

Permits Information

Will you be having any of the items listed below at your event? If so, you may be required to obtain a Special Event Permit or other required permits.

(Please circle Yes or No to any items below for your event)

1. Do you plan to have alcohol at this event? Yes No

2. Do you intend to sell alcohol at this event? Yes No

If alcohol is sold, an Alcoholic Beverage Control permit is required.

3. Will admission be charged to attend this event? Yes No

4. Will you be selling anything at this event? (i.e. raffle tickets, drinks) Yes No

If yes, what will you be selling? _____

5. How will selling be conducted? (i.e. booths, vendor carts, walking vendors)

6. Will food be provided at this event? Yes No

If yes, it is possible that a Yolo County Health Department Permit will be required.

7. Will there be amplified sound at your event? Yes No

8. Is this a fund-raising event? Yes No

9. Will you be using any tent canopies or awnings over 200 square feet? Yes No

Liability Waiver

I, (print name) _____, certify that by affixing my signature hereto that I am an authorized representative of [_____], I am over eighteen (18) years of age; and that [on behalf of said organization] I have read and understand the City of West Sacramento recreation facilities' policies, rules and regulations, and above terms and additional conditions, if any, and that I [said organization] shall abide by them; I am fully aware that responsibility for the safety and well-being of all persons who participate or observe in said [organization's] activities is ours; and, I agree that the City of West Sacramento, its City Council, Officers, Agents, and Employees are released, indemnified, and held harmless from any and all claims, causes or action, losses, costs, expenses, damages, or other liabilities for personal injury or death or property by any person or person connected with said activities that may be sustained, caused by or alleged to have been caused by or arising out of the use of the above facility [by said organization.] I further agree that I/said organization will leave said facility in same or better condition in which it is presented to myself/said organization. If the facility is not cleaned or damage occurs, the deposit will be used to restore the facility to the condition in which it was presented to myself/said organization. If damage exceeds the deposit amount, I/said organization will be billed for the remainder.

Applicant Name (please print) : _____

Applicant Signature: _____ Date: _____

City of West Sacramento Parks & Recreation signature below indicates approval of application.

City Staff Signature: _____ Date: _____

Phone: _____ Title: _____

Cancellation & Refund Policy

Rental deposits paid with a credit card more than 90 days in advance will be refunded by check within 2-4 weeks following the rental. No Refunds will be issued for events cancelled without a 14 day notice of event cancellation.

Renter's Initials _____ **Date** _____



City of West Sacramento

Park Reservation Application

FEE SCHEDULE

City Park Rental Rates (Does not include River Walk Park)	Rental Fees
Uncovered Picnic Area Hourly Fees (per area)	\$20/hr.
Covered Picnic Area Hourly Fees (per area)	\$40/hr.
Facility Attendant (if needed)	Fully burdened staff rate
Trash Disposal Fees (if needed)	\$200
Security Deposit (refundable)	Varies per event
Rental Fees - 20% hourly rate increase for non-residents.	

**Not all City Parks are available for rent; you must verify eligibility by contacting Parks & Recreation at (916) 617-4620*

River Walk Park Rental Areas		Rental Fees
Grand Staircase	Includes grand staircase and area immediately in front of the grand staircase	\$75/hr.
Picnic Area B	Adjacent to the south ramp. Includes 5 picnic tables and grass areas.	\$20/hr.
Picnic Area C	Adjacent to the Grand Staircase. Includes grass area and 3 picnic tables	\$20/hr.
Picnic Area D	Adjacent to the Grand Staircase. Includes grass area and 1 picnic table	\$20/hr.
Promenade	Walkway along the entire park	\$75/hr.
Entire Park	Includes all areas listed above, plus the promenade**	\$200/hr.
Facility Attendant (if needed)		Fully burdened staff rate
Trash Disposal Fees (if needed)		\$200
Security Deposit (refundable)		Varies per event
Rental Fees - 20% hourly rate increase for non-residents.		

**See Attachment 1 for the River Walk Park Map.*

*** No rental shall include the Promenade except for Entire Park rentals. Public access shall be granted for all rentals that are not the Entire Park.*

River Walk Park

West Sacramento, CA

