWED**. LB Municipal Code, Section 9.22.010. **Any violation of this policy will result in the immediate cancellation of the event, forfeiture of all fees and deposits, denial of future applications for facilities and applicant may incur additional City charges.**

Smoking

Smoking in City Buildings and Parks is prohibited. LB Municipal Code, Section 8.68.190

Amplified Music or Sound

Amplified music (e.g. D.J.) and P.A. systems are allowed in designated, reserved areas of the parks and are **NOT** permitted in the open picnic areas. Generators may not be brought into the open picnic areas unless by an approved Moon Bounce vendor and only for the Moon Bounce. Amplified music or noise which disturbs the peace of any person or neighborhood is prohibited. LB Municipal Code, Section 16.16.010.

Athletic Fields

The use of any athletic field is not allowed unless permitted. For details, please call the Field Permitting Office at (562) 570-3204.

Change Fee

Any changes made to the permit after it has been issued will be charged the current change fee. Initials _____

Caterers

Food caterers for picnics must have a City of Long Beach Business License and a permit from the City's Department of Health and Human Services available for inspection upon request.

Cleanup

The Department of Parks, Recreation, & Marine and its employees wish to maintain a clean and sanitary area for your use. Each picnic group is expected to have a cleanup committee. It is the responsibility of each group to clean up following their picnic. The group shall forfeit its deposit if the area is not cleaned to the satisfaction of the City.

Commercial Picnic Service Companies

Only picnic service companies that have met the City requirements and have been issued a permit by the Department of Parks, Recreation & Marine are permitted to operate in City parks. Please contact the Registration/Reservations Office for details.

Deliveries

Trucks and cars may be permitted in the picnic areas on **PAVED ROADS ONLY** for loading and unloading heavy supplies. **No driving on the grass.**

False Information

If the applicant provides false information regarding the event, including number of attendees, **the event will be canceled by the City and will result in forfeiture of fees and deposits and/or denial of current and future applications for use of facilities, and the applicant may incur additional City charges.**

Food and Beverages

No food may be sold to the public without a health permit and permission from the Department of Parks, Recreation & Marine. Food shall not be distributed outside the reservation area. All caterers must have a Long Beach business license.

Permit to Gather

A picnic **Permit to Gather** is required for groups of 25 persons or more and will be charged the current Permit Processing Fee. LB Municipal Code, Section 16.16.020. It is a permit to gather **ONLY**. It does **NOT** entitle, reserve, or guarantee any specific area or any amenities and does **NOT** include the use of any athletic fields, unless permitted by the Field Permit Office. **The group may NOT GATHER in ANY RESERVED PICNIC SITE AREA.** The permittee must be in possession of the permit and have it available at the park on the date of the event. Groups of 100 or more will be charged the current Special Use fee. Groups having a **moonbounce or commercial picnic service companies providing services** for the group will be allowed only if the vendors are authorized and **have established liability insurance** with the City. **A special use fee will be assessed to groups having these services in the park or open space. Any costs incurred due to damage to the facility or due to law enforcement intervention arising from the group's event will be billed to the group.**

Initials of Applicant: _____

Gambling

No gambling is allowed in any Community Center or on the park grounds. LB Municipal Code, Section 9.24.010.

Hours of Operations

Loitering or remaining at any park premises between the hours of 10 p.m. and 5 a.m. is prohibited. LB Municipal Code, Section 15.15.010.

Liability Insurance

Some functions may require liability insurance naming the City of Long Beach and its employees as additional insured. Reservations staff will inform the applicant if insurance will be required and must be submitted at least 10 working days prior to the date of the event.

Parking

Vehicles must be parked in designated areas and are **NOT ALLOWED TO DRIVE OR PARK ON THE GRASS**. LB Municipal Code, Sections 16.20.50 and 16.20.70.

Reserved Picnic Sites

In various parks, reservable sites are available and rental bookings can be made 6 months in advance. Reservation fees and deposits vary according to site and capacity. An initial deposit is required at the time of booking as listed on the fee schedule. Remaining balance of rental is due 10 calendar days after the reservation is made. Failure to make payment will result in the reservation being canceled and fees paid forfeited. Groups may not exceed the capacity of reserved sites. In order to reserve a picnic site, **ten (10) working days'** notice is required. Reservations made **less than ten (10) working days** in advance must be made in person and paid in full at the time of the reservation. Reservations made less than 10 working days but no less than 5 working days may be accommodated on a case by case basis, subject to availability of facility/staff and groups will be charged a premium late booking fee. To cancel a paid reservation date, you **must give twenty (20) or more working days'** notice to receive a refund minus the service charge (**service charge fees are listed on the fee schedule**); otherwise, no refund will be given. Contact the Registration/Reservations Office for details. If a **paid reservation that was made less than 20 working days is being canceled, the permittee will forfeit facility fees paid**. Any fee waiver requests must be made 60 days prior to the event.

