



# Application for Use of City Picnic Areas

1600 Grand Avenue, Diamond Bar, CA 91765 | 909.839.7065

Mailing address: 21810 Copley Drive, Diamond Bar, CA 91765

All parks are owned and operated by the City of Diamond Bar

Responsible Person:		Organization/Business:	
Address:		City:	Zip:
Home phone:		Cell Phone:	
Email:			
Date(s) requested:		Purpose of Use:	
<b>Event hours:</b>			
Begin set up: _____ Actual event time: Start _____ End _____ Clean up: _____ <b>Total Hours</b> _____			
Expected Attendance: Adults:		Youth:	<b>Total:</b> Open to Public? Y / N
Admission to be charged? Y / N if Yes, give specific examples:			
<b>Park Requested</b> <input type="checkbox"/> <b>HERITAGE PARK (50 max)</b> 2900 S. Brea Canyon Road  <input type="checkbox"/> <b>MAPLE HILL PARK (60 max)</b> 1309 S. Maple Hill Road  <input type="checkbox"/> <b>PANTERA PARK</b> 738 Pantera Drive <input type="checkbox"/> Shelter <b>(100 max)</b> <input type="checkbox"/> By Playground <b>(50 max)</b>  <input type="checkbox"/> <b>PETERSON PARK (50 max)</b> 24142 E. Sylvan Glen  <input type="checkbox"/> <b>RONALD REAGAN PARK (80 max)</b> 2201 S. Peaceful Hills Road  <input type="checkbox"/> <b>SYCAMORE CANYON PARK (100 max)</b> 22930 Golden Springs Drive		<b>Event Equipment (Provided through renter's own vendors)</b> <input type="checkbox"/> Food Vendor *- <i>Valid Health Permit Required</i> <input type="checkbox"/> Bouncer * <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Canopies <input type="checkbox"/> Clown * <input type="checkbox"/> Stage * <input type="checkbox"/> Audio/Amplified Sound ** <input type="checkbox"/> D.J. ** <input type="checkbox"/> Band ** <input type="checkbox"/> Generator **- (10 kW max.) <input type="checkbox"/> Child's trackless train * <input type="checkbox"/> Other * _____  <small>* Proof of \$2 million general liability insurance and endorsement of additional insured. Can be purchased from the City of Diamond Bar or provided through contract holder's homeowners insurance.          ** Also, not allowed at Ronald Reagan Park</small>	
<ul style="list-style-type: none"> <li>• No alcoholic beverages are allowed in City Parks.</li> <li>• The City of Diamond Bar may cancel use of the park facilities. Refunds will be made in cases of rain.</li> <li>• No vehicles are allowed on City Park property. The applicant must ensure that participants utilize public parking areas and only park in marked stalls.</li> <li>• Reservations cancelled 7 days or more prior to the event will receive 50% of their reservation fees and full refund of deposit; reservations cancelled 6 days or less forfeit their reservation fee and full refund of cleaning deposit.</li> </ul>			

**THE UNDERSIGNED** hereby states, under penalty of perjury of the laws of the State of California, that (s)he is the person duly authorized to make and sign this application, and that (s)he has read and understands the Facility Use Policies and Procedures of the City of Diamond Bar pertaining to the use of Diamond Bar Center. A copy of which is available upon request.

**FURTHER, THE UNDERSIGNED ACCEPTS AND AGREES AS FOLLOWS:**

- To comply with all laws, policies, rules and regulations of the City of Diamond Bar pertaining to the use of City facilities and to hold the City of Diamond Bar harmless from any liability or damage to persons or property which may occur due to such use.
- To promptly, upon receipt of notice, reimburse the City of Diamond Bar for any expenses or loss incurred by said City as a result of non-compliance with any of the approved terms of this permit.
- To promptly, upon receipt of notice, reimburse the City of Diamond Bar for any loss or damage to City Property caused by use of such property, ordinary wear, and tear expected.

**Indemnification Clause** – To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.

**I have been informed about the information pertaining to the following policies:**

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Set Up       | <input type="checkbox"/> Animal         | <input type="checkbox"/> Other Vendor: _____ |
| <input type="checkbox"/> Clean up     | <input type="checkbox"/> Bouncer/Vendor | _____  |
| <input type="checkbox"/> Cancellation | <input type="checkbox"/> Caterer        | <input type="checkbox"/> Loading/Unloading   |

\_\_\_\_\_  
Signature of Authorized Applicant

\_\_\_\_\_  
Date

**For Staff Use Only:**

Renter Qualifies for the following Group Rates;     D (DB Res)     E (Non Res/Bus)

Form of Proof Provided: \_\_\_\_\_

**Fees Collected:**

Rental Fee	\$ _____
Refundable security deposit	\$ _____
City Insurance Fee	\$ _____
<b>Total:</b>	<b>\$ _____</b>

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