



**Neighborhood Services Department  
Parks & Recreation Division, Special Events Office**  
300 North Coast Highway, Oceanside, CA 92054  
(760) 435-5540 fax (760) 722-0650



## APPLICATION FOR USE OF STRAND PARK GAZEBO

PLEASE READ THE CITY OF OCEANSIDE PARKS & RECREATION DIVISION POLICIES AND PROCEDURES FOR USE OF FACILITIES ON REVERSE SIDE BEFORE FILLING OUT APPLICATION (USE BLACK INK ONLY).

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

SET-UP TIME: \_\_\_\_\_ STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_ CLEAN-UP TIME: \_\_\_\_\_

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

ESTIMATED ATTENDANCE: \_\_\_\_\_ ADMISSION CHARGE? ☐ YES ☐ NO IF YES: AMOUNT: \$ \_\_\_\_\_  
(Attendance exceeding 50 persons may require Departmental Approval)

WILL ELECTRICITY BE NEEDED? ☐ YES ☐ NO (See Fee Below)

**THIS IS A "NO SMOKING FACILITY"**

EVENT SPONSOR ORGANIZATION NAME: \_\_\_\_\_

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

PRINT NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

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

E-MAIL: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**INDEMNIFICATION:** In so far as it is legally authorized, user will at all times protect, indemnify and defend the City of Oceanside and the Oceanside Small Craft Harbor District against any and all loss, cost, damage or expense arising from any accident or other occurrence to persons or property on or about the property which may occur while the user has control of the 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**

APPLICATION FEE (\$35): \$ \_\_\_\_\_

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

ELECTRICITY HOOK-UP FEE (\$25): \$ \_\_\_\_\_

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

DAMAGE/CLEANING DEPOSIT (REFUNDABLE): \$ \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ REASON: \_\_\_\_\_

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

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

## POLICIES and PROCEDURES

1. Requests to use the Strand Park Gazebo must be made on this application form submitted not less than 30 days, nor more than 365 days prior to the date of the proposed event. Authorization for use requested less than 30 days prior to usage may be granted at the discretion of the Parks & Recreation Division–Special Events Office.
2. The Parks & Recreation Division may refuse to reserve, or cancel, any application for due cause. The division will give written notice of refusal or cancellation with appropriate explanation not less than seven (7) days prior to the event.
3. A nonrefundable processing fee of **\$35.00** for a Strand Park Gazebo application is due upon submission of the application.
4. Sponsor organization is required to provide proof of comprehensive general liability insurance at current required minimum rates.
5. A deposit of 50 percent of the total charge must be paid within five (5) working days after notification of approved application including total fees due.
6. The balance of assessed rental fees, special fees, and deposits must be paid seven days prior to the scheduled event.
7. Checks for fees due are to be made payable to the: ***City of Oceanside***
8. Usage allotted permit time. Permit time schedules and charges must include set-up time. Permit will be considered cancelled and fees forfeited if user is not at the facility 60 minutes after the beginning of the time for which applied.
9. The Parks & Recreation Division activities and other City-sponsored events will retain first priority for use of all facilities.
10. 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.
11. 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.
12. Applications will not be accepted from anyone less than 18 years of age. Youth groups must have adult sponsors who guarantee observance of these rules and regulations. In addition, a minimum of one adult per 25 young people is required at the activity.
13. Users will be responsible for all damage, and must leave facilities in the same general condition as received. The area outside the gazebo may be included in this responsibility.
14. Appropriate damage deposits above and beyond required special service fees may be levied at the discretion of the City.
15. No City facility may be altered or changed without written approval from the Parks & Recreation Division. Signs or decorations to be affixed to the 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 allowed.
16. No advertising, solicitation of sales, posting of signs, or distribution of pamphlets using City facilities will be permitted without the consent of the Parks & Recreation Division.
17. 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.
18. In the event of a disagreement regarding interpretation of regulations governing the use of City facilities, patrons are to conform to the instructions of the representative of the City in charge and report the incident to the main office of the Parks & Recreation Division.
19. **Consumption of alcohol is prohibited in this facility.**

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

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

### RENTAL RATES & DEPOSITS FOR USAGE OF STRAND PARK GAZEBO

RENTAL RATES: \$ 84 per hour for resident groups, \$ 105 per hour for nonresident groups.  
(Applicants are charged the hourly rate from start of set-up through end of cleanup. Hours beyond the contracted amount will be billed to the applicant.)

REFUNDABLE DAMAGE/CLEANING DEPOSITS: For groups of less than 50, the refundable deposit is \$150. For groups of more than 50, when approved, the refundable deposit is \$250. (Note: Deposit amounts are at the discretion of the Special Events Office.)