



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 (TYPE OR 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 AMOUNT: \$ _____

WILL ELECTRICITY BE NEEDED? [] YES [] NO

NO SMOKING AT ANY TIME WITHIN THE FACILITY

ORGANIZATION REQUESTING FACILITY: _____

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 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

APPLICATION FEE (\$35): \$ _____

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

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

INSURANCE FEES: \$ _____

DAMAGE/CLEANING DEPOSIT (REFUNDABLE): \$ _____

TOTAL FEES: \$ _____

CLEAR WITH SUPERVISOR: _____ DATE: _____

APPROVED: _____ DATE: _____

APPROVED: _____ DENIED: _____ REASON: _____

DEPOSIT PAID: \$ _____ DATE: _____ BALANCE: \$ _____ DATE: _____

BALANCE DUE: \$ _____

POLICIES and PROCEDURES

1. Applications to use City facilities must be made on application forms provided by the Parks & Recreation Division and 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.
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 this application.
4. Applicant is required to provide comprehensive general liability insurance.
5. A deposit of 50 percent of the total charge must be paid within five (5) working days of notification of approved application.
6. The balance of assessed rental fees, special fees, and deposits must be paid seven days prior to the scheduled event.
7. All fees are to be made payable to the: ***City of Oceanside***
8. Usage must be made within the 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. **Alcohol is prohibited in Beach area facilities.**

Signature: _____

Date: _____

RENTAL RATES & DEPOSITS FOR USAGE OF STRAND PARK GAZEBO

RENTAL RATES: \$ 28 per hour for resident groups, \$ 42 per hour for nonresident groups.
(Applicants are charged the hourly rate from set-up to take-down.)

REFUNDABLE DAMAGE/CLEANING DEPOSITS: For groups of less than 100, the refundable deposit is \$150. For groups of more than 100, the refundable deposit is \$200 (Note: These deposits may vary at the discretion of the Parks & Recreation Division).