



**City of Foster City
Foster City Recreation**

650 Shell Blvd., Foster City, CA 94404
650-286-3382 (park rental inquiries) / 650-286-3380 (front desk)

Park Rental Application

APPLICANT

Must be a resident or Foster City based business to rent a park (except Leo J. Ryan hilltop)

Name of Individual/Organization: _____

Contact Name: _____

Telephone #: _____

Alternate Phone #: _____

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Address: _____

Email: _____

City/State/Zip Code: _____

AREA REQUESTED

ALCOHOL / BOUNCE HOUSE / INFLATABLES

Boothbay (max. 150)

Gull (max. 50) *

Will alcohol be served? Yes No

Leo J. Ryan Amphitheater (max 200) *

Farragut (max. 25) *

Bounce house/Inflatables? Yes No *(if yes, please see attached packet)*

Leo J. Ryan Gazebo (max 25) *

Bridgeview (max. 50) *

Leo J. Ryan Hilltop (max 50) *

Catamaran (max. 25)

Erckenbrack (max. 50)

Other _____

Bounce House/Inflatable Company

Marlin (max. 50)

*Bounce house not permitted

EVENT INFORMATION

DAY/TIME (Parks open for general use 9am-Dusk, Mon-Sun)

EVENT TYPE

Date Requested: _____

Picnic Public Event

Day(s) of Week: Su M Tu W Th F Sa

Company Party

Other _____

Event Hours: *(includes set-up & clean-up time)*

ESTIMATED ATTENDANCE: _____

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

EVENT DESCRIPTION:

AGREEMENT FOR USE

Applicant hereby agrees to hold the Estero Municipal Improvement District, Foster City Recreation, the City of Foster City, the individual members thereof and all District and City agents and employees 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 facility. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained to the turf, lights, nets, tables, or equipment or damages sustained to the above shall be compensated within seven days. I realize that the reservation is granted with the understanding that Recreation staff may cancel when the facility is needed for its own program. It is my responsibility to notify Recreation staff of any cancellation on my part. Permit must be shown upon request. I understand and agree to abide by all park rules as outlined in the Park Use Rules Agreement. *Submission of this form is not a guarantee for use.*

Applicant (print name): _____ Date: _____

Applicant Signature: _____

OFFICE USE ONLY

Date Rec'd: ____/____/____	Time Rec'd: _____ am/pm	FEES	
Payment Type (circle) Cash Check MC Visa		Park Use Fee	\$ _____
Proof of Residency Rec'd: <input type="checkbox"/> Yes <input type="checkbox"/> No		Alcohol Insurance	\$ _____
Rec'd by: _____		Inflatables	\$ _____
PLACED ON EVENTS CALENDAR <input type="checkbox"/> Yes <input type="checkbox"/> No		TOTAL CHARGES	\$ _____

PAYMENT IS DUE WITH APPLICATION AND WILL BE PROCESSED IMMEDIATELY UPON APPROVAL



Park Rules Agreement

APPLICATION _____ Initial

- Application must be submitted at least seven (7) working days prior to date requested. Applications are accepted on a first come/first served basis.
- Hours listed on application must include set-up and cleanup time. Park hours are 9am-dusk, Mon-Sun.
- Must be a resident to reserve park, other than Leo Ryan Hilltop area or Boat Park.
- In the event that the reserved park is needed for City use or maintenance, or if the area is deemed unusable for weather damage purposes, the City reserves the right to reschedule, relocate or deny a request previously approved. The applicant will be given as much advance notice as possible if this is necessary.
- Only the applicant may make changes to reservation. No changes will be accepted with less than seven (7) days notice.
- Completion of application **does not guarantee reservation**. Please allow 1 week for review/processing. Invitations should not be sent until permit and receipt are received.

