

CITY OF PORTERVILLE  
 PARKS & LEISURE SERVICES DEPARTMENT  
 REQUEST FOR USE OF CITY PARKS



**PLEASE PRINT CLEARLY – PRESS HARD**

PARK REQUESTED:    Centennial Plaza    Heritage Pavilion    Murry Park  
                                  OHV Park    Veterans Park    Zalud Park    Zalud Garden

Table #: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

Amplified Equipment/Music: Yes    No

Will Alcohol be Served:    Yes    No    Number of Drinking Adults (\$2 per person): \_\_\_\_\_

Bounce House (Additional \$27 permit fee): Yes    No    Name of Bounce House Company: \_\_\_\_\_

Estimated Number of People in Attendance: \_\_\_\_\_



Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Email: \_\_\_\_\_

Is this request for an Organization: Yes No    Organization: \_\_\_\_\_

Applicant hereby agrees to hold the City of Porterville, their employees, agents and officers free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of said facilities. The applicant agrees to furnish such liability or other insurance for the protection of the public and the City, as the City shall require. Applicant agrees to leave the facility in the same condition as found before use. Any damages, misuse or destruction of City property or equipment is the responsibility of the applicant. Applicant agrees to reimburse City for all charges. The CITY OF PORTERVILLE does not provide accident, medical, liability or any other insurance for facility users. **Refunds will be granted as follows No Show – No Refund. More than (2) business days cancellation notice – 100% of fee returned. Less than (2) business days cancellation notice – 90% of fee returned with a 10% penalty.** In order to obtain a refund you must first fill out a request form and submit it to Parks & Leisure Services. In the event staff is taking photos of the park and/or the recreational activities it affords on the day of my event, I give my permission for the City to use said photos in promotional materials. I have read, understand and agree to the rules and regulations that are listed on this form.

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

\*\*\*FOR OFFICE USE ONLY\*\*\*

APPROVED BY: _____	RENTAL CHARGE: _____	DATE PAID: _____	RECEIVED BY: _____
POLICE DEPT: _____	ALCOHOL PERMIT CHARGE: _____	DATE PAID: _____	RECEIVED BY: _____
ENTERTAINMENT PERMIT FEE: _____	DATE PAID: _____	RECEIVED BY: _____	
SPECIAL DEPARTMENT NOTATIONS: _____			Reservation # _____

256 EAST ORANGE AVENUE, PORTERVILLE, CA 93257, PHONE (559) 791-7695  
 FAX (559) 791-7699, Park/facility information available @ www.ci.porterville.ca.us  
 Find us on Facebook search: City of Porterville Parks & Leisure Services

**SEE BACK PAGE FOR RULES, REGULATIONS AND POLICIES**

## PARKS, PAVILIONS

1. No alcoholic beverages are allowed in the parks without a permit issued by Parks and Leisure Services and the Police Department. Those who want alcohol must apply at least five (5) working days prior to the event. No Exceptions. Alcohol beverage tags - \$2.00 per tag. Permits only issued to those who rent pavilions or special areas. Alcohol tags are to be picked up at the Heritage Center, 256 E. Orange Avenue the Friday before your party.
2. Rental time includes set-up, take-down and clean-up.
3. Park hours are from 7:00 a.m. – 10:00 p.m.
4. Restroom hours: November – February 7:00 a.m. – 4:00 p.m.; March – October 7:00 a.m. – 8:00 p.m.
5. If you choose to add a bounce house to your reservation, there is an additional \$27 fee. Bounce house companies must have an insurance policy naming the City as additional insured for at least One Million Dollars (\$1,000,000) on file.
6. Amplified equipment must receive approval from the Police Department; The application must be submitted five (5) working days prior to the event. In the event you are in the park using amplified equipment without a permit, you may be charged a penalty.
7. At no time shall there be more people admitted to the facility than the legal seating capacity will accommodate.
8. Flammable decorations including scenery shall be fire resistant or flame proofed in accordance with the requirements of the City Fire Department.
9. No device which produces flames, sparks, smoke or explosions shall be used in any facility without the approval of the Fire Department.
- 10. Vehicles are to be parked in designated parking areas only. Vehicles parking outside of the designated parking areas may be cited.**
- 11. Three dollar (\$3) administrative fee per transaction for any change. All changes must be made five (5) business days in advance.**

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\*Thank you for submitting a facility request. Every effort will be made to reserve the desired facility on the date requested. Fees paid preempt the ability of other members of the public from utilizing that facility on the date requested.

Electrical outlets at facilities are subject to service interruptions. Outlets may not be used for bounce houses.

Unfortunately, vandalism occurs or other unforeseen difficulties arise, and most facility uses occur after normal maintenance crew and office hours. When there is an after-hour problem, call **782-7400** so that proper personnel can be dispatched as needed.