

Picnic Shelter / Moonbounce (Permits)

To reserve the Picnic Shelter area and/or to place a Moonbounce on this park, please follow the instructions below:

- Step 1: Decide on the date. You may want to consider several dates just in case the specific date you would like is not available.
- Step 2: To find out if the date is available and/or for more information, please call the Recreation Office at (562) 430-1073.
- Step 3: Bring **Little Cottonwood Picnic Shelter/Moonbounce Reservation Packet** to Community Center at 10911 Oak Street (submit in person or by fax, or email).

PLEASE NOTE:

- Even if the date is available, we cannot hold your date. You must come into the office, complete your forms and pay your fees in full (Park Rental and Moon Bounce). We process Park Rental and Moon Bounce Permits on a first come first served basis. If there is a conflict, we will notify you by phone of the conflict and ask if there is another date that you would like to schedule your event. If there is no conflict, you will receive your permit via email within 5 days.
- Application must be submitted at least 14 working days prior to the date of reservation with full payment. Applications submitted less than 14 working days must be authorized by the Director of Recreation & Community Services.
- During Winter and early Spring (October 1 – March 31), park rentals are not permitted beyond dusk.
- April 1 - September 30 scheduling windows are enforced from 10:00 a.m. - 2:00 p.m. and 3:00 p.m. - 7:00 p.m., no exceptions.

POLICY AND PROCEDURE FOR PICNIC SHELTER RENTALS

Priority Use and Rental Categories

Priority of use for Recreation & Community Services facilities is as follows:

1. **CIVIC**: City sponsored Recreation and Community Services Department activities followed by Los Alamitos Unified School District functions. Government Entities that are providing a public benefit or service to Los Alamitos residents should be able to utilize the facility at no cost
2. **RESIDENT/NON-RESIDENTS**: Residents within the Los Alamitos City boundaries followed by Non-Resident individuals.

Shelter #1 (Large) Covered Picnic Shelter with 6 Tables and 4 Barbeques

Maximum Attendance: 50

Fees: \$35 (Residents) and \$50 (Non-residents) for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day from April 1 – September 30). \$70 (Residents) and \$100 (Non-residents) for 4+ hours. There is a \$10 application fee.

Shelter #2 (Small) Covered Picnic Shelter with 2 Tables

Maximum Attendance: 20

Fees: \$25 (Residents) and \$40 (Non-residents) for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day from April 1 – September 30). \$50 (Residents) and \$80 (Non-residents) for 4+ hours. There is a \$10 application fee.

Optional Fees	Volleyball Court	\$6 Per hour
	Athletic Field	\$6 Per hour
	Basketball Court	\$6 Per hour
	Moonbounce Permit Fee (15 x 15)	\$25/event

Reservations will not be taken on the 4th of July, Spring Carnival, Easter Sunday, or any City Special Event, therefore the use of shelters will be on a first-come, first-served basis only.

**Wipe down tables to ensure cleanliness of the facility after use.
Alcohol is NOT permitted at City Parks.**

Cancellation Policy:

Requests for cancellation must be received 14 days prior to your event. There will be a \$10 administrative charge for all cancellations. Refunds may take up to 30 days to be processed.

Other amenities at Little Cottonwood Park include the following:

- Softball Field and Backstop
- 1 Basketball Court
- Restrooms
- Spacious Area
- 2 Playgrounds
- 2 Volleyball Courts
- Limited Parking

It is advisable to bring your own large trash bags as there is no guarantee that trash will be empty.

Are you planning an event with a Moonbounce (inflatable bounce house) at Little Cottonwood Park in the City of Los Alamitos? If so, please be aware of the following:

1. A \$25 moonbounce permit fee must be submitted along with applicable shelter rental fees.
2. Applications may be submitted up to 12 months in advance of event.
3. The moonbounce fee of \$25 is non-refundable, even in the event of inclement weather or cancellation.
4. Only one permit per day, per large shelter will be allowed.
5. Moonbounce vendor must provide a Certificate of Insurance listing the "City of Los Alamitos/City of Los Alamitos its officers, agents, employees and volunteers" as additionally insured for a minimum of \$1,000,000 occurrence/ \$2,000,000 aggregate.
6. Permits shall not be transferred, assigned or sublet. Permit and moonbounce vendor rental reservation must be in the same name.
7. Permit will NOT be issued until the name of the moonbounce company is submitted, the certificate of insurance is valid and reservation has been confirmed.
8. Moonbounce vendor's generator MUST be gas-powered.
9. Moonbounce may not be any larger than a standard size moonbounce, approximately 15' x 15'.
10. Extreme, maze, three-in-one, water, or obstacle course type moonbounces are NOT permitted.
11. Moonbounce company is NOT allowed to drive onto the park.
12. Permit is not a reservation of space for the equipment. It is a permit to have the equipment on the park.