CANCELLATION / PERMIT CHANGES _____ Initial

- Cancellations made prior to the event date will receive full refund minus a \$10.40 processing fee. Cancellations must be requested in writing or via email.
- First permit change is free. Any additional changes will incur \$10.41 permit processing charge due at time of request.
- Fees paid by credit card refunds will be refunded back to the card. Refunds for fees paid by cash/check will be refunded by check and mailed to the address listed on the application. **Please allow 4-6 weeks after the reservation date for refund check.**

FEES _____ Initial

- All fees are due and payable with application. Applications submitted without payment will be rejected. Please see "Fees" sheet for detailed rental, insurance, and other fees.
- City of Foster City reserves the right to refuse rental or use to applicants who have previously used the park and left it in poor condition. Applicants assume full financial responsibility for their party and guests in case of damage, theft or disturbances during their event. Damage fees will be due and payable within 30 (thirty) days after event.

PROHIBITED ITEMS _____ Initial

- Smoking is prohibited at all City buildings and public property.
- Certain games, such as hamster wheels, bubble soccer, and bumper ball are prohibited. Petting zoos not allowed.
- No stakes or posts of any kind are allowed in the grass.
- No amplified sound is allowed to be used in the park.
- Other items not specifically listed may also be prohibited upon review by staff.
- No animals except on-leash dogs are allowed in the parks.
- No motorized vehicles are allowed on grass areas at any time. Permission must be granted prior to using a motorized vehicle on any park patio area, pathway, sidewalk, or walkway.

BOUNCE HOUSE _____ Initial

- Permitted only at Boothbay, Marlin, and Gull parks only. Use of a bounce house must be noted on the application form, and must be accompanied by bounce house fee.
- Only ONE bounce house may be used during an event.
- Set up of bounce house may not begin before 10am. Bounce house must be completely broken down by 5pm.
- Generators must be provided by the inflatable company. Only Marlin Park has an electrical outlet (under roofline of restroom building). Generators are NOT allowed at Marlin Park.
- A \$1,000,000 certificate of liability insurance must submitted to Foster City Parks and Recreation from the inflatable company prior to the event. The City must be listed as "additional insured" EXACTLY as follows:
 City of Foster City
 Estero Municipal Improvement District
 650 Shell Blvd.
 Foster City, CA 94404

RENTAL POLICIES _____ Initial

- Facility users may not charge a registration fee, admission fee, or entrance fee of any kind. No solicitations or sales presentations may be made on City property. Permission to hold a fundraiser is limited to non-profit organizations at the discretion of the Director of Parks and Recreation.
- Children must be supervised at all times.
- Rental area must be restored to pre-event condition. Trash must be placed in trash receptacles. Rental areas should be left clean. The City is not responsible for lost, forgotten, or stolen items.
- Applicant must be on site and available at all times during event.
- Rain out: Full refund

ALCOHOL _____ Initial

- A \$1,000,000 certificate of liability insurance must submitted to Foster City Parks and Recreation at least 20 days prior to the event.
- If selling alcohol, in addition to the insurance fee, the facility user, at their expense, must obtain a permit from the Alcoholic Beverage Control Office. A copy of the permit must be received by the Facility Services Coordinator at least five (5) days prior to the event. The original must be displayed during the event. Additional insurance fees may be charged when alcohol is sold.

I have read and agree to comply with the rules as stated above.

Applicant Signature _____ Date _____

Staff Signature _____ Date _____

Foster City Park Rental Rates
Updated Fees Effective July 1, 2022

Park	Resident Rate	Non-Resident Rate
Gull, Marlin, Erckenbrack	\$78 Capacity 50 people	N/A
Boothbay	25-50 people \$130 51-100 people \$182 101-150 people \$234	N/A
Leo Ryan Patio Area	\$78 Capacity 50 people	\$78
Leo Ryan Amphitheater Four (4) hour maximum rental time	1-100 people = \$156 flat fee 101-150 = \$260 flat fee	1-100 people = \$156 flat fee 101-150 = \$260 flat fee
Leo Ryan Gazebo Two (2) hour maximum rental time	\$41.60 Capacity 25 people	\$41.60 Capacity 25 people
Leo Ryan Grass West	\$41.60 Capacity 25 people	N/A
Bridgeview and Shorebird Park	\$41.60 Capacity 30 people	N/A
Catamaran, Farragut	\$67.60 Capacity 30 people	N/A

