



# Neighborhood Services Department Parks & Recreation Division, Office of Special Events

300 North Coast Highway, Oceanside, CA 92054

(760) 435-5540 Fax (760) 722-0650

## APPLICATION FOR USE OF HERITAGE PARK

**PLEASE READ THE CITY OF OCEANSIDE PARKS & RECREATION DIVISION POLICIES AND PROCEDURES FOR THE USE OF THIS FACILITY ON THE REVERSE SIDE BEFORE FILLING OUT APPLICATION (TYPE OR USE PEN ONLY; APPLICATIONS FILLED OUT IN PENCIL WILL NOT BE ACCEPTED).**

REQUESTED DAY AND DATE OF ACTIVITY: \_\_\_\_\_

PURPOSE FOR WHICH FACILITY WILL BE USED: \_\_\_\_\_

AMENITIES REQUESTED: ☐ GAZEBO ☐ PARKING LOT ☐ P.A. SYSTEM ☐ OTHER: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_ START/END TIME: \_\_\_\_\_ CLEANUP TIME: \_\_\_\_\_

ADDITIONAL REHEARSAL AND /OR SETUP DAY AND DATE: \_\_\_\_\_ START/END TIME: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ ADMISSION CHARGE? ☐ YES ☐ NO / AMOUNT: \$ \_\_\_\_\_

WILL ALCOHOL BE CONSUMED? ☐ YES ☐ NO ☐ FREE ☐ CHARGE (WILL REQUIRE AN ABC LICENSE)

TYPE OF ALCOHOL USAGE? ☐ CHAMPAGNE TOAST ☐ FULL BAR ☐ BEER AND/OR WINE

WILL YOUR EVENT INCLUDE LIVE MUSIC? ☐ YES ☐ NO

### NO SMOKING AT ANY TIME WITHIN THE FACILITY

ORGANIZATION REQUESTING FACILITY: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**INDEMNIFICATION:** In so far as it is legally authorized, user will at all times protect, indemnify and defend owner against any and all loss, cost, damage or expense arising from any accident or other occurrence to persons or property on or about owner's property which occur while user has control of owner's property.

APPLICANT, FOR HIM/HERSELF AND THE ABOVE ORGANIZATION AND ALL MEMBERS THEREOF, AGREES TO ABIDE BY THE POLICIES AND PROCEDURES STATED ON THIS APPLICATION.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

### SPACE BELOW IS FOR DEPARTMENT USE ONLY

FACILITY RENTAL FEE: \_\_\_\_\_ HRS @ \$ \_\_\_\_\_ /HR \$ \_\_\_\_\_

\$40 PARK SETUP FEE (\$40 MOWING) \$ \_\_\_\_\_

INSURANCE: \$ \_\_\_\_\_

DAMAGE DEPOSIT (REFUNDABLE) (\$250 MINIMUM): \$ \_\_\_\_\_

TOTAL FEES AND DEPOSITS: \$ \_\_\_\_\_

DATE CLEARED WITH CARETAKER: ☐ YES ☐ NO METHOD: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPOSIT AMOUNT DUE: \$ \_\_\_\_\_ DATE DEPOSIT IS DUE: \_\_\_\_\_ DEPOSIT PAID: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

BALANCE AMOUNT DUE: \$ \_\_\_\_\_ DATE BALANCE IS DUE: \_\_\_\_\_ BALANCE PAID: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

# HERITAGE PARK POLICIES AND PROCEDURES

## Procedures:

Heritage Park is available for rentals and is ideal for weddings, receptions and group picnics. The historic buildings are normally not open during private activities; however, the volunteer docents may be available to provide tours if requested in advance.

**Rental Hours:** Wednesday–Saturday Dawn to Dusk (January - December)

**\*Cleanup must be completed by scheduled cleanup time.**

**Tables and Chairs:** All equipment including tables, chairs, and canopies necessary for a function must be provided by the applicant.

**P.A. System:** A public-address system is available with microphone and speaker connections built into the gazebo. The public address system is rated for a crowd with a capacity up to 500. If applicant wishes to provide additional equipment, please consult with the caretaker to determine if the required electricity is available.

**Parking:** The parking lot located directly in front of the park is available for use. The access road is only to be used for unloading supplies. Vehicles must not be parked on access road during activity.

## Policies:

1. Rental applications must be submitted to the Parks & Recreation Division no later than 30 days prior to the event and no more than 365 days in advance.
2. All charges must be paid twenty-one (21) days prior to the scheduled date of the event.
3. A deposit of 50 percent of the total charge must be paid within five (5) working days after notification of an approved application has been sent. All fees are to be made payable to **CITY OF OCEANSIDE**.
4. Usage must be made within the allotted permit time. Additional time for set-up and/or rehearsals must be included in set-up time. Permit will be considered cancelled and fees forfeited if applicant is not at the facility 60 minutes after the beginning of the time for which applied.
5. No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all City, Police and Fire codes during their use of the facility. **No applications will be accepted from anyone under the age of 18.** Youth groups must have adult sponsors who guarantee observance of these rules and regulations.
6. The presence of and the serving or selling of alcoholic beverages is permitted under the following conditions: (a) a daily on-sale general license from Alcoholic Beverage Control (ABC) Office is obtained, and (b) all ABC rules and regulations are enforced. **No alcohol is allowed during any youth-related activities.**
7. Applicants will be responsible for all damage, and must leave facilities in the same general condition as received. The area outside the buildings is included in this responsibility. Therefore, before the start of the event, a representative should inspect the condition of the facility with the person on duty.
8. Appropriate damage deposits above and beyond required special service fees may be levied at the discretion of the City.
9. No City facility may be altered or changed without written approval from the Parks & Recreation Division. Signs or decorations to be affixed to the building or gazebo must have prior approval. Nails, tacks, or any device which makes a hole are not allowed. Only the use of tape or string is permitted.
10. Advertising, solicitation of sales, posting of signs or distribution of pamphlets using City facilities will not be permitted without the consent of the Parks & Recreation Division. No donations, under any guise or circumstance, or for any purpose, shall be solicited at any City facility for causes not directly related to the activity in progress.
11. City facilities may not be reserved on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_