If you do not bring all of the forms with you, you can fill them out at the Community Center when you book your shelter. Please allow at least 20 minutes to complete the process.

NEW! Party Packages

Let us do the planning! Planning a party takes time and energy, that's where we come in! From vendor coordination and themed party packages to customizable party packages and exciting add-ons, we'll help you create a celebration that's fun, memorable, and completely stress-free. Choose from a variety of options to make your next event truly special and leave the details to us! Costs seen below is in addition to all Picnic Shelter rental fees. **An event planning meeting is required.**

	Party Package	Cost	What's Included
Quantity	Youth	Price/Child Minimum 12/ Maximum 48	Includes dedicated party host (entire party) and one staff member for craft stations (two hours only).
	Sports Zone	\$25	Includes one hour of sports coaching, a pennant flag decorating station, a jersey decorating station, and a personalized jersey for the guest of honor.
	Lil' Artist Party	\$25	Includes one hour of guided art instruction with all supplies, an apron decorating station, a slime-making craft station, and a personalized apron for the guest of honor.
	Dance Party	\$25	Includes one hour of dance instruction, your choice of a ribbon wand or stage makeup station, a tutu or bandana craft station, and a personalized sash for the guest of honor.
	Battle Zone	\$25	Includes one hour of Nerf blaster instruction, exciting drills, and a mini tournament, plus a 'battle' face paint station, team bandana craft station, and a personalized jersey for the guest of honor.
	Fairy Tale Party	\$25	Includes one hour of royal etiquette instruction, a fairy wing decorating station, a ribbon crown craft station, and a personalized crown or bouquet for the guest of honor.
	Custom Theme	\$32	Includes one hour of guided instruction, two engaging craft stations, and a special personalized item for the guest of honor.
Select	Celebrations	Price/Party	Includes dedicated party host (entire party) and one staff member for game / craft stations (two hours only).
	1st Birthday	\$1,200	Includes a welcome sign, decorated highchair with banner and balloon garland with backdrop, soft play area, and a guest book or 'Wishes for Baby' card.
	Baby / Bridal Shower	\$700	Includes a welcome sign, balloon garland with backdrop, three fun games (for up to 36 players each), and one creative craft station with supplies (for 36 participants).
Quantity	Additional Services	Price	
	Vendor Coordination	\$70/ vendor	Coordination includes managing vendors for your event, such as face painters, catering, photo booths, character appearances, moon bounces, soft play areas, and more. The coordination fee covers coordination services only. All vendor fees must be paid directly to the City in full before the event day and are not included in the coordination fee.
	Balloon Garland + Backdrop	\$250	On white backdrop.
	Plastic Table Covers	\$8/ table cover	Round or banquet.
	Goodie Bags	\$12/person	Includes five small candy/toys per bag.
	Party Favor (w/ custom tag)	\$6/person	Treat bag, small toy, or small convenience item.
	Kids Busy Bag	\$12/person	Includes fun tabletop activities to keep little hands and minds busy.
	Cake / Cupcakes/ Cookies	Market Price	Standard sheet cake available in vanilla or chocolate. Includes standard color options for icing.

(Office Use Only)
Applicaton Rcvd:
App. Fee Paid:

Event Date: _____ Estimated Attendance: _____

Check One (Little Cottonwood Park): Large Shelter Small Shelter Moon Bounce
 Ball Diamond Athletic Field Volleyball Court Basketball Court

***Please note: a 2 hour time frame is required for Cottonwood Park field and court requests.**

Picnic Shelter Start Time: _____ am/pm End Time: _____ am/pm

Moonbounce: Start Time: _____ am/pm End Time: _____ am/pm
(Delivery and pick up must be during your event time only)

Moonbounce Company: _____

REMEMBER: 1. Picnic Shelter fees are based on consecutive hours starting from your Start Time to your End Time. The time you indicated as your Start Time will be the time you will be allowed to set up: NO EXCEPTIONS. 30 minutes is the required clean up time for Little Cottonwood Park. Everyone must be out of the picnic area by the End Time. 2. This is NOT a reservation of space for the moonbounce equipment. It is a permit to have the moonbounce equipment at the park. Moonbounce generator MUST be gas powered. Moonbounce vendor must provide a Certificate of Insurance listing the "City of Los Alamitos its officers, agents, employees and volunteers" as additionally insured for a minimum of \$1,000,000 occurrence/ \$2,000,000 aggregate.

