



## TOWN OF LOS GATOS

### PARKS AND PUBLIC WORKS DEPARTMENT

## PARKS RESERVATION – RULES & REGULATIONS

### Hours

- Parks are open at 8:00 a.m. until one-half hour after sunset.
- Town trails are open from 7 a.m. to sunset (unless posted otherwise).
- Barbecuing is allowed in designated parks and areas at 8:00 a.m. until one hour prior to sunset.

### Reservations

- Reservation request should be submitted at least 48 hours prior to the requested reservation date.
- Reservations are made on a first-come, first-serve basis only. All reservations must be completed through the online reservation process at [www.losgatosca.gov](http://www.losgatosca.gov) or in person at the Parks & Public Works Department by appointment only. Reservations by phone will not be accepted.
- Prior to selecting and reserving a picnic area or the Bandstand/Gazebo, we recommend that the customer visit the park facility in advance or view the [Park Descriptions](#) document to obtain details of each of the Town's parks.
- Your reservation is final once you have completed the online reservation process and payment by credit card in full is received. If you reserve two or more sites, a fee will be assessed for each site. Park reservations do not include parking. Please view the [Fee Schedule](#) for the current park fees.
- All information collected is only for the use of the Town of Los Gatos Parks and Public Works Department for park reservations and will not be sold or shared with outside vendors. Also be assured that all data you send as part of this reservation process is through a secure server and the data is encrypted for transmission. We do not keep any of your credit card information on our system.

### Refund and Cancellation Policy

- Cancellations cannot be done online. Customers must contact the Parks and Public Works office at **(408) 399-5781** during normal business hours (Monday – Friday, 8:00 a.m. to 1:00 p.m.) for cancellations. Cancellations charges will apply.
- A non-refundable fee of \$15 per reservation will be charged for any reservation cancelled more than ten (10) business days prior to your reservation date.
- A refund for cancellation will be issued through checks only. Refund checks will be mailed within 4 weeks of cancellation. No online credit will be issued for cancellations.
- No refund will be issued for cancellations made ten (10) business days or less before the reservation event date.



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- Park usage fees are non-transferable. Changes to location, date, and time of reservation can be made by contacting the Parks and Public Works Department.
- The Parks and Public Works Department will refund the entire park use fee only if it closes the parks due to inclement weather conditions.

#### Permits

- Customers will need to apply for a Special Use Permit for such events as weddings (Oak Meadow Park and Belgatos Park only), company events, organized recreational activities, formal classes, festivals or other activities which may go beyond the normal scope of park use, or which require partial or exclusive use of a park or area within the park.

Please contact the Parks & Public Works Department at (408) 399-5781 for more information regarding the application process for special use permits. Applications are not available online. You must submit your application at least 90 days prior to your event.

#### **Special Use Permits are approved upon review by the Parks & Public Works Department.**

- The permittee, under Town Municipal Code, Section 19.30.025, shall be bound by all park rules and regulations, and all applicable ordinances. The person to whom such permit is issued shall be liable for any loss, damage or injury sustained by the Town or by any person whomsoever by reason of the negligence of the person to whom such permit shall have been issued.
- Use of a disc jockey (DJ) at the Gazebo/Bandstand at Oak Meadow Park is allowed only after receiving a Special Events Permit from the Los Gatos-Monte Sereno Police Department. The Police Department number is (408) 354-8600.
- A Certificate of Insurance in the amount of \$1 million, naming the Town of Los Gatos, its Council Members, Boards, Commissions, employees and agents as additionally insured is required for groups of over 100 people for events such as weddings, reunions, and company events, etc.
- Permits cannot be transferred, assigned or sublet.
- Any unpermitted use of a park or facility shall be enforced under Town Municipal Code, Sections 19.10.015 through 19.10.030.

#### Caterers/Vendors

- Customers must contact the Parks & Public Works Department to approve caterers and vendors in the parks prior to their event.
- All approved caterers and vendors must provide proof of a business license and a Certificate of Insurance, per the Town's requirements, to the Parks & Public Works Department for validation two weeks prior to a scheduled event. Any unauthorized caterers and vendors will be removed from the park.



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#### **Jump Houses**

- Jump house fee for residents is \$95. Non-resident fee is \$150.
- Jump houses can be rented only from companies that have provided a Certificate of Insurance naming the Town of Los Gatos as the additional insured. The following companies are currently approved for jump house rentals:

Astro Events & Jump	(800) 300-0922
Bali Baly Jump	(408) 226-2706
Bay Area Jump	(800) 514-5867
Comic Jumps	(650) 444-1800

- Jump house permits are only available in selected parks and picnic areas with a reservation and special use permit. Please refer to [Parks Facilities Overview](#).
- Jump houses are not allowed in the single family areas.
- Jump houses must be hand carried in to the park and placed in the area specified by the Park Service Officer.
- No electricity is provided at the park for jump houses.
- Jump houses with combined features such as a jumper and a slide and/or obstacle course, and features containing water are not allowed.
- Personally owned jump houses are not allowed.

