



Guide for Reserving City Facilities and Parks

The Human Services & Recreation Department
offers City Facility Reservations ONLINE!

You can...

- *Check facility availability*
- *Submit facility rental requests*
- *Pay rental fees with a credit card*
- *See facility photos and park maps*



Washington Park

*Reservation
Requests must be
made at least
30 days in
advance for any
City facility or
park area*

*Contact a
Community Center
or the Park
Reservations Desk
for additional
information*



La Casita del Arroyo

Visit us online at **www.cityofpasadena.net/reserve**

General Information

RESERVATIONS:

- A Reservation Request for Park Areas & La Casita can be submitted online at www.cityofpasadena.net/reserve, by mail / drop off, or fax to the Park Reservations Desk. Requests submitted online will expedite the permit process.
- Facilities located inside Community Centers can be reserved by directly contacting the Community Center you wish to use (see pg 8 for Center contact information).
- You will be contacted **within three (3) business days** after submitting your reservation request. A fee estimate and additional event requirements will be provided at that time.
- After receiving the initial fee estimate, customers have **two (2) business days** to proceed with or cancel the permit. The permit will expire after these two (2) business days if no action is taken.
- A minimum \$225.00 refundable damage deposit may be required to secure a reservation (this includes La Casita Del Arroyo, refer to FAQ #10 on pg 6).
- Reservation not considered valid until a Facility Use Permit has been issued.

OTHER REQUIREMENTS & DEADLINES:

- Balance of Fees must be paid in full **no less than 15 business days** prior to the event date. Credit card payments over the telephone are accepted.
- Alcohol Permits (+ Alcohol Monitor): Alcohol permit application must be submitted **no less than 15 business days** prior to an event.
- Amplified Sound Permit (+ Sound Monitor): Approval must be obtained **no less than 15 business days** before an event.
- Animal Permit: Please contact the Public Health Department at 626-744-6004 for additional information.
- Permits for Tent, Canopies, Booths and Generators must be received **no less than 15 business days** before the event by Park Reservations. Please contact the Planning and Development Department at 626-744-6777 for more information.
- Proof of Event and/or Vendor Insurance must be received **no less than 15 business days** prior to an event. *Failure to provide proof of insurance will result in cancellation of your event and forfeiture of fees paid.*

INSURANCE:

- All insurance terms must be approved by the City's Liability Office.
- If a Certificate of Liability Insurance and Endorsement are required, the City of Pasadena must be named as Additional Insured through Endorsement and a minimum coverage of \$1,000,000 is required.
- General, Automobile, and Worker's Compensation Liability Insurance are required for moon bounces or other business service (i.e. catering, rentals).

CANCELLATIONS & REFUNDS:

- Cancellation request must be received in writing **no less than 10 business days** before the event date to receive a refund minus the deposit amount. Customer will forfeit all fees paid if less than 10 business days.
- Deposit refunds will be processed within 4 business days after the event date. Cancellation refunds will generally be processed within 4 business days after written cancellation is received.

Wrigley Gardens
Located at the Pasadena Tournament of Roses House
391 South Orange Grove Blvd., Pasadena, CA 91107

Rules and General Information

- Hourly Reservation Fees:
 - Resident, Non-Resident, Local Nonprofit, and Local Commercial Groups: \$91.00— \$211.00
 - Non-Local Nonprofit and Non-Local Commercial Groups: \$151.00—\$271.00
- To reserve the Wrigley Gardens, all fees are due at the time of your reservation.
- The Wrigley Gardens include the arbor/rose garden, the fountain gardens, two areas located on Orange Grove Boulevard and the terraces leading up to the front of the Tournament House.
- Wrigley Gardens can only be reserved for photo sessions on Saturdays and Sundays starting February 1 through July 31 of each year.
- Reservation fees include a Staff Attendant who will be present for your photo session.
- The following are NOT available or permitted:
 - Parking on premises (2-hour street parking is available)
 - Electrical outlets
 - Cutting of roses or other plants
 - Photos inside of the Tournament House
 - Public restrooms
 - Food or drinks

Moon Bounces in Parks

Rules & Regulations

- Designated Moon Bounce Areas:
If you are planning a picnic or party in a Pasadena park and would like to set-up a moon bounce, you may be required to rent an additional park area specifically to place the moon bounce. Park rental fees will be charged to reserve any area used for a moon bounce and fees vary by park location.
- Your park reservation request must state the use of a moon bounce.
- If more than one moon bounce will be used, additional park areas may apply.
- Moon bounce(s) should be a standard size (generally 13' x 13').
- Additional requirements may apply for large moon bounces.
- For additional requirements, please refer to Requirements Table on page 4.

