



Facility/Picnic Rentals

Rental “Before You Rent” Information

1. Reservation Procedures

Reservations will be taken at the Parks & Recreation office, 30 Twin Pines Lane, Monday through Friday 8am-5pm, and Saturdays by appointment only. Picnic Reservations can be made online!

Reservations are accepted on a first-come-first served basis, a maximum of one year in advance and a minimum of 30 days prior to the event (subject to approval/availability.) Below is a reservation timeline for renter classifications.

Renter Classifications	Monday-Thursday	Friday-Sunday
Belmont Residents	6 months in advance	12 months in advance
Non-Residents	5 months in advance	10 months in advance
Commercial Business/Professionals	6 months in advance	11 months in advance
Non-Profit Organizations * requires proof of 501 (c)(3) status	6 months in advance	6 months in advance

Facility reservation permits will be issued only to adults 21 years of age or older. Groups composed of participants under 21 years of age must be supervised by one (1) adult for every twenty (20) participants at all times while they are using facilities. The permit must be filed by one of the adults who will be supervising the function.

Completing and submitting the facility reservation request to the Parks and Recreation Office is an application only, NOT a confirmation of facility use. All applications will be reviewed and approved by the Parks and Recreation Department.

Facility reservation permits cannot be transferred, assigned, or sublet. The Parks and Recreation Department reserves the right to cancel or change any use of facilities and/or equipment. Where possible, other accommodations will be provided.

The Parks & Recreation Department may refuse facility or picnic use to anyone who has previously damaged a facility/picnic area or left it in poor condition.

2. Payment/Deposits

For Facilities: A refundable rental deposit, plus a \$30 processing fee, is due with the reservation request form to secure the date. The balance is due 30 days prior to the event.

For Picnics: No deposits are required. All fees are due at the time of the reservation request.

There will be a 2 week processing time before the facility reservation request has been approved, and the deposit and/or processing fee has been paid. Once approved, a copy of the reservation form will be mailed, acting as the permit and binding contract. Approved picnic permits can be emailed.

3. Cancellation/Refunds

The cancellation policy for facility rentals is 120 days prior to the event, in order to get a full deposit refund. Cancellations must be submitted in writing via letter or email. Cancellations made less than the 120 day policy will forfeit their deposit.

Picnic rentals are non-refundable.

Renters have the option of rescheduling an event at a later date by paying an extra "change the date" fee. For facilities the charge is \$50 and for picnics \$25. Change of date requests require written notice.

4. Arrivals/Departures

The arrival and departure time listed on the application is strictly enforced. There will be no entry into the facility before or after the time listed. This includes caterers, decorators, DJs, equipment rentals, family members, etc.

Please make sure to leave by the ending time on the reservation. In the event you stay past the ending time, you may lose all or a portion of your deposit.

For picnic reservations, your reservation is scheduled 8am-8pm.

5. Set Up & Clean Up

Please calculate setup and clean up time on your reservation. Usually a minimum of 1-2 hours is needed. A setup sheet will be provided to the renter indicating placement of tables and chairs by Parks & Recreation staff. The setup sheet must be turned in at least 2 weeks before your event.

For cleanup, we offer a cleaning option, where for an extra fee, we clean up after your event. The renter is still responsible for throwing away all garbage and disposing/removing all belongings, equipment, and decorations. However, we will mop and sweep the floor and clean counters and tables.

Please note dropping off and leaving equipment at any location (indoors or outdoors) before or after the time listed on your permit is not permitted. The Parks & Recreation Department is not responsible for any equipment (rental tables, chairs, etc.) left outside for pickup.

For picnics, please make sure you clean up after your event and throw away all garbage. Failure to do so, maybe prevent you from future reservations.

6. Contact Person

The contact person on the permit is the person responsible for the event on “the day of” and should be the first person to arrive at the facility. They are required to check in with building attendant staff upon arrival. He/she should also attend any pre-event meetings with the renter and the facilities coordinator.

7. Alcohol Use

Alcohol use is permitted, with an additional fee, and it must be indicated on the permit. If you are selling-you must apply for the ABC License. This also includes picnic reservations.

Belmont Police Department will review your application and might require that you hire security for your event. (1 security guard is required for every 50 people.) If security IS required, you must provide a copy of the company's business license and a copy of your contract at least 2 weeks prior to your event.

8. Tables & Chairs

All facility rentals include tables and chairs with your reservation. Our building attendant staff will setup and breakdown the tables and chairs before and after your event. However, if you are renting your own tables and/or chairs, staff cannot setup for you. You will have to setup/breakdown that equipment.

Picnic reservations do not include any tables and/or chairs (besides the included picnic tables.) You will have to bring/rent your own.

9. Park Restrooms

For picnic reservations, restrooms are located near Buckeye, Redwood, and Alexander Park picnic area. During the summer, Meadow picnic area also has a portable restroom available. Indoor facility restrooms are not available.

10. Prohibited Items for Facility Rentals:

Animals (with the exception of service animals)
Smoke machines (DJ)
Candles/open flames (cake candles ok)
Bounce houses (Lodge patio ok)
Bird seed
Rice
Glitter/confetti

11. Prohibited Items for Park Picnic Rentals:

Dogs off leash
Amplified sound
DJs/live bands
Water Inflatables/Dunk tanks

*All signs, balloons, and decorations must be taken down after the event.

**For all BBQ vendors, taco carts, and/or food trucks events, please contact the facilities coordinator to discuss designated areas for setup.

***There are no power/electrical outlets available for picnic reservations.

12. Special Equipment

For bounce houses, inflatables, or petting zoos, a special equipment permit is required. An extra fee of \$100 is added to your reservation, along with a \$250 fully refundable deposit. Any damage caused by the equipment, would be deducted from the deposit. A Certificate of Insurance must be provided to the Parks & Recreation office at least 2 weeks prior to an event. The certificate must name the City of Belmont as one of the insured parties.