Initials of Applicant _____

Security Deposit

A refundable security deposit is required for all reservations and must be paid in full when making the reservation. The refundable deposit will be refunded back within 4-6 weeks to the applicant if the **facility is left clean and free of damage**. The applicant automatically forfeits the deposit if the group left the facility dirty or damaged, or there was intervention from law enforcement or any threat, attempt or harm made towards staff. Any additional cost incurred by the City will be billed to the applicant on behalf of the group. **In order to receive the refundable security deposit, the permittee must complete a walk-through with staff immediately before and after a reservation. The permittee must sign off both the Facility Checklist and Request of Return of Deposit forms prior to start of the event and before leaving after the event.** In addition, the submission of any falsified information will result in the forfeiture of the deposit.

Selling, Vending, Peddling or Soliciting

Selling, offering, providing, vending or soliciting merchandise, or offering equipment instruction (including but not limited to amusement or game machines) on park premises is prohibited, except by permission of the Director. LB Municipal Code, Section 16.16.060.

Special Equipment

Dunk tanks and mechanized rides are not allowed. **Moonbounces** (refer to authorized Moonbounce Company listing) petting zoos, pony rides and hayrides are allowed under certain conditions and in designated areas **ONLY**. Due to secluded location of some picnic spots, vendors may not be able to deliver a moon bounce next to your picnic area. Please plan your party accordingly. Vendors providing these services must have established liability insurance with the City. Groups requesting a **Permit to Gather** and having special equipment in a park or open space will be assessed a special use fee. A **cancellation notice of 20 working days** will be required for a refund to be processed. Special use fees paid for bookings made less than 20 working days will be considered **non-refundable**. Groups who do not have permission to have special equipment or services in the park or open space will be closed down by City staff. Contact the Registration/Reservations Office for details.

Special Events

When a special event such as a fundraising or revenue producing event, fair, demonstration, celebration, etc. is held in a picnic area or open space, **permission must be obtained from the Director of the Department of Parks, Recreation & Marine and the established fee must be paid** prior to the scheduled use. Requests to have a special event must be made at least 60 days in advance. Liability Insurance or additional City permits may be required and must be submitted to the Registration/Reservations Office at least 10 working days prior to the date of the event. Contact the Registration/Reservations Office for details.

Tents or Temporary Membrane Structure or Canopies

Approval from the Director of Parks, Recreation and Marine is required prior to setting up tents, temporary membrane structure, canopies or stages. Please contact the Registration/Reservations Office for more details.

Use of Equipment

Unless advance reservations are made, items such as picnic tables, barbecue pits, playing areas, etc., are available on a **FIRST-COME, FIRST-SERVED BASIS**. Permits to gather do not allow you to gather in any reserved picnic site. Individual barbecue pits are not allowed in any City Park. Bringing them in is at your own risk. **COALS MUST NOT BE BURIED OR PLACED IN TRASH CANS**. Coals must be placed in a container provided by the group and must be removed when leaving the park premises.

Vandalism and Graffiti

Cutting, breaking, injuring, defacing, removing or disturbing trees, shrubs, plants or other structures on park premises is prohibited. LB Municipal Code Section 16.16.010. Damaging, destroying or defacing real property or personal property with paint or any other liquid is prohibited. CALIFORNIA PENAL CODE, Section 594 (a) (I).

**AFTER OFFICE HOURS EMERGENCY NUMBER IS (562) 570-3101. LEAVE A MESSAGE ON EXTENSION #1
AND A DEPARTMENT STAFF PERSON WILL BE NOTIFIED**

**PERMITS ARE NOT VALID WITHOUT ORIGINAL SIGNATURES—FAILURE TO SIGN WILL VOID
PERMIT**

The undersigned has read and on behalf of the Licensee agrees to and shall be bound by these rules and the Terms and Conditions contained on the permit, and hereby warrants and represents that he/she executes this on behalf of the Permittee and has the authority, capacity and designation to bind the permittee with his/her signature. The City reserves the right to relocate and/or reschedule a reservation with 30 days advance notice.

Print Name and Organization : _____

Signature of Permittee
picrules.doc

_____ Date

Revised 04/03/19