



PARKS & RECREATION DEPARTMENT

PARK SHELTER RESERVATION FAQS

Answers to general park shelter reservation questions often asked by customers. Please also review the Park Reservation Policy for further detailed park rules & regulations information. For the purposes of Parks & Recreation Department park shelter permits, the term 'shelter' will be used to avoid confusion with special events.

DO I HAVE TO MAKE A RESERVATION?

A park reservation will issue a permit, which the City only requires for groups of more than 25 people, OR if the group will use an inflatable/jump house. A reservation is encouraged if the group wants to be guaranteed a space, but is only required for 25+ people or use of jump house/inflatable.

WHAT ARE THE RESERVATION FEES?

RESERVATION TYPE	PARK SHELTER LOCATION	Flat Rate FOUR HOUR	Peak Season Flat Rate FULL DAY	Non Peak Season Flat Rate FULL DAY
Small 0-50 people	<ul style="list-style-type: none">BuelowDouble Peak GazeboJack's Pond EastLas PosasSimmonsWoodland West	\$80	\$120	\$80
Medium 50-100 people	<ul style="list-style-type: none">ConnorsDouble Peak AmphitheaterHollandiaJack's Pond CorralLakeview/DiscoveryLas AbejasSan ElijoSunset EastWalnut Grove NorthWoodland EastWoodland Schools	\$100	\$150	\$100
Large 100-200 people	<ul style="list-style-type: none">San Elijo GazeboSunset WestWalnut Grove SouthWalnut Grove CentralWoodland Pepper	\$125	\$185	\$125
PEAK SEASON: Apr. 1 – Oct. 31		NON-PEAK SEASON: Nov. 1 – Mar. 31		
FOUR HOUR TIME SLOTS 9 a.m.–1 p.m. or 1:30–5:30 p.m.		FULL DAY TIME FRAME 9 a.m.–5:30 p.m.		
Reservations do not include exclusive use of other nearby park amenities. Play areas, grass fields, restrooms, etc. remain available to the general public as well as to your group.				



All fees are due in full at time of reservation.

WHAT DO I GET WITH MY PAID RESERVATION?

- A Park Use Permit is issued, which guarantees a shelter space at the park.
- A park placard is displayed at the picnic area to inform the public of a Park Use Permit.
- The applicants name and reservation details are placed on the Park ranger reports.
- Applicant can bring EZ pop-up tents, tables and chairs. See page 3 for specific information.

HOW FAR IN ADVANCE DO I NEED TO MAKE A RESERVATION?

City residents and groups may reserve City facilities up to nine (9) months in advance of the rental date. Non-residents and groups may reserve up to six (6) months in advance.

Online reservations must be placed eight (8) days prior of the reservation date to allow time to follow up on details of the reservation.

In office reservations can be made (3) days prior to reservation date. Weekend reservations must be made by the Tuesday prior.

DO I NEED A RESERVATION TO USE A FIRST-COME, FIRST-SERVE SHELTER?

No, you don't need to use a first-come, first-serve picnic shelters. Anyone can use first-come, first-serve shelters for a picnic when you have less than 25 people in attendance. The shelter / picnic table cannot be roped off or decorated and left unattended. Someone needs to be at the shelter at all times during your event. If there will be more than 25 people you need to make a reservation and cannot use first-come first-serve shelters.

HOW LONG CAN WE RESERVE THE PARK SHELTER AREA?

Peak Season (April 1st – October 31st) reservations are done on a 4 hour block schedule. You can reserve 9AM – 1PM or 1:30 – 5:30PM or All Day.

Non-Peak Season (November 1st – March 31st) reservations are all day between 9AM and 4PM.

Park shelters can be reserved on legal holidays and City closed days.

CAN I HAVE A JUMP HOUSE / INFLATABLE AT MY PICNIC?

Jump house / inflatables are ONLY allowed at specific areas at the following parks: Hollandia Park, Richmar Park, San Elijo Park, Simmons Park, Walnut Grove Park, and Woodland Park.

A reservation must be made in order to have a jump house / Inflatable during your picnic. The Jump house / Inflatable Company you select must be on the approved vendor list or the company must complete a vendor application packet at least 8 days before the reservation.



Inflatables can be a maximum of 15x28 and cannot have water features or climbing walls requiring a harness. Anything outside these parameters would require a special event permit.

Electricity is neither available nor included with shelter reservations. Generators are only permitted at parks that allow jump houses/inflatables and for the purposes of running the inflatable equipment.

CAN I HAVE PONY RIDES OR A PETTING ZOO?

Pony rides and/or petting zoos are ONLY allowed at specific areas at the following parks: Walnut Grove Park, Jack's Pond Park, and Richmar Park.

