



Picnic Shelter Permit Application

Please complete the following and return to the **Community Services Department**. Completion of this form does not guarantee that your request will be granted. If the facility is available a signed agreement and full payment must be made to reserve the date(s). Applications can be turned in to any City of Menifee Facility and will be reviewed by the Community Services Department.

Applicant/Organization information <i>(Applicant information MUST be filled in)</i>			
Applicant Name	Birthdate	Organization Name (if applying as non-profit 501 (c) 3 is required)	
Applicant Address (if applying as resident proof of residency is needed)		Organization Address	
_____ Address	_____ City	_____ Zip	_____ Address
Applicant Phone Cell Phone: _____		Home Phone: _____	Organization Phone
Applicant Email Address		Organization Email Address	
Picnic Shelter Request			
Facility (Park site) Requested:			
<input type="checkbox"/> Audie Murphy Ranch <input type="checkbox"/> Spirit Park <input type="checkbox"/> Lyle Marsh <input type="checkbox"/> Rancho Ramona Park <input type="checkbox"/> La Ladera Park <input type="checkbox"/> E.L. Pete Peterson <input type="checkbox"/> Silverstar Park <input type="checkbox"/> Mayfield Park <input type="checkbox"/> Central Park <input type="checkbox"/> Centennial Sports Park <input type="checkbox"/> Hidden Hills			
Size of Shelter Needed:	Shelter Number:	Type of Event:	
<input type="checkbox"/> Large <input type="checkbox"/> Small	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Birthday <input type="checkbox"/> Family Event/BBO <input type="checkbox"/> Corporate Event <input type="checkbox"/> Other	
Reservation Information			
Date Requested: ____/____/____	Time Requested: ____:____ am/pm to ____:____ am/pm	Estimated Attendance: <input type="checkbox"/> 1-15 <input type="checkbox"/> 15-30 <input type="checkbox"/> 30 +	Event Audience: <input type="checkbox"/> Public <input type="checkbox"/> Private
<i>Will you be having a Bounce House?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, vendor must provide the Community Services Department with a City of Menifee Business License and Proof of Liability insurance listing the City of Menifee as additionally insured 5 business days prior to the event . Unapproved jumpers will not be permitted and may result in cancellation of event.			
<i>Will the event have vendor(s) selling food / goods to the public?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, proof of liability insurance listing the City of Menifee Business License (food and vendors) and Proof of a Valid Riverside County Health Department Permit (food only) 5 business days prior to the event . Your Picnic Shelter Permit will not be approved until documents have been submitted and approved by the City of Menifee Community Services Department.			
Limitations of use			
<ul style="list-style-type: none"> Alcoholic beverages prohibited unless prior approval as a condition of a Special Event Permit. No live animals/petting zoos are allowed without proper permitting, licensing, insurance and approval by the community Services Department/Maintenance Staff (Written request with vendor information is required 10 business days prior to the rental.) Motor vehicle use is prohibited on surfaces other than those maintained and specifically designated for that purpose (reference City Park Ordinance No. 2014-146). <i>NOTE: If motor vehicles are found on prohibited surfaces, permit deposit will immediately be forfeited.</i> No person shall make or kindle a fire nor cook any meal within a park except in stoves or other facilities authorized and specifically provided for such purpose. In barbecue grills only charcoal is to be used. (reference City Park Ordinance No. 2014-146). 			

Staff Use Only:
 Date Application Was Received: ____/____/____ Initial: ____
 Pending Permit # ____ PERMIT # ____
 Group Class: ____



General Use Policies

- Picnic Shelter Permit Application will be approved by the Community Services Department (CSD) and confirmation returned to you within 2 business days. In accordance with City Ordinance No. 2014-146, a Special Event Permit application may be required. A separate Picnic Shelter Permit Application must be submitted for each separate request.
- When the use of facilities will not conflict with the City's operations, programs, activities, maintenance schedules or projects, facilities may be available for use by individuals or groups; exceptions may include City observed legal holidays.
- The Community Services Department reserves the right of full access to activities at all times to ensure compliance with rules, regulations and City and State laws.
- Fees may be required to reserve any portion of a facility. All charges will be based on the dates and times indicated on your request and are due upon application. Cancellations or deletions must be submitted within (10) ten business days. Approved refund requests for prepaid fees, where applicable, will be processed within 6-8 weeks of request. Please note there is a (\$10) ten dollar administrative fee applied to cancelled requests.
- City organized activities shall have priority use over all requests. When possible, neither user shall interfere with the other's use. Sufficient prior notification of canceled requests will be given by the City when possible.
- Applicant(s) and party members must adhere to rules and regulations governed by the City (reference City Park Ordinance No. 2014-146 and MMC). Violation of rules may result in suspension of use or ejection from the facility.
- No amplified sound is permitted.

Renter Agreement

- I am aware that I am renting a designated area within a public park and all event set up must stay within that rental area.
- I am aware that the park will be open to the public throughout my event.
- I am aware that outdoor areas with the park may not be as clean when I arrive as they are after routine maintenance was completed due to weather, other park patrons and the presence of animals.
- I am aware of the capacity of the facility and agree that my event will not exceed this capacity.
- I am aware that access to the facility is limited to my designated rental time.
- I am aware that I am responsible for clean up after my event and agree to leave it in good condition.

Refunds & Cancellation Policy

The City requires a 2 week (10 Business Day) advance notification for cancellation requests, and processes such requests on a case-by-case basis. Please note an administrative/processing fee of \$10 will be applied and the City reserves the right to reject any request.

Refunds are not granted for rain-outs, as our shelters are covered. Please allow 6-8 weeks after the date of your reservation for your refund to be processed and returned to you. Refunds will be returned via check by mail to the applicants address.

Insurance Requirements

Public or Special Events:

Facility user shall provide a Certificate of Insurance evidencing general liability insurance is currently in force with limits not less than \$1 million per occurrence. Additionally, facility user shall provide an endorsement naming City of Menifee, its officers, officials, employees, and volunteers as additional insured. The insurance company must have an AM Best Rating of 7 or better.

Private/Individual resident use is excluded.

Hold Harmless Agreement

Facility user hereby agrees to indemnify, defend and hold harmless City of Menifee, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities, but the facility user shall not be liable for any claims, damages, losses and expenses caused by the sole negligence or willful misconduct of the City of Menifee. Permittee shall have received any and all permission or license(s) as may be required to perform or use any protected materials in its use of the Premises. Permittee agrees to protect and save harmless the City, its elected officials, employees and agents from and against any and all claims, penalties, and/or damages which may accrue as a result of Permittee's failure to comply with this requirement.

Photo & Video Taping Release: I hereby give my express and unconditional permission and consent to City of MENIFEE to use videotaped or photographed images of me or said minor or otherwise use the name or my likeness or that of said minor for use in the City's publicity or public relations materials and I will not seek any fee or other form of compensation of any type or amount for such use. I hereby give up any rights that I or said minor may have to inspect or approve my images, name or likeness or that of said minor including any advertising copy, printed matter, website or other media or material in which my images, name or likeness or that of said minor

I _____, hereby have read, understand and agree to: the limitations of use, general use policy, renter agreement, refund and cancellation policy, insurance requirements and photo & videotaping release and hold harmless agreement.

Signature: _____

Date: _____