

LARKSPUR RECREATION • PICNIC TABLE REQUEST

ORGANIZER & EVENT INFORMATION

Organization (Optional): _____ Event: _____

Name: _____ Event Date: _____ # Attending: _____
(Last) (First)

Address: _____
(Street) (City) (State, Zip)

Contact Info: _____
(Cell Phone) (E-mail)

Will outside vendors be used? YES NO *IF YES, please consult VENDOR RULES on next page*

PICNIC TABLE REQUEST *Check off the picnic tables desired and indicate the time(s) you are requesting*

<u>Group Picnic Areas / Picnic Tables</u>	<u>Time Block #1</u>	<u>Time Block #2</u>	<u>Fees</u>
<input type="radio"/> Group Picnic Area A (tables 1-6)	<input type="radio"/> 9:00am to 1:00pm	<input type="radio"/> 2:00pm to 6:00pm	\$106 or \$199 All Day
<input type="radio"/> Group Picnic Area B (tables 28-29)	<input type="radio"/> 9:00am to 1:00pm	<input type="radio"/> 2:00pm to 6:00pm	\$62 or \$112 All Day
<input type="radio"/> Group Picnic Area C (tables 10-14)	<input type="radio"/> 9:00am to 1:00pm	<input type="radio"/> 2:00pm to 6:00pm	\$106 or \$199 All Day
<input type="radio"/> Group Picnic Area D (tables 7, 15-20)	<input type="radio"/> 9:00am to 1:00pm	<input type="radio"/> 2:00pm to 6:00pm	\$106 or \$199 All Day
<input type="radio"/> Group Picnic Area E (tables 21-25)	<input type="radio"/> 9:00am to 1:00pm	<input type="radio"/> 2:00pm to 6:00pm	\$106 or \$199 All Day
<input type="radio"/> Group Picnic Area F (tables 26-27)	<input type="radio"/> 9:00am to 1:00pm	<input type="radio"/> 2:00pm to 6:00pm	\$62 or \$112 All Day
 <input type="radio"/> Entire Picnic Area	 *Must be paid in full at time of booking		 \$994 All Day
 Add Bounce House Space (Only available for Picnic Areas C-F)			 \$50 Half Day or \$75 All Day

AGREEMENTS - *By signing, I understand and agree to all of the following:*

1. As an applicant for use of the City of Larkspur facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or expense that may arise during or because in any way by use of a facility of the City of Larkspur.
2. I further agree that in consideration of being permitted to use said facility, I will save and hold the City of Larkspur, and their official and employees free and harmless from any loss, claim, liability, damages and/or injuries to facilities.
3. I agree to observe the rights of other facility users. I have read and agree to the rules on the reverse side of this request.
4. Cancellation Policy: 14-day notice for 50% refund. No refund if less than 14-Day notice.
5. A \$100 security deposit is charged on all reservable picnic sites. All or some of your deposit may be retained for violation of any of the terms of the contract. This deposit is fully refundable if the area is left in good condition.

SIGNATURE: _____

TOTALS
 DAILY FEE: _____
 DEPOSIT: **\$100**
 TOTAL DUE NOW: _____

PAYMENT
 Check payable to "City of Larkspur"
 VISA/Mastercard Cash
 Card #: _____
 Exp Date: _____ CVV Code: _____

(Cardholder Name)

(Cardholder's Street/Billing Address)

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PIPERPARK FACILITIES

REVISED 2/3/26

Any violation of the following rules will result in the loss of some or all of your deposit monies.

1. You must have your USE PERMIT, approved by the Recreation Department, on site during your event.
2. Applicant whose signature appears on the USE PERMIT is assumed to be responsible for the group on site.
3. No commercial sales/fundraising activities are allowed in any City of Larkspur park space.
4. No smoking is permitted in Piper Park.
5. No motorized vehicles.
6. Amplified music is not allowed in Piper Park.
7. Tables, chairs, and tents may not be set up in the grass area
8. No tents or canopies larger than 10' x 10' permitted in the park.
9. Use of glitter or confetti is prohibited.
10. Flames must be in provided concrete BBQ's
11. City permit needed for bounce houses & inflatables
12. City permit is required for gathering of 25 people or more
13. City permit is required for vendor-supplied tables, chairs or event tents
14. Users of Piper Park are expected to leave their table(s)/ area in the condition in which they were found. If you anticipate a large gathering, please provide additional garbage bags and deposit these bags in the dumpsters at either end of the parking lot.
15. Check bulletin board for table reservations

IF YOU USE A VENDOR.....

1. Applicant is responsible for forwarding these rules to any outside vendors with whom the applicant is contracting for services. Vendors must have in their possession a copy of the Use Permit and these rules on site.
2. All vendors must provide the City of Larkspur with an Insurance Certificate of Liability, listing the City of Larkspur as Additional Insureds for the date of the event. Limits are to be no less than \$1,000,000.00.
3. Vendors will be allowed to park and immediately unload or load in the parking lot. Under no circumstances are any vehicles to enter the picnic table area or any part of the park. Violation of this policy will result in the forfeiture of deposit.

IF YOU ARE RENTING A BOUNCE HOUSE.....

Any violation of the following rules will result in the loss of some or all of your deposit monies.

1. Astro Jumps is contracted with Larkspur Recreation for all bounce house rentals. All other bounce house companies are not allowed at Piper Park.
2. Please contact Astro Jumps to rent the bounce house, you can reach them by phone at (415)499-0955 or by email at northbay@astrojump.com
3. All bounce house inquiries and questions will go through Astro Jumps.
4. Bounce House size must not exceed 20'x20'.
5. Bounce House shall remain in the designated area of the assigned reservation. (eg. Picnic Table Area B, bounce house shall be set up on bounce house area B)

FAQs

- Is alcohol permitted?
Alcohol is allowed at the picnic areas.
- Are food trucks/carts allowed?
Food trucks and carts are allowed, please refer to the vendor rules. Vendors may not sell to the public.
- Can I hang up decorations?
Decorations can be used, please remove all decorations at the end of your rental time and refer to the rules for more information.
- Can I reserve parking?
Parking is first come first serve.
- I want to bring a canopy for share is that allowed?
Tents and Canopies are allowed, but cannot be larger than 10' x 10'

For all other questions please contact Larkspur Recreation

