

## PARK RENTAL RULES & REGULATIONS

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- |   | Initial   |
|---|---|
| 1. <b>Alcohol is not allowed in any City facility or park at any time. (E.S.M.C. 10-1-4-C)</b>  | <input style="width: 50px; height: 25px;" type="text"/> |
| 2. <b>Personal or commercial BBQ's or grills are not allowed. Vendors are only allowed with prior approval from the Recreation, Parks and Library Department and will require additional insurance dependent on vendor services being provided. Vendors include any company providing services for your event including catering, mobile food carts (taco stand, cotton candy cart, etc), inflatables, mobile gaming services, kiddie rides, animal attractions, etc. Contact (310) 524-2700 for information and approval.</b>  | <input style="width: 50px; height: 25px;" type="text"/> |
| 3. <b>Applicant must be at least 18 years of age or older and have a current Recreation ID Card and valid Identification to make a reservation at the resident rate. The ID card holder must be onsite at check-in and through the duration of the reservation.</b>   | <input style="width: 50px; height: 25px;" type="text"/> |
| 4. A minimum \$203 refundable security deposit is required for all reservations. Additional security deposits may be required based on the size and scope of reservation. Security deposit must be received at time of reservation request. A Cancellation Fee of \$50 will be charged if event is cancelled 7 days or less before the scheduled event. A \$10 Administration Fee will be charged for a cancellation otherwise if payments have already been processed. There is no fee for changing a reservation date once. Any additional changes to the reservation may incur a \$10 fee for each occurrence. | <input style="width: 50px; height: 25px;" type="text"/> |
| 5. All areas must be cleaned by the end time listed on your permit. Trash must be placed in receptacles or bagged and placed next to the receptacles. Permit holders must supply their own trash bags. All tables, benches and structures must be free of any decorating material including tape, ribbons, etc. Any remaining materials or trash may result in forfeiture of security deposit (E.S.M.C. 10-1-4-K).  | <input style="width: 50px; height: 25px;" type="text"/> |
| 6. Reservations for groups of 100 people or more, or reservations that request more than one inflatable or attraction, amplified sound or music, porta potties, or any canopies larger than 10 x 10, must complete a Special Event Application. Special Event Permits are also required for reservations that are requesting accommodations from other City departments or City personnel. Please review E.S.M.C. 9-8-25 for all Special Event Permit conditions.   | <input style="width: 50px; height: 25px;" type="text"/> |
| 7. Reservations can be made for a MAXIMUM number of people listed for each reserved space. No Exceptions. Events with higher attendance than listed on approved permit may be shut down immediately and security deposits will be forfeited.  | <input style="width: 50px; height: 25px;" type="text"/> |
| 8. Bouncers must be booked through a City of El Segundo pre-approved vendor (obtain list from ESRP Staff). Only 2 bouncers/inflatables are allowed in Recreation Park per day.  | <input style="width: 50px; height: 25px;" type="text"/> |

**Initial**

- 9. Residents may not reserve for Business or organization events. Violations may result in loss of Security Deposit and future reservation privileges.
  
- 10. No vehicles may be driven in the Park at any time. You may unload items outside of the yellow fire lane gate adjacent to the picnic areas (E.S.M.C. 10-1-4-B).
  
- 11. Electricity is not available in the Park. Permit holders may not run extension cords to any City facility or electrical box at any time. Generators are not allowed unless approved by Fire Marshall. Please contact Recreation, Parks and Library Staff for information.
  
- 12. Amplified sound (including live music) is NOT allowed in the Park without an approved Special Event Permit and a sound permit from Planning & Building Safety at City Hall (E.S.M.C. 7-2-11).
  
- 13. The City of El Segundo reserves the right to cancel a reservation at any time and violation of any above rules or regulations without refund of rentals fees or security deposit.

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***I have read, understand and agree to each regulation listed above. Any violations may result in immediate cancellation of event and potential forfeiture of any fees or deposits.***

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For additional information, visit [elsegundorecparks.org](http://elsegundorecparks.org) or contact Recreation Staff at 310-524-2700 and [checkout@elsegundo.org](mailto:checkout@elsegundo.org).**

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For Internal Use Only

Received By (Staff Name Printed): \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_