**Inflatable jump house - \$31.20 administrative fee*

- First change to a facility and park rental is free. For additional changes (location and date), Renter will incur a \$10 charge per change.
- A \$26 cancellation fee will be charged for park rentals cancelled less than seven (7) calendar days in advance of the reservation.
- Proof of insurance will be required for all parties or if serving alcohol.
- Rain Out Policy- Full refunds will be issued if it rains during a scheduled rental and makes the reserved area unusable. Park user must contact Parks and Recreation Department staff within the week following the date of the permit. Requests to cancel a permit due to the forecast of bad weather will not be granted without a \$26 cancellation fee.
- If you are expecting at least 50 people at your event, it may require a Special Event Application, regardless of whether it is open to the public. If it requires three or more permits, it is considered to have a high impact for review as it must be reviewed by multiple departments in the City's Interdepartmental Evaluation Committee (IDEC).
- Damage reimbursement agreement.

IMPORTANT INSURANCE NOTE FOR RENTERS

The Foster City Recreation Center does not purchase insurance for rentals. Insurance is required to be provided by renters in the following situations:

- Any indoor party or reception (regardless if alcohol is served or not).
- Any outdoor picnic/party that is serving alcohol.
- Any other event that is determined to require insurance by the Foster City Parks and Recreation Department.

You may either request a Certificate of Liability insurance from your homeowner's or renter's insurance carrier, or you may purchase event insurance through a company like AAA, Geico or theeventhelper.com.

Any insurance certificate provided to the City must include the following (this information may be given to the vendor or insurance carrier so the certificate is properly filled out):

1. Date of the event
2. The City of Foster City requires a \$1,000,000 comprehensive liability insurance policy.
3. The City Of Foster City must be named as additional insured. Wording on the certificate should read: City of Foster City and Estero Municipal Improvement District, its Council, officers, boards, commissions, employees and agents."

The additional insured address is:













































































































City of Foster City/Estero Municipal Improvement District
650 Shell Blvd
Foster City, CA 94404
ATTN: Dusty Landwehr

The certificate of insurance is due 30 days prior to your event. It can be emailed to dlandwehr@fostercity.org, or it may be U.S. mailed or dropped off at the Foster City Recreation Center at 650 Shell Blvd.

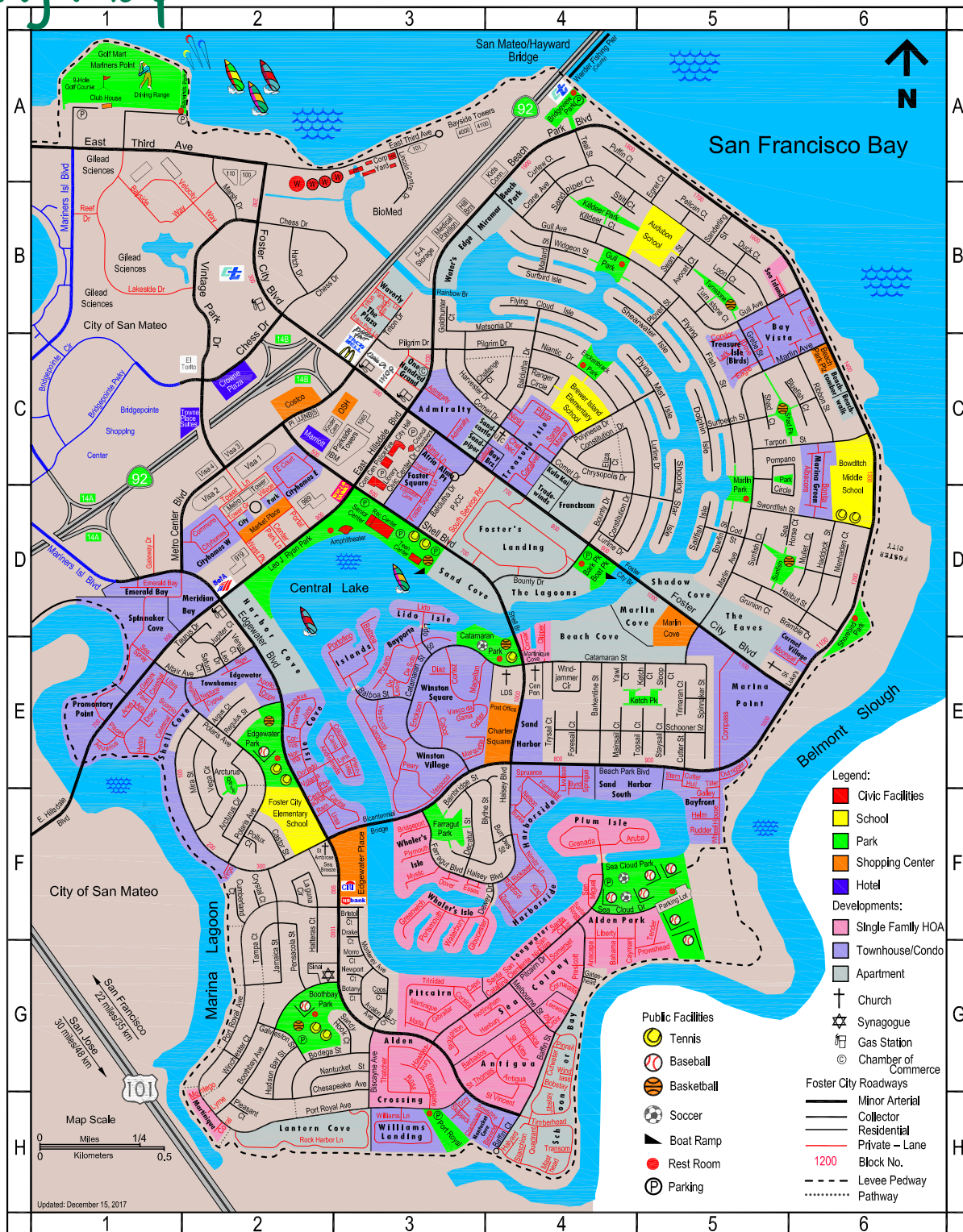
Please see the following page for an example of the Certificate of Liability Insurance and Endorsement that we will need for your rental.