The following parks can accommodate moon bounces:

- Allendale Park
- Brookside Park (Picnic Areas)
- Central Park
- Eaton Blanche Park
- Grant Park
- Gwinn Park
- La Pintoresca Park
- Memorial Park
- San Rafael Park
- Singer Park
- Victory Park (Picnic Areas)
- Villa Parke
- Vina Vieja Park

General Facility Reservation Requirements by Type of Event

Permits, Fees & Insurance

	Submit a Reservation Request (30 days in advance)	Pay Applicable Fees	Security Deposit Required (Refundable)	Event Insurance Required	Automobile Liability Insurance	Proof of Worker's Compensation Liability
*Liquor liability insurance fee purchased through the City varies by event and guest count & controlled distribution is required.						
Small Events (less than 50 people)	X	X	TBD	TBD		
Any Event + A Moon Bounce	X	X	X	X	X	X
Any Event + Amplified Sound	X	X		TBD		
Any Event + Catering Service	X	X		X	X	X
Any Event + Alcohol Service*	X	X		X		
Any Event + Use of a Sports Field	X	X		X		
Any Event + Tent, Canopy or Booth	X	X		TBD	X	X
Any Event + 100 Attendees or more	X	X	X	X		

Permits, Fees & Insurance

	Sound or Alcohol Monitor, Attendant	Amplified Sound Permit	Fire Permit	Alcohol Permit	Tent Permit	Animal Permit
*Fire Permit may be required for use of any compressed gas or other fire related equipment.						
**Alcohol Service is limited to La Casita del Arroyo, Brookside Park, Central Park and Memorial Park. An Alcohol Monitor is required.						
Small Events (less than 50 people)						
Any Event + A Moon Bounce						
Any Event + Amplified Sound (DJ, live bands, P.A. System)	X	X				
Any Event + Catering Service*			TBD			
Any Event + Petting zoos, pony rides, or live animals (other than domestic)						X
Any Event + Alcohol Service**	X			X		
Any Event + Use of a Sports Field						
Any Event + A Tent, Canopy or Booth					TBD	
Any Event + 100 Attendees or more	X					

Frequently Asked Questions (FAQs)

1. How do I begin the City Facility or Park Reservation Process?

- Identify and select a facility or park area that you are interested in using for your event.
- Submit a Reservation Request. A Reservation Request can be submitted online at www.cityofpasadena.net/reserve, by mail / drop off, fax or email to the Park Reservations Desk or Community Center. Please contact City staff to request a copy of a Reservation Request Form if submitting via hardcopy.
- Once your completed request form is received, City staff will notify you if the park area you are requesting is unavailable.
- If the requested Park area is available, Park Reservations Desk staff will send you a fee estimate.

2. Can I find out the cost of my event before I submit a Reservation Request?

- Submittal of a Reservation Request is required to provide a cost estimate as it contains key event information that determines availability and fees charged (if any).
- The City's Recreation Fee Schedule is available on the City's website at http://cityofpasadena.net/Finance/Fees_and_Tax_Schedules. Fees are subject to change on an annual basis.

3. Why do I need to pay a deposit to reserve a City facility or park area?

- A deposit is required to secure a park area and guarantees your reservation request. No other events or individuals will be allowed to reserve the area you secured once you have paid a deposit. A deposit is also required when 100 or more guests are expected or if heavy equipment will be used at your event.

4. How are facility rental fees determined?

- The schedule of fees (refer to FAQ #2) is approved each year by the City Council. Rates are based on facility operation and maintenance costs with discounted rates offered to Pasadena residents. There are fee tiers for private individual events, nonprofit events and commercial events.
- Hourly use rates generally apply for all City facilities & park areas and the City's General Fee Schedule lists the hourly rates for specific recreation facilities.

