



# PRIVATE PICNIC RENTAL APPLICATION

PARKS AND RECREATION SERVICES

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

CONTACT NAME:			
Contact Home Address:	City:	State:	Zip:
Contact E-Mail Address:	Main Contact Phone #(s):		

**PICNIC RESERVATION REQUEST:** Picnic areas are reserved in 3-hour time blocks. Select the park you wish to use below.

- Orinda Community Center Park, Gazebo       Orinda Oaks Park       Wilder Park

Date requested:	Start Time:	Ending Time:
# in Attendance	Type of Event:	

## POLICIES AND PROCEDURES

- Reservations are confirmed after an application has been submitted, fees are paid, and you have received a reservation confirmation. **Refunds are not provided.**
- No plastic tarps, tents or stakes on/in any grass area. Inflatable structures, jump houses, ponies or dunk tanks are not allowed. No BBQs (other than what are provided in park) are allowed without prior approval by the Parks and Recreation Director.
- Please make sure you have read the entire PARKS & FACILITIES RENTAL GUIDE before making submitting this application.

I have read and understand the City's policies listed in the Parks and Facilities Rental Guide. I also acknowledge that my picnic reservation will adhere to Contra Costa County's and the State of California's Department of Public Health Guidelines. \_\_\_\_\_

*Initial Please*

## PICNIC PERMIT PROCESS:

1. Submit completed application via email to [Rentals@CityofOrinda.org](mailto:Rentals@CityofOrinda.org).
2. Sign and return permit: initial, sign and return permit (see above) within 7 days.
3. Complete payment:
  - Check Payment: please make all to *City of Orinda*. The check must be received and processed before the reserved date. If payment has not been received, the City will cancel the reservation 24 hours before.
  - Credit Card Payment: Please check here if you would like to pay by credit card. Once we have received and processed your application, you will receive an email to process payment online. If needed, the office can assist over the phone by walking you through the process online.