A reservation must be made in order to have pony rides or a petting zoo at your picnic. The Company you select must be on the approved vendor list or the company must complete a vendor application packet at least 8 days before the reservation.

CAN I BRING MY OWN BBQ GRILL?

Yes. Propane grills are preferred, primarily at parks that do not provide BBQ grills. Charcoal grills are allowed as long as hot coals are disposed of in designated areas. There are designated charcoal bins near provided BBQ grills at the park. ALL propane/charcoal grills must be placed on the grass and away from sidewalks, play areas and/or public use areas.

CAN I HAVE A PIÑATA AT MY PICNIC?

Yes, piñatas are allowed at City parks. You can have piñatas at any park as long as the trash is cleaned up after.

CAN I HAVE MUSIC AT MY PICNIC?

Amplified sound or music is not allowed in the park (except the playing of the wedding march). This Includes Dj's, mariachis or any type of band. Music from a small personal radio, phone or iPod/mp3 player cannot be audible more than 20 feet from your area.

CAN I HAVE A FOOD VENDOR AT MY PICNIC?

Caterers are allowed at picnics, but cannot display any business signage/advertisement. Caterers with grills are also allowed but must adhere to rules above. Food trucks (businesses with trucks or display booths) are not allowed without a vendor permit (Please see the park coordinator).

CAN I HAVE ALCOHOL AT MY PICNIC?

Glass and alcohol are NOT allowed with a shelter reservation issued by the Parks & Recreation Department. However; a special events permit (approved through the Parks and Recreation Director) may allow alcohol. For more information regarding special events please speak to Evan Hoenig, x.3508.



CAN I BRING EXTRA TABLES, CHAIRS AND ARE CANOPIES OR TENTS ALLOWED?

Yes, you can bring additional chairs for your picnic and 2 banquet tables for Small and Medium shelters and three banquet tables for Large shelters.

For small and medium shelter reservations, two 10' x 10' EZ-up pop-up canopies (total area of 10' x 20') without walls are allowed.

For large shelter reservations, three 10' x 10' EZ-up pop-up canopies (total area of 10' x 30') without walls are allowed.

Canopies larger than 10' x 10' would require a [special event permit](#).

Canopies cannot be staked into the ground, sand bags are recommended. Camping tents are not allowed in City parks at any time.

The set-up and take-down of tables, chairs, and other equipment is the responsibility of the applicant. The applicant is responsible for returning the area to the original condition.

All gazebos and picnic shelter areas are open to the public, therefore cleanliness cannot be guaranteed, even with a reservation. Please be respectful of our parks and clean up after events.

All setup, breakdown and clean up needs to be performed on the same day as reservation. No nails or staples are allowed. Stakes or posts of any kind may not be driven into the ground at any park location.

HOW MANY PEOPLE CAN I HAVE AT MY PICNIC?

Small, Medium and Large shelters are available to accommodate 1-200 people. Small shelters can accommodate 1-50 people, Medium shelters can accommodate 50-100 people and Large shelters can accommodate 100-200 people.

If an online reservation request is 'not allowed' it might be due to the amount of people attending. Groups of 120-200 will also be required to submit proof of general liability coverage that names the City as additional insured. This coverage can also be obtained, for additional cost, at the time the picnic area reservation is made. Groups that are greater than the shelter capacity* must apply for a special events permit.

WALNUT GROVE Shelters must be processed through the park reservation coordinator, as ATHLETICS FIELD USE HAS PRIORITY over shelter rentals. Some reasons a reservation may not be approved at these parks: People may need to cross the fields to get to the reservable area, fields may be closed for rest & renovation, there could be City or Special Events already scheduled.



WHAT ARE SOME LIMITS OF A PARK RENTAL?

If any of the following apply to your event, a special event permit is required:

- 200 or more people and/or greater than the designated capacity* for each park shelter
- Alcohol
- Setting up tents larger than three 10' x 10' (total of 10' x 30' area)
- Designating an area outside of the reservable shelters
- Inflatable's larger than a 15' x 28' area
- Amplified sound/music
- Specialized equipment

QUICK CONTACTS FOR PARKS AND RECREATION DEPARTMENT:

Parks and Recreation Department

(760) 744-9000 x0

Krystal Mainprize, Park and Facility Reservations Coordinator

(760) 744-9000 x3511

Park Ranger Hotline

(760) 744-9494 x3707

Corky Smith Gym, Eric Leichliter, softball, soccer, multi-purpose and sports field use.

(760) 744-9494 x3705

Evelyn Slay, Special Events Permits

SpecialEventPermits@san-marcos.net

(760) 744-9000 x3505