5. When are reservation fees not required to use a park?

- Only if you are planning a picnic and have no more than 50 guests. Although picnic areas are subject to being permitted, picnic areas not permitted are open to the general public on a first-come, first-served basis. You cannot have any of the following at your non-permitted event:
 - Heavy equipment (e.g. moon bounce) ■ Groups of 51 or more
 - Petting zoos, pony rides or live animals (other than domestic pets)
 - Amplified sound ■ Caterer or other type vendors ■ Alcohol

6. What is considered a "Special Event" at a City facility or park area?

- Depending on the nature of your event in a park, i.e. large expected attendance, traffic impacts, public advertising, etc., your event may need to be coordinated through the City's Special Events Office. If you believe your event may be large enough to be considered a "Special Event" or for more information, please contact Special Events at (626) 744-7216 or visit <http://www.cityofpasadena.net/SpecialEvents/>

7. Are parks open on Holidays?

- Park permits are not available on major holidays, e.g. Memorial Day, Thanksgiving, 4th of July. However, the general public can use picnic areas and park areas on a non-reserved, walk-on basis on holidays with the following restrictions:
 - No heavy equipment (e.g. moon bounce) ■ No groups of 51 or more
 - No petting zoos, pony rides or live animals (other than domestic pets)
 - No amplified sound ■ No alcohol ■ No caterers or other type vendors

8. Are there other requirements that I need to meet for my event?

- If you will have amplified sound at your event (e.g., a small band, DJ, microphone, etc.), you are required to have an “Amplification Permit” and the services of a Sound Monitor.
- If you will have alcohol at your event, you are required to secure an “Alcohol Permit” and pay for the services of a City-assigned Alcohol Monitor. If selling alcohol, additional requirements apply. Alcohol can only be permitted at the following park locations: Brookside Park, Central Park, La Casita del Arroyo, and Memorial Park.
- If you will have tents at your event, a tent permit must be secured at least 10 business days before the event. Additional fees may apply.
- Event Insurance is required for:
 - Any heavy equipment (e.g. moon bounce) ■ Groups of 100 or more
 - Any group using sports fields ■ Serving alcohol
 - Petting zoos, pony rides or live animals (other than domestic pets)
 - An event that is catered or using other vendors.

9. How can I reserve a sports field in Pasadena?

- Seasonal Sports - Park permits to utilize City sports fields on a seasonal basis are issued to sports groups twice each year. Each October, applications are accepted for sports activities operating between January 1 to June 30; each April, applications are accepted for sports activities held during July 1 to December 31 of each year.
- All available sports fields are assigned each season based on priority. Local priority is given to sports groups with at least 60% Pasadena residents and serving Pasadena as the primary service area. If you have missed the period to apply for sports fields, you must wait until the following permitting period to apply for fields.
- One-day sporting event - You may submit a Reservation Request Form to use a particular field at least 30 business days in advance. Park Reservations Desk staff will notify you if the field you are requesting is available.

10. What are the rules and restrictions when renting La Casita del Arroyo?

- The minimum rental period is 4 hours, which may include one hour of set-up and one hour of clean-up time. A \$225.00 refundable damage deposit and Event Insurance are required for your event.
- La Casita events must remain inside the building – no tables, chairs or service outside.
- Balloons or signs at the gates or gardens are not permitted and are allowed only inside the facility and the main entrance of the building.
- Rental Fees: During set-up & clean-up the rate is \$40.00/per hour for Residents and \$60/per hour for Non-Residents (see other rates below).
- Alcohol is restricted to the inside of the building. Smoking is strictly prohibited in and around the building.
- A Facility Attendant is required for the duration of your event. The Facility Attendant will open and close La Casita and monitor the event.
- A Sound Monitor is required if using amplified sound (e.g., a live band, DJ, microphone).
- An Alcohol Monitor is required if alcohol is available at the event.
- All activities, including clean-up, must end by 10pm.