Resident Non Resident

Your Name: _____

Address: _____ Street/City/Zip Code Email: _____

Day Phone: (____) _____ Evening Phone: (____) _____ Cell Phone: (____) _____

ORGANIZATION/GROUP (if applicable): _____ Phone:(____) _____

PURPOSE OF EVENT: _____

Estimated Attendance: _____

Fundraising event? (non-profit only) YES NO

If yes, what will net proceeds be used for? _____

Open to the public? YES NO

Will a catering or entertainment service be used: YES NO

If yes, vendor name: _____ Phone: (____) _____

Please note: Large Shelter & Small Shelter require 14-day notice for cancellation w/\$10 admin fee. Cancellations requested less than 14 days prior to event date are non-refundable. A \$10 fee will be applied to transfers; only one transfer will be permitted per permit.

OFFICE USE ONLY (Do not write below this line)

Non-Refundable Application Fee.....	\$10.00
Large Shelter Fees (Resident: 4 hours \$35, 4+ hours \$70), (Non-Res: 4 hours \$50, 4+ hours \$100).....	\$ _____
Small Shelter Fees (Resident: 4 hours \$25, 4+ hours \$50), (Non-Res: 4 hours \$40, 4+ hours \$80).....	\$ _____
Moonbounce (non-refundable).....	\$ _____
Ball Diamond/Athletic Field/Volleyball Court/Basketball Court.....	\$ _____

PAYMENT RECEIVED	CASH	VISA	MC	DISC	CHECK #	TOTAL FEES \$
						Receipt #

Credit Card #: Exp: _____ CVV: _____

Customer Signature: _____ Date: _____

Use of City Facilities Indemnification I, _____, hereby certify that I am authorized to sign contracts on my own behalf or that of the organization listed herein which I represent. I further certify that I have read and understand the rules, agreements, conditions and terms of the City of Los Alamitos Application for use of City facilities. In consideration for my or my organization's use of the facilities and/or property owned or operated by the City as listed below, I, the undersigned, hereby agree on behalf of myself and/or my organization, if any, as follows:

1. This reservation contract is issued in accordance with the policies outlined in the Facility Use Agreement, as established by the City Council, Parks, Recreation & Cultural Arts Commission (collectively, "City"). I understand that ALL reservation forms MUST BE SIGNED before consideration of use approval, that SUBMISSION OF A RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL, and that a copy of my application will be returned to me after approval or denial.
2. I hereby agree that I, my heirs, executors, and assigns, the organization's members and guests and their heirs, executors and assigns will not make claim against, sue, attach the property of, or prosecute the City and its employees, officers, officials, volunteers, agents, and contractors for emotional distress, bodily injury, or death to myself or the organization's members or guests, or property damage arising out of any actions, including negligent acts, by any employees, officers, officials, volunteers, agents, and contractors in connection with my participation in this activity.
3. In addition, I hereby release and discharge the City of Los Alamitos and its employees, officers, officials, volunteers, boards, departments, agents, and contractors from all actions, claims, or demands I, my heirs, distributes, guardians, legal representatives, or assigns now have, or may hereafter have, for emotional distress, bodily injury, or death to myself or property damage resulting from my participation in the activities conducted pursuant to this proposed use of a City facility.
4. In the event of a facility cancellation by the group/person, a charge will be deducted from fees and/or deposit monies collected, as outlined in the Facility Use Agreement.
5. **Release, Waiver and Assumption of Risk** - I fully understand that my/my child's participation in the events/programs/classes/facility/field and park shelter rentals listed below, exposes me/my child/guests to the risk of personal injury, death or property damage. I hereby acknowledge that I/my child/guests am/is voluntarily participating in this events/programs/classes/facility/field and park shelter rentals and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of Los Alamitos or LAUSD or Military Department of the State of California and each of their respective officers, agents, employees, representatives, board members, volunteers and sponsors for any injury, death or damage to or loss of personal property arising out of, or in connection with my/my child's/ guests participation in the event/program/class/facility/field and park shelter rentals from whatever cause, including the active or passive negligence of City of Los Alamitos or LAUSD or Military Department of the State of California and each of their respective officers, agents, employees, representatives, board members, volunteers and sponsors, or any other participants in the events/programs/classes/facility/field and park shelter rentals. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision. In consideration for being permitted to participate in the event/program/class, I hereby agree, for myself, my heirs, administrators, executors, assigns, and agents that I shall indemnify and hold harmless City of Los Alamitos or LAUSD or Military Department of the State of California and each of their respective officers, agents, employees, representatives, board members, volunteers and sponsors, from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/program/class. I also grant my irrevocable right and permission with respect to photographs, videos, motion pictures, and/or sound recordings being taken of myself/my child/guests. I further certify that said person/minor is in good health and has no physical or other impediment which would endanger him/her from participating in such an activity. I hereby consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to myself/my child by a physician or hospital selected by staff for any injury or incident arising out of or connect with this event/program/class. The City of Los Alamitos has put into place preventative measures and protocols to protect program participants from the spread of COVID-19; however, the City of Los Alamitos cannot guarantee that you or your child will not become infected with COVID-19. Further, attending the recreation program could increase your risk and your child's risk of contracting COVID-19. By signing this Liability Release and Assumption of Risk, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child and I may be exposed to or infected by COVID-19 by attending the recreation program and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to

