



## PICNIC RESERVATION PROCEDURES AND RULES

Recreation Office:  
400 Old Bernal Ave. Pleasanton, CA 94566  
(925) 931-5340  
[recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov)  
[www.cityofpleasantonca.gov/](http://www.cityofpleasantonca.gov/)

- Picnic areas can be reserved online at [PleasantonFun.com](http://PleasantonFun.com)
  - Weekly picnic reservation reports with approved permits will be posted on the City of Pleasanton website.
  - Bring a copy of your Picnic Reservation Receipt with you on the day of your event
  - Special events in the parks and picnic areas may be charged an additional \$1000 Damage Deposit
- 1. Reservation Fee Payment**

Full payment of picnic reservation fees must be made at the time of online in in-person booking. Checks should be made payable to the City of Pleasanton. Cash, VISA, MasterCard, Discover, and AMEX are also accepted.
  - 2. Cancellation Policy**

All cancellations must be in writing by the applicant by emailing [recreation@cityofplesantonca.gov](mailto:recreation@cityofplesantonca.gov). The cancellation fees are as follows:

    - Requests received at least 30 days prior to a scheduled picnic will incur a \$50 cancellation fee
    - Requests received less than 30 days prior to a scheduled picnic will forfeit 75% of the picnic reservation fee
    - Requests received within 10 days prior to a scheduled picnic will forfeit 100% of the picnic reservation fees
    - The Security Deposit will be fully refunded.
    - Reservations may not be transferred, assigned, or sublet.
  - 3. Rain Cancellations**

Picnic reservation fees will not be refunded for events which are cancelled due to rain, although you can reschedule a date (due to inclement weather) if notification of rain cancellation was communicated to the Library and Recreation Department in writing by the applicant by emailing [recreation@cityofplesantonca.gov](mailto:recreation@cityofplesantonca.gov) at least 3 days before the schedule reservation.

    - Events cancelled due to rain may be rescheduled for a future use to occur within one-year (12 months) of the cancelled date of use.
  - 4. Certificate of Liability Insurance**

Applicants may be required to provide the City of Pleasanton with a valid Certificate of Liability Insurance if your picnic falls into a “Special Event” category, i.e. is open to the public, includes outside vendors such as gaming or entertainment trucks, or caterers.
  - 5. Security Deposit**

If at any time during the reservation the below rules are not followed, it may result in the forfeiture of the security deposit.
  - 6. The City of Pleasanton** reserves the right to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.

## Picnic Area General Rules

### Advertising

No posting of advertising, petitions circulated, or solicitations can be made in any park.

### Amplified Sound/Noise

No amplified music or PA system is allowed in any park.

### Barbecues

- Group barbecues are provided in picnic areas. Coals and ashes are to be left in the BBQ and should not be dumped in the trash receptacles.
- Portable barbecues are allowed. A fire permit must be obtained for such a barbecue. Please contact the Fire Department at 925-454-2361 to obtain your Fire Permit. Sterno canisters are allowed without a Fire Permit.

### Business Licenses

A City of Pleasanton Business License is required for all businesses (caterers, food trucks, interactive trucks, entertainers) performing a service at a City of Pleasanton park and facility. If necessary, please contact the Business License Department at 925-931-5440.

### Clean Up/Trash

Any food, debris, litter, trash, decorations, games, etc., must be properly disposed of prior to leaving the picnic area.

### Decorations/Signs

Signage, posters, or banners may not be attached to any park structures, including walls, trash receptacles, columns, trees, and light posts. All signs must comply with City sign ordinance. A-frame or sandwich boards are allowed.

### Pets

Dogs are to be restrained by substantial leash not to exceed six feet in length. Persons with dogs must dispose of waste.

### Prohibited Items

- Alcoholic beverages are **NOT** allowed in Pleasanton Parks.
- ATV Vehicles
- Chalk, decals, silly string, powders, wax paint, etc.
- Glass containers, including bottles
- Animal rides, petting zoos, ponies
- Dunk tanks and Human Hamster Balls/Zorb Balls
- Inflatable jump equipment
- Selling, vending or peddling items
- Stakes may not be used to hold down canopies; they will cause damage to our grass/fields areas. Alternatives: adhere canopy to cooler, sandbags, or water buckets
- Tarps
- **SMOKING IS NOT ALLOWED AT ANY CITY PARKS, INCLUDING PATHWAYS THROUGH THE PARK; TRAILS; AND PARKING LOTS ADJACENT TO PARKS AND RECREATIONAL FACILITIES.**

Deposits will be forfeited for noncompliance.

### Vehicles

No vehicles are to be driven or parked on walkways, patios, or turf areas. Deposits will be forfeited for noncompliance.