Facility Rental Rates	Resident Hourly Rate	Non-Resident Hourly Rate	Staff	Staffing Fees
Nonprofit Group	\$95.00	\$143.00	Facility Attendant*	\$31/hr
Private Party	\$95.00	\$191.00	Sound Monitor	\$31/hr
Commercial Group	\$191.00	\$290.00	Alcohol Monitor	\$33/hr

* Required during entire event

11. What areas are suitable for my event at City parks?

There are three types of parks located throughout the City:

- **Citywide Parks** are the larger parks and tend to be the busiest as well. These are popular for use by sports groups and special events throughout the year. Brookside Park can accommodate large picnics (from 500 to 1,500 attendees) and has ample parking available.
 - Brookside Park, including Area H
 - Hahamongna Park (limited parking and picnic areas)
 - Lower Arroyo Park (limited parking, no picnic areas)
- **Community Parks** are utilized for smaller to mid-size scale special events and are home to several sports facilities and playgrounds.
 - Central Park ■ Memorial Park ■ Robinson Park
 - Victory Park ■ Villa Parke
- **Neighborhood Parks** are the smallest parks and can accommodate small picnics (generally up to 50 attendees) and several of the parks have children's play areas and sports fields. Parking is very limited at Neighborhood Parks.
 - Allendale Park ■ Brenner Park ■ Defenders Park ■ Eaton Blanche Park
 - Sunnyslope Park ■ Grant Park ■ Hamilton Park ■ McDonald Park
 - Jefferson Park ■ Gwinn Park ■ Singer Park ■ La Pintoresca Park
 - San Rafael Park ■ Vina Vieja Park ■ Washington Park
- **Community Centers** can accommodate indoor events.

12. Why is a park permit required?

A park permit is required pursuant to the City's Municipal Code.

3.24.050 Application for reservations and permit.

- A. No person shall use any premises or facilities described herein when payment of a fee is required until a permit for such use has been granted by city and all necessary fees have been paid.
- B. Any person desiring to reserve any football field, baseball diamond, tennis court, swimming pool, picnic facility, or other park facility, the Fannie E. Morrison Horticultural Center, or any clubhouse facility within a park, shall apply for a permit. Such application shall be in writing, giving the name of the facility, the proposed use, the date of its proposed use, and the person to whom the permit is to be granted.
- C. The responsible city official shall require the payment of all fees prescribed by this code and may impose reasonable conditions for the use of said premises.
- D. If the responsible city official determines that the proposed use would be detrimental to the health and safety of the people of the city or to the efficient operation of the facility, he shall refuse to issue a permit; otherwise, the permit shall be issued or issued with conditions after payment of the applicable fees and compliance by the applicant with any requirements imposed by law.
- E. If the responsible city official determines that a contract for the use of the premises is required, he shall furnish a form of contract to the applicant for execution, which shall thereafter be submitted to the city attorney for approval. The city manager is authorized and directed to execute such approved contract for and on behalf of the city.
- F. The city manager may review any determination of a city official in regard to such applications, permits or contracts.
- G. No person shall apply for a permit to use any of said premises for any purpose with the intent to defraud the city of any fee or fees.
- H. If any fee or fees for the use of any of said premises is not paid when due, the city manager shall be notified of said non-payment.

City of Pasadena Park Reservations Desk

2575 Paloma Street, Pasadena CA 91107

Tel: (626) 744-7195 Fax: (626) 744-7520

Email: rsvdesk@cityofpasadena.net

Hours of Operation: Monday thru Thursday from 8:30am to 4:30pm

Friday from 8:30am to Noon

Closed Saturday, Sunday, and Holidays

**Visit us online at
www.cityofpasadena.net/reserve**

Jackie Robinson Community Center

1020 North Fair Oaks Ave

(626) 744-7300

Villa-Parke Community Center

363 East Villa St

(626) 744-6530

Robinson Park Center

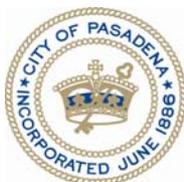
1081 North Fair Oaks Ave

(626) 744-7330

Victory Park Center

2575 Paloma St

(626) 744-7500



**Human Services & Recreation
Administrative Offices
100 North Garfield Ave., Room N255
Pasadena, CA 91109
(626) 744-4386**

**Parks
Make
Life
Better!**