or infected by COVID-19 at the recreation program may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the City of Los Alamitos, its officers, agents, and employees, and other program participants and their families. I voluntarily agree to assume all the foregoing risks and accept sole responsibility for any harm, injury, or damage that may befall my child or myself relating to me or my child's attendance to the recreation program. On my behalf, and on behalf of my child/guests, I hereby release, covenant not to sue, discharge, and hold harmless the City of Los Alamitos, its officers, agents, and employees (collectively "Released Parties") from any and all claims, including all liabilities, actions, damages, costs or expenses of any kind arising out of or relating to my child's attendance to the recreation program ("Claims"). I understand and agree that this Liability Release and Assumption of Risk includes any Claims based on the actions, omissions, or negligence, whether passive or active, of the Released Parties and irrespective of whether a COVID-19 infection occurs before, during, or after me or my child's attendance at events/programs/classes/facility/field and park shelter rentals.

6. I have been given a complete copy of the Facility Use Agreement policy.

I CERTIFY THAT I HAVE RECEIVED, READ AND UNDERSTAND THIS DOCUMENT, THE FACILITY USE AGREEMENT AND ALL OTHER DOCUMENTS GIVEN TO ME BY THE CITY IN CONNECTION WITH MY APPLICATION TO USE A CITY FACILITY. I, THE UNDERSIGNED, ON BEHALF OF THE BELOW-LISTED ORGANIZATION (IF APPLICABLE) DO HEREBY AGREE THAT MY GUESTS AND I WILL ABIDE BY THE POLICIES GOVERNING THE USE OF THIS FACILITY AND WILL BE RESPONSIBLE FOR ANY DAMAGES TO THE FACILITY, FURNITURE, OR EQUIPMENT CAUSED BY OUR OCCUPANCY OF THE PREMISES.

NAME (Please Print): _____

APPLICANT'S SIGNATURE: _____ DATE: _____

ORGANIZATION/GROUP: _____

Day Phone Number: (_____) _____ Cell Phone Number: (_____) _____

Facility Use Agreement Picnic Shelter and/or Moonbounce Permit

Contract # _____ Event Date (day and date) _____

A. Picnic Shelters

1. Picnic Shelters must be requested at least 14 working days in advance.
3. Picnic Shelter reservations must have a minimum of 1 hour in between reservations.
4. The reserved area is limited to the area directly under the Picnic Shelter with picnic tables. The grassy areas surrounding each Picnic Shelter are available on a first come, first serve basis.
5. Applicants may not tape, glue, adhere etc. **ANY** decorations to the picnic shelter.
5. Applicants shall properly dispose of all trash.
6. Driving on the park is not permitted for any reason.
7. Picnic Shelter fees are non-refundable after 14 day grace period and non-transferable. This includes events that are cancelled due to inclement weather or cancellation by the applicant. No deposit is required.
8. Consumption, serving and/or selling of alcohol is not permitted at any park.
9. No mobile food carts, no sales vendors, no petting zoo, no amplified music (live or DJ). All these are not permitted at any City of Los Alamitos Parks unless authorized by the Los Alamitos Recreation and Community Services Department.
10. Maximum capacity for Large Shelter: 50; Maximum capacity for Small Shelter: 20.

B. Moonbounce Permits

1. A \$25 permit fee is due no less than 10 WORKING days prior to event date.
2. Los Alamitos Residents may submit an application 12 months in advance of their date.
3. The Moonbounce fee is non-refundable, even in the event of inclement weather or cancellation
4. Moonbounce vendor must provide a Business License in the City of Los Alamitos along with a Certificate of Insurance listing the "City of Los Alamitos its officers, agents, employees and volunteers" as additionally insured for a minimum of \$1,000,000 occurrence/ \$2,000,000 aggregate.
5. Permits shall not be transferred, assigned or sublet. Permit and moonbounce vendor rental reservation must be in the same name.
6. Permit will NOT be issued until the name of the Moonbounce company is submitted, the certificate of insurance is valid and reservation has been confirmed
7. Moonbounce vendor's generator MUST be gas-powered.
8. Moonbounce may not be any larger than a Standard size moonbounce, approximately 15' x 15'.
9. Extreme, maze, three-in-one, water, or obstacle course type moonbounces are NOT permitted.
10. Moonbounce company is NOT allowed to drive onto the park.
11. Permit is not a reservation of space for the equipment. It is a permit to have the equipment on the park.

I have read these rental policies in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of deposit fees.

Signature

Date