#### **Vehicle Escort**

- Vehicle escort fee for residents is \$75. Non-resident fee is \$100.
- Vehicle escorts are only available in selected parks and picnic areas with a reservation and special use permit. Please refer to [Parks Facilities Overview](#).
- A vehicle escort may be required when a caterer delivers food to a picnic area.
- A vehicle escort must be made at the time of the reservation. No vehicles are allowed beyond designated public parking lots and/or the 15 minute loading/unloading zone.
- If an individual would like to drop off supplies or equipment beyond these areas in a vehicle, a vehicle escort is required.



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#### **Barbecues**

- No barbecuing allowed one hour prior to sunset.
- Personal/portable barbecues (gas only) are allowed in reservable picnic areas, as well as existing and designated barbecue areas in certain parks.
- Barbecues are allowed in the following parks in existing and designated areas only:
  - Blossom Hill Park (located near the Little League Field & Restroom)
  - La Rinconada Park
  - Oak Meadow Park (located in picnic areas 1 through 9 and the single family area near the playground)

*Charcoal is only allowed in the large barbecue pits located in the reservable picnic areas, as well as existing and designated barbecues in certain parks indicated above.*

*Allow fires in barbecue pits to burn out. Do not use water as it will damage the grill and pit.*

- Barbecues are not allowed in the following parks:
  - Bachman Park
  - Balzer Field
  - Belgatos Park
  - Blossom Hill Park (Group Area only)
  - Live Oak Manor
  - Pageant Grounds

#### **No Smoking**

- Smoking is prohibited within any park or on any trail.

#### **Food & Alcohol**

- Beer and wine are allowed with a picnic meal but must not leave the picnic area.
- No hard liquor allowed.

#### **Decorations & Signs**

- Decorations must not interfere with other picnic areas.
- Decorations must be cleaned up and removed before leaving the park.
- Directional signs may be posted in designated areas, but must be removed before leaving.
- No tacks, nails or staples on park signs, tables or trees.



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- No confetti, Egg toss or piñatas are allowed.

#### **Dogs**

- A six (6) foot leash is required at all times and dogs must be kept under physical control.
- Pet owners are required to immediately clean-up after their pets.

#### **Miscellaneous**

- Portable Radios are allowed.
- Loud music is not allowed at any hour.
- Volleyball and Badminton nets are allowed.
- Portable toilets are not allowed.
- Petting zoos and pony rides are not allowed.
- Water slides and "Slip slides" are not allowed.
- Organized sports activities are not allowed any day including weekends without a special use permit.

#### **Clean-Up**

- Picnic areas rented and used must be left in clean condition. A fee will be assessed to you for leaving the picnic area unclean or damaged.
- Customer should provide means to clean up site, including extra trash bags.
- Pick-up and dispose of all trash and food waste materials at reserved picnic or group area.
- Remove cans, bottles, bags, decorations, balloons, food and debris from picnic or group area. Use trash cans.



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<b>Allowed</b>	<b>Not Allowed</b>
<ul style="list-style-type: none"><li>• Basic jump houses (please refer to Jump house rules) with picnic areas 3, 4, 5, 6, 8 and 9 only.</li><li>• Personal/portable barbecues (gas only) in existing and designated picnic areas in certain parks – refer to “Barbecues” section of the Rules &amp; Regulations.</li><li>• Portable Radios.</li><li>• 2 canopies, no more than 12’x12’ in size at each picnic area</li><li>• Dogs (only if controlled by 6’ leash at all times).</li><li>• Beer and wine is permitted within the picnic areas only</li><li>• Volleyball &amp; Badminton nets.</li></ul>	<ul style="list-style-type: none"><li>• Combination jump house with a slide and/or obstacle.</li><li>• Personally owned jump houses.</li><li>• Personal/portable barbecues at Belgatos Park.</li><li>• Loud music (permit required for live, amplified music).</li><li>• Portable Toilets.</li><li>• Petting Zoos and Pony Rides.</li><li>• Alcohol in areas other than picnic areas.</li><li>• Vehicles on the park grounds without a vehicle escort permit.</li><li>• Organized sports any day, including weekends, without a special use permit.</li><li>• Water slides and “Slip &amp; Slides”.</li><li>• Egg Toss, Piñata and water balloons.</li><li>• Tacks, nails or staples on park signs, tables or trees.</li></ul>