Park Amenity Grid

BALLFIELD 	BEACH 	CHILDREN'S PLAY AREA 	PICNIC AREA 	TENNIS COURTS 
BASKETBALL COURTS 	BIKE PATH 	PICKLE BALL COURTS 	RESTROOM 	VOLLEYBALL COURTS 
BARBECUE 	BOAT LAUNCH 	BOCCE BALL 	SOCCER FIELDS 	DOG PLAYGROUND 

PARKS/ACRES															
ARCTURUS/.75															
BAYWINDS/ 1.3															
BOAT /DOG/3.18															
BOOTHBAY/11.21															
BRIDGEVIEW/3.2															
CATAMARAN/5.88															
EDGEWATER/8.53															
ERCKENBRACK/3.48															
FARRAGUT/3.86															
GATESHEAD/.12															
GULL/3.14															
KETCH/1.6															
KILLDEER/2.42															
LEO J. RYAN/20.73															
LEO PARK/.015															
LEVEE PEDWAY/11.2															
MARLIN/3.13															
POMPANO/.56															
PORT ROYAL/3.98															
SEA CLOUD/23.9															
SHAD/2.16															
SHOREBIRD/ 3.5															
SUNFISH/2.41															
TURNSTONE/1.53															

City Map



Amphitheater D-3	Chamber of Commerce.. C-3	Gull Park B-4	Recreation Center..... D-3
Arcturus Park E-2	Corporation Yard A-3	Hillbarn Theatre B-3	Sea Cloud Park F/G-4/5
Audubon School B-5	City Hall C-3	Ketch Park E-5	Senior Wing D-3
Bay Winds A-2	Council Chambers C-3	Kildeer Park B-4	Shad Park C-5
Boat Park D-4	Dog Park D-4	Leo J. Ryan Park D- 2/3	Shorebird Park.....D/E-6
Boothbay Park G-2	Edgewater Park E-2	Library/Comm. Center . . D-3	Sunfish Park D-5
Bowditch C-6	Erckenbrack Park C-4	Marlin Park D-5	Turnstone Park B-5
Brewer Island School... C-4	Farragut Park F-3	Police Department C-3	VIBE Teen Center D-3
Bridgeview Park A-4	Fire Department C-3	Port Royal Park H-3	
Catamaran Park E-3/4	Foster City School F-2	Post Office..... E-3/4	