

City of Los Angeles Department of Recreation and Parks  
Operations West Administrative Resources  
6335 Woodley Avenue  
Van Nuys, CA 91406  
818/756-8187 or 818/785-5798

## PICNIC RESERVATION

**LOCATION:** Woodley Park – Section 1 2 3 (Fees for a group of 1-250 is \$75; a group of 251-500 is \$200; a group of 501-1000 is \$400.)

Beilenson Park – Section 1 2 3 (The fee for each pavilion is \$75. The pavilions accommodate groups of up to 100 persons. The size of each pavilion is about 40 feet by 40 feet.)

Moon Bounce Permit Fee: \$20 per day \_\_\_\_\_ Yes \_\_\_\_\_ No

DAY AND DATE OF PICNIC: \_\_\_\_\_

NUMBER OF ATTENDANTS: \_\_\_\_\_

FEEES: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

### **TERMS and CONDITIONS**

#### RESERVATION FEE:

If fees are not received on or by the due date noted on the application, the Department of Recreation and Parks reserves the right to cancel the reservation.

#### CANCELLATION POLICY:

If cancellation occurs more than two weeks before the event, you will receive a full refund minus the \$10.00 administrative fee. The entire fee is non-refundable if the cancellation occurs less than two weeks before the event. In the instance of rain on the day of your event, the entire fee is refundable to you or you may choose to reschedule the event.

#### REFUNDABLE DEPOSIT:

A refundable clean-up deposit may be required for certain events.

#### PERMITS:

The picnic reservation provides permission to use the park facility for recreational purposes by written agreement and is subject to observance of all regulations by the designated group. Permits are not transferable, assigned or sublet.

#### NO ALCOHOLIC BEVERAGES – Sec 41.27 C, H LAMC:

#### CATERED FOOD:

Burrito King is the authorized food concessionaire in the Sepulveda Basin. All permit groups are encouraged, but not required, to use their food services.

**Julian Montoya, Burrito King, Inc., 2823 Hyperion Avenue, Los Angeles, CA 90027  
(323) 663-9378; Fax (323) 663-9370; E-mail: [burritoking@earthlink.net](mailto:burritoking@earthlink.net)**

PARKING:

Park vehicles in the public parking areas only. **NO DOUBLE PARKING UNDER ANY CIRCUMSTANCE**

TIME ALLOWANCE:

Park hours are from dawn to dusk. Your permit hours are from 7am to DUSK.

COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS:

1. In City Parks, it is illegal to conduct sales of any kind without a specific permit; exchange tickets for merchandise, distribute attendance prizes; hold raffles; place signs on trees, lampposts or elsewhere.
2. Amplified sound, i.e., music or announcements (by battery, generator, or electricity) is **STRICTLY PROHIBITED** in accordance with Municipal Code Section 63.44 B-4.
3. Pony rides are not allowed.
4. User of the facility shall observe and comply with these and all other applicable City, County and Federal Laws, rules and regulations.

RENTAL EQUIPMENT:

No equipment may be stored at the park. Any rented equipment must be delivered and picked-up during the time when a responsible adult from the group is present.

DECORATIONS:

Balloons are discouraged at Woodley Park and Beilenson Park because they can be harmful to park wildlife.

CLEAN-UP REQUIREMENTS:

Remove all decorations and trash from the reserved area. Leave the area clean and in good condition.

HOLD HARMLESS – WAIVER OF DAMAGES

In consideration of the City granting permission requested herein, permit holder agrees to indemnify and hold CITY and its officers, agents and employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgements, amounts paid in settlement, costs and expenses (including attorney's fees), which may be incurred or arise out of permit holder's exercise of the permission granted or from any of the permit holder's activities related thereto.

The permit holder acknowledges that it will use City facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury or damage which the permit holder may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake or other acts of God.

BY SIGNING BELOW I ACKNOWLEDGE RECEIPT OF PARK RENTAL TERMS AND CONDITIONS AND THE HOLD HARMLESS – WAIVER OF DAMAGES. I AGREE TO COMPLY WITH THE REQUIREMENTS HEREIN.

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

**PLEASE SIGN ABOVE AND RETURN THIS APPLICATION WITH PAYMENT BY THE DUE DATE TO: (Please make checks or money orders payable to: Department of Recreation and Parks)**

Department of Recreations and Parks  
Operations West Administrative Resources  
6335 Woodley Avenue  
Van Nuys, CA 91406  
Attn: Permit Office

**\*\* Reservations are not binding until a permit is issued**